

DESIGN GUIDELINES

**City of Kinston
Historic District Commission**

Adopted March 28, 1994

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USING THE DESIGN GUIDELINES:

The Design Guidelines for the Kinston Historic District Commission are to be used in conjunction with the “**Secretary of the Interior’s Standards for Rehabilitation**” to assist in the review of Certificate of Appropriateness applications.

The General Guideline Standards (page 2) is excerpted from the Secretary’s Standards and are to be used as overall guidelines for rehabilitation work. The principles outlined under each major section (the environment, existing structures, new construction, moving, demolition and signage) are used as a basis for Historic District Commission decisions to grant or deny Certificates of Appropriateness.

GENERAL GUIDELINE STANDARDS

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own times. Alterations having no historical basis which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features shall be repaired rather than replaced wherever possible. In the event that replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than conjectural designs or the availability of different architectural elements from other buildings or structures.
6. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
7. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
8. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
9. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

REVIEW CRITERIA

In considering an application for a Certificate of Appropriateness, the Commission shall take into account the historical and/or architectural significance of the structure under consideration and the exterior form and appearance of any proposed additions or modifications to that structure that are visible from a public right-of-way. The commission shall not consider interior arrangement or use except where they directly effect exterior elements of the structure.

The Commission, using the criteria below, shall make findings of fact indicating the extent to which the application is or is not congruous with the historic aspects of the Historic District. The following criteria shall be considered, when relevant, by the Commission in review applications for a Certificate of Appropriateness:

1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings.
2. The setback and placement on the lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings.
3. Exterior construction materials, including texture, and pattern.
4. Architectural detailing such as lintels, cornices, brick bond, and foundation materials.
5. Roof shapes, forms, and materials.
6. Proportion, shape, positioning and location, pattern, and size of any elements of fenestration.
7. General forms and proportions of buildings and structures.
8. Appurtenant fixtures and other features such as lighting.
9. Structural conditions and soundness.
10. Architectural scale.

[This is reproduced from section 180.3 section E of the Unified Development Ordinance dealing with overlay zoning in the historic district.]

**THE ENVIRONMENT:
IMPROVED LANDSCAPES AND NATURAL
FEATURES**

I. **THE ENVIRONMENT: IMPROVED LANDSCAPES AND NATURAL FEATURES**

IMPROVED LANDSCAPES

An improved landscape includes any gardens, parks, parking lots, or any other proposed outside improvements including any planned vegetation, public street furniture, masonry walls, fences, light fixtures, steps, pavements, or any other appurtenant features.

Landscapes, whether of traditional or contemporary style, should use elements of design relative to the historic districts for which they are proposed. The use of themes such as oriental gardens or southwestern desert landscape is not recommended.

A. **VEGETATION**

All native and commonly occurring vegetation is recommended. However, the arrangement of such vegetation should reflect the character of the historic districts for which it is proposed.

B. **PUBLIC STREET FURNITURE**

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

C. **FENCES**

Fences and walls have been used throughout history for utilitarian and decorative purposes. They define both public and private boundaries, confine pets, protect gardens, and give the owner security and privacy.

Fences have been constructed of **wood, cast iron, and wrought iron**. Walls have been built of brick, stone, stucco, and concrete. **Natural vegetation** such as boxwood and hedges has also been popular fence and wall materials.

1. **REPAIR**

For those fences already in place, it is suggested that owners repair rather than replace what has been built. This will retain the character of the districts. Repairs should match the original fence as closely as possible in terms of height, scale, color, texture, material, and design. For example, a broken portion of the wooden fence should not be replaced with a vinyl section.

2. **LOCATION/SIZE**

Fences along street frontages in the district have historically been low lying. Those in the front yard should measure no higher than four (4) feet and

should not be solid unless they are a low retaining wall. The fencing should not obscure the architectural features of the building.

Fences in the rear yard should be no higher than six (6) feet tall and may be solid. Corner lots present special circumstances we need to consider.

3. **MATERIALS**

Natural materials consistent with those of the buildings should be used including wood, brick, or stone. Fences constructed of artificial siding, plastic, corrugated metal, barbed wire, or any other similar materials are not recommended. Fences constructed of cinder-block, cement-block, or a similar material should be painted, stuccoed, or brick veneered to match or complement the main structure.

