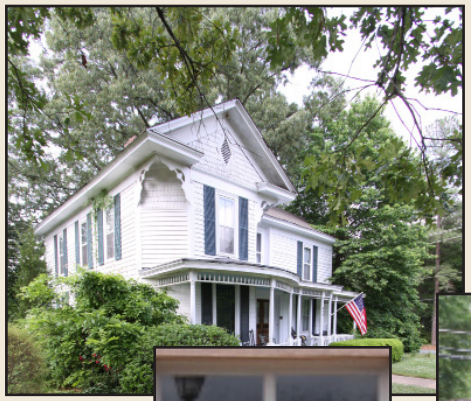
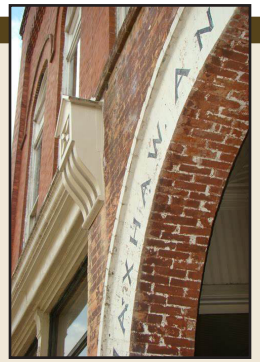
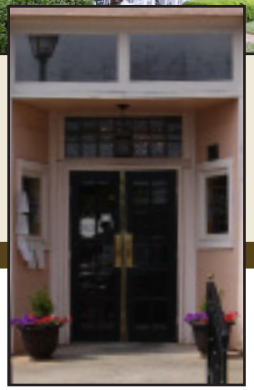
WAXHAW, NORTH CAROLINA HISTORIC LANDMARK STANDARDS

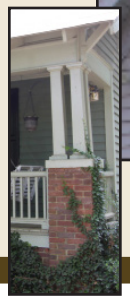
Design and Resource Guide for Property Owners

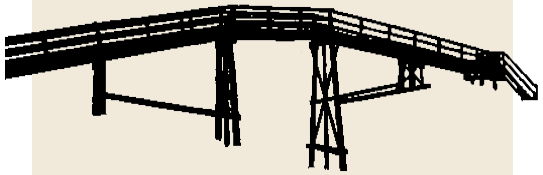
Waxhaw Historic Preservation Commission







Introduction

These design guidelines were developed under the guidance of the Waxhaw Historic Preservation Commission and the Town of Waxhaw, Department of Planning and Community Development, with public input and collaboration.

The purpose of this document is to provide property owners and the Historic Preservation Commission with a written tool for planning and reviewing applications for construction and alterations of Historic Landmarks.

These guidelines supplement the Secretary of the Interior's Standards for the Treatment of Historic Properties adopted by the Waxhaw Historic Preservation Commission on December 10, 2009, and the guidelines are intended to help property owners meet these Standards.

It is envisioned that these guidelines will be updated on a continuing basis in response to new conditions, available technologies, and lessons learned.

Adopted February 10, 2011 and Amended June 9, 2011,
August 9, 2012,
and September 9, 2021.
Waxhaw Historic Preservation Commission

Terry Settle, Chair

These guidelines were prepared by:

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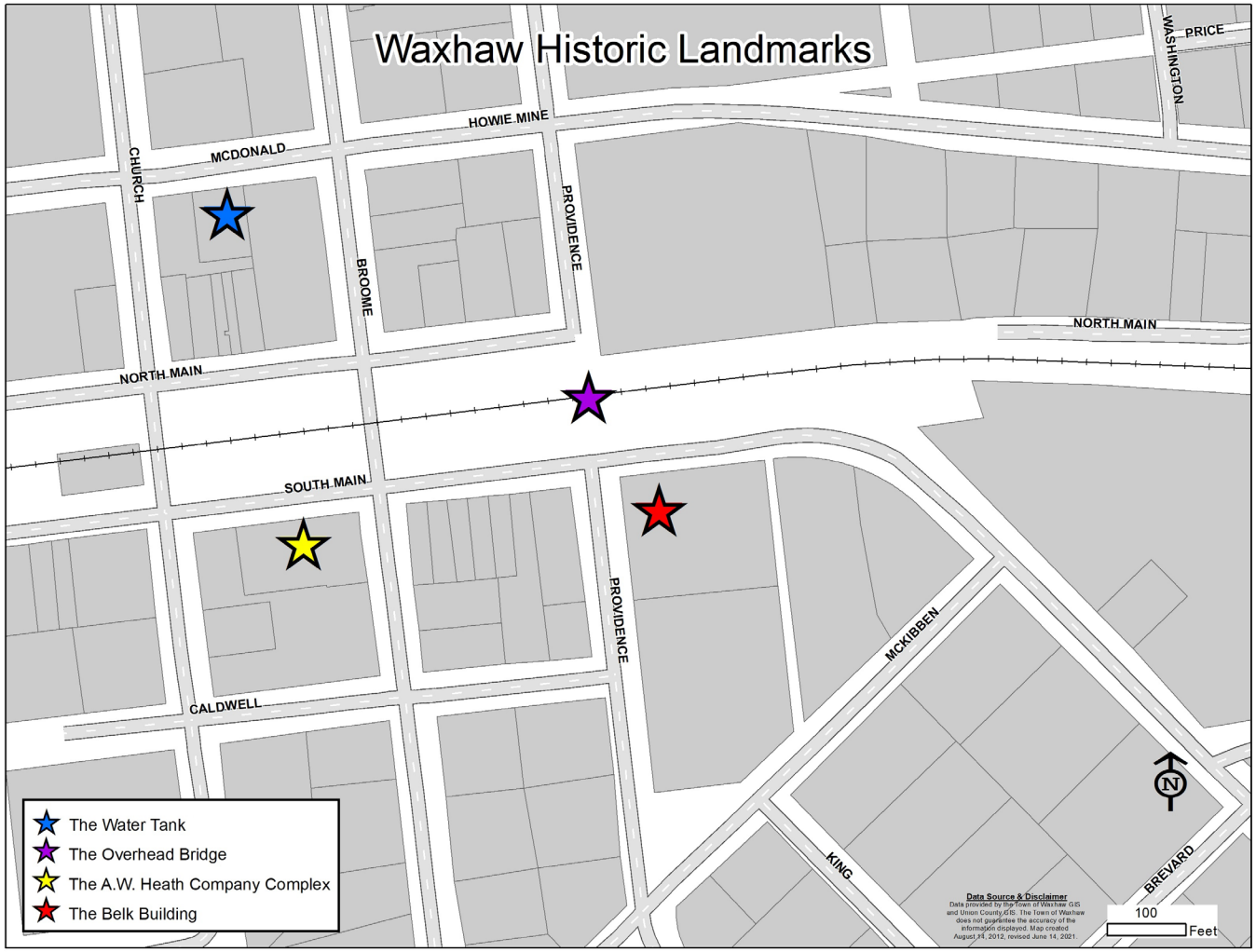
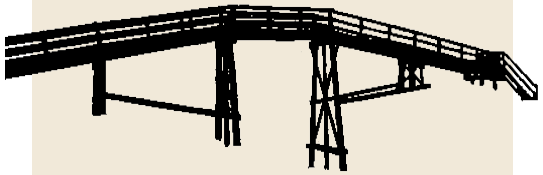
Map of Historic Landmarks





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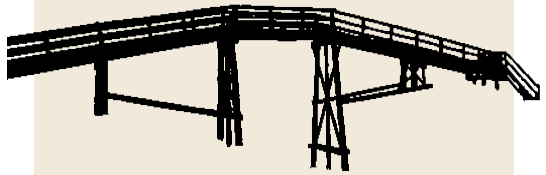
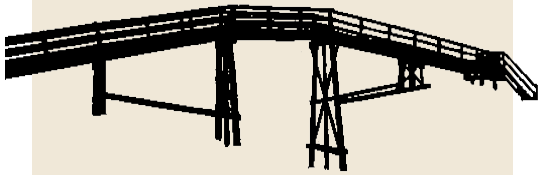


Overview & Admin

Standards

Appendix

Overview and Administration



History and Styles

History

The Town of Waxhaw derives its name from the Native Americans that once lived in the area. It developed at the turn of the 19th Century with the arrival of the railroad and the growth of the local cotton industry. Prior to the coming of the Atlanta-Carolina-Northern rail line in 1888, Waxhaw was settled by Scotch-Irish farmers. With the resurgence of the cotton industry and the expansion of the railroads during Reconstruction, Waxhaw became a processing and transportation center for cotton. The Rodman Heath Cotton Mill, which employed the majority of the town's residents, was established in the 1890s at the east end of town. Commercial buildings and warehouses grew up along the tracks on North and South Main Street (originally called Front Street) as local farmers came to town to do business. The Methodist and Presbyterian congregations built churches in town. Many of the first buildings were of frame construction but were soon replaced in the early twentieth century by more substantial (and fire resistant) brick structures as the town grew and became more prosperous. The residential neighborhood grew up around the commercial area. Much of today's historic fabric was built by the 1930s. Although the economy improved after the Depression, the cotton industry began to decline by the 1940s with the introduction of synthetic materials. The Rodman Heath Cotton Mill, the largest employer, closed in 1946. In the 1960s, the town began to position itself as an antiques center. Today, Waxhaw is a vibrant town that has retained its historic identity in the commercial buildings, residences and churches.

Architectural Styles & Features

Many houses were built by prominent business owners and leading citizens of Waxhaw and date to the late 19th and early 20th century, reflecting the popular styles of the period - Victorian, Colonial Revival, Craftsman, and Vernacular.

The ***Victorian*** style became popular in the late-19th century and is closely associated with the development of the railroad as it made the mass-produced, scroll-sawn detail elements of the style widely available. This style is characterized by an asymmetrical composition with a variety of forms, textures, materials, and colors. The asymmetrical composition is achieved through the use of towers, turrets, bays, tall chimneys, and wrap-around porches. Contrasting materials, decorative brickwork or wood siding and colored glass in the windows add to the texture. Scroll-sawn detailing, particularly in the porches, are a trademark of this style. In the "free-classic" interpretation of the style, classical details were added to the

Victorian Style

Did You Know?

An Historic District is defined by North Carolina enabling legislation as an area deemed to be of special significance in terms of history, prehistory, architecture, and/or culture, and to possess integrity of design, setting materials, feeling, and association

Source: *North Carolina General Statute 160A-400.3*

asymmetrical form - columns with capitals, dentils, Palladian-motif window and door openings.

The ***Colonial Revival*** refers to several interpretations of colonial forms. Developed in the late 19th and 20th century, it was inspired by the nation's awareness of an interest in American history following the Centennial Celebration of 1876. Often, features from English, Dutch, French and Spanish colonial prototypes were combined.

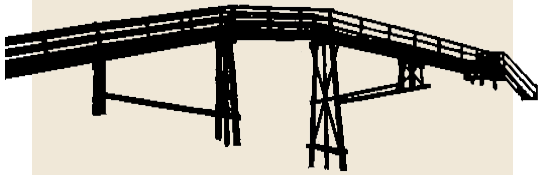
The ***Craftsman*** style became popular in the early 20th century as an American extension of the British Arts and Crafts movement that was a reaction to mass-production associated with the Industrial Revolution. It championed traditional handcraftsmanship and natural materials and applied detailing to the 1-1/2 story bungalow house form. Characteristics of the style include: a mixture of natural materials, such as stone, wood shingles, stucco, and cobblestones; gently-pitched broad gable roofs with dormers and exposed rafters; porches supported by battered columns on piers; and multi-paned window and door glazing in a variety of geometric shapes.

Vernacular refers to a style that engaged local building practices, traditions, materials, and craftsmanship in the construction of buildings. Vernacular buildings were not designed according to academic styles, but rather, were influenced by the popular styles. Typically, buildings that are vernacular in form may feature a specific detailing. For example, the common Triple-A Roofline is a vernacular style that is found in Waxhaw and the region.

Colonial Revival Style

Craftsman Style

Vernacular Style



Administration and Review

Local governments in North Carolina may designate a historic district and regulate development within it as part of the local zoning (or unified development) ordinance. In March 2021, Waxhaw adopted the Waxhaw Land Development Code (LDC). LDC Chapter 12: *Historic Preservation* outlines the Town's intent to:

- Safeguard the valued heritage of Waxhaw,
- Designate and preserve official historic landmarks, and
- Issue Certificates of Appropriateness for the purpose of regulating the exterior alteration of historic landmarks.

For more information on historic landmarks, the regulations, and the Historic Preservation Commission, visit the Town webpage at www.waxhaw.com and go to the Waxhaw Historic Preservation Commission under Advisory Boards and Commissions.

Waxhaw Historic Preservation Commission

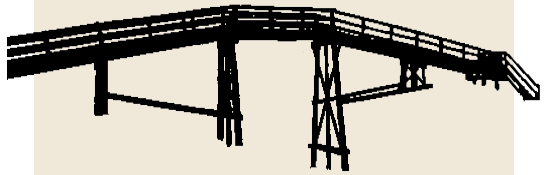
Waxhaw Historic Preservation Commission members are appointed by the Town Board of Commissioners. Members must be residents of the town and have a demonstrated special interest, experience or education in history, architecture, archaeology or related fields. Members are appointed for a term of three years and meet monthly to conduct business. The Historic Preservation Commission is responsible for:

- Identifying and evaluating potential landmarks and historic districts
- Recommending designation of districts and landmarks
- Acquiring properties for the purpose of preservation, as well as restoring and operating historic properties for preservation
- Educating the public with respect to historic properties
- Cooperating with federal, state, and local agencies regarding historic properties
- Reviewing proposals for alterations, new construction or demolition in historic districts
- Adopting design guidelines and rules of procedure to ensure consistent review of applications, and
- Amending these Design Standards & Guidelines as needed.

The Town Planning and Inspections Department has an assigned Coordinator (also referred to as the ***Commission Liaison to the Waxhaw Historic Preservation Commission***) who manages business items and works with citizens regarding any proposed applications and development activities.

Did You Know?

The North Carolina Department of Cultural Resources provides general oversight and guidance to local historic preservation commissions with respect to district boundaries, contributing structures, and administrative procedures. Their publication, *Handbook for Historic Preservation Commissions in North Carolina*, serves as a useful resource for commission members, district administrators, and citizens. This publication is available at *http://www.hpo.ncdcr.gov/handbook.pdf*.



Regulated Work on a Historic Landmark

All exterior work on a building or structure (including a wall, fence, light fixture, steps) should be carefully considered prior to undertaking construction. Property owners and contractors should refer to specific sections of these design guidelines and contact the Commission Liaison with any questions.

Work other than ordinary maintenance and repair must receive a "***certificate of appropriateness***" from the Historic Preservation Commission, or their designated staff, for the exterior alteration, erection, restoration, moving, or demolition of buildings or structures. In reviewing work, the Commission considers:

- Architectural style
- General design and arrangement of the exterior features
- Kind and texture of building material
- Size and scale of the building
- Type and style of windows, doors, light fixtures, signs, appurtenant fixtures, and
- Existing landscape, archaeological and natural features of the property

Ordinary maintenance and repair is considered minimal work that does not involve <u>any</u> change in the design, material or appearance. Such work can be undertaken without any review by the Historic Preservation Commission. Examples may include:

- Painting a previously painted surface
- Replacing a deteriorated baluster with the same design and material
- Replacing a fence picket or section with the same design and material
- Repairing damaged siding with the same design and material, or
- Replacing damaged shingles with the same design and material.

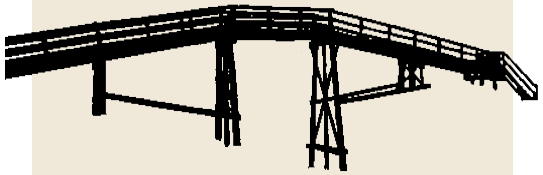
Minor work on the exterior of a building may be reviewed and approved by the Commission Liaison. Minor work is defined as not involving a change to the visual character of the property and not involving substantial alteration, addition, or removal of architectural features. Examples of minor work include:

- Replacing storm windows or doors
- Replacing or removing gutters and downspouts
- Replacing asphalt or fiberglass shingle roofs
- Installing an exterior light fixture
- Repairing or repointing masonry and chimneys
- Replacing missing siding or trim, or

No exterior portion of any building or structure designated as a historic landmark shall be erected, altered, restored, moved or demolished until an application for a "certificate of appropriateness" has been submitted and approved by the Historic Preservation Commission. This includes masonry walls, fences, light fixtures, steps and pavement, other appurtenant features, above ground utility structures and outdoor advertising signs.

However, <u>ordinary maintenance and repair</u> of exterior features of a historic landmark that does <u>not involve a change in design, material or appearance</u> shall not require a certificate of appropriateness. Property Owners should carefully review the design guidelines, give special attention to detailing, and coordinate with town staff.

