

BETHABARA HISTORIC DISTRICT



Guide to the Certificate of Appropriateness (COA) Process
and Design Review Guidelines

PREFACE



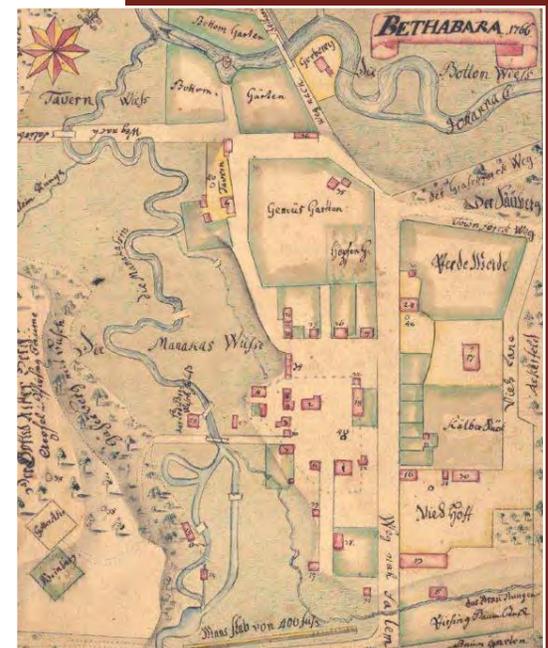
“We are not going to discuss here the rules of the art of building as a whole but only those rules which relate to the order and way of building in our community. It often happens due to ill-considered planning that neighbors are molested and sometimes even the whole community suffers. For such reasons in well-ordered communities rules have been set up. Therefore our brotherly equality and the faithfulness which we have expressed for each other necessitates that we agree to some rules and regulation which shall be basic for all construction in our community so that no one suffers damage or loss because of careless construction by his neighbor and it is a special duty of the Town council to enforce such rules and regulations.”

*-From Salem Building Regulations
Adopted June 1788*

The Bethabara Historic District was Forsyth County's second locally-zoned historic district, designated in 1966. Creation of the Bethabara Historic District was achieved in order to protect one of the unique and significant historical, architectural, archaeological, and cultural resources in the United States. Since that time, a significant effort has been undertaken by public entities, nonprofit organizations, religious institutions, and private citizens to ensure that the physical integrity of this nationally-recognized site has been, and continues to be, conserved, restored, rehabilitated, and preserved for present and future generations.

In 2008, the Forsyth County Historic Resources Commission determined that it was time to comprehensively revise the *Bethabara Historic District Design Review Guidelines*, as the existing *Guidelines* needed more detail and had become outdated. As a result, a twelve-person

subcommittee was formed to review and update the *Guidelines*. The subcommittee's membership included present and former members of the Commission, residential property owners, representatives of the nonprofit and institutional property owners within the District, and preservation and building professionals with an understanding of historic resources. Over the course of two years, the subcommittee met and worked with the intention of clarifying and updating subject matter, clearly illustrating appropriate and inappropriate work, and providing general information, while introducing new categories to assist property owners and the Commission. The end product is a user-friendly document that reflects the last twenty years of experience, as well as time-tested knowledge and new technology in the preservation field.



"Bethabara 1766" watercolor map by Christian Reuter shows Bethabara at the peak of its growth, with 75 structures. "Weg nach Salem" (Road to Salem) later became Bethabara Road. Courtesy of the Moravian Archives.

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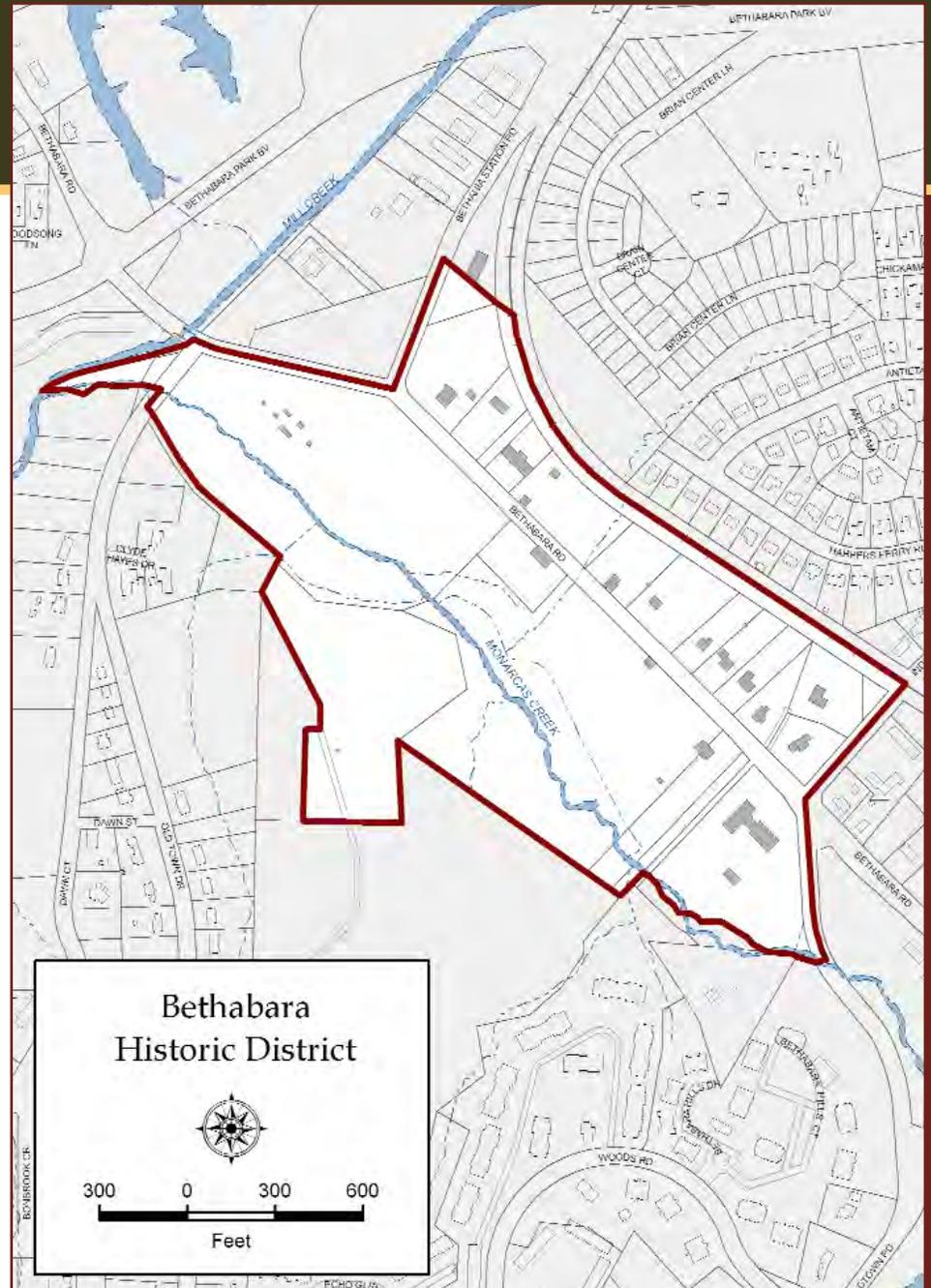
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WHY IS BETHABARA SIGNIFICANT?

BETHABARA'S HISTORY AND CHARACTER



Bethabara, circa 1757. Image of Bethabara five years after the settlement was founded. Courtesy of the Moravian Archives, Herrnhut.

Bethabara was established in the 18th century by the Moravians, who were members of an “ancient Protestant Episcopal Church,” the *Unitas Fratrum* or Unity of the Brethren, that had its roots in 1457 in what is now the Czech Republic (Bohemia and Moravia). Forerunners of the Moravians were

followers of John Hus, a Catholic priest, who was burned at the stake by the Roman Catholic Church in 1415 for alleged heresies. In 1722, after many years of persecution, members of the sect found refuge on the estate of Count Nicholas Ludwig von Zinzendorf, a nobleman who lived in the German state of Saxony. Under his leadership, the church was reorganized. The term “Moravian,” a reference to the birthplace of the emigrants in 1722, was often used to describe this group, and became the official name of the church.