4. **WOODEN FENCES**

Wooden fences are the most preferred type of fence for the district because they are usually the most compatible with the surrounding houses and buildings. Split and rounded rail fencing is not appropriate in urban neighborhoods and is discouraged. Wooden fences should be primed and then painted white, the color of the house's trim, or stained. To ensure their preservation, it is also suggested that treated wood be used. A break-in period of weathering before painting is a common practice to better ensure paint adhesion.

5. **CHAIN LINK FENCES**

Chain link fences are highly discouraged in the district because they are incongruous with the area. Chain link fencing is only permitted in the rear or side yard where it is not visible from the street. To be approved, a request must include detailed plans to appropriately screen the fences using foliage planting such as roses, wisteria, hydrangeas, or evergreen shrubbery. Other suggestions include a combination of plantings, painting, or the use of traditional fencing to cover the front or be intertwined with the fence. It is recommended that the fences be vinyl coated and have a dark green or black color so that they may blend in with their surroundings.

D. **WALKWAYS - DRIVEWAYS**

1. The installation of new driveways and walkways within the historic district should reflect a scale, pattern, and material not incongruous with the historic character of the neighborhood.
2. Repairs to existing historic walks or driveways should stress the retention of existing material whenever possible. In cases where replacement of

the original fabric is necessary, close attention should be paid to the selection of materials sympathetic to the original material, pattern, texture, color, patina, and scale of the replacement.

E. NATURAL FEATURES

Any outside landscape feature on the site such as trees or shrubs existing at the time of application for the Certificate of Appropriateness should be retained and must be included on any Certificate of Appropriateness that will effect such features.

F. TREES

Trees are an important natural feature in the historic districts. It is recommended that, if at all possible, mature trees remain intact and undisturbed on the site.

PUBLIC STREET TREES

1. TREE PRESERVATION, PROTECTION, & PLANTING STANDARDS

The removal or planting of trees in the public right-of-way should conform with these standards created by the Tree Management Commission.

2. DATABASE

As of October 1, 1996, the Tree Management Commission has completed a database which includes species, size, and location of current trees and planting sites. It is recommended that the applicant utilize this resource when considering tree removal or planting.

G. SWIMMING POOLS

Pools are to be located only in the rear yard. Pools shall be set back at least five (5) feet from the rear and side lot line and at least ten (10) feet from the principal structure. On corner lots, pools shall be located in the portion of the rear yard farthest from the street. The fencing for the purpose of pool security shall be in compliance with the Kinston District Guidelines on fences.

H. SCREENING OF MECHANICAL EQUIPMENT

Mechanical equipment such as air conditioners and heat pumps shall be located on non-character defining elevations of the structure whenever possible. These systems shall be screened by the use of planted material such as shrubbery or lattice material whenever the said equipment is visible from the street.

**EXISTING STRUCTURES:
ALTERATIONS, ADDITIONS, RECONSTRUCTION,
RESTORATIONS**

II. EXISTING STRUCTURES: ALTERATIONS, ADDITIONS, RECONSTRUCTIONS, RESTORATIONS

A. MASONRY TYPES

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

MASONRY TREATMENT GUIDELINES

1. USE OF ORIGINAL OR EARLY MASONRY MATERIAL

All original or early masonry materials should be retained as often as possible. If it is necessary to repair or replace deteriorated masonry, it should be with products that duplicate the existing materials as closely as possible in appearance, texture, and color. New masonry materials which are inappropriate are those which were not available when the structure was constructed.

2. PAINTING MASONRY MATERIAL

Original masonry or brick should not be painted. In cases where painted masonry is present, repainting is acceptable. Removal of paint to restore original brick or masonry is acceptable when accomplished within the guidelines for the cleaning of masonry materials.

3. CLEANING OF MASONRY MATERIAL

Cleaning masonry is recommended only when determined that the "dirt" is actually accumulated deposits and not simply the effects of weathering. Masonry should be cleaned with the gentlest methods possible, such as with low pressure water and soft, natural brushes. Chemical cleaners are acceptable, provided they are used only after a spot test demonstrates that they will not have any adverse affect upon the masonry material. Sandblasting with either wet or dry abrasive is not recommended in any circumstances. This method erodes the surface of the building material and will accelerate deterioration of the masonry.

4. REPOINTING OLD OR EXISTING MORTAR JOINTS

It is recommended that old or existing mortar be duplicated in composition, color, and texture with sensitivity to the tooling and width of the mortar joint. Repointing with a mortar composed of a high portland cement content is not recommended as this will often create a mortar that is stronger than the existing masonry. This is a potential source of deterioration as the new mortar will impede the expansion and contraction of the masonry system causing fractures between the masonry units and the

mortar or damage to the masonry unit itself.