Administration and Review



Note that if you are pursuing a Historic Tax Credit project, the National Park Service's Standards for Rehabilitation may be more stringent than the recommendations of these guidelines. Consult both the local guidelines and the National Park Service Standards for Rehabilitation. *http://www.nps.gov/hps/tps/tax/rhb/index.htm*

- Signage

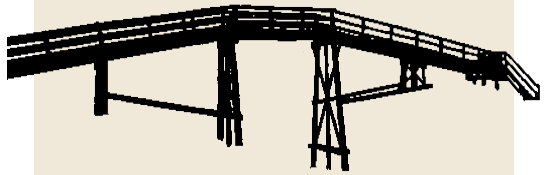
All other work (major construction) must be reviewed and approved by the Historic Preservation Commission at their regularly scheduled monthly meeting. Examples of work that must be reviewed by the Historic Preservation Commission include:

- Replacing doors and windows
- Replacing a roof with a different material
- Rebuilding a porch or storefront
- Installing new siding
- Installing a walk, steps, patio or driveway
- Rebuilding a foundation or chimney
- Painting previously unpainted masonry
- Building an addition, deck, garage, etc., or
- Building a new building

Application and Review Process

Persons interested in doing work on a historic landmark should contact the Commission Liaison as soon as possible to answer any questions and determine specific application requirements and supporting documentation needed for review.

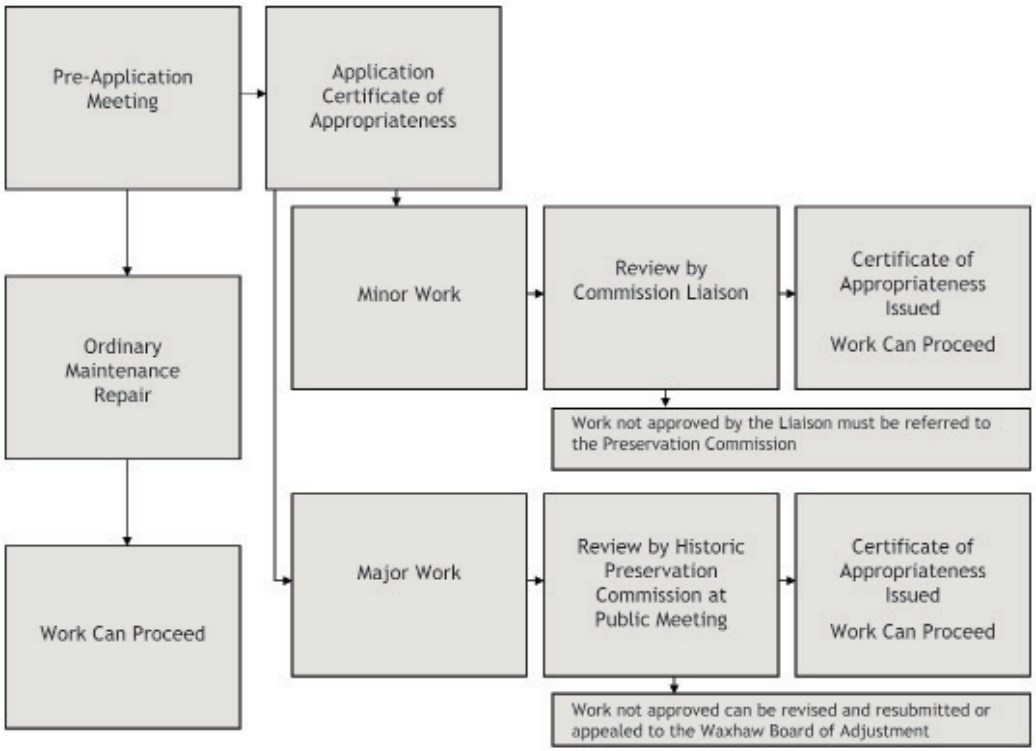
- A **pre-application review meeting** is required prior to filing a formal application for a Certificate of Appropriateness.
- An **application** must be completed which includes the following information:
  - ✓ Property address
  - ✓ Applicant and owner information
  - ✓ Description of work to be undertaken
  - ✓ Detailed information on repair/replacement materials (design, dimensions, color, texture, material, etc.), including any needed specification sheets or samples
  - ✓ Pictures of property and work area
  - ✓ Names and addresses of adjoining property owners
- Review and approval of **minor work** can be handled quickly or in just a few days.
- All **Major work** requires approval by the Historic Preservation Commission at their monthly meeting



and must be advertised for public comment. An application must be received 30 days before the meeting (in order to notify adjoining property owners of the request. A filing fee may apply.

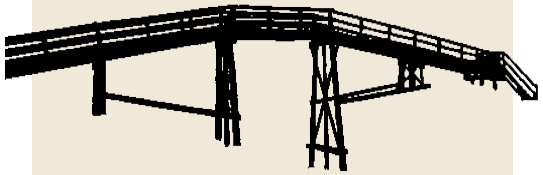
Appeals

If an applicant is aggrieved by a decision of the Waxhaw Historic Preservation Commission, an appeal may be filed with the Waxhaw Board of Adjustment within 15 days of the decision. Appeals to the Board of Adjustment are handled by the Town Planning Department. If the applicant is aggrieved by the decision of the Board of Adjustment, the matter may be appealed to the superior court of Union County.



Did You Know?

Character-defining features are the prominent elements or distinctive aspects, qualities, or characteristics of a property that contribute significantly to its physical character



The Table here is a Quick Reference Guide for undertaking work on a Historic Landmark.

Ordinary Maintenance does not require a Certificate of Appropriateness; however, coordination with the Town Planning & Inspections Department is recommended.

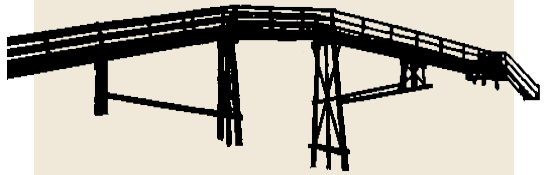
Minor Work requires a Certificate that can be approved by the Liaison/Coordinator to the HPC.

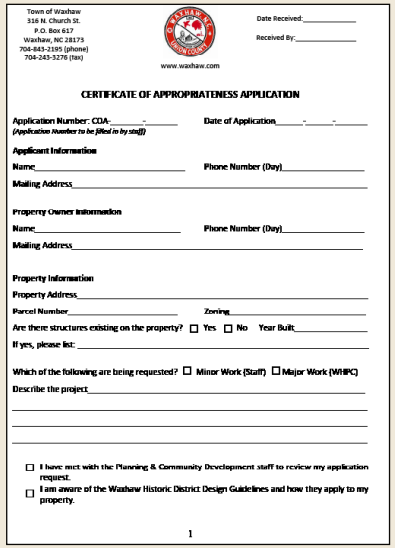
Major Work requires a Certificate that must be approved by the HPC.

Administration and Review

Type of Work	Ordinary Maintenance	Minor Work	Major Work	Guidelines Reference
Addition			X	*Additions*
Deck			X	*Accessory Structures*
New			X	
Repair, Rebuild	X	X		
Demolition			X	*Demolition & Relocation*
Doors				*Windows & Doors*
Replace			X	
Repair	X	X		
Fencing				*Accessory Structures*
New, Replace			X	
Repair	X	X		
Foundation				*Walls & Foundations*
Repair	X	X		
Rebuild			X	
Garage, New			X	*Accessory Structures*
Gutters				*Roofs*
Repair	X	X		
Replace, Remove, Cover		X	X	
Lighting, Exterior				*Accessory Structures, Signs*
Repair	X			
Replace, New		X		
Masonry				*Walls & Foundations*
Repair	X	X		
Repoint, Rebuild		X	X	
New Building			X	*New Buildings*
Painting (Residential)	X			*Walls & Foundations*
Painting (Commercial)				*Facades & Storefronts*
Repaint Painted Surface		X		
Paint Unpainted Masonry			X	

Type of Work	Ordinary Maintenance	Minor Work	Major Work	Guidelines Reference
Parking				*Site Development*
New			X	
Resurfacing	X			
Porch				*Porches*
Repair	X	X		
Replace, Build, Demolish			X	
Roof				*Roofs*
Repair	X			
Replace Roof Materials, Flashing		X	X	
Rebuild			X	
Siding				*Walls & Foundations*
Repair	X	X		
Replace, Install New			X	
Sign				*Signs*
Repair, Repaint	X	X		
New		X		
Stairs				*Porches*
Repair	X	X		
New			X	
Storefront				*Facades & Storefronts*
Repair, Repaint	X	X		
Replace, Rebuild			X	
Walks, Patios, Driveways				*Accessory Structures*
Repair	X	X		
New			X	
Windows				*Windows & Doors*
Repair	X	X		
Replace, New			X	





Town of Waxhaw
316 N. Church St.
P.O. Box 617
Waxhaw, NC 28173
704-843-2195 (phone)
704-243-3278 (fax)

Date Received:_____
Received By:_____

www.waxhaw.com

CERTIFICATE OF APPROPRIATENESS APPLICATION

Application Number: COA-_____-_____ Date of Application_____-_____-_____
(Application Number to be filled in by staff)

Applicant Information
Name_____ Phone Number (Day)_____
Mailing Address_____

Property Owner Information
Name_____ Phone Number (Day)_____
Mailing Address_____

Property Information
Property Address_____
Parcel Number_____ Zoning_____
Are there structures existing on the property? ☐ Yes ☐ No Year Built:_____
If yes, please list: _____

Which of the following are being requested? ☐ Minor Work (Staff) ☐ Major Work (WHPC)
Describe the project_____

☐ I have met with the Planning & Community Development staff to review my application request.
☐ I am aware of the Waxhaw Historic District Design Guidelines and how they apply to my property.

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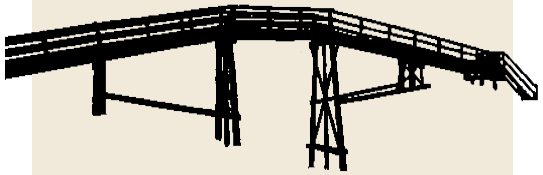
An application for a Certificate of Appropriateness may be obtained online at *www.waxhaw.com* or from the Waxhaw Planning and Inspections Department.

Design Standards - Residential

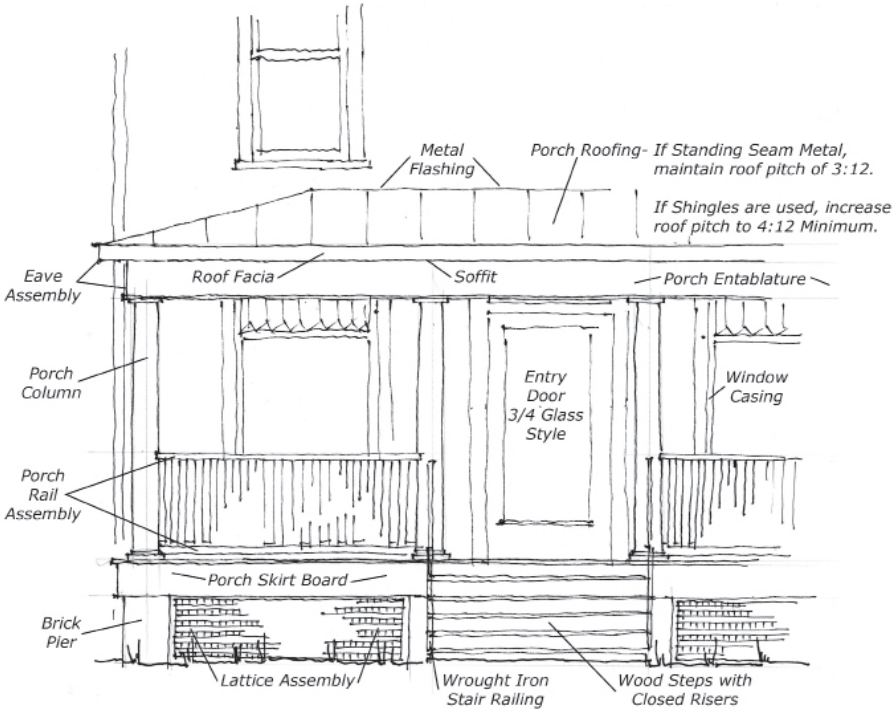


Standards - Residential

Porches, Windows and Doors

Feature Overview

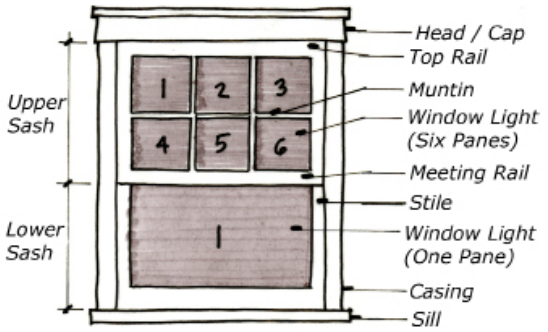
Porches, windows, and doors are the most important exterior architectural features of a house. They are prominent features that are visible to the public. Also, they serve important residential living functions and provide outdoor access and views.



The Parts of a Porch

Porches are dominant architectural elements that add significant character and style to a house. The open front porch welcomes residents and visitors and encourages quality neighborhood activity, whether it is neighbor-to-neighbor relations or frequent eyes on the street. In addition, the front porch is an extension of the street and the landscape; the character of an entire street can be influenced by the architectural features and repetition of front porches. Porches shelter the house from the elements, which makes maintenance a challenge.

The Parts of a Window



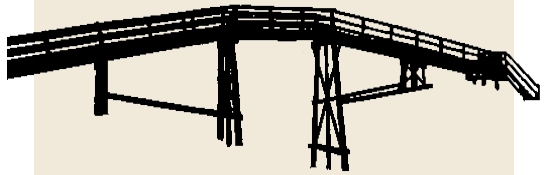
Windows are important architectural elements of a residential building. Typically, they are arranged to reflect the function of the interior room and contain details that add character to the overall look of a house from the street. Usually, they are arranged symmetrically on the exterior building wall. These details may include special framing, glass mullions, or decorative insets. One special feature of old window glass is the unusual way in which it transmits light and provides prismatic views to the outdoors.

Doors provide welcoming entrances to a residence. Doors in Waxhaw can be simple or ornate to compliment the building style and architecture. Typically, front doors are embellished with decorative hardware, sidelights or trim molding.

Did You Know?

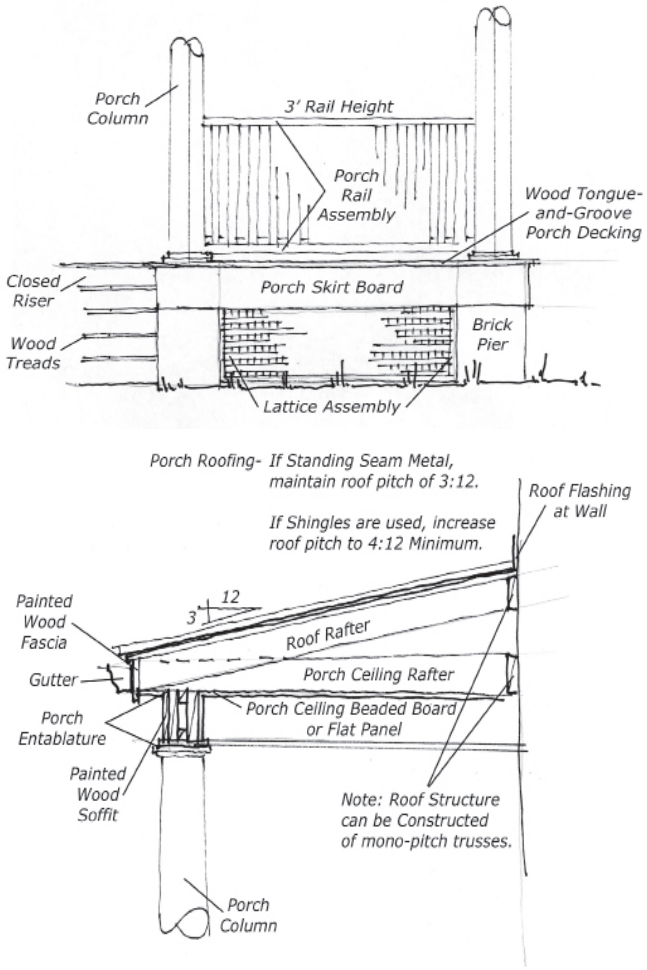
A porch roof needs to be have sufficient pitch to drain water; shingles must be of sufficient quality to shed water. This is why older roofs exhibit specific design features and materials. It is not just about the look of the roof, but about its function!

Note that illustrations in these Design Standards are examples provided to help the reader understand traditional architectural features in Waxhaw. They are not intended to dictate specific design solutions.



Recommended Practices

1. **Retain existing porches, windows and doors**. The original materials and construction contain design features that are important to the overall look of these elements on a building.
2. **Repair deteriorating elements** using acceptable methods that will preserve the original materials and detailing. See list of resource information for discussion of some common repair methods.
3. If materials must be replaced, **replace with materials that are of like kind with the same detailing**. Carefully look at the design, proportions and detailing of the element to be replaced. Match the existing material; if it cannot be matched, look for similar detailing. Remember, the design details and proportions make a difference!
4. If a window or door must be replaced, **do not enlarge or fill in openings**. The dimensions and profile detailing of an existing window or door contribute to the overall look of the building and the feature itself. Match sizes of these features, as well as replicate trim profiles, sash dimensions and glazing patterns.
5. **Add awnings or decoration to porches, window and doors only where there is photographic evidence** that it existed originally. Simple elements like shutters, sidelights, awnings or decorative trim may not be appropriate to the architectural style of your particular building.
6. **Substitute materials may be considered, but only if they match** the characteristics, design profile, size and configuration, texture, planar relationships, durability, etc. New building technologies may offer alternatives; however, the detailing and durability is extremely important.