The early Moravians were at the vanguard of world mission work, an emphasis that led them to America in 1735 to mission to Native

Americans and to establish a permanent home for themselves. Early attempts at settlement brought the Moravians to Savannah, Georgia, but they were unsuccessful due to the climate and neighbors who insisted the group become active in a military dispute between the English and the Spanish. Because the Moravians were pacifists, opposed to military involvement, they soon left the area. In 1740-1741, Moravians purchased 500 acres of land in Pennsylvania and built Bethlehem, which was the first permanent Moravian settlement in the United States. Additional congregations in southeastern Pennsylvania and northern Maryland soon followed.

The Moravians established a reputation as good colonists, and twelve years later, Lord Granville of England invited them to purchase a tract of his land in North Carolina. So in 1752, Moravian Bishop August Gottlieb Spangenberg and a group of brethren traveled from Bethlehem to North Carolina to search for a suitable 100,000-acre tract on Granville's land. After searching for almost five months, the survey party located a tract that Spangenberg thought had been “reserved by the Lord for the Brethren.” Spangenberg called it *Wachau* (anglicized to “Wachovia”) after the Wachau Valley in Austria, ancestral home of the Zinzendorf family. Once negotiations with Lord Granville were complete, the first group of Moravians set out from

Pennsylvania for Wachovia in early October 1753 and reached the site of Bethabara on November 17, 1753, to begin the colony.

Bethabara became a thriving center providing shelter, commerce, and agricultural products. Bethabara was intended to be a temporary town from which the central Moravian town of Salem and outlying farming communities would be developed within the Moravian lands of Wachovia. However, Bethabara continued in operation as a Moravian community long after Salem was established. Bethabara was the only "House of Passage" built by the Moravians at any of their colonial settlements in the New World.

The Bethabara community continued beyond what the Moravian church originally foresaw, well into the 19th century. After that time, some of the original buildings were moved, while others were demolished or allowed to deteriorate. By the end of the 19th century, the ruins of many of the original buildings lay under a cultivated field.

In 1978, the Bethabara Historic District was listed on the National Register of Historic Places, and in 1999 it was also listed as a National Historic Landmark District because of its exceptional importance to the architectural, archaeological, and historical heritage of Winston-Salem, North Carolina, and the United States. Locally, the



historical heritage of Bethabara is considered one of Winston-Salem's and Forsyth County's most valued and important assets. Today Bethabara's physical environment creates one of the unique public and private spaces in Winston-Salem.

The Bethabara Historic District is a unique entity within the urban area of Winston-Salem as a museum and park, containing privately-owned residences, institutions, and nonprofit organizations. This diversity of ownership has made a variety of resources available for the preservation and maintenance of the properties and grounds throughout the District.

*Bethabara, circa 1890.
Courtesy of Old Salem Museums
and Gardens.*



Easter Sunrise Service, 1938. Bethabara congregation walking to the 1757 Bethabara God's Acre, the oldest Moravian graveyard in North Carolina. Courtesy of the Forsyth County Public Library Photograph Collection.

BETHABARA'S PERIOD OF SIGNIFICANCE

Each historic district is assigned a period of significance, which is defined as the period of time when a district was associated with important events, activities, or persons, or attained the characteristics that qualify it for historic status.

Bethabara's period of significance, from 1753 to 1918, recognizes the time in which Bethabara was a Moravian communal congregational town with a theocratic government and its continued evolution through the early 20th century. Bethabara ceased to be a small rural Moravian community in 1918 when Solomon S. Spear, who was not a Moravian, purchased the land area that comprises the majority of the 18th century town site and used it to farm corn, cotton and tobacco.

BETHABARA'S ARCHITECTURE AND ENVIRONMENT

Moravian Architecture

While many of Bethabara's inhabitants moved to Salem by 1772, enough people remained for the community to retain its Moravian life and identity mainly as an agricultural community, even after 1803. In that year, the communal structure of Bethabara was abolished by the Church and the property was gradually sold to individual Moravians and non-Moravians. Between 1782 and 1803, the three extant Moravian buildings at Bethabara, the Gemeinhaus, Potter's House and the Distiller's House, were built. All are distinctive examples of solid, functional Moravian vernacular architecture and reflect the direct influence of building practices of Germanic settlements of Pennsylvania, which favored practicality as its hallmark. The first Moravian buildings were of log construction; however, none remain in Bethabara from the 18th century. Brick was initially a rare building material, but by the turn of the 19th century it was increasingly used as a primary construction material and is used in the three remaining buildings from the Moravian period.

Two structures dating after the period of exclusive Moravian occupation of Bethabara remain in the District: the Pou Log House and the Hine-Shore House. These are representative of

the later development of Bethabara as a quiet farming community. During the mid-20th century, several single-family residential buildings were constructed in Bethabara. These structures display elements of the Moravian Revival style, such as rounded Moravian hoods over doors.

Gardens & Landscapes

The 18th century gardens at Bethabara were primarily utilitarian. Two gardens in the District have been reconstructed on their original beds and show the importance of agriculture in the life of the colonial Moravian settlement. The 1759 Community Garden is the only known, well-documented colonial community garden in the United States; the 1761 Medical Garden is the earliest known, well-documented American colonial medical garden.

Today the District exists largely as a historic open landscape featuring parkland, archaeological resources, gardens, a cemetery, and reconstructed buildings and structures from the mid-18th century.

Archaeology

Bethabara's abundant archaeological resources are central to its historic significance. With the exception of the three extant Moravian buildings, Bethabara's historical importance today lies as an archaeological site. Beginning in the mid-20th century, a number of archaeological investiga-

tions have been conducted in Bethabara, yielding a wealth of information about the day-to-day life of the 18th and 19th century Moravian town. These investigations have demonstrated that Bethabara's archaeological remains are intact. This work has contributed to a significant understanding of Moravian culture. In fact, the national significance of the District arises from the rarity in the United States of preserved town sites expressive of the Moravian communities that were important cultural components in 18th century settlements.



*Potter's House, circa 1890.
Courtesy of Old Salem Museums
and Gardens.*

WHAT DOES IT MEAN TO OWN PROPERTY IN A HISTORIC DISTRICT?



In 1966, Bethabara was recognized for its historical importance when it was established as Winston-Salem's second Historic District. The purpose of the Historic District is to protect the unique character of the area, which stands as a museum-quality District. The authority of the Historic Resources Commission (HRC) to review significant changes within the Bethabara Historic District gives protection to and enhances this nationally-significant site.

Since the appearance of Bethabara is integral to its historic character, any changes must be appropriate not only to the property but to the District as a whole. Therefore, one purpose of these *Guidelines* is to assist property owners with planning and implementing changes to their properties. Also, these *Guidelines* assist the Commission and Commission staff in determining the appropriateness of any proposed changes to a property. The Commission, the Bethabara Design Review Guidelines Revision Subcommittee, and Commission staff have strived to address every major issue regarding the preservation of Bethabara. Each project is reviewed based on its compatibility with the historic character of the District.

The following information explains the process and procedures established for all locally-zoned historic districts. The best way to prepare for a project is to become familiar with this document

and with the Historic Resources Commission, its purposes and procedures.

FORSYTH COUNTY HISTORIC RESOURCES COMMISSION

The Forsyth County Historic Resources Commission (HRC) was established to maintain, protect, and preserve the community's historic structures, districts, and elements that have historical, cultural, architectural, and archaeological significance. Because the heritage of Forsyth County is numbered among North Carolina's greatest historical assets, the local government is authorized by the North Carolina General Statutes to promote the use and conservation of historic districts for education, pleasure, and enrichment of the residents of the city and state as a whole.

The HRC is a twelve-member board that conducts the design review process for Historic Districts, Historic Overlay Districts, and Local Historic Landmarks in Forsyth County. Five members of the HRC are appointed by the Forsyth County Board of Commissioners, five by the Winston-Salem City Council, one by the Kernersville Board of Aldermen, and one by the Clemmons Village Council. The HRC consists of six at-large members and one member in each of the following categories:

- Architect licensed in the State of North Carolina
- Architectural historian or historic preservationist
- Archaeologist, landscape architect/designer, planner, surveyor, or arborist
- Historic (H) District property owner
- Historic Overlay (HO) District property owner
- Local Historic Landmark (LHL) property owner

Authorizing the HRC's goals, a historic preservation ordinance is included in the *Unified Development Ordinances (UDO)*. The ordinance allows the establishment of locally-zoned Historic Districts, Historic Overlay Districts, and Local Historic Landmarks.