5. **RETENTION OF MASONRY ARCHITECTURE**

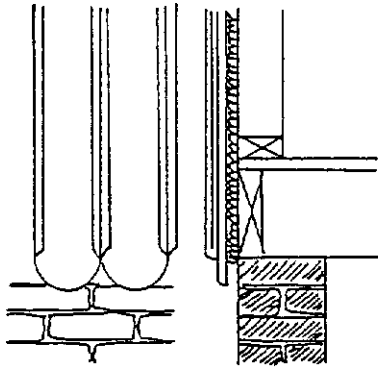
All masonry architectural features such as cornices and moldings should be retained, as they are significant parts of structures and contribute to their character. If these details are missing and it is determined by research that they existed, efforts should be undertaken to replace them with similar compatible duplicates.

B. **WOOD SIDING**

Wood siding occurs most frequently in the residential areas of the historic districts. Examples of wood sidings are:

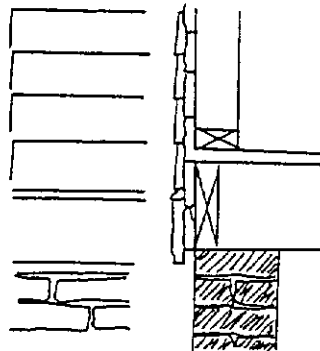
BOARD AND BATTEN:

Which consists of closely spaced wide boards or planks placed vertically with the joints covered by thin wood strips called battens.



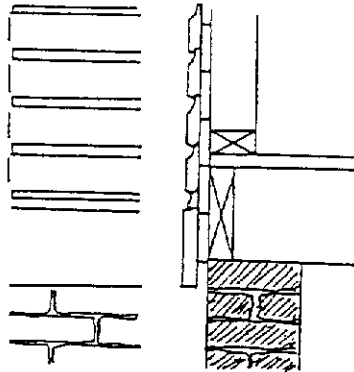
CLAPBOARD:

A popular siding in the historic districts which consists of overlapping horizontal boards that are slightly thicker at the exposed bottom edge.



SHIPLAP:

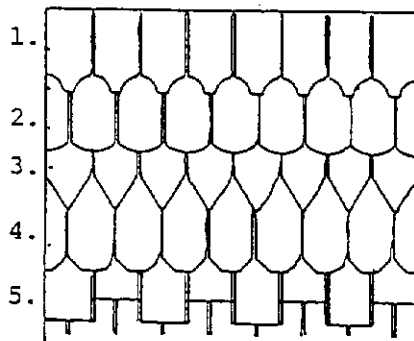
Also known as German siding. Shiplap has a flat face which is beveled or grooved at the lap.



CUT WOOD SHINGLES:

Wood shingles are frequently exhibited in the historic districts. The wood shingles are nailed to the sheathing which covers the frame of the building.

Examples of Cut Wood Shingles:



CUT WOOD SHINGLES:

- 1 - Spaced and Cut
- 2 - Fish scale
- 3 - Feather Cut
- 4 - Imbricated and Breviate
- 5 - Stagger Burl

WOOD SIDING GUIDELINES

1. All existing wood siding should be retained whenever possible. It is recommended that repairs or replacement of any deteriorated materials match the existing in size, shape, and texture.
2. Wooden architectural features should be retained whenever possible. If these features are missing, and it is known that they existed, efforts should be undertaken to replace them.
3. In a situation where the owner chooses not to repaint wood siding, they may want to use vinyl or other synthetic siding materials over the existing

wood siding. Although not recommended, vinyl siding is permissible when applied with sensitivity to the original siding's size, shape, rhythm, and detailing. Specific consideration shall be paid to the retention of roof brackets, beams, cornices, shutters, shutter hinges, and other significant architectural features.

C. ARCHITECTURAL METALS

Architectural metals which are found in the Kinston Historic Districts are cast and wrought iron, pressed tin, and aluminum.