Some Terms to Know

baluster - the upright elements supporting a handrail

balustrade - the whole assembly of a railing, including the top rail, balusters, and bottom rail

capital - the uppermost part of a column or pilaster; it is often embellished with classical ornament

entablature - the decorative elements forming the wide band at the top of a wall or above a row a columns.

fascia - a plain, wide horizontal band between the entablature and the roof of a building

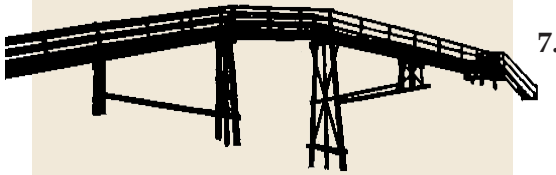
glazing - glass in a window

lintel - the horizontal block that spans between two supports

mullion - a structural element dividing adjacent window units

muntin - strips of wood separating and holding panes of glass within a window sash

Porches, Windows and Doors



Some Terms to Know

pilaster - a half-column attached to a wall

portico - a small covered entrance to a building, consisting of a roof that is often topped with a pediment and supported by columns

riser - the vertical elements in a set of stairs

sash - the wood frame of a window in which the glass panes are set

sill - the horizontal element at the base of a window

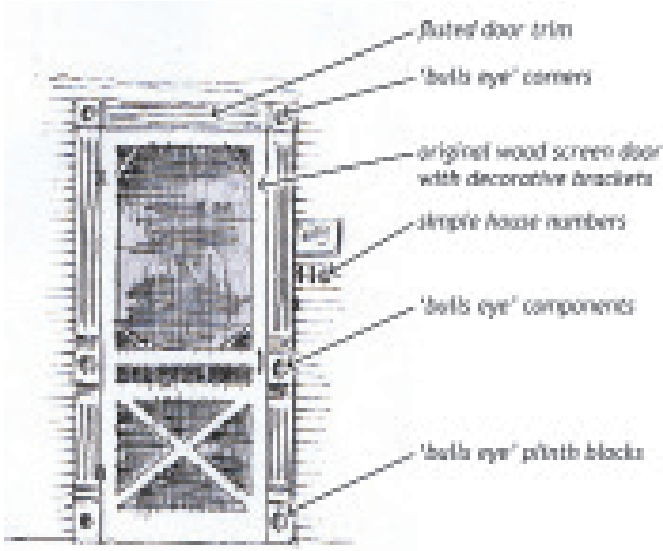
soffit - the flat underside of a roof overhang

stile - vertical boards extending the full height of a door on the left and right sides

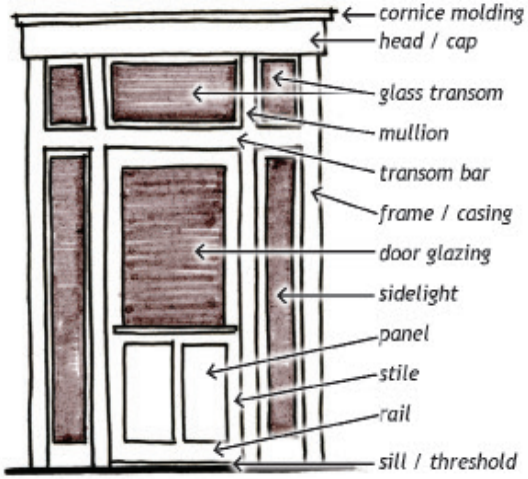
surround - the framework and associated trim around a door or window

transom - the window or opening above a door or window

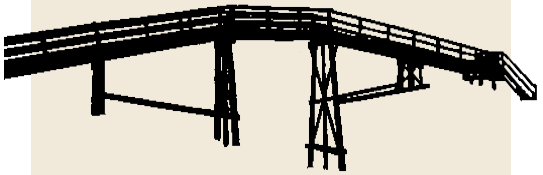
7. **Remove inappropriate design treatments** where applicable and restore features where they can be documented with pictures or expert advice from an architectural historian. Ensure that these treatments have not acquired significance over time; in some instances, modifications that have been in place for many years are important to the history of the building.
8. Place window **air conditioning units** on the sides or rear of a building, rather than the front elevation. This preserves the main façade which is most visible to the public.
9. **Repair or replace porch columns and balustrades** using elements that match the original. Replicate the dimensions, profiles, spacing and attachment to the flooring, columns, stairs, etc.
10. **Small elements that make a difference**:
    - Always use **covered risers** when adding or replacing stairs to porches and building entrances.
    - Install **porch lattice** appropriately. Historically, lattice work was painted and displayed horizontal and vertical features, rather than diagonal.
    - Appropriately attach **balusters** to top and bottom railings rather than directly to the floor framing or skirting; this may be appropriate for more modern residential decks, but it detracts from porches and stairs in historic settings.



Typical Waxhaw Decorative Door

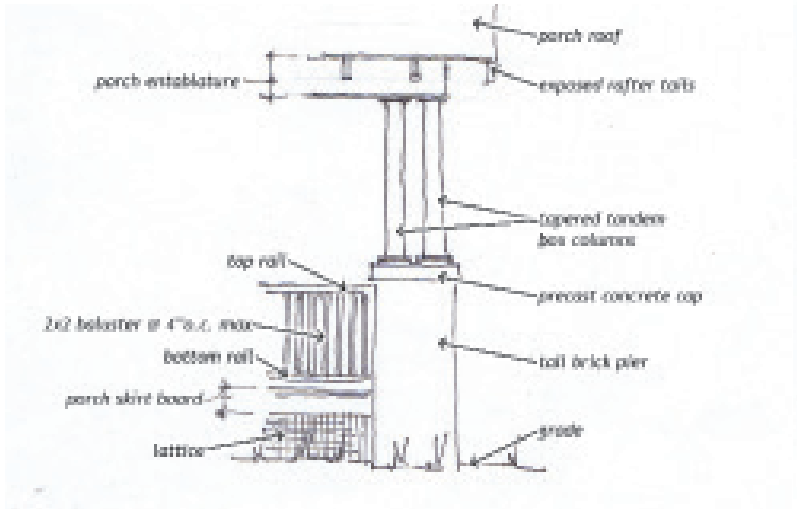


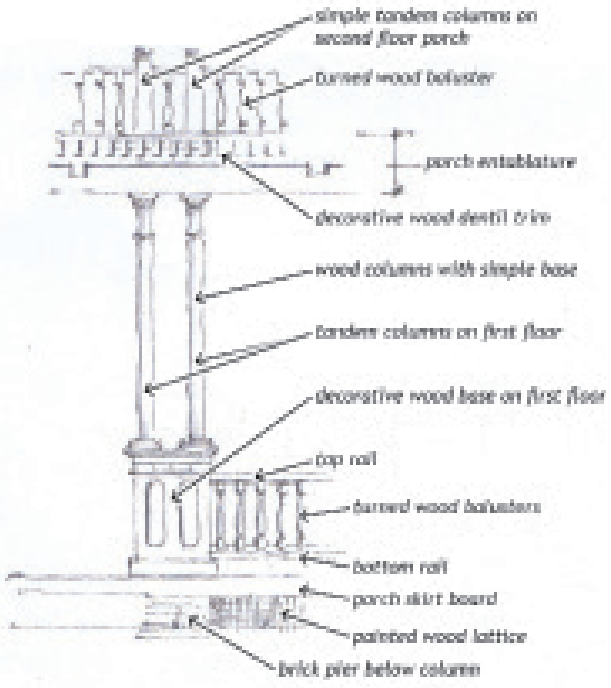
Parts of a Door

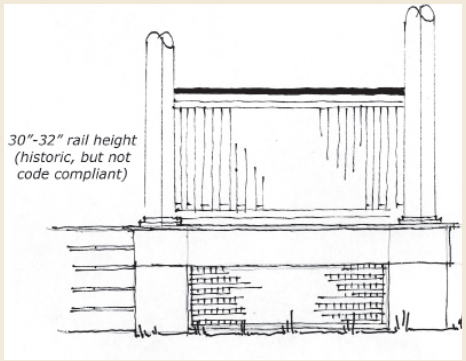


Recommended Maintenance

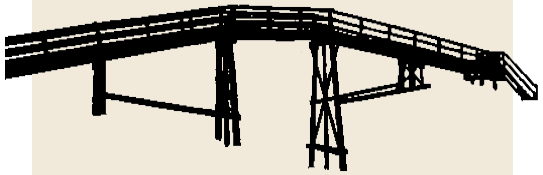
1. **Ensure proper drainage of water** from the building and from porches, windows and doors. Regularly clean and inspect gutters and downspouts to keep moisture from causing deterioration. Be sure that the slope of a porch roof is adequate to slough off water and that the materials on the roof are sufficient to accommodate the drainage. Repair gutters and downspouts promptly to direct water away from the building and porches.
2. **Regularly inspect for deterioration** around windows and doors. Caulk joints and use weather strips to prevent air and water infiltration. Keep surfaces properly primed and painted. This maintains the integrity of these wooden features and keeps them in good working condition.
3. **Prime and paint wood surfaces** on a regular basis using proper painting techniques. Take special precautions when dealing with lead paint. See *Preservation Brief No. 37: Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing* by the National Park Service (http://www.nps.gov/history/hps/tps/briefs/brief37.htm).
4. **Inspect porch foundations and stairs** to ensure structural stability. Repair any missing elements using appropriate methods and materials.
5. **Consider energy efficiency**. Use interior storm windows to provide conservation of energy and maintain the building's exterior appearance. Properly maintain window glazing, door frames and thresholds, as well as any working hardware.







Historic porch railings may not meet current building codes. One option may be to add a simple pipe rail above the historic rail to meet code.

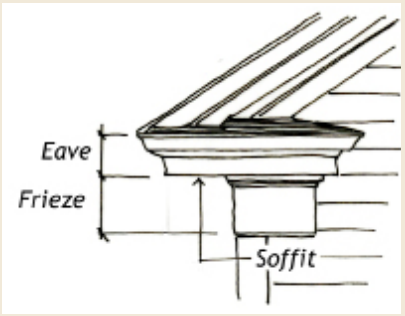


Roofs and Gutters

Feature Overview

In addition to the exterior building walls, the house roof is one of the most dominant visual components of a house. More importantly, the roof is the first line of defense to protect the house against weather as it sheds water off of and away from the building. The varying configuration of a roof and the roofing materials add important architectural character and interest to a building.

House roofs need to have steeped slopes to help the building shed rain, snow, ice and leaves. The materials used in the roof construction had to be durable, too; slate, metal and wood shakes were typical roofing materials. Accompanying the roof pitches that ranged from 6/12 to 12/12, there was ample space for adding interesting decorative features such as louvered and hand-crafted artisan vents, dormers, exposed rafters, brackets, and gable returns. Many of these features are functional as well (e.g., vents provide ventilation and dormers and attic windows provide natural light).



In Waxhaw, there are at least three typical roof configurations:

- intersecting gable roof,
- simple gable roof with exposed dormers, and
- hip roof, sometimes referred to as a "cottage style" roof.

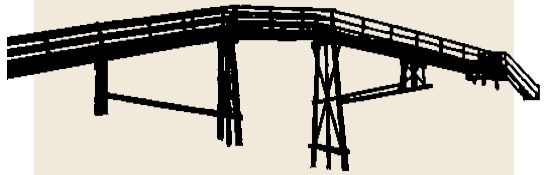
Recommended Practices

Intersecting Gable Roof

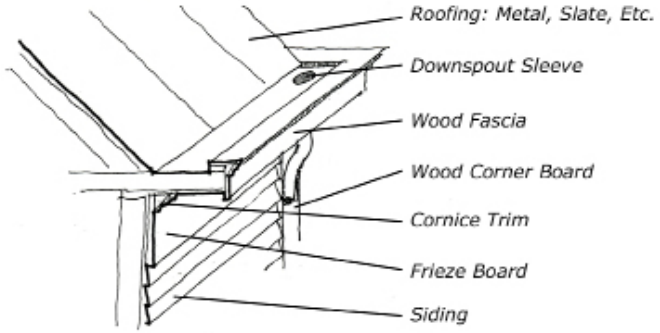
Simple Gable Roof (with dormer)

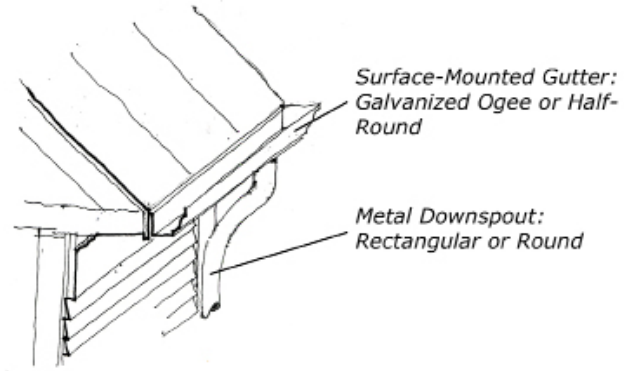
Hip Roof

Roofs and Gutters



1. **Retain and repair existing roof materials, flashing and pitch**. The roofing materials and varying configurations of a roof are important architectural features that should be retained and preserved. A properly maintained roof can last for a very long time!
2. **Retain any decorative features** such as finials and ridge-cresting.
3. **Retain chimneys and dormers**. These are architectural features of the roof that relate to the living functions within the house. They are important contributing features that offer balance and symmetry to the roof and the building. Do not replace dormer windows with vents or remove window glass, as they provide natural light.
4. **Position any new roof feature** (such as a skylight, chimney, solar panels, vent, or dish receiver) at the rear of the building in a location that is not visible from the street and where it does not interfere with another contributing roof feature. Mount mechanical equipment or dish receiver on the ground in the rear yard if at all possible.
5. **Repair and attach gutters properly** using appropriate hangers, brackets or spikes. Maintain half-round gutters and hidden gutter systems. These gutter styles and systems are integrated architectural features of the building. Loss of these features change the appearance of the building. In particular, removing or covering hidden gutters alters the overall pitch and therefore changes the architectural character of the roof. Hidden gutters should be repaired rather than covered or removed.
6. **Repair any damaged roofing materials** as soon as possible. Use like materials. Deteriorating conditions and peeling paint with metal roofs can accelerate quickly and damage the roof structure.
7. **Replace any missing roofing or elements** with like materials. Ensure that materials match in size, shape, color, texture and pattern. Replace damaged slate, wood or asbestos shingles using copper-tab or hidden nail methods.
8. **When replacing a roof, replace with like materials of the same design** and inspect roofing felt and





Some Terms to Know

dormer - structural element protruding from the roof plane that creates additional space in the top floor

entablature - the decorative elements forming the wide band at the top of a wall or above a row a columns.

fascia - a plain, wide horizontal band between the cornice and the roof of a building

flashing - a continuous piece of metal or other material installed at an angle or joint to prevent water seepage

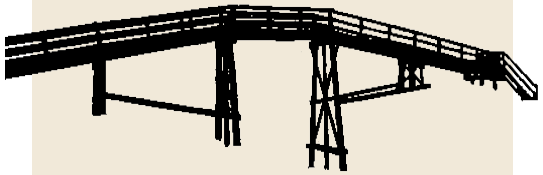
frieze - the wide central section of the entablature

gable - the triangular upper part of a wall formed by a pitched roof

rafter - a wood beam supporting the roof, often exposed beneath the eave in traditional roof styles

soffit - the flat underside of a roof overhang

Roofs and Gutters



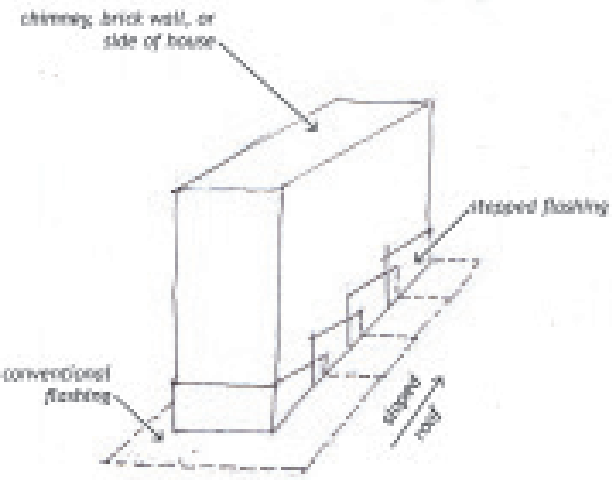
Did You Know?

Asphalt shingles should be used only on roofs with a minimum 3:12 pitch. Roofs with a shallower slope, like porch roofs, often require metal to shed water effectively.

The roof is the best place to gain energy efficiency. If the roof is to be replaced, use a roof system that is energy efficient. Roofing material that is more reflective will prevent absorption of much of the sun's heat, keeping your home cooler in the summer.