DESIGN REVIEW PROCESS

The Bethabara Historic District was created to ensure that proposed revisions or alterations to historic resources do not compromise the special character of an individual property or the District as a whole. Through the design review process, the Commission examines and evaluates plans before work has begun and applies the District's design review guidelines to determine if proposed changes are in keeping with a property or the District's character.

It is important to point out that it is the responsibility of the property owner to seek HRC review and approval prior to initiating work on a project.

One of the purposes of the Commission is to assist and consult with property owners about proposed work. In the early planning stages of a project, property owners should call Commission staff with any questions or concerns. The staff can assist by reviewing the relevant guidelines with the property owner, suggesting solutions to problems, and explaining the design review process.



*1788 Gemeinhaus.
Courtesy of Old Salem Museums
and Gardens.*



DESIGN REVIEW GUIDELINES

Design review guidelines are perhaps the most important component of a locally-zoned historic district. They establish criteria that identify design concerns for each District and help property owners ensure that exterior alterations respect the character of an individual property and the District as a whole. Design review guidelines provide the Commission and staff with standards for making decisions when reviewing applications for Certificates of Appropriateness (COAs).

Through the implementation of design review guidelines, the following is achieved:

1. Public awareness of the architectural and historic character of the district is increased;
2. Investment values are increased or protected by:
 - a. Property owners being informed of rehabilitation and maintenance techniques; and,
 - b. Avoiding inappropriate or destructive modifications;
3. Applicants are treated with uniformity and fairness;
4. Standards are clarified for applicants and the Commission, thus, compliance is made easier; and,
5. Processing of applications is completed more quickly and efficiently.

Great effort has been made to discuss each and every exterior physical issue related to Bethabara, however, there may be times when an application is submitted for work not specifically addressed in the *Guidelines*. When such an application is made, it will be reviewed for congruity to the District by the HRC based on its compatibility with the historic character of the District.

STANDARDS FOR HISTORIC BUILDINGS

The United States Department of the Interior holds the primary responsibility for conserving the nation's cultural resources, and in 1976, the Secretary of the Interior developed a national set of standards for historic properties. The *Standards*, which address the preservation, rehabilitation, restoration and reconstruction of historic buildings, provide guidance to individual property owners and preservation commissions across the country, including the Forsyth County Historic Resources Commission. Emphasizing the value of ongoing maintenance and protection of historic properties to minimize the need for more substantial repairs, the *Standards* describe appropriate preservation treatments in a ranked order: retain, repair, replace. Although the *Rehabilitation Standards* serve as the basis and underlying principles for the *Bethabara Historic District Design Review Guidelines*, the *Secretary's Standards for Restoration and*

Reconstruction are also valid approaches in Bethabara.

The *Rehabilitation Standards* are also used when evaluating state and federal historic preservation tax credit applications. This incentive program allows property owners to receive tax credits for approved rehabilitation projects.

The Secretary of the Interior's Standards for Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes

that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic finishes shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.



Wachovia Mill, circa 1750. The Mill at Bethabara was one of the settlement's first and most important industries. It began operating in 1755 and had a grist mill for grain, a saw mill for lumber, and an oil mill to make linseed oil from flax seed. The lumber used to build Salem was cut at the Bethabara Mill and hauled to the new town's site. Courtesy Moravian Archives, Herrnhut.



1803 Herrmann Buttner Distiller's House with Aunt Kate Atkins, 1918. Courtesy of Old Salem Museums and Gardens.

8. Significant Archaeological Features affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations or related new construction shall not destroy historic materials that

characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

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

The Secretary of the Interior's Standards for Restoration

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new

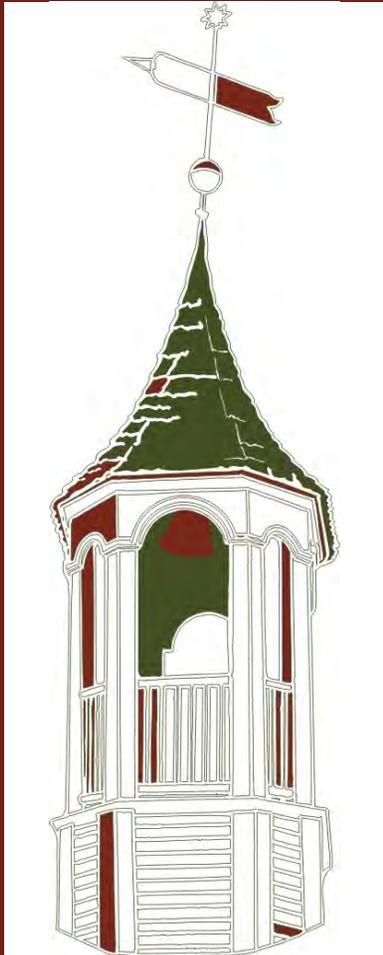
- feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
 8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
 9. Archaeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
 10. Designs that were never executed historically will not be constructed.

The Secretary of the Interior's Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location

- will be preceded by a thorough archaeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
 4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
 5. A reconstruction will be clearly identified as a contemporary re-creation.
 6. Designs that were never executed historically will not be constructed.

WHAT IS A COA?



CERTIFICATE OF APPROPRIATENESS

A Certificate of Appropriateness (COA) is a document issued by the Commission allowing an applicant to proceed with approved work. COAs are required for any Major or Minor Work project prior to initiating any exterior work. Routine Maintenance work does not require a COA. Please refer to the **Categories of Work Chart** in **Appendix A** for primary examples of work that require a COA. Some buildings in the District are Local Historic Landmarks and must also follow the guidelines for that program, which may oversee alterations to the building's interior.

Applications

A COA application form may be obtained by contacting Commission staff or online at <http://www.ForsythCountyHRC.org> in the *HRC Forms* section. When applying for a COA, attach the required documentation as listed on the application. Typical documentation includes a detailed description of the project (including materials to be used and the location of proposed work), relevant architectural or site drawings or plans, photographs of the structure(s) and/or site, and samples or product literature of materials to be used. Please refer to the **Summary of Application Materials** in **Appendix B** for more details. The deadline for all Major Work COA applications is twenty-one (21) days prior to the next Commission meeting.

Meetings

The HRC meets the first Wednesday of each month. The applicant's presence is important should the Commission have questions or need clarification on any portion of the application. Also, it is important to have present any expert witnesses, such as an architect, designer, or contractor, especially if the project is large in scale. The Commission meetings are public and offer anyone who wishes an opportunity to voice support for, or opposition to, a project.

COA Approval

If an application is approved, a COA will be issued and work can proceed on the project. A COA can be issued with stipulations or conditions. Should this happen, an applicant is required to follow those stipulations or conditions when proceeding with the work. If a COA application is denied, work cannot be initiated on the proposed project and any such work would be a violation of the *UDO*. An applicant can resubmit a revised application if there are substantial differences from the initial application.

Other Permits

It is the responsibility of the property owner to verify with the Winston-Salem/Forsyth County Inspections Division whether any other permits are required before proceeding with a project. This includes projects such as building additions, new constructions, demolitions, fence installations, and sign installations.

After-the-Fact Applications

An After-the-Fact COA application includes any Major or Minor Work projects that have been initiated or completed prior to obtaining the required COA from the Commission in violation of the *UDO*. To assist in offsetting the costs associated with the additional staff work that accompanies an After-the-Fact application, an escalated fee system has been implemented. Contact Commission staff for a list of the current fees.

Appeals and Compliance

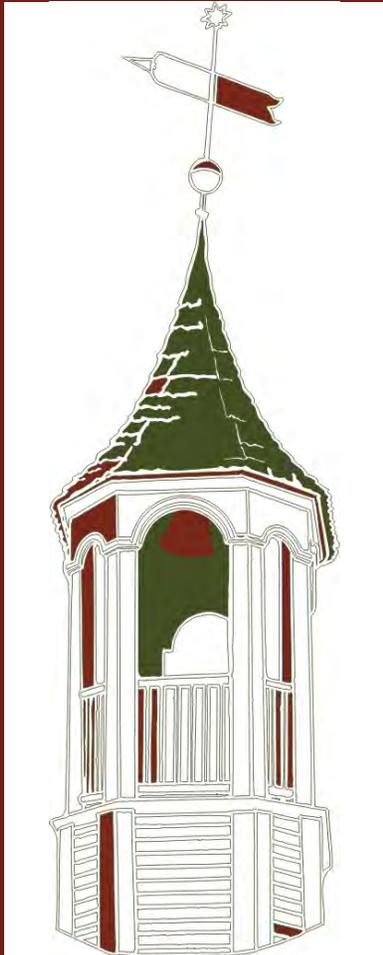
Commission decisions may be appealed to the Winston-Salem Zoning Board of Adjustment within thirty (30) days of the Commission's decision and shall be in the nature of certiorari (only evidence presented at the Commission's meeting shall be considered at the appeal). Appeals of the Board of Adjustment's decision shall be to Forsyth County Superior Court.

