

**MINUTES  
HISTORIC DISTRICT COMMISSION  
March 1, 2006**

**MEMBERS PRESENT:** Paul Kapp, Chairman, Stephanie Trueblood, Susanne Vergara., Barbara Church

**STAFF:** Margaret Hauth

**GUESTS:** Faith Kiffney

**ITEM #1: Call to order and confirmation of quorum.**

Mr. Kapp called the meeting to order at 7:05 p.m. Ms. Hauth called the role.

**ITEM #2: Reading of the Commission's Mission Statement and process introduction.**

**ITEM #3: Additions to the agenda & agenda adjustments.**

Mr. Kapp suggested that Item #7 be moved to follow Item #4. Then if no one had shown up, after Item #7, the Commission would move on to Item #8. Items #5 and 6 would be tabled if no speakers had come at that time. The Commissioners agreed by consensus.

**ITEM #4: Adoption of the minutes:**

Mr. Kapp requested approval of the Minutes from the January 4, 2006 meeting and asked for any needed revisions. Ms. Church noted that in Item #9, the address should be 113 North Hassel, not West Margaret Lane. Also on Page 2, third paragraph, the word should be Manager "of" Talbert's Building. Ms. Vergara stated that Chris Wachholz's name was misspelled.

**MOTION:** Ms. Trueblood moved to accept the minutes as amended.

**SECOND:** Ms. Vergara.

**VOTE:** Unanimously approved.

**ITEM #7: Selection of project to be funded with special allocation from the General Assembly.**

Mr. Kapp asked Ms. Hauth how much money was funded, and she advised the Commission that there was \$5,000 from the General Assembly and \$2,500 from the settlement with the Colonial Inn if the Town Board would be amenable to adding that to the project. Mr. Kapp commented that he thought the \$2,500 was earmarked for historic preservation, and Ms. Hauth confirmed that it was but did not want to say that it was automatically for what the Historic District Commission wanted the project to be as it would have to be approved by the Town Board.

Mr. Kapp further commented that some of the projects that had been discussed in the past were a dendrochronology program, updating the survey and inventory, and some GIS work. Ms. Trueblood added that a couple of things related to the inventory were updating it in terms of accuracy in the current inventory within the period of significance which goes to 1939 and updating the nomination which would bring the town forward from the updating in 1979. In terms of the GIS work, Ms. Trueblood stated that it would create a layer of information that would go along with the parcel data that would include the inventory and could be accessed through the GIS website. She added that there also was the issue of building footprints and additions.

Ms. Hauth reported that she had contacted three firms to check on performing the inventory. Ruth Little, who had done the original inventory, could not help before the end of the fiscal year. She also contacted Circa and Jennifer Martin, both of whom said they would be able to do the work in the time frame allowed. Ms. Hauth stated that proposals would have to be obtained and reviewed. Mr. Kapp asked if the firm selected could also amend the National Register of Historic Places as part of the process. Ms. Hauth stated that that could be part of the proposal request.

Returning to the issue of updating the nomination, Ms. Trueblood also noted that the reason the nomination had been updated the last time to '39 was because of the commercial district and not for residential. Anyone wanting to update the nomination forward another 60 years would have to establish some character to that period. Mr. Kapp added it would have to relist the periods of significance in the nomination. He further stated that although there is a lot of excitement about doing the Dendro work, he personally saw a need to update the inventory and nomination. He would propose doing the updates and then going back to Raleigh for more money.

Ms. Hauth agreed with Mr. Kapp. She stated that as she had come to the various commissions and board, she had found that there were properties either classified wrong or with inaccurate information. Ms. Vergara agreed that it was hard to do the work required when the reference material is wrong. Ms. Hauth added that there could be folks in the community who could be qualified for tax credits who aren't because they are not classified right. Ms. Trueblood added that after the updating was done, moving to the GIS issue would be easier because it would be a matter of merging the information already at hand. Mr. Kapp asked if Ruth Little's inventory was available electronically, and Ms. Hauth responded that it was available in a searchable spreadsheet. Mr. Kapp then stated that he thought they could try to negotiate with updating the inventory and updating the national registry nomination all at once which would be a real accomplishment of the board for the year.