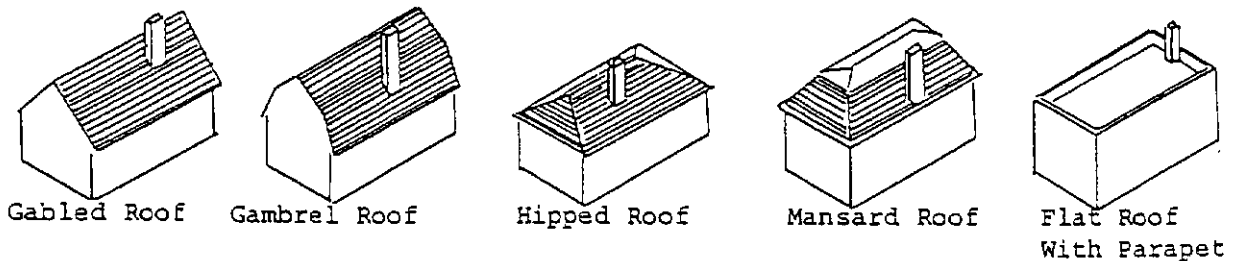
The retention of original architectural metals is recommended. The removal of these features often destroys the structure's character and therefore is not recommended.

1. CLEANING OF ARCHITECTURAL METALS

Cleaning with the appropriate method is recommended. Cast iron may be cleaned by mechanical methods. Pressed tin and aluminum should be cleaned using the gentlest products available such as detergent, water, and soft bristled brushes.

D. ROOFS AND ROOFING MATERIALS

1. The historic districts exhibit a variety of roof shapes. Some of the most common are:



2. The historic districts also exhibit variety in the patterns, textures, and materials used as roofing. The most common being shingle, slate, tile, and "tin" or terne roofing. Existing roofing should be repainted, repaired, or replaced in kind whenever possible.

E. WINDOWS AND DOORS

1. WINDOWS

It is recommended that all existing window openings be retained, as well as important elements pertaining to them such as sashes, glass, lintels, sills, architraves, shutters, and hardware. If replacement of a window is necessary, it is recommended that it match the existing units as closely as possible.

The replacement of shutters or blinds if original to the structure is recommended. If shutters were not original to the structure they should not be added. In the application of replacement shutters careful attention should be paid to the proper size, material, mounting, hardware, and construction be it louvered or paneled.

2. **STORM WINDOWS**

Storm windows are only recommended if they have a finish matching the structure's window trim.

3. **DOORS**

The use of existing doors and door hardware is recommended. If it is necessary to replace a door, it should be with one which is compatible with the architectural style of the structure.

4. **STORM DOORS**

Storm doors are only recommended if they have a finish matching the structure's trim.

F. **ENTRANCES, PORCHES, AND STEPS**

1. Existing porches and steps should be retained. Porches were often added after the actual construction of the structure. However, this addition may be an important part of the structure. If this is the case, the porch should be retained. Existing features include porches and steps, handrails, balusters, columns, and roofs. All should be retained.
2. Porches and steps should not be enclosed in a manner which destroys their intended appearance.
3. The installation of temporary features to aid the handicapped and disabled is recommended if the features are added to a non-character defining elevation of a structure and constructed in the least obtrusive manner that is removable; i.e., does not negatively impact or impair the original fabric of the structure.

The installation of hand railing to assist the elderly and disabled shall be done in a manner that is reversible. The use of a simple metal assist rail is a recommended method. The railing should be located so as not to obscure character defining features of the entrance or porch. The color(s) of the hand railing shall be in harmony with the colors on the primary structure.

G. **EXTERIOR FINISHES (PAINT COLORS)**

The exterior finish of a structure represents the final completion stage. Although

this stage is one of the simplest to alter, it is one of the most visible aspects. It is for this reason that great care should be taken in the selection of exterior colors for any structure.

1. The color(s) should be based upon the architectural style of the structure as well as the period it was built.
2. The selected color(s) should reflect hues and shades which were available at the time of construction. That is, many colors which were used in earlier periods are now much brighter and intense due to chemicals and dyes which render more vivid, longer lasting shades. These strong colors are not generally recommended.
3. The paint color(s) should blend in and be harmonious with the immediately adjacent structures in the historic districts for which it is proposed.
4. **PAINTING OF BRICK STRUCTURES**
 - a. Painting of brick structures which have not previously been painted is not recommended.
 - b. In removing paint and finishes, gentle methods are recommended. Strong paint strippers, whether mechanical or chemical can permanently damage the surface material as well as obliterate all evidence of the historical paint finish.

H. AWNINGS

COMMERCIAL BUILDINGS

1. The canvas awning was an important design element in the traditional storefront. It provides cover, adds color, and serves as a transition between the store front and the upper facade. Historically, most buildings that faced the sun had awnings.
2. A standard street level awning should be mounted so that the valance is in compliance with the Kinston City Ordinance. A 12" valance flap is usually attached at the awning bar and can serve as a sign panel. An awning can be attached above the display windows.
3. An awning can be attached above the display windows and below the cornice or sign panel. Sometimes it may be mounted between the transom and the display windows.