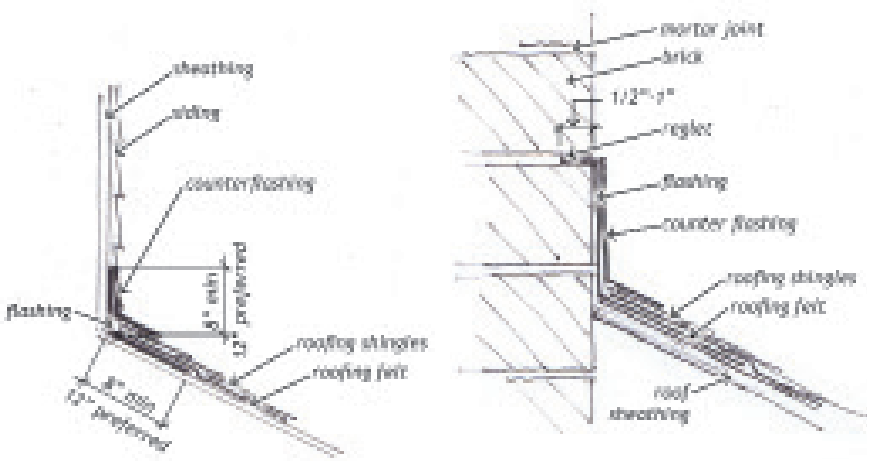
underlying sheathing.

- Replace a slate roof with slate or simulated slate.
- Replace a metal roof with metal; ensure that any finishing details along ridges and standing seams match the historic roof. Ensure that the ridge seam is overlapping and not a pre-engineered ridge cap. There are rubberized coating systems that allows a metal roof to be repaired.
- Replace an asphalt shingle roof with shingles that have a minimum 25-year warranty. Architectural grade shingles have an enhanced detailing and more dimension than lower grades. Choose a color that is compatible with other colors on the house. Maintain and apply only one roofing layer at a time. Asphalt shingles were designed to be installed on a flat substrate in order to maximize bonding of the adhesive strips between the plies; more than one layer of shingles results in potential inadequate bonding and water penetration. In addition, more than one layer will create a heavier load on the roof, thereby potentially creating complications.



Flashing for a chimney

- Alternative roofing materials may be appropriate if they match the historic material in pattern, scale, texture and color. Technology continues to evolve offering options.
- Ensure that roofing underlayment or membrane has no punctures or rips; replace it if it is damaged.



Flashing for a porch

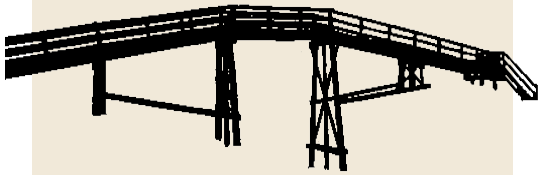
- Confirm that the roof sheathing is not damaged; replace any damaged sheathing.
- Install flashing so that it is stepped along the intersection of the sloped roof and any vertical planes of chimneys, dormers, walls, etc.
- Maintain the existing roof pitch and direction, as well as gutter configurations.

Recommended Maintenance

1. **Visually inspect roofs** on an annual basis. Look for deterioration of roof coverings and failed flashing. Check for any shingle staining or peeling paint – this can be an early sign of moisture issues and algae or fungal growth.
2. **Inspect gutters and downspouts** for proper drainage. Remove any dirt and debris from the roof and from the gutter system.
3. **Repoint chimneys** to maintain their structural integrity. Inspect flashing at chimney junctures.
4. **Inspect eaves, soffit and fascia board** for peeling paint and rotting wood from leaking gutters. Repair or replace with like materials.

Residential architectural details and elements.

Clockwise from upper left: gable, dormer window, rafter, decorative rafter, roof finial, and gable.



About Mortar

Ian Cramb offers several recipes for lime mortar in his book The Art of the Stonemason (1991). Two mortar recipes for general purpose use: 7 parts sharp sand, 1 part lime and 1 part cement or 8 parts sharp sand, 2 parts lime and 1 part cement.

National Park Service, Preservation Briefs: *Repointing Mortar Joints in Historic Masonry Buildings http://www.nps.gov/hps/tps/briefs/brief02.htm*

Building Walls and Foundations

Feature Overview

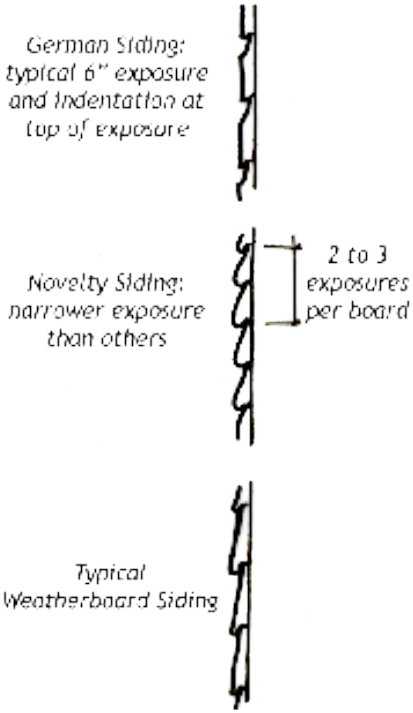
The exterior wall of a building is the largest exposed surface. In addition to holding the building together, **building walls** provide a large surface for decorative elements, patterns and materials. Thus, they are extremely important to the continued building use, architectural integrity and structural preservation.

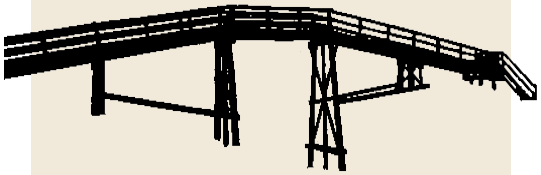
The exterior materials of a building tell a story about the construction history and the available materials and technology of the time. In Waxhaw, many of the structures in the residential portion of the historic downtown are frame, while the structures in the downtown commercial area are brick. Wood materials for housing were readily available and affordable in the region at the turn of the century. Also, masonry materials frequently were used in commercial areas to reduce the potential for fire and loss of commercial business.

Like the building walls, **foundations** are essential to supporting a building or structure. Foundations usually have masonry components (stone, brick, concrete, etc.) that are resistant to moisture and provide structural support for the building. Foundations typically have a venting system to allow air flow beneath the house and reduce damage from moisture buildup. Often, a foundation contributes to the architecture and character of a building.

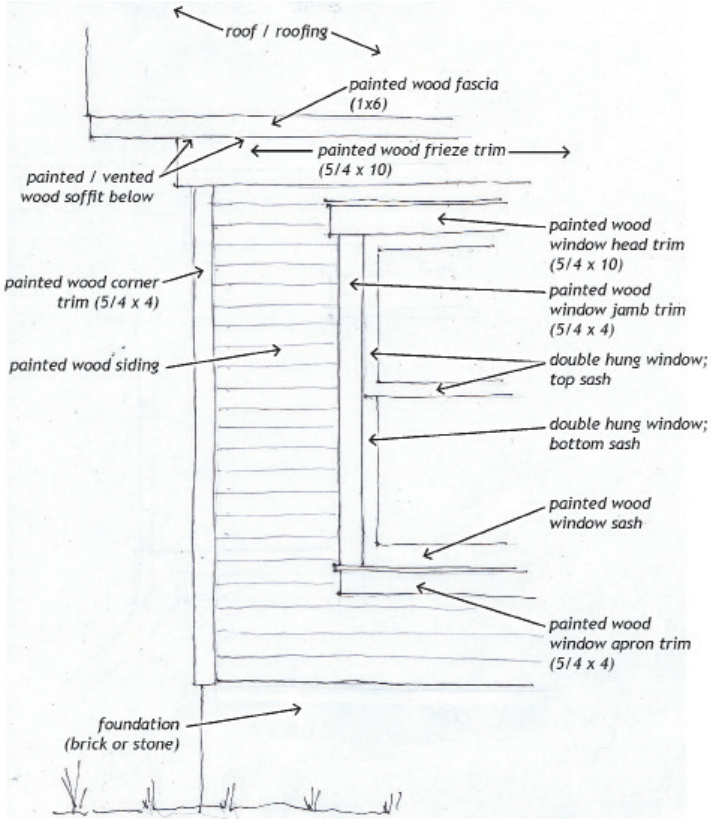
Recommended Practices

1. **Retain original exterior wall cladding and foundation materials** such as specialty wood siding and masonry. Typically, these materials contain design features that contribute to the overall character of a building.
2. **Retain corner boards, cornices and trim features** on exterior walls. These define the building and contain patterns that are important to the overall architecture. These elements stabilize and protect the edges where materials are joined together.
3. **Repair exterior walls and siding** whenever possible. For small areas needing repair, replace damaged or rotted wood using epoxy putty. For larger areas, use properly prepared salvaged materials.
4. If required, **replace siding** with that of the same material and architectural design. Look carefully at details of the siding to be replaced, paying attention to the dimensions and width of the board, its curvature, and any beading details. These modest elements make a difference, particularly on an exterior wall where the large surface repetition makes the design details quite visible.





5. **Do not use synthetic siding to cover or replace wood siding**. It obscures the original architectural detailing on the building. Synthetic siding, such as vinyl, encapsulates the exterior walls and can cause deterioration of the underlying siding and walls by trapping moisture. In addition, the synthetic cladding hides the deteriorated conditions and prevents monitoring of important exterior conditions.
6. **When repairing masonry walls and foundations,** match the masonry in type, color and bonding pattern. Match the mortar joints in texture, width, tooling profile and color. Use a mortar mixture high in lime, rather than one high in harder Portland cement; the "softer" lime mortar will allow sufficient expansion and contraction for older masonry. Materials, mortar mixture and repointing are important! Incorrect applications are unattractive and can damage masonry.
7. **Do not apply chemical sealers or paint to masonry**. Masonry expands and contracts to release moisture (sometimes referred to as breathing). Applying a sealer or paint interferes with this natural process and traps moisture.



Recommended Maintenance:

1. **Clean exterior walls and masonry** using the gentlest means possible. Do not use abrasive methods such as sandblasting, acid or chemical washes, or high pressure water cleaning. Use a low-pressure water wash with mild detergents.
2. **Ensure that the roof, gutters and downspouts drain water away** from walls and foundations. The worst damage to exterior walls and foundations is from water infiltration. Inspect for "dirt splatter" on foundation walls. Replace missing or damaged gutters, downspouts and splash blocks.
3. **Inspect exterior walls and foundations** annually. Check for deteriorating wood, damaged mortar or masonry, peeling paint, masonry efflorescence, and loose trim or siding. Remove plant growth from walls and foundations.

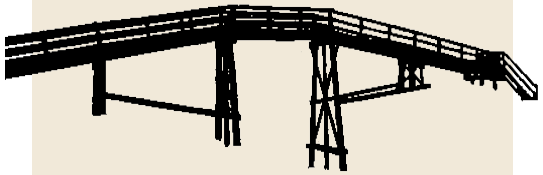
Some Terms to Know

repoint - to replace deteriorated mortar joints in masonry construction to prevent moisture penetration

spalling - the deterioration of masonry or concrete due to freezing and thawing, resulting in small pieces chipping or breaking off

efflorescence - a crystalline or powdery deposit of salt and other minerals on concrete or masonry surfaces, caused by water seepage.

Walks, Stairs and Lighting



Some Terms to Know

riser - vertical elements of a stair, or the space between one step and the next

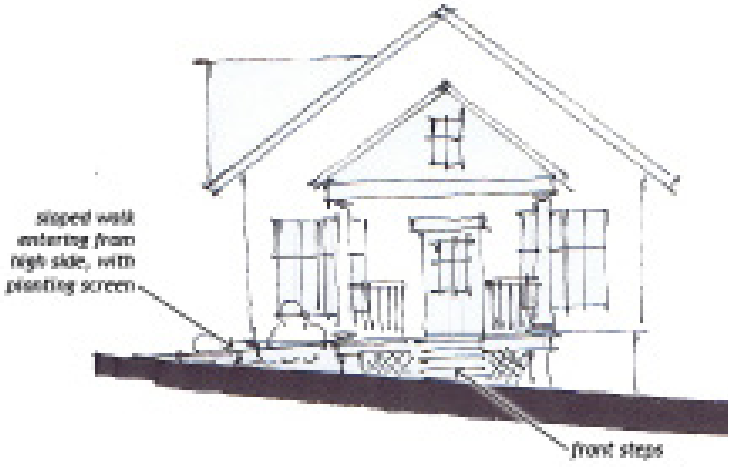
Feature Overview

Walkways and stairs establish the relationship of a building to the street and show access points, as well as building functions. Front stairs can be grand or simple setting the welcoming tone for visitors; a rear or side access may indicate private entry or work spaces. Entrance amenities like walkway patterns, arbors and landscaping add ambience for public and private spaces. Small walkway and stair details make a difference!

Recommended Practices

1. **Retain the original walk and stairs** whenever possible, especially primary ones that orient the building to the street. In addition, retain original stair railings.
2. **Retain wooden and concrete stairs**. They relate to the building materials of the day and are important to keep. Repair them or replace in kind with the same detailing, while adjusting to meet building code standards. Replacing wooden or concrete stairs with brick stairs may not be appropriate.
3. **Replace deteriorated stair railings** with those of the same design, paying particular attention to dimensions, attachment and details. Where new railings must meet updated code requirements (e.g., height or spacing), consider simple design alternatives, such as a painted pipe railing or adding a simple extended top to the replaced balustrade. Keep it simple; do not make the new feature prominent.
4. **Stairs should always have covered risers**. Do not install stairs with open risers, even on rear decks. Covered risers add stability to the construction and anchor the stairs visually to the ground.
5. **Minimize the visual impact of a handicapped ramp on the house,** particularly on the front of the house. The location, orientation and configuration of the ramp should be carefully considered to achieve this.
    - Handicap access ramps should approach from the side of the house, rather than the front. The adapted entrance should supplement the main front entrance and not replace it.
    - Improve approaches involving stairs with a side entry onto the porch or a secondary entrance.
    - Take into account the sloping grade needed to minimize the vertical rise of the new access ramp. Consider minor re-grading alternatives, if necessary.
    - Add landscaping to minimize the visual impact to the front view of the house.
    - Remember that the construction should be easily reversible and not damage any character defining features of the building

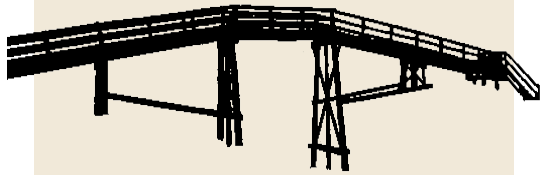
6. **Retain, repair and maintain existing historic lighting fixtures**. These fixtures are important architectural features of the building.
7. **New lighting fixtures** should be simple ones that compliment the existing building. Keep the scale, design and location of any new fixtures consistent with the architectural patterns of the building and the time period. Remember that the fixtures should be secondary to the design of the element that they are mounted on. Recessed lighting and low-profile ceiling fans may be acceptable if they are installed without damaging character defining features.



8. **All lighting should be carefully directed** so that the light and glare does not spill beyond the property. Simple dusk to dawn lights may be acceptable in rear yards provided they are pedestrian scale (8-12 feet) and not intrusive to neighbors.

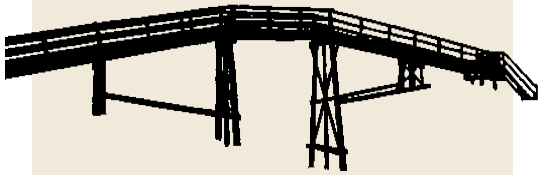
Recommended Maintenance

1. **Inspect stairs and railings annually** for peeling paint, splintering wood or damaged concrete. Maintain any painted surfaces.
2. **Remove grass and weeds** from walkway edges and masonry joints. Repair any cracks in concrete walks and stairs, matching the masonry materials.



Did you know?

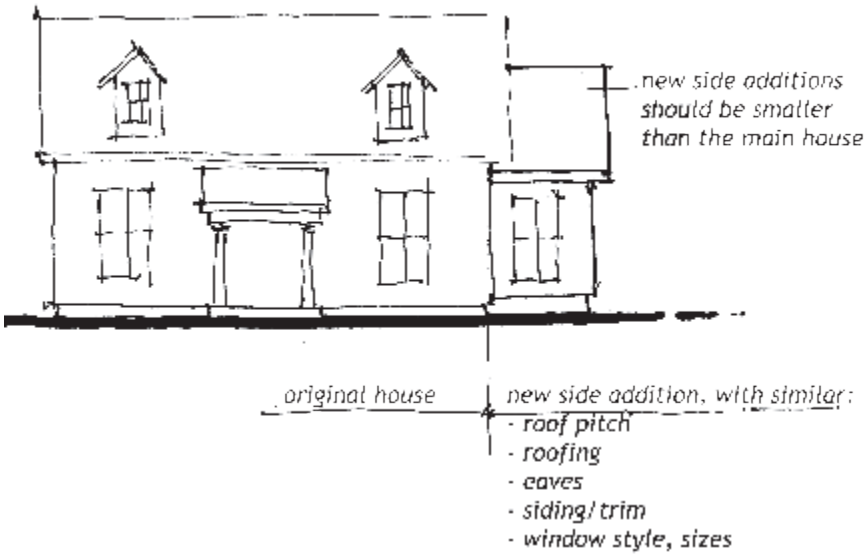
Older structures were built to ventilate themselves and breathe between the exterior walls and the outdoors, moving air back and forth. Installing modern ventilation systems such as air conditioning can introduce challenges to older buildings. As an example, the change in internal/external conditions can result in mildew and popping paint.