Ms. Church asked if there were any way the commissioners could get a copy of the nomination to review, and Ms. Hauth said that she would provide it within a few days. Ms. Church recollected that the previous nomination was written by Catherine Bishir. Ms. Church commented that the history of the town and the buildings in the town that was generally known at the time that the national registry nomination was prepared had changed significantly and felt that that information needed to be incorporated into it.

Ms. Church continued by saying that she really liked the Dendrochronology idea and felt that if money could be found to Dendro 10 buildings and it was found that there were much older buildings in town, that it would make a newspaper splash and be a nice tourist draw. She also felt that if it were done one building at a time, it could provide many splashes. Ms. Vergara added that if a small amount of money were used to do one building which was thought to be very old and it was determined to be so, they might use that finding as justification for getting additional funds for doing others.

Mr. Kapp posed that the surveying information was vital to the Planning Department and for the Commission's evaluation of projects and asked if the Dendro idea might be a project that the Alliance for Historic Hillsborough might fund. He felt the advocacy, non-profit aspect of Hillsborough might do something as well, and if it were done jointly, it might make good press. It might also help the Alliance better explain the Dickson House history. Ms. Vergara added that it could help attract tourism. Ms. Vergara agreed to ask the Alliance for assistance with a pilot project and suggest doing the Dickson House. Mr. Kapp offered to write a letter informing the Alliance that the HDC was going to ask for funding to update the survey and requesting that the Alliance consider Dendro work of one significant historic resource of Hillsborough and suggest the Dickson House. Ms. Hauth commented that that might also be something that could be partially funded by the Tourism Board because of the tie-in with tourism and that the funding might be split between the Alliance and the Tourism Board. Mr. Kapp and Ms. Church suggested that the cost would be approximately \$2,500 per house. Ms. Church stated that she had been told that the Dickson house was actually two structures, and Mr. Kapp and Ms. Vergara concurred. Ms. Church said that the

cost then would be double because the house would be analyzed as two structures. Mr. Kapp suggested that that would be at the discretion of the Alliance.

Ms. Trueblood stated that she liked the idea of the Alliance being involved as she felt that the Historic District Commission's focus should be on using the money to create the most public good, and updating the inventory and nomination would be a great way to do that. Mr. Kapp agreed that it was an absolute imperative, necessary tool for planning in Hillsborough and for the Commission's evaluation. Ms. Vergara said that she felt the Alliance might help because they were proposing to help with the historic signage, but Mr. Holden Richards had told them he didn't want their help as he was going to get the money from a grant. The Chairman of the Alliance, Jim Dooley, had told her that they would have helped with that, so the inventory and nomination project would be a project with which they could help. She agreed to bring the matter up at the meeting of the Alliance on the second Tuesday of the month.

**MOTION:** Mr. Kapp made a motion to use \$7,500 to update the inventory and the nomination for the Hillsborough National Register Historic District.

**SECOND:** Ms. Trueblood.

**VOTE:** Unanimously approved.

Ms. Hauth confirmed that she was to get proposals from the interested firms, Circa and Jennifer Martin, and return them to the Commission. Mr. Kapp also asked for documentation that would help the firms.

**ITEM #5: Application for Certificate of Appropriateness for Faith Kiffney to make exterior modifications at 326 West Margaret Lane (Tax IC 4.35.C.15).**

Ms. Hauth and Ms. Kiffney were sworn in by Mr. Kapp, and Ms. Kiffney stated her name as Faith Kiffney.

Ms. Hauth reported that on the project at 326 West Margaret Lane, the house is a contributing resource. There are two non-contributing houses--one to the north and one to the east. Otherwise the house is surrounded by contributing houses. The request is for a series of modifications.