4. An awning should reinforce the frame of the storefront and should not cover the piers or the space between the second story window sills and the storefront cornice.
5. Aluminum awnings or canopies generally detract from the historic character and are not recommended.
6. Awning materials offer different colors and patterns. The selected colors should be harmonious with the colors on the building. Materials can vary from canvas, vinyl coated canvas, or other appropriate canvas-like synthetic materials.
7. Awnings are appropriate on second and third floor windows. If the structure previously had shutters, awnings are not appropriate window coverings.
8. Arched awnings are appropriate for arched windows.

RESIDENTIAL BUILDINGS

9. Awnings are most appropriate for late and post-Victorian house styles especially Queen Anne, Colonial Revival, Bungalow, Spanish, and the many period-revival styles.
10. Metal awnings are inappropriate for any style other than post World War II homes. As the historic districts and central business districts were pre-World War II areas of development, metal awnings are deemed inappropriate.
11. For residential usage, the three most common awning materials are canvas, vinyl coated canvas, and acrylic.
12. It is most appropriate to choose a color that compliments rather than exactly matches a residence. The most common awning colors were reds, browns, greens, and tans. Striped awnings are most appropriate on Bungalows, Queen Anne's, and Spanish Revivals. For Colonial Revivals, solid colors are preferred.
13. Awnings should generally be mounted within the window opening and directly on the frame. If this is not possible, attach it just outside the opening. On masonry structure, attachments for awnings should be made in the mortar joints and not in the brick itself.
14. Awnings are not appropriate for window openings where there is evidence

of the previous use of shutters.

15. The Venetian Style awning is particularly appropriate for Spanish and Mediterranean Styles houses of the 1920's and 1930's only.

NEW CONSTRUCTION

III. NEW CONSTRUCTION

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

A. LOT COVERAGE

Building to lot coverage provides an important component of building spacing. It is a measure of the density of developed land along each block front and for each lot.

GUIDELINES

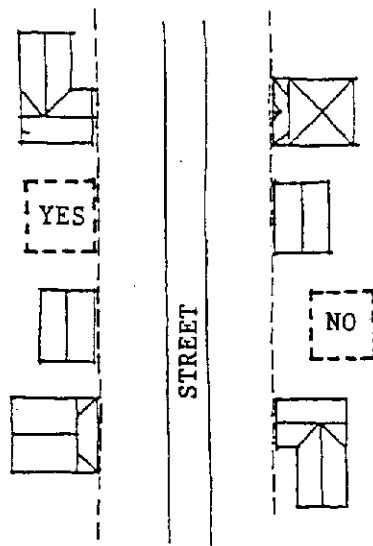
New construction should have a lot coverage similar to that of existing buildings in respective districts.

B. SETBACK

Setback is the distance from the edge of the right-of-way to the building front. Setback should be uniform and establish a framework of order and coherence. The use of continuous setback pattern insures a strong and continuous street scape.

GUIDELINES

For new construction, the setback should be consistent with the existing structures in the block.



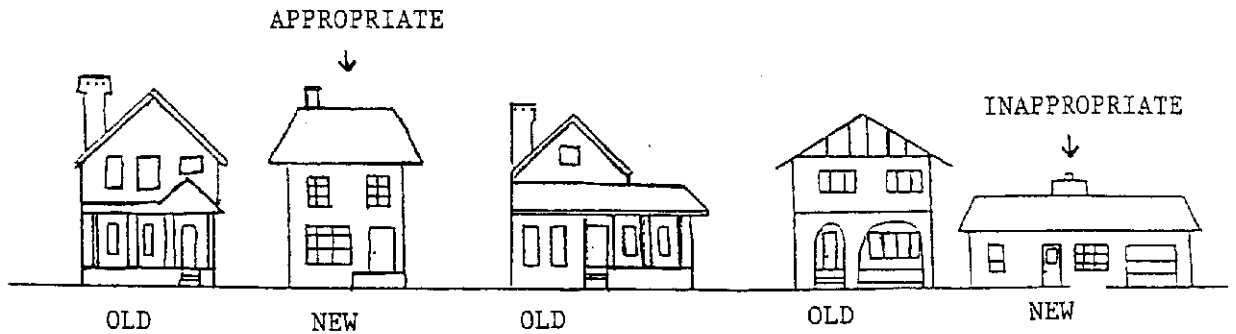
C. BUILDING HEIGHT

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

- 1) Perceived height: The product of the number of stories, the relationship of height to width, and the height of porches or other visual elements.
- 2) Actual height: Depends mainly on the height. Both measurements should be considered.