Unauthorized alterations violate the *UDO* and are handled in the same way as violations of other ordinances and zoning regulations, which can include civil and criminal penalties, and/or injunctive relief.



1788 Gemeinhaus (Bethania Church) photographed by Harry Peterson in 1903. Courtesy of Forsyth County Public Library Photograph Collection.

WHEN DO I HAVE TO GET A COA?



Not every project requires a property owner to obtain a Certificate of Appropriateness (COA). There are three basic levels of projects: Routine Maintenance, Minor Work, and Major Work.

ROUTINE MAINTENANCE

Routine Maintenance items are types of exterior work that focus on keeping a property in good condition and do not have the potential to harm historic materials. Property owners should conduct routine inspections of a property and take preventative steps to alleviate the necessity of more intense and larger repairs, rehabilitations, or restorations. Routine Maintenance of a property does not require approval from the Commission or staff.

Please refer to the **Categories of Work Chart** in **Appendix A** for primary examples of work that require a COA.

MINOR WORK

Minor Work projects are types of exterior work where the visual character of a structure or site is not significantly altered. Minor Work projects are eligible for Commission staff review and approval, provided that the work meets all relevant current policies adopted by the Commission and the specifications of the *Bethabara Historic District Design Review Guidelines*. Contact staff prior to proceeding with work to determine

whether the proposed work is a Minor or Major Work project.

Commission staff has the discretion to refer any Minor Work project to the Commission for any reason. Staff must refer Minor Work projects to the Commission if the changes involve alterations, additions, or removals that are substantial, or do not meet the *Guidelines*. Staff, by itself, does not have the authority to deny a Minor Work project.

Before a Minor Work project can be reviewed, a Minor Work Certificate of Appropriateness application must first be filed with Commission staff. Staff will review the application and issue a Minor Work COA, if approved. A copy of the approved COA will be sent to the applicant and the Winston-Salem/Forsyth County Inspections Division. Staff will brief the Commission each month on Minor Works approved during the previous month.

Please refer to the **Categories of Work Chart** in **Appendix A** for the list of eligible Minor Work items.

MAJOR WORK

In general, Major Work projects involve a change in the appearance of a building or a landscape and are more substantial in nature than Routine Maintenance and Minor Work projects. They include changes from the original design or material, or replacement, alteration, or removal of an original feature. Major Work projects require a COA from the Commission.

Please refer to the **Categories of Work Chart** in **Appendix A** for primary examples of work that are considered Major Work.



*1788 Gemeinhaus, 1903.
Bethabara Sesquicentennial.
Courtesy of the Moravian Archives.*



*1803 Herrmann Buttner Distiller's
House. Courtesy of Old Salem
Museums and Gardens.*

GUIDELINES FOR EXISTING STRUCTURES: MATERIALS AND ELEMENTS



*Stucco and stonework
on the 1782 Potter's House.*



1788 Gemeinhaus.

WOOD



Some wood surfaces should not be painted.



Use appropriate nail types and patterns on contributing structures.



Regularly inspect structures for wood-devouring pests.

Wood was a commonly used building material in Bethabara due to its wide availability and flexibility. It was used for an array of decorative elements, such as shutters and trim, and also in major structural elements, such as siding and framing. Wood requires regular maintenance to keep it free from water damage and wood-devouring insects.

RECOMMENDED MAINTENANCE

1. Keep wood surfaces primed and painted when historically appropriate. Wood elements on some historic structures in Bethabara were

not painted but benefit from wood preservative. See *National Park Service Preservation Brief 26: The Preservation and Repair of Historic Log Buildings* (<http://www.nps.gov/history/hps/tps/briefs/brief26.htm>) for additional information on this subject.

2. Keep wooden joints properly sealed or caulked to prevent moisture infiltration. However, do not caulk under individual siding boards or window sills, as this prevents a structure from “breathing” and can lead to moisture problems within the structure’s frame walls.
3. Regularly inspect wood surfaces and features for signs of moisture damage, mildew, and fungal infestation.
4. Structures should be regularly inspected and treated for wood-devouring pests.
5. Provide adequate drainage to prevent standing water close to structures.
6. Keep areas near foundations clear of plants to avoid intrusion from invasive root systems. Wood building materials and firewood should not be stored near foundations as they can attract wood-devouring insects and hide moisture problems.

INAPPROPRIATE TREATMENTS

1. Do not use high-pressure washing to clean wood siding or trim. The pressure can force moisture behind the siding, leading to rot and paint failure.
2. Do not use materials that are not compatible with the structure or the District. Aluminum and vinyl siding, asphalt and asbestos shingles, artificial stone, EIFS (Exterior Insulation Finish Systems), unpainted pressure-treated wood or masonite are not acceptable.
3. Do not cover wood features, including brackets, columns, eaves, soffits, trims, sills, etc., with aluminum or synthetic materials.
4. Do not add wood features or details to a structure that create a false historical appearance.
5. Do not use liquid siding or liquid vinyl paint as a substitute for paint, as the added thickness covers details and damages the structure.



GUIDELINES

1. Retain and preserve exterior walls and wood features that contribute to the overall form and character of a structure, including such functional and decorative features as siding, shingles, cornices, bays, quoins, arches, fascias, moldings, pediments, columns, balustrades, window or door trims and architectural trim.
2. Repair only the deteriorated wood detail or element rather than the entire feature. Repair options include patching, reinforcing, splicing, piecing in and consolidating with an epoxy-based product. Repairs should match the original detail or element in design, profile, dimension, texture and material.
3. If original wood siding or a feature is too deteriorated for repair, the proposed replacement should match the original as closely as possible in size, shape, profile and texture. Replacements of original elements should be made only with in-kind materials. The Commission may require repair of a feature rather than its replacement.
4. On contributing structures, replace a completely missing wood feature with a new feature based on documentation or physical evidence of the original design. If documentation or evidence is unavailable, a new design should be compatible in dimension, detail, size, material, orientation, scale, profile, finish and texture with the property and the District.
5. When replacing wood elements on contributing structures, nail types and nailing patterns should be appropriate to the structure.
6. On contributing structures, care should be taken to duplicate saw marks on replaced wood elements. Wood found in any house in Bethabara built before 1850 was either hand-hewn, pit sawn or sash sawn. All three of these methods leave distinctive marks on the wood. To mimic the saw marks of the sash saw use a modern-day band saw in lieu of modern-day sawn material.
7. When removing non-original siding materials, such as asbestos or asphalt shingle, aluminum or vinyl siding, consider repairing the original siding. If the original siding is too deteriorated for repair, the proposed replacement should match the original as closely as possible in size, shape, profile and texture. The Commission may require repair of original siding rather than its replacement.

MASONRY



Historic masonry materials found in Bethabara include brick, stone, terra cotta, tile, limestone, granite, slate and mortar. Most contemporary brick and mortar are made differently than the materials used in Bethabara's historic structures. New, harder bricks or improperly mixed mortar can

damage historic brick. Most masonry problems can be avoided with regular inspections and maintenance. Careful maintenance of historic masonry will ultimately contribute to the preservation of the entire structure.