Additions

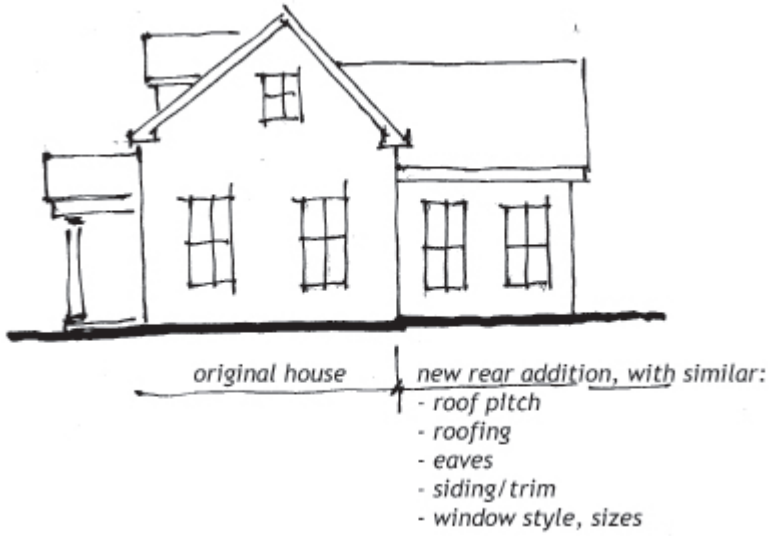
Feature Overview

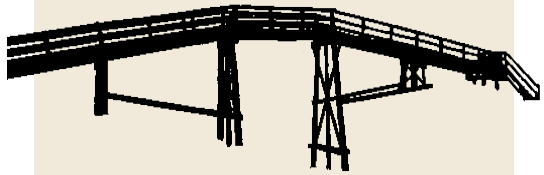
Adding living area to a historic house can be sensitively done to meet the needs of today's lifestyles while retaining the building's architectural character. This is a normal occurrence over the lifespan of a house. In fact, the evolution and function of a historic house can be tracked by looking at the additions. Increasing space by adding a bathroom, family room, or sun porch allows the house to continue to function and meet the needs of the occupants. Remember that the historic house should take center stage and that the addition should be subtle and subordinant to the house.



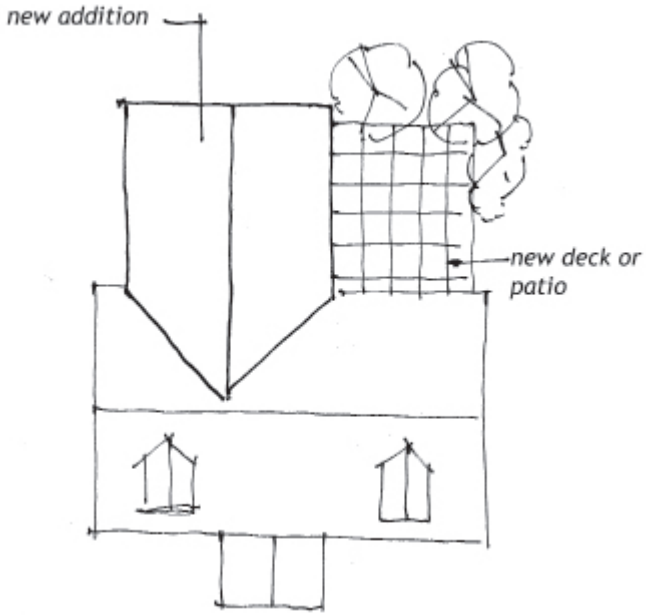
Recommended Practices

1. **An addition should be secondary to the main structure** in size, detail, scale and location. There are two important points to remember for an addition: it should not overwhelm or compete with the existing building; and it should not destroy any contributing or character defining features. A good rule of thumb is that the addition should not exceed one-third of the original structure.
2. **Set the addition back from the face of the existing building** and place to the side or rear.





3. **Use simple, compatible detailing for siding, windows, doors**, etc., that is complimentary to the main structure, yet clearly distinct from the historic building. It is important that the addition be recognized as a product of its own time and not match the main building in exact details. Contemporary solutions may be appropriate.
4. **Enclosing a side or rear porch for an addition may be acceptable provided the enclosure still reads as an original "porch."** For example, use a different material and pattern for the enclosure while retaining the contributing features of the porch. Retain a sense of openness by using more glass and retaining the porch bays, columns and railing.
5. **Never enclose a front porch.** This is a dominant feature that should be retained.
6. **Additions should have as little physical impact as possible on historic buildings**, making it possible to remove the addition in the future and still retain the original structure. For example, use existing door or window openings to make connections to the interior, or connect the addition with a hyphen.
7. **Check local development regulations** for specific setback and lot coverage requirements.

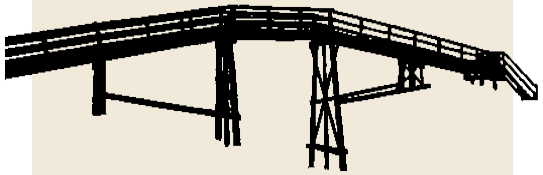


Recommended Maintenance

1. **Inspect the juncture of the addition to the main structure** to ensure that any caulking, corner trim or flashing is intact.
2. **Inspect the roof and guttering to ensure proper flashing and drainage** of water away from the addition and the main building. Also, inspect for any change in ground drainage; look for foundation mold or dirt spattering.

Did you know?

An addition to a house should read as an addition to the original house, and should look like a product of its own time.



Accessory Structures

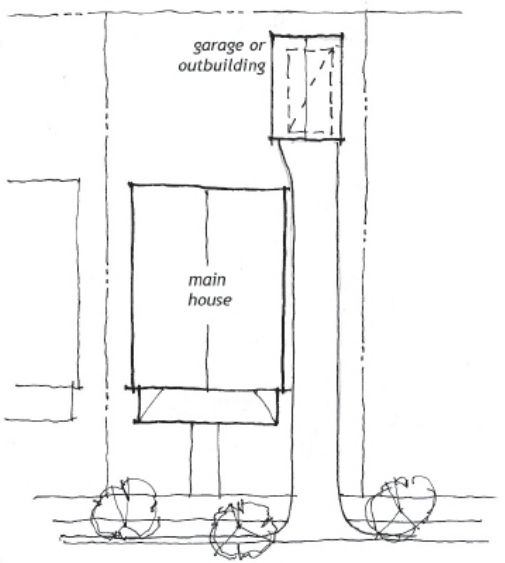
Feature Overview

Accessory Structures include elements like garages, storage buildings, decks, patios, and fences. Also, they may include things like ground heating and air conditioning units and utility structures (trash bins, television receiver dishes, etc.). These structures are incidental to the main building; however, they can have a dramatic effect on the overall architectural character of the property, particularly if they are placed in a location that detracts from the primary building.

It is important to note that sometimes existing accessory structures may be important to the overall history of the property. Outbuildings may play an important function in telling the story of how the property was used over time. For example, an early farm house may have several outbuildings associated with it that relate to the overall operation of the farmstead.

Recommended Practices

1. **Retain important existing outbuildings.** In particular, existing garages may have character defining features such as decorative doors or similar decorative details found on the main building. Maintain those accessory buildings and retain architectural features. If the accessory building is deteriorated and must be replaced, salvage important features. Be sure and check existing zoning setback regulations, as sometimes, these structures may not be able to be built back.
2. **New garages should be detached**, if possible, and located in the rear of the property behind the main body of the residential structure. Set the garage building back at least three-fourths or two-thirds from the front of the existing main building so that it reads as a secondary structure and does not compete with the house. If a new garage must be placed to the side of the main house, set the building back from the main building (at least one-third) and orient garage doors to the side or rear of the property, not to the street. Use detailing and materials similar and complimentary to that found on the main building. Use wood siding rather than vinyl. Minimize driveway pavement and limit to the width



Did you know?

New construction is subject to existing code requirements.

Be sure to check the Building Code and Land Development Code requirements!

There may be revised height requirements for railings or standards for structural supports and footings. If a building or fence is removed, it may not be able to be reconstructed in the same location or way that it originally existed.

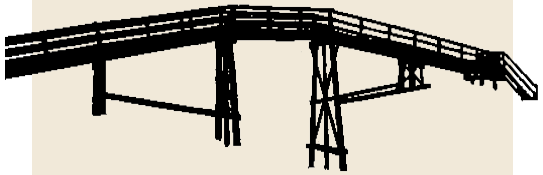
of one car, rather than two; consider pavement drive strips as an alternative to a full driveway. Orient parking areas to the rear of the property.

3. **Decks and patios should be located on the rear of the house** and should not be visible from the street. Locate decks so that they can be accessed from existing building openings. If a patio door is desired, ensure that no character defining features will be removed on the rear of the main house. Use enclosed risers on any deck stairs. Traditional deck baluster details with top and bottom rails are preferred. Paint or stain any treated lumber within six months. Minimize impervious paved surfaces to reduce stormwater runoff and to size patios so that they are in scale with the house and lot. Be sure and check local setback and lot coverage regulations.
4. **Maintain and preserve existing historic fences.** These fences define property boundaries and contain important picket or metal features. Even hedgerows may be important boundary features.
5. **New fences in historic areas should be open and not enclosed**, particularly in the front of the building. Chain link fencing is not appropriate. Fencing in the front yard should be 36-inches (preferred) and no more than 42-inches in height. Avoid placing fences in the sight distance triangle at intersections, as mentioned in the Waxhaw Land Development Code. Traditional fencing materials in Waxhaw include wood picket, iron, or wire. Do not use chain link or barbed wire fencing in the front yard or in areas that are visible from the street. Locate fencing so that it is set back approximately one foot and attaches to the building behind the main face and edge-trim boards. Ensure that it does not attach to or remove any character defining features. Wooden fences should be painted or stained.

Fences help define yard spaces in Waxhaw

When choosing paving materials, select traditional materials found in the neighborhood. Stamped patterns and colored concrete is discouraged. Consider solutions that reduce stormwater runoff, including permeable pavement or concrete drive strips with grass in between. Keep pavement to a minimum.

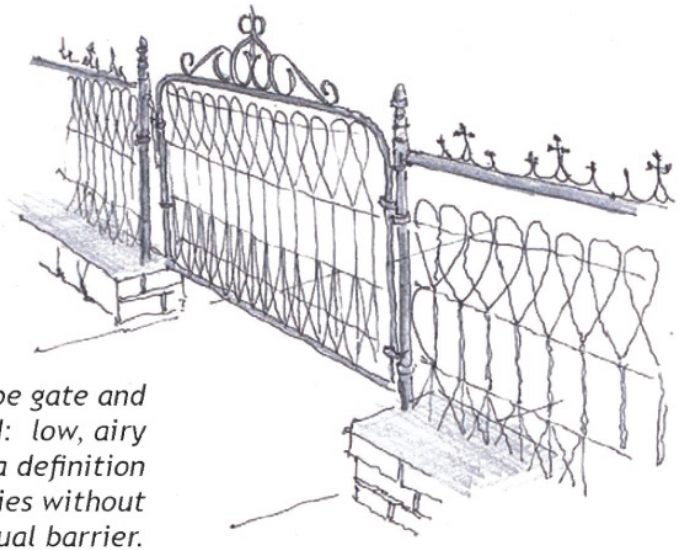
Accessory Structures



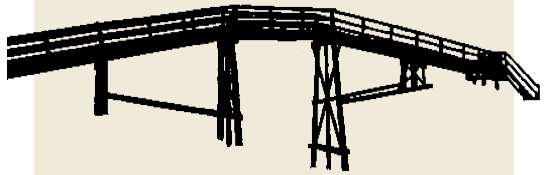
6. **Privacy fences in rear yards may be acceptable in areas that are not visible from the street**. These should be constructed so that the finished sides are oriented to adjoining properties and they should be no taller than six feet. One option may be to consider a four foot high privacy enclosure with decorative two-foot top lattice section that is more open. Privacy fences should be painted or stained.
7. **Utility structures such as storage buildings, HVAC units, television satellite dishes, and trash bins should be located in the rear yard** and positioned so that they are not visible from the street. Use landscaping to minimize views where possible, taking into consideration the appropriate functioning of the unit.

Recommended Maintenance

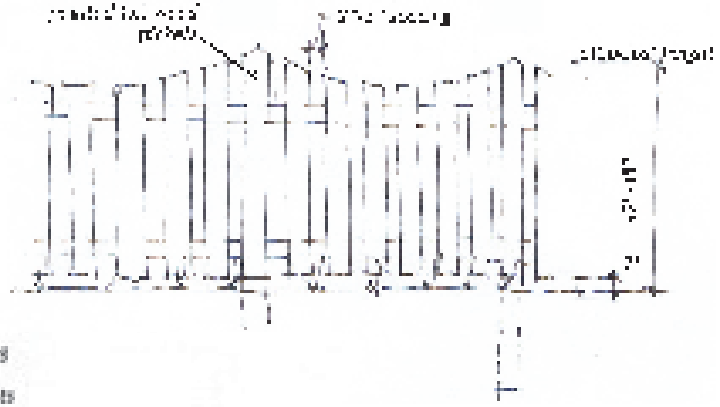
1. **Maintain and paint or stain wooden accessory structures** on a regular basis.
2. **Check foundations and roofs of existing garages and outbuildings annually** for any deterioration and repair them appropriately (see sections on roofs and foundations for maintenance tips).

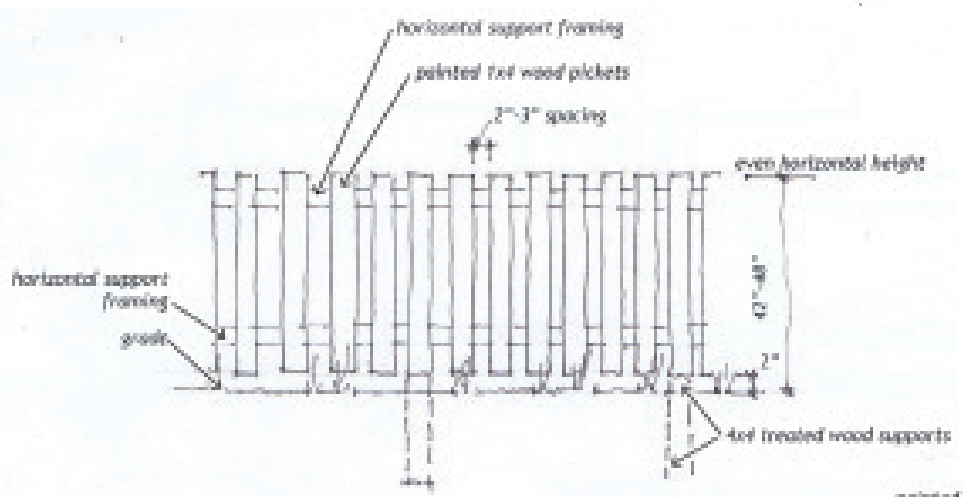


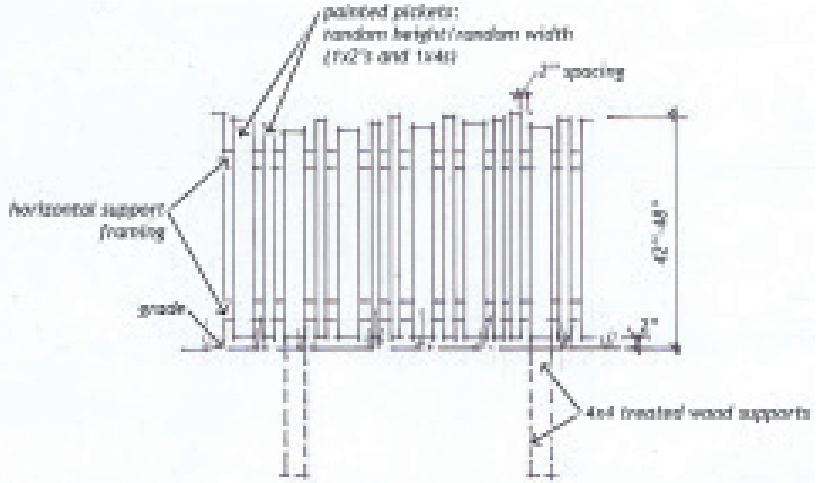
A decorative wire and pipe gate and fence in the front yard: low, airy and inviting, it creates a definition of front yard boundaries without becoming a foreboding visual barrier.