- Installing a new front door in which the door height will be increased to meet current code which is 6'8". The current door is only 5'10".
- Adding two new windows on the west side in which there are options for the pane configurations.
- Restore a removed window on the north side with a fixed pane window.
- Relocate the back door from the east side to the north side.
- Remove an existing non-functional chimney.
- Install two solar tubes.

Mr. Kapp expressed his appreciation to Ms. Hauth for getting a good set of drawings.

Regarding the door, Ms. Hauth, described the proposed replacement door as being a wood door with a glass pattern and a raised panel on the bottom. It is very similar to the existing door which is part glass and part wood. The current door does not meet code and was noted at the last meeting as not being securable.

Ms. Hauth then showed a photograph of the existing west side with the chimney which is to be removed. A drawing was displayed showing the placement of the proposed new and replacement windows which will all be the same height. The drawing also showed the placement of the proposed solar tubes.

Moving on to the east side, Ms. Hauth showed a door that goes into the new bedroom space which is undesirable and would be removed. Additionally on the rear of the house, she showed the shadow of a previously existing small window that would be replaced with a fixed leaded glass window. The existing door would be moved.

Ms. Hauth reported that she had not heard anything from the neighbors. The notices had been sent, but no comments had been received.

Mr. Kapp asked Ms. Kiffney if she had any idea about landscaping, and she responded that she wanted to move the driveway. She added that people had started driving through the middle of the yard at some point to get to the little cottage in the back of the house. She plans to move the drive to the side along the edge of the property line. Ms. Kiffney stated that she did not have a driveway as the driveway is for the cottage where an elder lady lives who needs to get right up to the door. Ms. Hauth added that the house and cottage are on one parcel.

Ms. Kapp asked if the Commission needed to review the site work, and Ms. Hauth answered that they did but that the driveway was new information. She added that she would have to look at the site work with Ms. Kiffney to see how much was really proposed to be done. Ms. Trueblood noted that that was not part of the application currently under consideration.

Mr. Kapp asked about Ms. Kiffney's plans in terms of planting. She stated that she was planning plantings when the driveway was moved. She agreed that she was considering doing a buffer on the west side. She stated that there is a big bank on the back side that she would like to slope out so she could have a patio and put some plantings around it on the park side to make a little security and privacy in the back door area. There is also a thicket there.

Mr. Kapp inquired about the colors Ms. Kiffney was considering. She said she was moving the side door as is and would be matching the new front door to what exists. It would be white. She also said she had planned to use some of the dirt from the moving of the driveway and fill in some areas which have washed away and make some flowerbeds in the front of the house as there are no plants there at all.

Ms. Vergara asked if the new door would be wood with windows, and Ms. Kiffney said that it would. Ms. Hauth said that the window would be similar to a prairie pattern with a large central pane. Ms. Vergara asked about the lower panel and whether it was a panel or a mail slot and was told that it was a panel. She was also told that the windows would be all wood frame. Ms. Hauth said that the pane pattern was undecided but that Ms. Kiffney was flexible on that item. Ms. Kiffney commented that she did prefer the 3 over 1 as it let in more light. The windows will be painted white to match the existing windows. Regarding discussion about window pane patterns, Ms. Hauth stated that the 3 over one pane pattern was quite common in Hillsborough. Mr. Kapp said that the 6 over 6 pane configuration on the house was a character defining element. Ms. Kiffney stated that they were hard to see out of and blocked a lot of light as everything was chopped up really small. Ms. Church added that she had read in the inventory about the windows that it's "6 over 6 sash windows, several 9 over 6 sash windows on the maintain facade indicate that this may be a much-remodeled antebellum house."

Mr. Kapp moved to the issue of the solar tubes. Ms. Vergara mentioned another individual who wanted to put skylights on his home. Ms. Kiffney stated that they would be small not like a big square skylight. Ms. Hauth added that it looked similar to a vent and was 10 to 14 inches wide. Mr. Kapp asked which side of the house they would be on and was told they would be on the west side or park side of the house. Ms. Kiffney said they would be very low profile and were to bring

light inside the house. Mr. Kapp stated that the proposed changes on the west side did not constitute such an alteration, that the front was what was significant to the district, and she was bringing a door up to code. He suggested that she might bring a landscape plan back to the Commission, but he had no problem with what was being presented in the current application.