RECOMMENDED MAINTENANCE

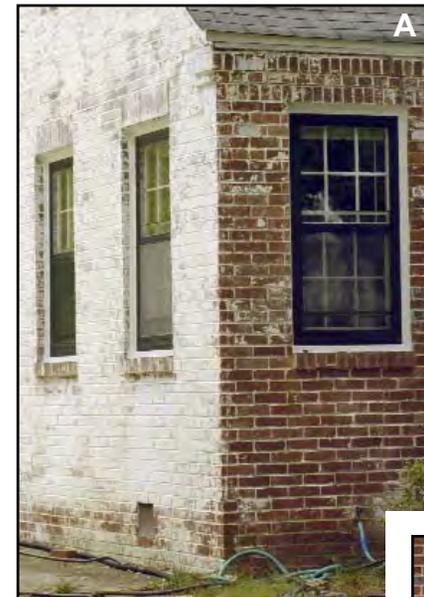
1. Regularly inspect masonry surfaces and features for signs of moisture damage, mildew and insect activity.
2. Clean masonry with the gentlest means possible. Test any cleaning technique on an inconspicuous area to evaluate its effects. Low pressure water (equivalent to the pressure of a garden hose) and natural bristle brushes are as forceful as should be used to clean historic masonry.
3. Vines and other vegetation growing up a masonry wall will, over time, literally tear the structure down. Care should be taken when removing vegetation not to damage mortar joints or masonry materials. First,

sever the plant completely by cutting it at ground level then carefully remove its tendrils from the structure.

4. Keep areas near foundations clear of plants to avoid intrusion from invasive root systems. Wood building materials and firewood should not be stored near foundations, as they can attract insects and hide moisture problems.



Do not repoint masonry with mortar that is harder than the original mortar or brick as it may damage the structure.



For contributing structures, do not (A) paint masonry that was not originally painted, (B) apply artificial stone. Do not (C) repoint masonry with inappropriate mortar types.

INAPPROPRIATE TREATMENTS

1. Do not clean masonry surfaces with methods such as sandblasting, high pressure washing or chemicals.
2. Do not apply waterproofing or water repellent coatings to masonry, except to solve a specific, identified problem.
3. For contributing structures, do not apply paint, cement coating, stucco, artificial stone, brick veneer or other coatings to masonry surfaces or features, such as walls, foundations and chimneys that were not covered historically. Such changes to noncontributing structures will be considered if they are compatible with the building and District.
4. Do not use electric hammers or saws to remove mortar, as they can damage the surrounding masonry. Hand chiseling is the preferred method of mortar removal but should be undertaken with great care. Grinders are typically approved if their size and operation is appropriately controlled.
5. Do not repoint masonry with mortar that is harder than the original mortar or brick. Brick expands and contracts with temperature changes; if a hard mortar, such as portland cement, is used, the hard mortar will not flex as much as needed, leading to cracked, broken and spalled brick.
6. Do not repoint masonry with a synthetic caulking compound.

GUIDELINES

1. Retain and preserve masonry materials, including brick, stone, terra-cotta, limestone, granite, slate and clay tile; and their distinctive construction features, including bond patterns, water tables, foundations and unpainted surfaces, which contribute to the overall form and character of a structure.
2. Retain and preserve the original color, texture, hardness, shape, size and material of contributing masonry features.
3. Repoint mortar joints only if they are cracked, crumbling or missing, or if damp walls or damaged plaster indicate moisture penetration.
4. No two repointing projects are exactly the same. Great care must be taken to use the correct proportion of cement, lime and sand for each project's mortar mix to match the original in hardness, color and texture. See *National Park Service Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings* (<http://www.nps.gov/history/hps/tps/briefs/brief02.htm>) for additional information on this subject.
5. Repair or replace deteriorated brick or mortar joints matching the original in size, color, hardness, texture, tooling, bonding patterns and width and profile of joint. Do not use materials that seek to imitate brick.
6. Replace only the deteriorated detail, unit or element of a masonry surface or feature rather than the entire surface or feature. Match the original in location, design, style, dimension, detail, hardness, texture, pattern, material and color based on documentation or physical evidence.
7. Some masonry structures in Bethabara may have had historic paint detail in areas such as corner bricks, along mortar joints, or even washes across the whole building. Property owners are encouraged to use paint in this way on masonry structures when it is historically appropriate.

STUCCO



Stucco is an exterior wall treatment composed of cement, lime and sand. Some stucco surfaces in Bethabara are painted to resemble cut stone. As with masonry surfaces, stucco should be cleaned very carefully and never sandblasted.

RECOMMENDED MAINTENANCE

1. Regularly inspect surfaces and features for signs of moisture damage, mildew and insect activity.
2. Keep joints properly sealed or caulked to prevent moisture infiltration. However, some joints are meant to remain open to prevent moisture build-up and should not be caulked. Caulking should match the color of the stucco.
3. Clean painted surfaces with the gentlest means possible. Low pressure water (equivalent to the pressure of a garden hose) is as harsh as should be used to clean stucco.



Some stucco surfaces in Bethabara are painted to resemble cut stone.



INAPPROPRIATE TREATMENTS

1. Do not use new stucco that is harder than or does not convey the same visual appearance as the existing material.
2. Do not remove an original stucco finish.
3. Do not use materials that are not compatible with the structure or the District. Replacement materials, including artificial stone or EIFS (Exterior Insulation Finish Systems) are not permitted on contributing structures but will be considered for non-contributing structures if they are compatible with the structure and do not detract from the District.
4. Do not apply a stucco finish to a contributing structure that did not originally contain such a finish.



Artificial stone is not appropriate for contributing structures.

GUIDELINES

1. On contributing structures, retain and preserve stucco materials and their distinctive construction features, including their functional and decorative features.
2. On contributing structures, repair or replace original stucco with materials that duplicate as closely as possible the original in hardness, composition, color, style, texture and character.
3. On contributing structures, remove and patch only a deteriorated portion of stucco rather than the entire surface. Match the original in hardness, composition, color, style, texture and character.
4. On contributing structures, pencil or score stucco to resemble cut stone only when it is historically appropriate.



Repair original stucco with materials that duplicate the original in hardness, composition, color, style, texture and character.

SUBSTITUTE SIDING AND TRIM MATERIALS

The exterior walls of a structure are often its most prominent feature. Brick, stucco, stone, wood shingles and wood clapboards are the original materials used for exterior walls in Bethabara and are extremely important to the fabric of the District. Replacement materials can never have the same qualities as these original materials and may not be used for exterior features of contributing structures.

INAPPROPRIATE TREATMENTS

1. The addition of non-original siding and trim materials to contributing structures, including composite materials, imitation stone or brick, vinyl, aluminum and cementitious siding, is not permitted. Such changes to noncontributing structures will be considered if they are compatible.

GUIDELINES

1. The Commission encourages the restoration of original siding materials to contributing structures sheathed in substitute materials.
2. In the case of structures sheathed in a substitute material, regular repair and maintenance of such material is appropriate. Repair of such material must match in profile, texture and color.
3. Non-original materials will be considered for noncontributing structures if they are compatible with the structure and the District.



PAINT



On contributing structures, do not paint masonry that was originally unpainted.



For noncontributing structures, a color scheme should be based on documentation of similar structures in the District.

Paint has both decorative and functional roles, making it an important element for historic properties. Paint shields materials from the elements while accentuating a structure's character-defining details. It is essential that a color scheme (or lack of one) be compatible with the District. For contributing structures a color scheme should be based on historic evidence.

RECOMMENDED MAINTENANCE

1. Routine maintenance of painted surfaces is best accomplished with gentle cleaning. A low-pressure wash, such as using a garden hose and a soft-bristle brush, can remove layers of dirt and mildew without damaging the paint.
2. Remove failing paint to give new paint a good bonding surface through hand scraping and light sanding.
3. Care should be taken to mitigate the hazards of lead paint. See *National Park Service Preservation Brief 37: Appropriate Methods for Reducing Lead-Paint Hazards in Historic Housing* (<http://www.nps.gov/history/hps/tps/briefs/brief37.htm>) for additional information on this subject.

INAPPROPRIATE TREATMENTS

1. High-pressure washes, rotary sanding and sandblasting will damage painted material and are not permitted.
2. On contributing structures, do not remove original paint layers as stripping multiple paint layers destroys valuable historical information.
3. On contributing structures, do not paint masonry that was originally unpainted. On noncontributing structures, painting of masonry that was not originally painted must be compatible with the character of the District.
4. Do not remove paint to achieve a finish that is not historically appropriate.
5. Do not use liquid siding or liquid vinyl paint as a substitute for paint, as the added thickness covers details and damages the structure.

GUIDELINES

1. Select a color scheme that is based on historic evidence such as existing paint layers, paint analysis, historic paintings or photographs. When evidence is unavailable or the structure is noncontributing, a color scheme should be based on documentation from similar structures in Bethabara or otherwise stylistically common for the period of the building.