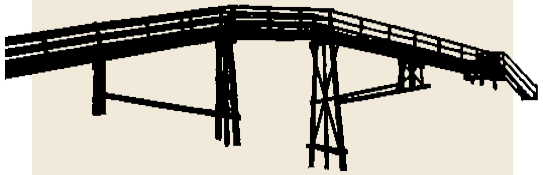


Examples of some historically appropriate fence styles









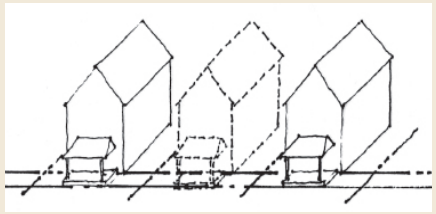
New Buildings

Feature Overview

Historic residential neighborhoods may offer development opportunities for new infill buildings on vacant lots. In order to maintain property owner investment and complement the architectural qualities of the existing historic buildings, new construction must be carefully designed to fit in with surrounding buildings and development patterns. A critical point to remember is that a new building should look like it is a product of today and not a historic reproduction.

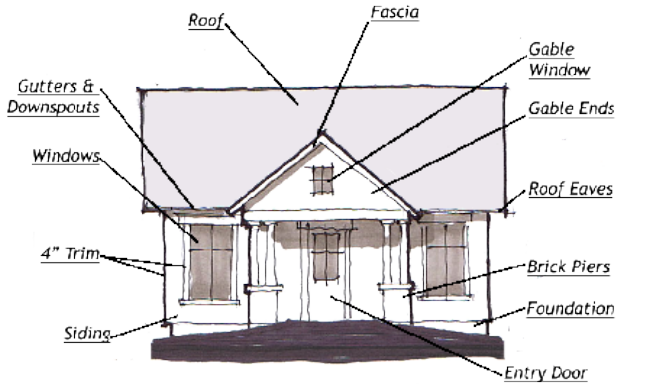
Recommended Practices

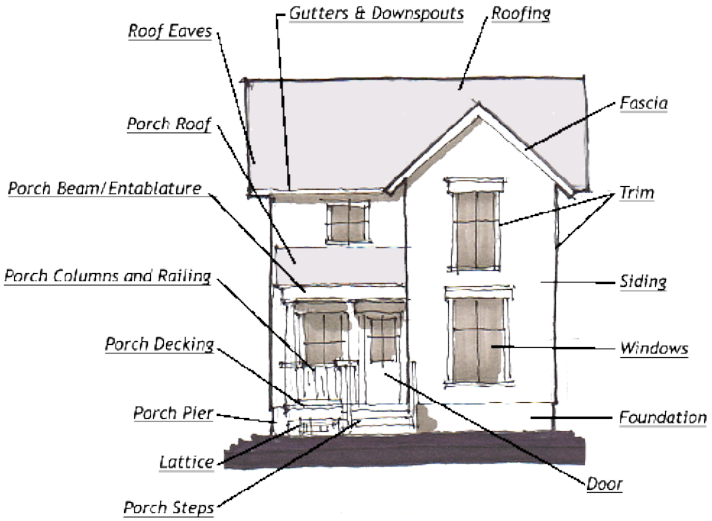
1. Development Pattern – Carefully look at the surrounding development patterns on the street. Develop a descriptive list of architectural elements that will guide you in designing the basic house form and contributing components.
   - What is the predominant form of the buildings (one-story, two-story)?
   - How are they arranged along the street (close yards, set back from street)?
   - Do they have porches (front, side)?
   - What type of roofs do they have (gable, hip, intersecting)?
   - What are the predominant construction materials and details (masonry, wood, decorative elements)?
   - How are they accessed from the street and landscaped (walks, drives, foundation plantings, trees)?
2. Building Orientation and Setback – New buildings should be oriented to the primary street and should be set back consistent with existing buildings. Buildings on corner lots should be sited so that the front faces the predominant street. In Waxhaw, there are



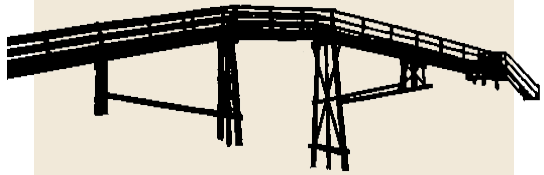
Infill homes' setbacks should be consistent with existing setbacks

Infill houses should be similar in height





Attention to details of a new house will help it blend with the surrounding neighborhood



several zoning districts with varying development standards. It is recommended that where a property may involve multiple setback standards, the new building should be positioned using the prevailing setback pattern of surrounding properties.

3. Mass and Scale – New buildings should be similar in height and general form to existing houses on the street. While building forms may vary, a good rule of thumb for new construction is that the form should not vary by more than one-third.

4. Architectural Style – New buildings should be similar in style to existing houses on the street. Contemporary adaptations are encouraged and can be very complimentary to a historic neighborhood.

5. Roof Forms – New buildings should reflect the existing roof patterns in the neighborhood. Roofs should include sufficient overhangs (typically at least twelve inches).

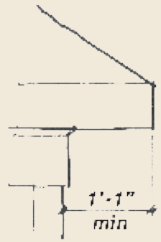
6. Porches – New buildings should have a dominant front porch that extends at least one-half and preferably, two-thirds across the face of the building. Porches should have sloped roofs sufficient for drainage and include appropriate detailing for fascia boards, columns and railings. Porch roof materials should match those of the primary roof.

All exterior walls should have architectural detailing, including windows or doors. Generally, windows should be symmetrical.

7. Windows and Doors – Window and door sizes and patterns should be similar to those found on houses on the street or in the neighborhood. Exterior walls should always include windows; there should be no solid walls. Typically, windows should be symmetrically positioned on the building. Doors should be centrally located within entry areas and positioned so that they are clearly visible from the street. All windows and doors should have sufficient trim to provide visible dimension and framing.

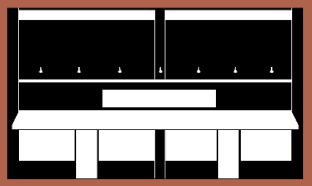
8. Materials and Details – Exterior materials should match those found in the neighborhood – masonry, wood, etc. Choose paint colors that are complementary to existing buildings. Building detailing may be contemporary, while drawing from the traditional detailing of surrounding buildings. Remember to avoid reproduction of design details; rather, incorporate similar, compatible design features.

9. Landscape, Walks and Parking – Choose landscaping materials and that are traditionally found in the neighborhood. Locate walks to correlate with the front entrance. Position parking areas to the side or rear and keep pavement to a minimum, generally less than 12 feet. Locate a garage at the rear or position it so that it is set back from the main structure and the entrance is oriented to the side or rear, not the front. (See guidelines for Accessory Structures).

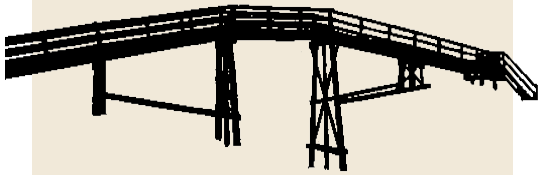


Roof shapes, including overhangs, should be similar to those of surrounding homes

Maintain existing large trees on the property. Coordinate development plans with the Tree Preservation provisions of Sections 8.10 & 8.11 of the Waxhaw Land Development Code.



Design Standards - Commercial



"The first, late nineteenth century, commercial buildings in town were frame structures, but these were soon replaced by sturdy brick buildings ornamented with decorative corbelling and cast iron accents. A few frame commercial buildings, dating from the early twentieth century, survive in the historic district... The 1905 former Post Office on North Church Street and the 1920 Harris's Store on North Providence Street may be typical of the earliest commercial buildings."

From the *1991 National Register Nomination – Waxhaw Historic District*

Building Façades and Storefronts

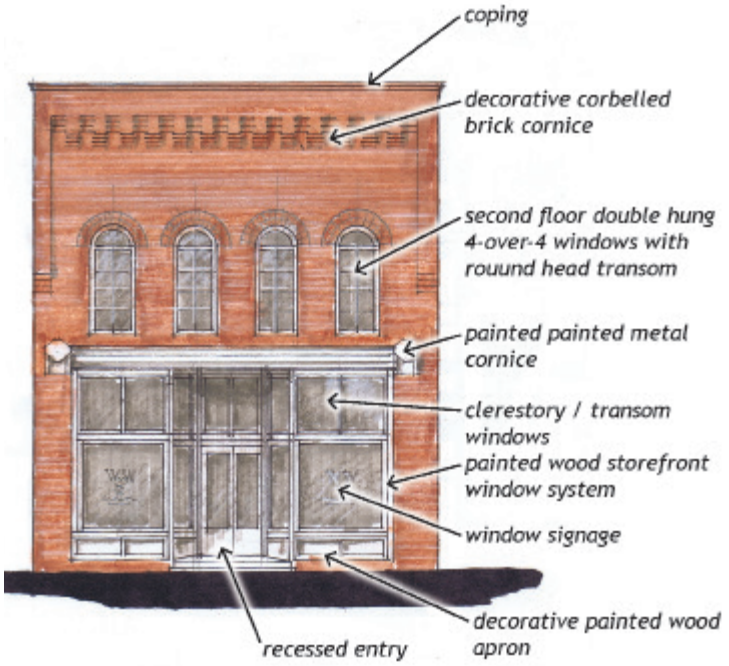
Most of the commercial buildings in Waxhaw were constructed in the late nineteenth and early twentieth centuries (from 1894 to 1930) and are typical of the vernacular commercial architecture found in many other North Carolina towns established at that time. Like many communities of that period, the earliest buildings in Waxhaw were probably of frame construction and later replaced by sturdier, fire resistant brick construction. A special architectural note is that many of the vernacular brick buildings visible today exhibit stylish details such as brick corbelling, arched windows and cast iron accents.

The A.W. Heath Company Store Building (1898) represents a significant commercial complex (five storefronts) with a main building that is of a unique Romanesque Revival style.

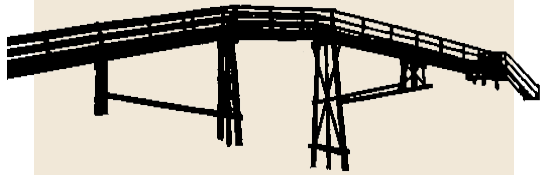
In general, all of the commercial buildings in Waxhaw are important to the overall integrity and fabric of the downtown district, not just the ones that are considered landmark structures or those with special architectural details. Each building plays an important role in creating an intact downtown business district.

Feature Overview

The front of a commercial building, or the façade, which includes the storefront, is the most decorative portion of a commercial building. The design of the first floor storefront relates to business functions, attracting customers, and showcasing goods for sale. The design of upper floors typically relates to various other functions such as offices, housing or storage. The roofline is another area that gives a commercial building architectural distinction with the use of detailing such as a cornice, brackets, decorative parapet or corbelled and patterned brickwork.



Parts of a storefront



Recommended Practices

Storefronts

1. **Preserve and retain important character defining features of storefronts** – large display glass, entry doors and entrance details, cornice work, pilasters and columns, transom windows, and signboards.

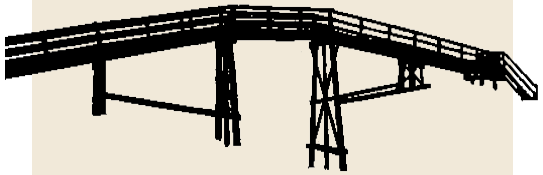
2. **Replace inappropriate treatments** that may have been added and restore the storefront to original configurations.

   - Use pictures and physical evidence to document the historic architectural features and details. If you are unable to document the specific building, consider detailing that were found in similar buildings of the period; or, choose a contemporary approach that is compatible with the original configuration and maintains the scale and mass of the contributing features.
   - Use materials that are like those found on the original building (masonry, wood, etc.).
   - Maintain the location of original openings for doors, and display, transom and upper-story windows.

Architect's rendering of a historically appropriate rehabilitation of an existing storefront

The "Recommended Practices" listed here are not mandates to change existing features, but are best practices to guide future improvements to historic properties

Building Façades and Storefronts



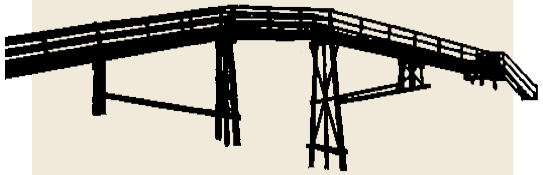
3. **Retain large display windows and transom windows on the main storefront.** These are important to the overall appearance of the building from the street and allow light into the building for display purposes.
   - Typically, the locations of the windows reflect the interior plan of the building and its functions. Transparency and visibility into the interior is important.
   - Retain the window framing.
   - If windows must be replaced, choose windows of the same size, design, pattern and sash profile.
   - If window openings have been filled in, replace openings with windows of the pattern, materials and architectural style that would have been found on the building.
   - Security bars are not appropriate on windows visible from the street.
4. **Use an awning or low-E glass** to reduce excessive sunlight or heat gain.
   - Do not use tinted or reflective glass.
   - Awnings should fit the window opening (e.g., square window, square awning) and mounted so that they do not obscure or destroy any contributing features or decorative details on the storefront.
   - Awnings should be proportional to the opening and have a minimum 8-foot clearance over the sidewalk.
   - Awning materials should be cloth; aluminum and vinyl are not appropriate.

5. **Retain original doors and entranceways** into the commercial building. Doors and the decorative features surrounding them are important character-defining features. They complement the architectural style of the building and provide an attractive entrance for customers.
6. **Use creative approaches to providing access for disabled or handicapped patrons**. Consider minor grade changes at entries, simple handrails, universal door hardware and alternative access points. Promote accessibility while balancing the preservation of historic building features.
7. **If a second entrance needs to be added** to the façade for another commercial space or for access to the upper floors, the new entrance should be located at either end of the storefront (away from the main historic entrance) and should be simple and well integrated into the historic configuration of the storefront. The new entrance should not compete with the historic main entrance.

Windows and Doors

1. **Retain and repair upper-story windows on the front building facade**. These add architectural detailing to upper stories of a building and provide lighting for interior spaces, thereby increasing opportunities for using the second floor.
   - Do not fill in upper-story windows.
   - Remove any inappropriate window treatments and replace with windows that fit the original openings and exhibit the original window framing and pattern.
   - If energy efficiency is of concern with existing historic windows, use interior storm windows as an alternative to replacement windows to reduce energy loss.
   - Maintain the original window glass if at all possible, as older glass has it own architectural qualities that contribute to the building and to indoor/outdoor views.
2. **Retain any secondary access doors and entrances**. These help tell the story of how the building historically functioned and may provide needed access for continued commercial operations. If a secondary access must be added, locate it on the side or rear so that it does not destroy any character defining façade features, or provide an interior access point.
3. **Retain any decorative hardware, trim, or sidelight features**. These details help define the architectural character of a window or door.

4. **If a window or door cannot be repaired**, replace it with one that is of the same design, size, configuration and material as the original window or door.
   - Keep original window and door openings and configurations.
   - Consider using salvaged windows or doors of the same architectural style or one that has similar features to the original.
   - Wood doors and windows are preferred. It is acceptable for windows to be wood clad in vinyl for maintenance.
   - Contemporary approaches for a new door may be appropriate provided it fits the architecture of the building and exhibits appropriate features (hardware, glazing, surround, etc.).
5. **Avoid awnings on upper-story windows**, as they obscure the window opening and detract from the building. Interior blinds provide an acceptable alternative for shade or privacy.
6. **Do not install window air conditioning units on facades visible from the street**. Where possible, remove existing window air conditioners or move them to less visible window locations.



Some Terms to Know

corbelling - brickwork projecting successively more in each course to support or meet a structure above

cornice - decorated trim work where the roof meets the wall

parapet - the portion of a building face extending above the roofline

Building Façades and Storefronts

Cornices and Roof Parapets

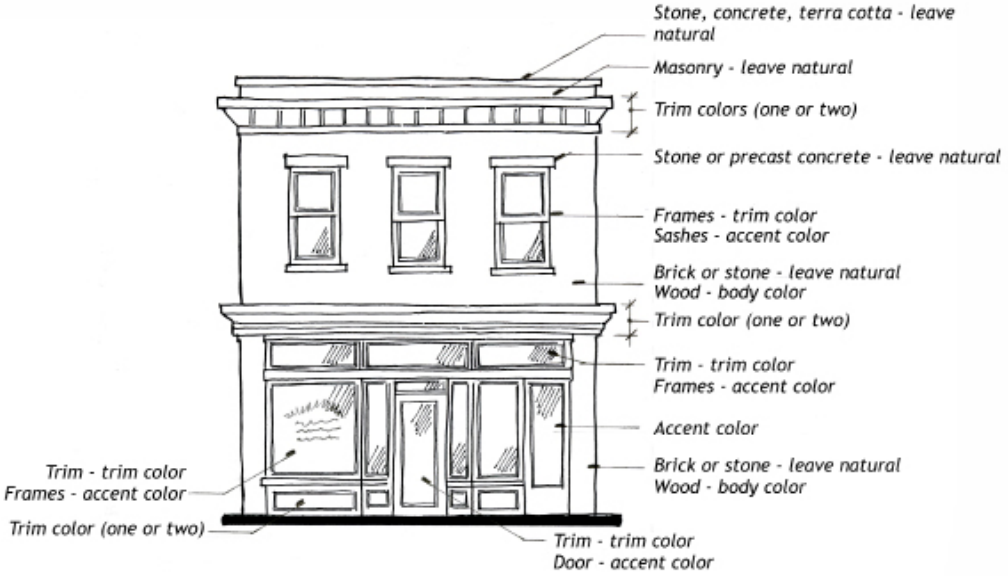
1. **Retain and preserve decorative cornices and roof parapets**. Often, these features contain important architectural and cultural features of the building (e.g., name of the building, date of construction).
   - A building cornice is particularly important to the storefront and typically, contains ornate detailing such as decorative brick corbelling, pressed tin, cast iron or painted wood features (in Waxhaw), and stone coping. Cornices may be found at both the street and upper-story levels.
   - A roof parapet provides interest to a building and assists in screening visible roof elements from the public view. Often mechanical equipment is positioned on the roof toward the rear or side of the building and screened by the parapet.
2. **If a decorative cornice has been removed, replace it** with one that replicates the original architecture, detailing and materials. Use photographs or physical evidence to document the original building element. If documentation cannot be located, look to similar buildings of the same period for guidance or consider a contemporary replacement that complements the architecture.
3. **Locate mechanical equipment on the roof to the rear** of the building and not visible from the street.