**MOTION:** Ms. Vergara moved to find as fact that the Kiffney application is in keeping with the overall character of the district and complies with all relevant standards of evaluation based on the Commission's discussion of the application of the standards of evaluation in Section 21.3.6 of the zoning ordinance.

**SECOND:** Ms. Church.

**VOTE:** Unanimously approved.

**MOTION:** Ms. Vergara moved to approve the application as submitted.

**SECOND:** Ms. Trueblood.

**VOTE:** Unanimously approved.

**ITEM #6: Application for Certificate of Appropriateness for Kathleen Faherty to install metal handrails on the south entrance steps of 108 S. Hillsborough Ave. (Tax ID 5.35.A.6).**

Ms. Hauth advised the commissioners that there was a photograph which had not been included in the packets. She showed it to them for information regarding the iron railings on the Margaret Lane entrance to the house. She said that she had received an e-mail from the Hillsborough Owners Group, a property owner within 100 feet, and they were very supportive of the application.

Mr. Kapp asked if there were similar iron rails on the house, and Ms. Hauth said she was not sure if there were any other. Ms. Vergara asked if there had ever been similar iron railings on the house, and Ms. Hauth said she thought not. She stated that the railings would not be metal pipe with fittings and things like that. Mr. Kapp said if they were not pipe, he didn't see any issue with them. Ms. Vergara said she thought as it was a 30s house it would go fine with the structure. Ms. Trueblood commented that it was a simple iron and steel railing to match the color of the trim or the gray of the door. Mr. Kapp added that if they were typical of the era, they would be black.

**MOTION:** Ms. Vergara moved that it be found as a fact the Faherty application is in keeping with the overall character of the district and complies with all relevant standards of evaluation based on the Commission's discussion of the application of the standards of evaluation in Section 21.3.6 of the zoning ordinance.

**SECOND:** Ms. Trueblood.

**VOTE:** Unanimously approved.

**MOTION:** Ms. Vergara moved to approve the application as submitted.

**SECOND:** Ms. Trueblood.

**VOTE:** Unanimously approved.

**ITEM #8: Updates**

- Mr. Kapp said that he was honored to represent the Historic District Commission at the Town Council Retreat in February and felt it was a very beneficial meeting. He added that he felt Mayor Stevens was considering all the town boards as being supportive to the town and being solicited for advisement. He asked Ms. Hauth to comment on the mission and mission goals for the year from the Town Council are.

Ms. Hauth advised that the Town Board was focusing on staying at a higher level of management and not being directly involved in the day-to-day operations. She offered to supply the members with a list of the goals. She stated that they wanted to be sure that all boards stay with the diversity of the town which makes Hillsborough unique. They are looking to increase and improve communications across the board.

Mr. Kapp continued that they had spoken of having another workshop of advisory groups. Ms. Hauth added that they were looking at having a large joint training session for everybody who does quasi-judicial proceedings. The Historic District Commission had discussed having something similar for themselves and could still do so as its process is little different since it has guidelines and ordinances to work with. Ms. Vergara felt it might be good to participate in the Town Board's session and get to know people from the other boards so there could be more working together. Mr. Kapp said he felt the Town Council had been interested in the commission being a conduit of information as there are issues that it sees that the Town Board may want to be aware of, and the Historic District Commission would want to be on the receiving end of information as well as much of it all relates to each other. He also was encouraged to know that there was a Tree Board.