ROOFS



Both a roof's form and materials should be compatible with the structure and District.

The roof is one of the major distinguishing features of a structure, helping to define its architectural character while shielding it from the elements. The original roofing materials that were used for many structures in Bethabara, such as wood shingles, are seldom used on modern-day structures and add greatly to the District's distinctiveness.



On contributing structures, flashing materials and method of installation should be compatible with the original roof's material and style.

RECOMMENDED MAINTENANCE

1. On contributing structures, repair roofs and their distinctive features through recognized preservation methods for resetting or reinforcing. For additional information on this subject, see the following publications:
 - a. *National Park Service Preservation Brief 4: Roofing for Historic Buildings* (<http://www.nps.gov/history/hps/tps/briefs/brief04.htm>),
 - b. *National Park Service Preservation Brief 19: The Repair and Replacement of Historic Wooden Shingle Roofs* (<http://www.nps.gov/history/hps/tps/briefs/brief19.htm>),
 - c. *National Park Service Preservation Brief 29: The Repair, Replacement and Maintenance of Historic Slate Roofs* (<http://www.nps.gov/history/hps/tps/briefs/brief29.htm>), and
 - d. *National Park Service Preservation Brief 30: The Preservation and Repair of Historic Clay Tile Roofs* (<http://www.nps.gov/history/hps/tps/briefs/brief30.htm>)
2. For noncontributing structures, use products that are compatible with the structure.

INAPPROPRIATE TREATMENTS

1. Do not add features that compromise a structure's character, which may include roof ventilators, satellite dishes, skylights or solar panels, except where the feature is located on a noncontributing building and not visible from public areas.
2. Do not change existing roof lines on contributing structures unless restoring a roof to an original roof line.
3. Do not remove a roof feature that is significant to the character of the structure such as dormers, chimneys, cornices and cupolas.



Do not change existing roof lines on contributing structures unless restoring a roof to an original roof line.

Roof ventilators should not be added to contributing structures.



GUIDELINES

1. Retain and preserve roofs and roof forms including shape, lines and pitch that contribute to the character of a structure, and their functional and decorative features such as roofing materials, eaves, overhangs, crown molding, dormers, chimneys, cupolas and cornices.
2. Repair only the deteriorated portion of roofs on contributing structures that include wood shingles rather than the entire roof. Match the original design, dimension, detail, color, texture and material. Substitute materials will be considered if they are compatible in design, dimension, detail, proportion, texture, pattern and the character of the building and District.
3. On contributing structures, replace a completely deteriorated roof with a new roof based on documentation or physical evidence of the original design. If documentation or evidence is unavailable, a new roof's design, dimension, detail, proportion, texture and pattern should be based on patterns in the District.
4. Prior to installing new roofing materials, remove the existing roof covering.
5. On contributing structures, flashing materials and method of installation should be compatible with the original roof's material and style.



GUTTERS



Gutters and downspouts direct water away from a structure and its foundation. Historic gutter and downspout designs, such as those made with wood or copper, are important distinguishing features to contributing structures in Bethabara.

RECOMMENDED MAINTENANCE

1. Maintain gutters and downspouts through seasonal cleanings

INAPPROPRIATE TREATMENTS

1. Do not remove, damage or obstruct architectural features of a structure when installing new gutters and downspouts.
2. Exposed aluminum gutters, downspouts and guards are not permitted on contributing structures.
3. Rain collection systems such as cisterns or rain barrels must be compatible with the historic character of the building and District, except where the feature is located on a noncontributing building and not visible from public areas.

GUIDELINES

1. On contributing structures, gutters and downspouts should be located only where historically appropriate or necessary due to water intrusion issues.
2. Gutter and downspout styles, profiles and materials must be in keeping with the appropriate style of the structure.
3. Retain existing copper and wood gutters and downspouts. On contributing structures, repair or replace deteriorated gutters and downspouts, matching the original in material, color, dimension and profile.
4. Retain original integral gutter systems, but monitor closely for leaks.



*Rain barrel.
Photo courtesy of Harvard Avenue via flickr.*

SHUTTERS



Historically appropriate hardware must be used for shutters on contributing structures.



An example of shutters that are sized properly.

Although modern shutters are principally nonfunctioning decorations, original shutters in Bethabara are working parts of the structure, used to control the amount of interior light and the temperature of a structure.

RECOMMENDED MAINTENANCE

1. The life span of shutters can be extended with proper maintenance to include scraping, painting, keeping them in good repair and securely fastened to the structure.

INAPPROPRIATE TREATMENTS

1. On contributing structures, shutters constructed of aluminum, vinyl and other synthetic materials are not permitted.
2. On contributing structures, shutters may not be added unless it is documented or there is physical evidence that the structure originally had shutters.



An example of shutters that are not sized properly to cover their windows.

GUIDELINES

1. On contributing structures, replace completely deteriorated or missing shutters with shutters matching the material, size, scale and design of the original. The Commission may require repair of a feature rather than its replacement.
2. On contributing structures, shutters must be installed on hinges. Historically appropriate hardware, including holdbacks, hinges, latches and shutter dogs may also be required.
3. On contributing structures, shutters must be sized and positioned to properly fit their window when shut.
4. Shutters must be compatible with the structure in size, color and design.



WINDOWS



Windows are prominent elements of a structure, reflecting its architectural style and period of construction. The wavy surface of older glass window panes is just one of the unique characteristics of many windows in Bethabara. The size, number, style and spacing of windows contribute to the distinctiveness of a

structure and the District. The character of historic structures is frequently destroyed beginning with changes to the windows.

RECOMMENDED MAINTENANCE

1. The life span of a window can be extended with proper maintenance. Reglazing, caulking and painting can prolong the usefulness and beauty of an old window.
2. Ensure that all hardware is in good operating condition.



Proper maintenance will extend the life span of a window.

INAPPROPRIATE TREATMENTS

1. Exterior storm windows are not permitted on contributing structures.
2. Do not add, remove, reduce or enlarge window openings unless the work is based on documentation or physical evidence of the original design. For noncontributing structures, window openings may be added, removed or changed on elevations that are not visible from public areas.



(A) Storm windows are not permitted on contributing structures. (B) Do not remove window openings.



GUIDELINES

1. Retain and preserve windows, including their functional and decorative features including frames, sashes, muntins, mullions, sills, heads, jambs, moldings, surrounds, trim, glazing, hardware and shutters.
2. For contributing structures, retain and preserve the position, number, size, proportion and arrangement of window openings in a structure wall. For noncontributing structures, window openings may be added, removed or changed on elevations that are not visible from public areas.
3. For contributing structures, repair only the deteriorated portion of a window rather than the entire window. Match the original in design, location, size, pattern, pane configuration, panel configuration, architectural trim, detail, muntin profile, style and material.
4. For contributing structures, replace a completely deteriorated or missing window with a new window based on documentation or physical evidence of the original design. If documentation or evidence is unavailable, a new design must be compatible in design, location, size, pattern, pane configuration, panel configuration, architectural trim, detail, muntin profile, style and material with the structure and the District.
5. For noncontributing structures, a replacement window must be compatible in design, location, size, pattern, pane configuration, panel configuration, architectural trim, detail, and style with the property and the District. Metal-clad windows will be considered for noncontributing structures if they are not visible from public areas.
6. Exterior window treatments are only acceptable where historically appropriate as determined by written or photographic evidence.
7. Internal air-conditioning units should be used instead of window units, whenever possible. Do not alter window or structure elements to install a window air conditioning unit. Locate portable window air-conditioning units on elevations of low visibility whenever possible. Window air-conditioning units should be removed and stored during months when they are not operated.

DOORS



The front door is a focal point of a structure's façade, dividing public and private space. It is important to preserve doors along with their openings. A door's hardware also adds to a structure's character.



Retain and preserve functional and decorative door features.



Storm doors are not permitted on contributing structures.

RECOMMENDED MAINTENANCE

1. The life span of doors can be extended with proper maintenance and painting.

INAPPROPRIATE TREATMENTS

1. Do not install flat-surfaced doors or those with decorative windows that are incompatible with the style of the structure.
2. For contributing structures, storm doors are not permitted.
3. Do not install sliding glass or French doors, except when such door is on a noncontributing building and not visible from public areas.
4. For contributing structures, do not add, remove, reduce or enlarge door openings unless the work is based on documentation or physical evidence of the original design or is required by law or code.
5. For noncontributing structures, door openings may be added, removed or changed on elevations that are not visible from public areas.
6. Do not remove original doors, hardware or trim from contributing structures.