Rear and Side Building Elevations

1. **Retain original openings for windows and doors on any visible rear or side building elevation**. While rear elevations typically were utilitarian and less architecturally detailed than the front façade, they still relate to the overall history and function of the building. These elevations and their characteristic elements should be respected; however, there is greater flexibility in working with new design adaptations, particularly on the rear of the building.
2. **Contemporary design approaches to rear elevations may provide opportunities** for updated building uses (e.g., outdoor dining areas, secondary entrances for upper-story housing, new stairs or elevator).
   - When considering alterations, ensure that any character-defining features are not destroyed.
   - Any addition should be set back from the plane of the original building to minimize its visual impact (i.e. it should not extend beyond the side walls of the historic building).
   - Use design elements and materials that complement the architectural style of the building. Remember that the new elements should be similar to and not replicate architectural details. It is important that the new construction be differentiated from the historic part of the building. Any additions or alterations to the rear or sides of the building should remain subordinate to the historic façade.

Painting and Cleaning

1. **Paint wooden or metal building features using colors that complement the masonry**. Coordinate the colors by considering one main color (usually for the walls and pilasters) and choosing up to two accent colors for window/door trim, cornices, and storefront bulkheads.



2. **Do not paint unpainted masonry or use sealants**. Masonry needs to be able to contract, expand and shed moisture. Painting or sealing masonry can trap moisture and create continuing maintenance needs.

3. **Do not sandblast masonry**. Remove dirt or paint using gentle pressure-washing to avoid damaging the masonry or mortar.

4. **If a building needs major masonry repair and the masonry cannot be matched, painting may be an acceptable option**. Choose a color that is similar to the original masonry. Use one main color for features like walls and pilasters, and no more than two accent colors for storefront details and trim.

Recommended Maintenance

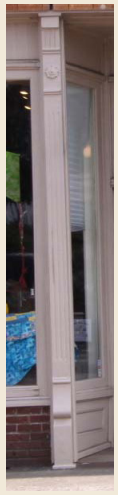
1. **Maintain and protect wood and metal surfaces** on all building façades by keeping them painted and free from moisture.

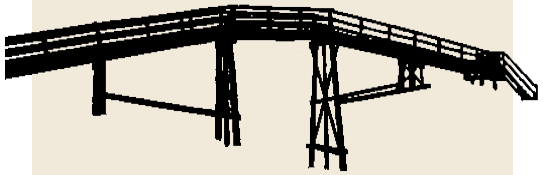
2. **Repair any damaged wood or metal surfaces** by using acceptable restoration products.

3. **Caulk windows and regularly inspect window sashes for deterioration**. Use interior storm windows to increase energy efficiency.

4. **Inspect the building roof and guttering systems on an annual basis** to ensure proper drainage. Remove debris and look for broken drain pipes or signs of water damage on all building elevations.

5. **Repair any damaged features** such as cornices, brackets, or other decorative elements as soon as possible. If left unattended, these features could break away from the building face and potentially cause injury.





Signs and Lighting

All signs must be in compliance with the regulations set forth in the Land Development Code. Check these regulations first to determine what may be permitted.

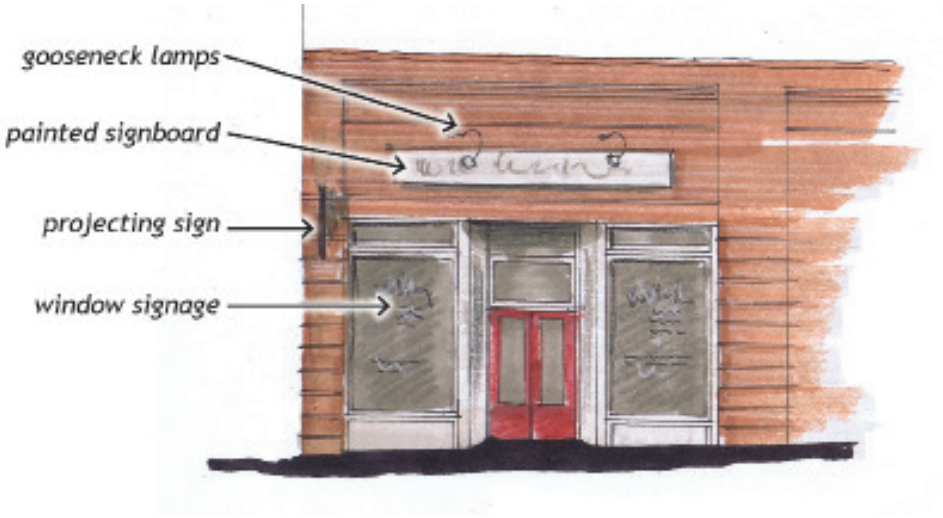
Feature Overview

Signs in the downtown central business district are very important in identifying businesses, attracting customers and providing essential information. Signs can provide a unique business identity and when placed appropriately on a building, can add architectural interest and detailing. There is a careful balance that must be achieved when considering signage in the historic downtown, as too many signs or signs that are not designed well, can result in visual clutter and detraction from the business district.

Signs may also be important for commercial residential buildings (e.g., apartment complexes, home-based businesses, etc.) and for commercial buildings outside of the downtown core.

There are many different types of signs that can be considered on a Waxhaw Historic Landmark, but note that different signs may be allowed in different districts:

- *Window Sign* – sign painted on or applied to a window.
- *Flush Wall Sign* – sign attached to the wall of a building or to a "signboard" on the front building façade. These types of signs also may be attached to building pilaster.
- *Canopy/Awning Sign* – sign painted on the valance of an awning.
- *Projecting, Suspended or Hanging Sign* – sign mounted perpendicular to the face of the building; sometimes these are double-faced signs.
- *Portable Sign* – sign that can be moved from one location to another (e.g., sandwich boards).
- *Ground Sign* – sign mounted on the ground, typically on a monument base.



Traditional sign locations

Recommended Practices

Signs

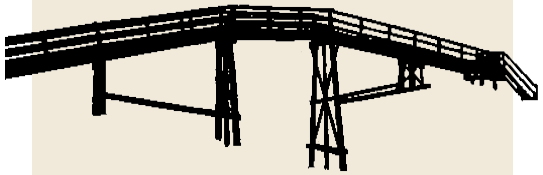
1. **Retain early signs that may be on the historic building**. These may include painted signs on the wall, signs that relate to the name of the building, or signs that have acquired cultural significance over time. These provide interesting details about the use of the building over time. Many of these early signs are attractions themselves.

2. **Keep signs simple, easy to read, and in scale with the building and the elements on which it is placed**.

    - Place wall signage on a designated signboard, if present, or placed in a visible location that is easily seen by pedestrians (e.g., storefront transom area). Generally, the sign should be no larger than two-thirds the width of this area.
    - Use colors that complement the historic building and a type face that is easy to read. A serif font is easy to read and is traditional for older buildings; a sans serif font is more contemporary.
    - Keep the sign message simple.
    - Limit the number of signs on windows and the building. Reduce clutter! Choose one location for the main sign and perhaps another location for a secondary sign. Use window space to display goods and wall space to showcase building architectural features. A good rule of thumb is that signs should be no larger than 30-50% of the window area.
    - Remove clutter visible through the front window (i.e., posters, cluttered display material, etc.) as these can detract from the simple look of the storefront or from other signs.
    - If there are several businesses in one location, use one sign with a common business name to collectively identify all occupants.
    - Neon signs can be interesting, contemporary alternatives for businesses. In Waxhaw, these must be placed inside the window.

Appropriate signage helps unify and animate downtown spaces

Signs and Lighting



3. **Awning or canopy signs on a historic landmark** should be considered only for those buildings where it is documented that they existed.
    - Signs on awnings in downtown should be placed on the valence and not on the canopy.
    - For commercial businesses outside of downtown, a simple awning at the entry door may be appropriate with signage on the valence.
    - If the commercial business is in a converted historic residential building, however, an awning sign should only be considered for a side or rear entrance.
4. **For businesses in a residential area, signs should maintain the residential character of the surrounding properties.** This can be accomplished by using a simple ground sign or a small sign mounted on the building. Remember that zoning district requirements may vary regarding the signage permitted.
5. **If a sign is required for upper-story business**, choose a small hanging/suspended sign or one that is mounted adjacent to the entry door. If a hanging sign is chosen, be sure that it has a minimum clearance of eight feet above the sidewalk.
6. **Attach flush wall and projecting or suspended signs** so that they do not obscure or destroy character-defining features of the building. Attach signs so that they do no damage building materials. The sign should be designed to minimize the number of attachments to the building.
7. **Portable signs should be positioned so that they do not interfere with pedestrians** or with traffic sight lines at intersections.
8. **Changeable copy or electronic message board signs** are not appropriate.

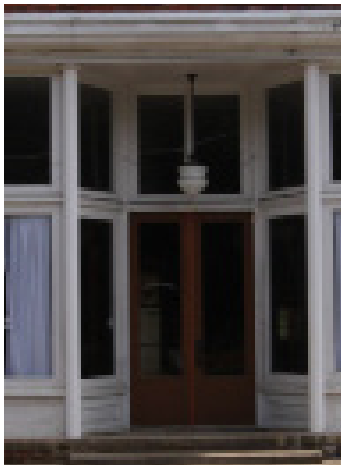
Use signs and lighting that complement the building

Lighting

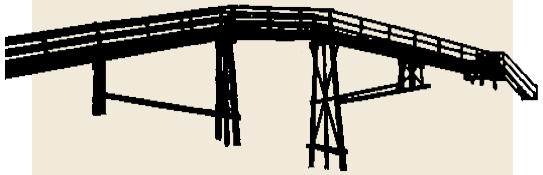
1. **Use directed lighting** for business signs. Back-lighted signs are not appropriate on a historic landmark.
2. **Choose simple lighting fixtures,** such as goose neck lights, that complement the architecture of the building and are appropriate to the period.

Recommended Maintenance

1. **Keep signs maintained and painted** so that they provide the best impression for customers.
2. **Maintain landscaping around ground signs**.
3. **Ensure that exterior lights do not spill over** onto neighboring properties. Use fixtures that direct lighting downward and bulbs that do not produce glare.



Traditional lighting examples



Parking and Utility Structures

Feature Overview

Parking areas and pavement can have a dramatic impact on the visual character of a property and the surrounding business district. It is important that the buildings and services are the primary focal points for customers. While sufficient parking is important for businesses, the careful location of parking areas is very important to sustaining downtown commercial areas and the historic downtown.

Most parking in the downtown central business district is provided by on-street parking or designated public parking areas. Some businesses may have special rear areas for employees, designated service areas for loading, or additional customer parking. Businesses outside of the downtown must provide off-street parking space for their employees and customers. This is particularly a challenge in a historic downtown where front entrances and the streetscape are important. In Waxhaw, much of the area outside of the downtown is of residential character with open front lawns; thus, off-street parking needs to address both the business entrances and the streetscape of the neighborhood.

Businesses may also have utility structures such as communications equipment, large heating/air conditioning units, waste dumpsters or other similar items that need to be accommodated on the property. These need to be carefully positioned to minimize visual and activity effects on neighboring properties.

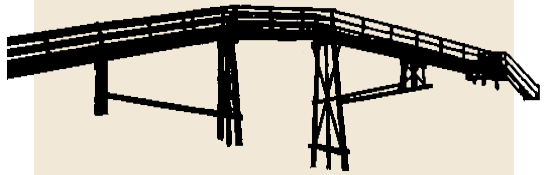
Recommended Practices

All parking areas must be in compliance with the regulations set forth in the Land Development Code. Check these regulations to determine specific parking and landscaping requirements.

Parking

1. **Locate off-street parking behind buildings where possible**. If this cannot be done, consider parking to the side of the building, while still respecting character of neighboring properties and the streetscape.
2. **Design parking areas to complement the building and the district**.
   - Use defined entrances for vehicular traffic. Minimize the number and size of entrances. Use common entrances where possible.
   - Use landscaping to minimize and screen the view of parked cars and pavement and to define the parking area.

Parking behind buildings is preferred



- Use appropriate pavement materials. For some businesses it may be asphalt, concrete or permeable pavement; for a more residential environment, it may be grass pavers or minimized parking surfaces using grass and concrete driveway strips.
- A low wall, fencing (of appropriate materials) or low landscaping may be used to define a parking area and screen parked cars.
- Provide clear routes for pedestrian access from parking to the building.
- Retain existing trees and significant landscaping.

Provide landscaping within and at the perimeter of a parking lot

3. **Keep any needed directional or information signs simple and small**. Keep text to a minimum.
4. **Consider shared parking** with other commercial uses.
5. **Do not locate off-street parking in front of the building** in the downtown historic area. This applies, too, to areas outside of the downtown; however, in some instances there may need to be creative approaches to providing off-street parking to meet business requirements while still maintaining historic character.
6. **Use architecturally appropriate lighting fixtures** in parking areas that are pedestrian in scale. Ensure that the lighting is directed and is sufficient to provide for safety. Consider 'night-sky' light fixtures that direct the lighting down to minimize lighting of the night sky. Do not install lighting that is overwhelming for the site, or produces glare for neighboring properties.
7. **Never demolish contributing buildings** for surface parking lots. Loss of physical buildings creates "holes" in the overall fabric of the historic downtown.

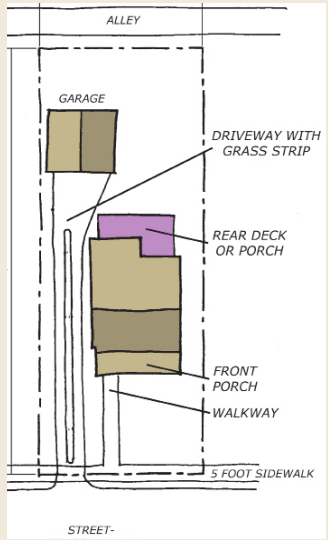
Utility Structures and Equipment

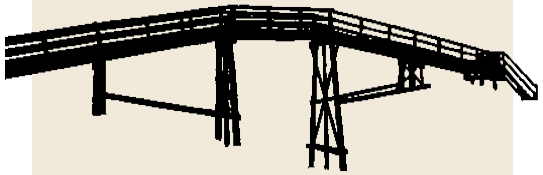
1. **Utility structures and equipment should be located in the rear**, service area of the property. In many instances, installation of these on the roof behind a parapet wall may be an acceptable location. In this instance, ensure that the equipment is not visible from the primary street view.
2. **Consider screening equipment** with landscaping or a wooden privacy fence, or with a metal panel wall for roof utilities, to minimize views from neighboring properties and side streets.

Recommended Maintenance

1. Maintain parking areas and repair any damaged pavement or potholes.
2. Maintain landscaping, directional signage and lighting.

Example of residential driveway using grass and concrete strips.





New Building and Site Development

Feature Overview

New construction of commercial buildings in a historic downtown encourages business growth and provides expanded services. It shows progress and investment, particularly when done in a manner that complements existing buildings and fits within the context of the historic downtown.

New construction may be a totally new infill building or it may be an addition to an existing building.

Recommended Practices

1. **New construction should read as one built today** and not as a reproduction of an historic building from an earlier time period.
2. **New infill buildings should be similar in mass, scale, and orientation to existing buildings**.
    - Site new buildings in line with existing setbacks of adjacent structures or with the predominant setback on the block.
    - Maintain similar building height, building proportion and roof forms for infill buildings.
    - Choose similar exterior materials, such as brick, stone or wood.
    - Identify contributing features on surrounding buildings such as storefronts, window patterns, decorative cornices, etc. and incorporate similar design features and patterns into the new building. For new commercial buildings in the historically residential areas outside of the downtown, incorporate porches, window patterns, roof lines, etc.
    - Consider contemporary design features that complement historic features on existing buildings.
    - Choose colors that work well with the existing historic buildings.

New infill buildings in a historic downtown should be similar in style and proportion to existing buildings. This example shows an existing building on the left and a new infill building on the right.