GUIDELINES

Building height for proposed new construction should be consistent with the existing structures in the block.

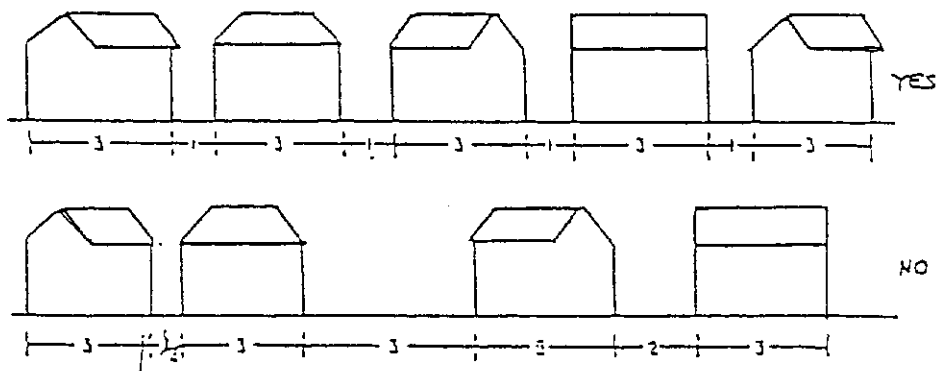


D. SPACING OF STRUCTURES

Spacing is the distance between adjacent buildings. Closely spaced buildings have a strong spatial tension or attraction between them. A regular pattern of spacing adds strength and continuity to a street or block space.

GUIDELINES

The spacing of new construction should conform to that of existing structures.



E. ARCHITECTURAL DESIGN COMPONENTS FOR NEW CONSTRUCTION

Architectural design components are the design aspects for individual buildings. In

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

1. **EXTERIOR BUILDING MATERIALS, ROOFING MATERIALS, AND SURFACE TEXTURES**

In the historic districts the existing dominant building materials for a given street scape may be wood siding, brick or a combination of these materials. Materials such as stone or stucco may be utilized. Roofing materials may be asphalt shingles, tin or slate. Again, the roofing materials as exhibited are varied.

In some cases a mixture of building and roofing materials add variety to the area. However, it is essential that these mixtures not become chaotic. Surface textures result from the nature of the materials used, such as the horizontal regularity of wood siding or the roughness of brick with tooled joints.

The actual surface texture effects of building materials is an additional factor which determines the relatedness of structures for the historic district.

GUIDELINES

Exterior building materials and roofing materials used in new construction should exhibit an affinity with the materials used on existing structures in the respective as well as with the surrounding structures. Design components provide a sense of unity and coherence within the historic districts.

Additionally, building and roofing materials (such as artificial brick or stone, plastic or aluminum siding) are not recommended for new construction in the historic district or historic district overlay.

Surface textures for new construction should be compatible with those of the existing structures.

2. **PROPORTION OF WIDTH TO HEIGHT OF OPENINGS (DOORS AND WINDOWS)**

In a sequence of building forms, the use of similar proportioned openings establishes the relatedness of structures. Openings which vary significantly for proposed new construction or those openings which vary significantly from that which exists in surrounding areas will have a disruptive effect on the entire character of the historic districts.

GUIDELINES

Proportion of width to height of openings (windows and doors) for new construction should conform to those of existing buildings.

3. **SHAPE AND FORM**

It is important that the basic shape and form of the proposed new construction be compatible with existing structures.

4. **ROOF FORM AND PITCH**

Roof forms can take a number of shapes whether gable, hip, gambrel, mansard or flat. Additionally, roof pitch may vary.

GUIDELINES

The roof form and pitch for new construction should conform to that of existing adjacent buildings.



5. **EXPRESSION OF ARCHITECTURAL DETAILING**

Details such as lintels, cornices, foundation materials, and chimneys provide identity for a building or a set of buildings. This is an important factor in considering a sequence of buildings.

GUIDELINES

Details for new construction should reflect a similar level of detail as exhibited in existing buildings. Blank facades introduced into an area of detailed buildings will disrupt the design quality of the new construction.

F. **ORIENTATION OF BUILDING TO THE STREET**

Orientation of buildings to the street refers to the structure's placement upon a lot