An example of a contributing door in the District.

GUIDELINES

1. Retain and preserve doors, including their functional and decorative features including frames, glazing, panels, fanlights, transoms, surrounds, thresholds and hardware.
2. For contributing structures, retain and preserve the position, number, size, proportion and arrangement of doors in a wall unless restoring the structure to its original design based on documentation or physical evidence.
3. For noncontributing structures, door openings may be added, removed or changed on elevations that are not visible from public areas.
4. For contributing structures, repair only the deteriorated portion of a door feature or detail rather than the entire feature. Match the original in design, dimension, detail and material.
5. For contributing structures, replace a completely deteriorated or missing door with a new door based on documentation or physical evidence of the original design. If documentation or evidence is unavailable, a new design must be compatible in design, proportion, location, size, pattern, pane configuration, panel configuration, architectural trim, detail, shape, style and material with the structure and the District. Utilizing the same material as the original door is required when replacement is necessary.
6. For noncontributing structures, a new door must be compatible with the District in design, proportion, location, size, pattern, pane configuration, panel configuration, architectural trim, detail, shape and style. A metal door will be considered if it is not visible from public areas.
7. On noncontributing structures, select storm doors with full glazing to maximize the view of the door. Unfinished aluminum doors are not permitted. Storm doors are not permitted on contributing structures.
8. If a new door or feature is required to meet accessibility codes, see the Safety, Accessibility and Code Requirements section for appropriate guidelines.

ENTRANCES, PORCHES, BALCONIES, DECKS & PATIOS



An example of an inappropriate porch enclosure.



Do not remove detail material from a contributing porch.



An example of inappropriate changes to a porch.

Porches are a transitional area between the exterior and interior of a structure as well as a social gathering place. Porches and balconies take a variety of shapes and forms, varying from small one-bay porches to large covered public areas. Entrances and porches serve as an

important first view of a building and should be preserved as they were originally intended.

RECOMMENDED MAINTENANCE

1. The life span of entrances, porches, porticos and balconies can be extended with proper maintenance and painting.

INAPPROPRIATE TREATMENTS

1. Do not remove an original entrance, porch, portico or balcony, except when the same are on a noncontributing structure and not visible from public areas.
2. Do not enclose porches, porticos or entrances, except when the same are on a noncontributing structure and not visible from public areas.
3. On contributing structures, do not remove any detail material associated with an entrance, porch, portico or balcony, including balusters, posts or railings, unless an accurate restoration requires it.
4. On contributing structures, do not install an additional entrance or porch unless it is based on documentation or physical evidence of the original design or required for accessibility purposes. The new entrance or porch should not obscure, damage or destroy any character-defining features.
5. Do not add features or details to an entrance, porch, portico or balcony that will create a false historical appearance unless documentary evidence shows such material was originally used.
6. Do not replace wood floors with concrete, brick or stone unless documentary evidence shows such material was originally used.
7. On contributing structures, do not enclose areas beneath porches unless historically appropriate. This includes the use of decorative wood skirting, lattice panels, brick or stucco.
8. Artificial turf, indoor/outdoor carpeting or similar materials are not permitted for porch floors.
9. On contributing structures, enclosure of porches is not permitted.

GUIDELINES

1. Retain and preserve entrances, porches, porticos, and balconies, including their functional and decorative elements, including columns, entablatures, balusters, balustrades, transoms, steps, railings, handrails, floors and ceilings.
2. Repair only the deteriorated detail or element of an entrance, porch, portico or balcony rather than the entire detail or element. Match the original in location, design, style, dimension, detail, texture, pattern and material.
3. On contributing structures, repair or replace original porch floors to match the original in design, style, dimension, detail, texture and material.
4. On contributing structures, replace a completely deteriorated or missing entrance, porch, portico or balcony with a new feature based on documentation or physical evidence of the original design. If documentation or evidence is unavailable, a new design should be compatible in style, dimension, detail, texture, pattern and material with the structure and District.



An example of a porch on a contributing structure.



5. On noncontributing structures, decks, patios and screen enclosures may be permitted if they are compatible with the building in design, size, style, detail and material and are located where they are not visible from public areas.
6. If a new entrance or feature is required to meet accessibility codes, see the Safety, Accessibility and Code Requirements section for appropriate guidelines.

An example of an entrance on a noncontributing structure.

ARCHITECTURAL DETAILS AND ELEMENTS



Architectural details and elements, including but not limited to columns, cornices, trims and moldings exhibit designs, materials and finishes, help establish a structure's distinct character by showcasing superior craftsmanship and design. Such features are usually associated with a particular architectural style deserving of preservation.

RECOMMENDED MAINTENANCE

1. Inspect architectural details for signs of water damage, loose or missing pieces and separation from the structure.
2. Ensure protection against water and moisture damage through proper sloping, flashing and ventilation.

INAPPROPRIATE TREATMENTS

1. On contributing structures, do not permanently remove or alter any original architectural details or elements.
2. On contributing structures, do not add details, ornamentation or other decorative elements unless physical, photographic or other evidence indicates the structure once had such details or elements. Adding ornamentation that is out of character with a structure's architectural style gives a false historical appearance.



GUIDELINES

1. On contributing structures, retain and preserve architectural details, including functional and decorative features including cornices, bays, quoins, arches, water tables, entablatures, fascias and moldings, that contribute to the overall historic form and character of a structure.
2. On contributing structures, replace only the deteriorated portion of an architectural detail or element rather than the entire feature. Match the original detail or element in design, dimension, texture and material.
3. On contributing structures, replace a completely deteriorated architectural detail or element by matching the original detail or element in design, dimension, texture and material.
4. On noncontributing structures, architectural details must be compatible with the structure and the District.

CHANGES TO THE ENVIRONMENT



PUBLIC RIGHTS-OF-WAY

The streets that link Bethabara's structures and public spaces to each other and the rest of the city are important underlying features of the District's character. The lack of sidewalks points to the District's rural past.

INAPPROPRIATE TREATMENTS

1. Construction of sidewalks along District streets is not permitted.



GUIDELINES

1. Preserve and maintain the topography, patterns, features, materials and dimensions of streets and street plantings.
2. If repair or construction work in the public right-of-way is necessary, replace in-kind any damaged or deteriorated features. Repair or replace curbs and paving where needed to match the adjacent material in design, color, material, pattern, texture and tooling.
3. Locate cables and wires underground, whenever possible.



The District includes granite curbing.

WALKWAYS AND STEPS



The District includes stone (top) and brick walkways (above).

Walkways and steps are an extension of the architecture and the landscape. They connect the front door of a structure to the public right-of-way, creating a pedestrian-friendly and inviting community.

INAPPROPRIATE TREATMENTS

1. For contributing structures, walkways constructed of asphalt are not permitted.



An inappropriate walkway repair.

GUIDELINES

1. Retain and preserve the topography, pattern, configuration, features, dimensions, materials, textures and color of existing walkways and steps that contribute to the overall historic character of the District.
2. For contributing structures, repair only the deteriorated portion of a walkway or stairs rather than replace the entire feature. Match the original in location, design, style, dimension, detail, texture, pattern, material, mortar type, pattern and spacing. Asphalt is not an appropriate patching material.
3. For contributing structures, replace a completely deteriorated or missing walkway or set of steps with a new feature based on documentation or physical evidence of the original design. If documentation or evidence is unavailable, a new design should be compatible in location, pattern, spacing, configuration, dimension, scale, texture and material with the historic character of the structure and the District. Historically appropriate materials include stone, brick, pine bark, mulch and packed dirt.
4. For noncontributing structures, new walkways and steps must be compatible in location, design, style, dimension, detail, texture, spacing and material with established patterns in the District.

RAILINGS

Railings found in the District are typically made from wrought iron and painted black with little flourish. They were built to last and will be with us for many years to come if they are properly cared for, simply by keeping them painted.