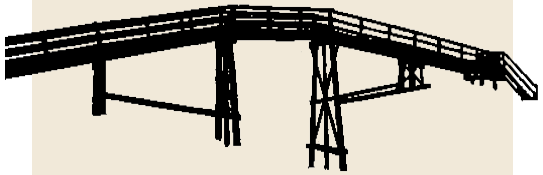
3. **Maintain a commercial use on the first floor of the building**. This is particularly important in the downtown central business district.

4. **An addition to an existing building** should be designed so that it does not destroy or cover over any character-defining features of the historic building. The addition should be subordinate in location, size and detailing to the historic building.

    - Orient the addition so that it does not overwhelm the existing building.
    - Design the addition so that it clearly reads as an addition to the historic building. Use details that are complementary to the original architecture of the building. Do not replicate historic details.
    - Maintain the basic form and character of the existing historic building.


New commercial buildings in a historic downtown should blend with historic structures in size and placement on the street, but still appear as a new construction

Design Standards - Residential and Commercial



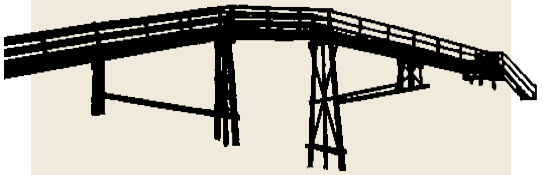
Relocation and Demolition

Overview

Preserving a historic building in its existing location is the preferred treatment. Relocating or demolishing contributing buildings eliminate elements that are important in the overall fabric of the historic downtown. All options should be explored before demolishing a structure that contributes to the historic downtown. Relocation is preferable to demolition if the location of the building is not intrinsically tied to its significance within the historic downtown, particularly if another appropriate site within the downtown can be used for relocation.

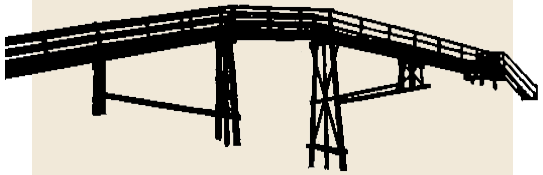
Relocating or demolishing a building that is designated a Waxhaw Historic Landmark requires a Certificate of Appropriateness from the Historic Preservation Commission. In reviewing a request for relocation or demolition, the Historic Preservation Commission considers the significance of the property, both individually and to the downtown. In addition, it may consider the structural soundness of the building.

- If the Historic Preservation Commission finds that the building has no special significance or value to the character of the district, the Certificate of Appropriateness can be approved and the relocation or demolition can proceed.
- If the Historic Preservation Commission finds that the building is significant in value to maintaining the character of the landmark, the effective date of the certificate may be delayed for a period of up to 365 days from the date of approval, but ultimately the certificate may not be denied. During this period, the Historic Preservation Commission shall negotiate with the owner and other parties to find a means of preserving the building. This period of delay may 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.
- If the structure is of statewide significance, the Historic Preservation Commission can deny a Certificate of Appropriateness for demolition. But if the owner would suffer extreme hardship or permanently be deprived of all beneficial use or return on the property, a Certificate of Appropriateness may be approved.



Recommended Practices

1. **Preserve contributing buildings in place**. Contributing buildings in Waxhaw are those which were built before or by 1949. Relocation or demolition of a contributing building should be considered only as a last resort. Investigate all alternatives, including sale of the property.
2. **For non-contributing buildings, relocation or demolition may be appropriate** and may enhance the character of the historic downtown. Removal of inappropriate buildings can eliminate distracting buildings and provide new opportunities for appropriate infill development. A plan for the cleared site should be presented for consideration by the Commission.
3. **When considering relocation or demolition, do research** on the building. What may appear to be a simple building that has no visible architectural value may be an important early building or one that adds significance to the development of the property. For example, an out-building or garage may be associated with the history of the property; a simple building may be original to the property.
4. **If a contributing building is to be demolished**, appropriately document the building and the property with photographs and drawings so that there is a record of the buildings dimensions, features and relationship to the site. Salvage contributing features for future reuse.
5. **If a contributing building is to be relocated within the historic downtown**, protect character-defining features during the move and ensure that any disassembled features are labeled and documented for easy and correct future reassembly.



Considerations by the Historic Preservation Commission

Demolition

In reviewing a request to demolish a building designated a historic landmark, the Historic Preservation Commission will determine the significance of the building, the contribution of the building to the historic downtown, and the effects of demolishing the building. Their considerations may include:

1. Does the building represent an important architectural style or is it of cultural significance?
2. Does the building contribute to the larger downtown in general form or exhibit important character-defining features?
3. Will the loss of the building be adverse or have an adverse effect on the larger downtown and surrounding properties?
4. Will the removal of the building leave an adverse void in the streetscape?
5. Is there a new development or use that will benefit the historic downtown and meet the established development standards?

Relocation

In reviewing a request to move a building from, a historic landmark site, the Historic Preservation Commission will determine the significance of the building, its contribution to the downtown in its present location, and the effects of physically moving the building. Considerations by the Historic Preservation Commission would be similar to those discussed in the demolition section. In addition, if the building is to be relocated within the historic downtown, consideration will be given to site orientation and compatibility with adjacent properties.

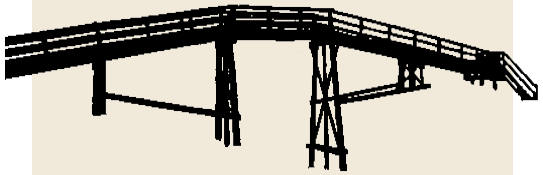
In reviewing a request to move a building onto a historic landmark site, the Historic Preservation Commission will determine the appropriateness of the subject building to the historic downtown in accordance with these design guidelines, specifically as they relate to building size, massing, materials, form, architectural features, and site orientation.

Overview

In order to preserve the architectural heritage of Waxhaw, municipal and state standards for maintaining historic buildings are locally enforced. These "demolition by neglect" provisions include specific standards and procedures for maintaining the integrity of historic buildings and address the following items:

1. **Deterioration of exterior walls, foundations, or other vertical support** that causes leaning, sagging, splitting, listing, or buckling.
2. **Deterioration of flooring or floor supports, roofs, or other horizontal members** that causes leaning, sagging, splitting, listing, or buckling.
3. **Deterioration of external chimneys** that causes leaning, sagging, splitting, listing, or buckling.
4. **Deterioration or crumbling of exterior plasters or mortars**.
5. **Ineffective waterproofing of walls, roofs, and foundations**, including broken windows or doors.
6. **Defective protection or lack of weather protection for exterior wall and roof coverings**, including lack of paint, or weathering due to lack of paint or other protective covering.
7. **Rotting, holes, and other forms of decay**.
8. **Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details** that causes delimitation, instability, loss of shape and form, or crumbling.
9. **Heaving, subsidence, or cracking of sidewalks, steps, or pathways**.
10. **Deterioration of fences, gates, and accessory structures**.
11. **Deterioration that has a detrimental effect upon the special character** of the district as a whole or the unique attributes and character of the historic landmark.
12. **Deterioration of any exterior feature** so as to create or permit the creation of any hazardous or unsafe conditions to life, health, or other property.

The exterior features of any building or structure (including walls, fences, light fixtures, steps, pavement, paths, or any other appurtenant feature) shaould be preserved by the owner or such other person who may have legal possession, custody, and control thereof, against decay and deterioration and kept free from structural defects.



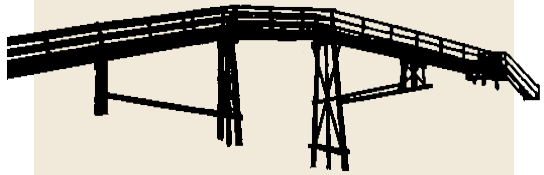
Demolition by Neglect

Procedure for Violations

If there is building deterioration that needs attention, the Historic Preservation Commission may file a written demolition by neglect petition listing the specific defects with the Zoning Administrator who will then respond to investigate and require repairs and correction of the deteriorating conditions. The procedure is set forth in Section 19.9 of the Waxhaw Unified Development Ordinance and consists generally of the following steps:

1. **Preliminary investigation** of the matter by the Zoning Administrator.
2. If a violation is found, issue a **citation** within seven days stating the deterioration and deficiencies and providing notice to the owner/party and the Historic Preservation Commission of a hearing before the Zoning Administrator within 30-45 days. Notice is provided in person, by registered/certified mail, or if necessary, by newspaper publication.
3. At the **hearing**, the owner/party can respond to the violation and determine if there may be a claim of undue economic hardship.
4. If there is a **finding** made by the Zoning Administrator that the structure is undergoing demolition by neglect because of the deteriorating conditions, repairs will be ordered within a specific timeframe.
5. If the owner/party wishes to petition for a **claim of undue economic hardship**, the repair order will be stayed until a hearing is held by the Historic Preservation Commission to consider the matter.
6. In considering a claim of undue economic hardship, the owner/party must provide the Historic Preservation Commission with the following **required information as evidence of hardship**:

    - Nature of ownership, legal possession, custody or control
    - Financial resources of the owner/party
    - Cost of repairs
    - Assessed value of the land and improvements
    - Real estate taxes for past two years
    - Amounts paid for the property, date of purchase, party from whom purchased (including relationship if any of purchaser), and means of property acquisition (if gift or inheritance)
    - Annual debt service for past two years
    - Listing (if any) of property for sale or rent and price asked and offers received



- For income producing properties: annual gross income from the property for the past two years; itemized operating and maintenance expenses for the past two years (including proof of competent management); and annual cash flow for the past two years

7. Within sixty days of the hearing, the Historic Preservation Commission will make a **finding of undue or no undue economic hardship**, listing reasons for the finding.

8. If the Historic Preservation Commission finds that there is no undue economic hardship, the Zoning Administrator will issue an order for the property to be repaired within a specific timeframe.

9. If the Historic Preservation Commission finds that there is **undue economic hardship,** the finding will include a **recommended plan to relieve the economic hardship**. These recommendations may include such things as property tax relief, financial assistance sources, property acquisition, building code modifications (as may be approved by the building official), or relaxation of provisions to mitigate the economic hardship. The Zoning Administrator will issue an **order for the property to be repaired** within a specific timeframe and in accordance with the recommended plan.

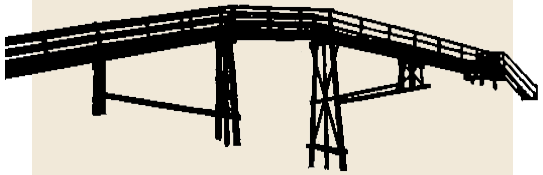
10. **Appeal of a demolition by neglect order** may be made to the Waxhaw Zoning Board of Adjustment within fifteen days of the finding action by the Historic Preservation Commission. The request must be made by certiorari (as a formal request submitted to a court challenging the legal decision).

11. **Penalties** for non-compliance may apply and are set forth in the Waxhaw Unified Development Ordinance. An order of abatement may be issued by the Town that directs improvements or repairs to bring the property into compliance and a subsequent lien placed on the property for the costs incurred.

Questions?

Contact
Commission Liaison
Waxhaw Planning &
Inspections Department
316 North Church St.
Waxhaw, NC 28173
704.843.2195

Appendix



Appendix

Resources

Did you know?

There are several books written specifically about the architectural heritage of the Waxhaw area:

"Waxhaw 100: Waxhaw Centennial." Harry Gamble. Waxhaw Beautification Committee. 1989.

"Sweet Union, An Architectural and Historical Survey of Union County, North Carolina." Suzanna S. Pickens. 1990.

General Architectural History:

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

Longstreth, Richard. 1987. *Main Street: A Guide to American Commercial Architecture.* National Trust for Historic Preservation, Washington D.C.

U.S. Department of the Interior, National Park Service. 1988. *Preservation Brief No. 17: Architectural Character, Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character.* Technical Preservation Services, Washington, D.C., http://www.nps.gov/history/hps/tps/briefs/brief17.htm.

Technical Publications:

Association for Preservation Technology International. *APT Bulletin, The Journal of Preservation Technology.* http://www.apti.org/publications/bulletin.cfm.

Huntington, Whitney C., Robert Mickadeit and Donald Ellison. 1941. *"Building Construction: Materials and Types of Construction.* John Wiley & Sons. New York.

McKee, Harley J. 1973. *Introduction to Early American Masonry: Stone, Brick, Mortar, and Plaster.* Preservation Press, Washington, D.C.

State of North Carolina. *2009. North Carolina Rehabilitation Code*. http://www.ncrehabcode.com/pdf/2009%20NC%20Rehab%20Code.pdf

U.S. Department of the Interior, National Park Service. *Historic Preservation Tax Incentives*. http://www.nps.gov/history/hps/tps/tax/index.htm

Weaver, Martin E. and Frank Matero. 1993. *Conserving Buildings: Guide to Techniques and Materials.* John Wiley and Sons, Inc., New York.

Preservation Organizations and Other Resources:

National Park Service, Technical Preservation Services. *Preservation Brief Series*. http://www.nps.gov/history/hps/tps/briefs/presbhom.htm.

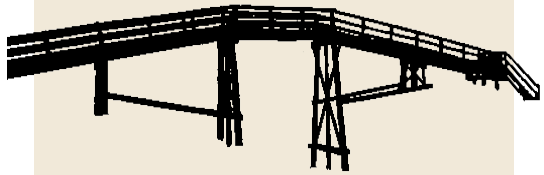
National Trust for Historic Preservation. (Preservation Resources). http://www.preservationnation.org/resources. Special Reports of Interest: *Design Review in Historic Districts. Reviewing New Construction Projects in Historic Districts. Basic Preservation Procedures.*

North Carolina State Historic Preservation Office. http://www.hpo.ncdcr.gov.

Preservation North Carolina. http://www.presnc.org.

Preservation Resource Groups Inc. (Materials, Tools, and Publications). http://www.prginc.com/index.html.

Preservation Trades Network. (Education and Outreach Traditional Building Trades). http://www.iptw.org.



baluster - the upright elements supporting a handrail

balustrade - the whole assembly of a railing, including the top rail, balusters, and bottom rail

bulkhead - the bottom, opaque wall portion of a storefront supporting one or more display windows

capital - the uppermost part of a column or pilaster; it is often embellished with classical ornament

character-defining features - the prominent elements or distinctive aspects, qualities, or characteristics of a property that contribute significantly to its physical character

column - a round, vertical support consisting of a base, shaft and capital

coping - a protective cap or top of a brick wall or chimney, often of cast-concrete or stone; it protects the masonry below from water penetration

corbelling - brickwork projecting successively more in each course to support or meet a structure above

cornice - decorated trim work where the roof meets the wall

dentils - small, closely-spaced blocks projecting from a cornice

dormer - structural element protruding from the roof plane that creates additional space in the top floor

eave - the projecting overhang of a roof

efflorescence - a crystalline or powdery deposit of salt and other minerals on concrete or masonry surfaces, caused by water seepage

elevation - the wall face of any side of a building

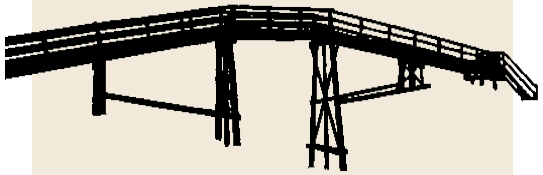
entablature - the decorative elements forming the wide band at the top of a wall or above a row a columns.

façade - the front wall face of a building

fascia - a plain, wide horizontal band between the cornice and the roof of a building

fenestration - the arrangement of windows in the façade of a building

flashing - a continuous piece of metal or other material installed at an angle or joint to prevent water seepage



Glossary

frieze - the wide central section of the entablature

gable - the triangular upper part of a wall formed by a pitched roof

glazing - glass in a window

lintel - the horizontal block that spans between two supports

mullion - a structural element dividing adjacent window units

muntin - strips of wood separating and holding panes of glass within a window sash

parapet - the portion of a building face extending above the roofline

pilaster - a half-column attached to a wall

portico - a small covered entrance to a building, consisting of a roof that is often topped with a pediment and supported by columns

rafter - a wood beam supporting the roof, often exposed beneath the eave in traditional roof styles

repoint - to replace deteriorated mortar joints in masonry construction to prevent moisture penetration

riser - vertical elements of a stair, or the space between one step and the next

sash - the wood frame of a window in which the glass panes are set

sill - the horizontal element at the base of a window

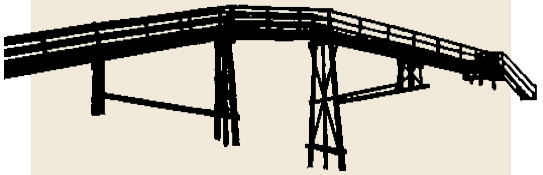
soffit - the flat underside of a roof overhang

spalling - the deterioration of masonry or concrete due to freezing and thawing, resulting in small pieces chipping or breaking off

stile - vertical boards extending the full height of a door on the left and right sides

surround - the framework and associated trim around a door or window

transom - the window or opening above a door or window



Waxhaw

Design Standards