- On another issue, Mr. Kapp said that Cathleen Turner had e-mailed him questioning why steel casement windows weren't considered on the Ballard Insurance building. Ms. Hauth said that the applicant had brought in metal-clad wood windows rather than all metal windows. Mr. Kapp continued said he felt it was a valid concern by Ms. Turner. He did not feel that the Commission could go beyond the application presented, but if someone wished to speak on behalf of concerns regarding an application, then the Commission would have the prerogative to consider other issues than those stated in the application. He also felt that there were constituents in town who are interested in the actions of the Commission. He had asked Ms. Hauth to look into providing a transmittal of the Commission's agenda and actions to be certain that interested parties had the information, i.e., the Alliance, the Town Board, the Mayor, and the Chamber of Commerce. Ms. Hauth informed the commissioners that the Town Board, the Mayor, the Manager, and the Staff get copies electronically, and she would expand the list to include the others stated as well as the chairs of the other boards and Cathleen Turner. Mr. Kapp expressed his feeling that it would be good for the Commission to know that part of their documentation is being communicated to people that are interested.
- Ms. Vergara advised the Commission that 409 West King Street was sold, and the Alliance had a third share in the proceeds from the sale. They will be getting about \$48,000 from the sale of the house. In the February meeting the Alliance members were asked to go back to the groups they represented and get some ideas on what should be done with the money. There are two main proposals. One is to divide the \$48,000, and each organization would end up with about \$5,000 or \$6,000 or keep the \$48,000 intact and start an endowment fund which could be added to and which would earn interest and the interest from the endowment could be used for special projects that come up and special needs.
- Ms. Vergara asked for ideas to take back to the Alliance. Mr. Kapp and Ms. Church suggested the Dendroing project. Ms. Church also suggested that perhaps the Chamber of Commerce might contribute some money as it would be a tourism project. Ms. Vergara said that she would suggest that the Alliance get together with the Tourism Board or the Chamber to do the project. The Commissioners agreed that the endowment idea was a good one with potential benefit for the future. Ms. Vergara stated that she had suggested that if the Alliance were pro-active in getting people to put the Alliance in their wills it could provide additions to the endowment.
- Ms. Trueblood commented that on the idea of training for the boards, she felt that training also should be provided for the Historic District Commission based on what had been discussed at the February meeting regarding training on materials. Mr. Kapp concurred and suggested that they consider having a special meeting, starting earlier and discuss the issue. He also offered to give a presentation on materials. Ms. Trueblood said that she was doing an independent study in which she is looking at the vague areas in the ordinance and looking at other historic districts that have more specific and more defined terms in their ordinance. She would be preparing a list of recommendations that she thought she could submit to the Commission to look at. Mr. Kapp asked if that was a project she would like to bring to the special training meeting, and Ms. Trueblood said she would be ready in April. Mr. Kapp

asked if the Commissioners would be interested in coming at about 5:30 to the April meeting, Wednesday, April 5th. Ms. Hauth said the agenda currently looked brief.

- Ms. Trueblood suggested that the Commission be more pro-active in filling the vacant seat on the Commission. She asked if the Alliance had a list of interested individuals. Ms. Hauth said that there had been no responses to inquiries for interest. Ms. Vergara said that she asks for interested persons each month when she gives her report to the Alliance but has not gotten any response and said she would ask Ms. Turner again. Ms. Hauth said she could put another ad in the paper although responses from that venue usually were not good. She said she had received an application from Larry Carroll to serve on the Commission. Mr. Carroll had been on the Board of Adjustment and his wife on the Planning Board, but they have rotated off. Ms. Church suggested Tom Campanella. Ms. Hauth advised that he currently was on the Planning Board and has turned down a number of subappointments from the Planning Board because he is too busy. Ms. Church suggested that it be mentioned to Mr. Campanella again and otherwise think about who would be a good addition. Ms. Trueblood felt that the commissioners should individually pursue people and come back with some people to nominate. Mr. Kapp agreed that he would speak with Mr. Campanella.

**ITEM #9: Adjourn**

Mr. Kapp adjourned the meeting at 8:10 p.m.

Respectfully submitted,

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Margaret Hauth, Secretary