GUIDELINES

1. For contributing structures, retain and preserve the design, pattern, configuration, features, dimensions, materials and color of existing railings.
2. For contributing structures, repair only the deteriorated portion of a railing rather than the entire feature. Match the original in location, design, style, dimension, detail, texture, pattern and material.
3. For contributing structures, replace a completely deteriorated or missing railing with a new railing based on documentation or physical evidence of the original design. If documentation or evidence is unavailable a new design must be compatible in location, configuration, dimension, scale and materials with the historic character of the structure and the District.
4. Historically appropriate replacement materials for railings include iron or wood.
5. For noncontributing structures, new railings must be compatible with the structure in location, pattern, spacing, configuration, dimensions, scale, materials and color.



An example of an inappropriate type of railing



A contributing railing in the District

COMMUNAL AREAS

A National Historic Landmark, this 1753 site of the German-speaking, Protestant settlement nestles in a picturesque, wooded 183-acre wildlife preserve. Historic Bethabara Park includes some of the oldest structures standing in the city along with functional park features such as benches and trash receptacles. God's Acre, the settlement's graveyard, is also located in the Historic District.

GUIDELINES

1. Preserve and maintain the design of public spaces including parks, gardens, graveyards and open space.
2. Preserve and maintain historic site elements and significant landscape features, including fences, walls, gravestones, structures and trees.
3. Street furniture, trash receptacles and other proposed accessory features must be compatible with the District and surrounding historic properties in design, scale, material and location.



DRIVEWAYS AND PARKING AREAS



An example of appropriate driveway placement.



An example of inappropriate driveway placement.



Crush and run gravel is not an appropriate material for driveways or parking areas.

The proper placement of driveways and parking areas and their construction with appropriate materials will assist in limiting the impact of motor vehicles on the District.

INAPPROPRIATE TREATMENTS

1. Do not install new parking areas or driveways, including circular drives, parking pads and parking strips in the front of a building.
2. Crush and run gravel, crushed stone and brick chips are not appropriate materials for driveways or parking areas.

GUIDELINES

1. Driveway and parking area design and materials should be compatible with the overall character of the building and the District. Unless a building was originally constructed with a driveway or parking area made from another material, compatible materials include pea gravel, river stone, cobblestone and brick. The use of asphalt or concrete is only appropriate for noncontributing properties.
2. Locate new driveways and parking areas behind or to the side of buildings, in locations that require a minimum of alteration to historic site features such as landscaping, mature plantings, retaining walls, and curbs. Keep new driveways and curb cuts to the minimum width possible. Driveways should lead directly to the rear or side of the building.
3. Divide large parking areas into smaller components with interior planting areas.
4. Driveways and parking areas that do not conform to these regulations may be repaired. However, when replacing a driveway or parking area, it must be replaced with one of the appropriate materials listed above.
5. Significant archaeological features should be protected and preserved in place. If documentation or evidence suggests a significant archaeological feature is located in a proposed area of ground disturbing activity, the Commission may prohibit driveway or parking area construction in the proposed location, or may require mitigation. Mitigation options include, but are not limited to, construction techniques that limit ground disturbance, Archaeological Monitoring, a Phase I Archaeological Investigation or a Phase II Archaeological Investigation. See Appendix D for descriptions of terms related to archaeology.

Incorporate existing mature trees into the new parking lot design.

WALLS



Landscape timbers or railroad ties are inappropriate for contributing properties.



Modern landscaping blocks are inappropriate for contributing properties.



An example of a contributing wall in the District.

Beyond the aesthetic appeal of walls, they also retain the earth between differing grade elevations. They help establish a sense of visual continuity while retaining steep hillsides and assisting with erosion control.

INAPPROPRIATE TREATMENTS

1. For contributing properties, landscape timbers, railroad ties, exposed concrete block and modern landscaping blocks are examples of inappropriate materials for wall construction of any height.

GUIDELINES

1. Retain and preserve walls that contribute to the overall character of a structure or a site, including walls with historic design elements or that exhibit historic construction methods.

evidence is unavailable, a new design must be compatible in location, design, dimension, detail, texture, pattern, material and color with the character of the structure and the District.
2. Repair only the deteriorated portion of a wall, rather than the entire feature. Match the original in location, design, dimension, detail, texture, pattern, material and color.
3. Replace a completely deteriorated or missing wall with one based on documentation or physical evidence of the original design. If documentation or
4. New walls should not negatively impact the historic fabric of the property or District and must be compatible with the property in regard to location, size, scale, materials and design. Appropriate materials for new walls include stone and brick.
5. Unless reconstructing a wall that is documented to have existed between 1753 and 1918, construction of new walls should be undertaken in a manner that preserves significant mature trees.

FENCES



Fences serve both decorative and utilitarian functions. They secure boundaries, confine animals, protect planted areas and provide privacy. Fences at the front property line are typically used as an architectural ornament that separates public and private space. Fence types vary throughout the District by their placement on the property and by the time period in which the adjacent building was constructed.



An example of a contributing fence in the District.

INAPPROPRIATE TREATMENTS

1. Chain-link or any types of aluminum or synthetic material fence, such as vinyl, are not permitted.
2. Modern, pre-cut pickets, prefabricated sectional fencing and exposed screw attachments are not permitted unless they are located on noncontributing properties and not visible from public areas.
3. Fences constructed of unpainted, pressure-treated lumber are not permitted.



An example of pre-cut pickets and sectional fencing.

GUIDELINES

1. Retain and preserve fences, including such functional and decorative elements as gates, decorative rails, pickets, pillars, posts and hardware, that contribute to the overall character of a structure or a site.
2. Retain and preserve fence materials, including wood, cast iron and wrought iron, that contribute to the overall character of a structure or a site.
3. On contributing properties, repair only the deteriorated portion of a fence rather than the entire feature. Match the original in location, design, style, dimension, detail, texture, pattern, material, nail type, nail pattern and color.
4. On contributing properties, replace a completely deteriorated or missing fence with one based on documentation or physical evidence of the original design. If documentation or evidence is unavailable, a new fence should be compatible in location, design, style, dimension, detail, texture, pattern, material and color with the historic character of the building and the District.
5. The appropriate style of fencing generally depends upon its location. In historically rural areas on the edges of town, the snake rail fence was most often used. In town, styles tended to be more decorative. Picket fences tended to be used along the front lot lines along the street while vertical board fencing was used to separate one lot from another. Fence styles should reflect this historic pattern.
6. When historically appropriate for contributing properties, fences should be located around the perimeter of the lot and/or across the middle of the back of the lot to separate the house yard from the garden area, which reflects the historic pattern of the District.
7. For noncontributing properties, fences should be compatible in location, design, style, dimension, detail, texture, pattern, material and color with established patterns in the District.
8. For properties portraying 18th century features, wood for fencing should be split or pit sawn and affixed with wrought head nails. The number of nails used in the fence should be minimized: fencing boards less than 4" wide – 1 nail at each rail; fencing boards 4" to 10" wide – 2 nails at each rail; and fencing boards wider than 10" – 3 nails at each rail.
9. For properties portraying features between 1800-1850, wood for fencing should be band sawn and properly dimensioned – no less than $\frac{3}{4}$ inch thick for pickets and no less than 1 inch thick for other fencing boards. Boards and pickets should be affixed with cut nails, not modern wire nails or fasteners.
10. Heights for picket fences should be 40-48" and heights for board fences should be no greater than 6 feet. Fences greater than 6 feet must be based on documentary evidence.
11. Except when fencing is located on a noncontributing property and not visible from public areas, nail types and patterns should be appropriate to the type of fencing used. For example, galvanized cut nails, which resist rust, are permitted for painted fences; for unpainted fences, ungalvanized nails must be used so the nail heads will rust.



Nail material and type should be considered for fences on contributing properties.

TREES AND LANDSCAPE FEATURES

The character, pattern and rhythm of plantings and other significant landscape features within the District should be preserved through proper maintenance and the introduction of compatible new or replacement features. Significant landscape features include the topography, vistas, views, ground cover, lawns, paths, walkways, steps, gardens, individual trees, the tree canopy, plantings, fences, walls, street furniture and/or grave markers that are part of a documented landscape, whether natural or designed, that existed during the District's period of significance.

If documentation or evidence is unavailable, the arrangement of landscape features must be compatible with the site and District. When developing a landscape plan, the special characteristics of the specific site, as well as those of the District, should be considered.



An example of an inappropriate tree type.

landscape features include the topography, vistas, views, ground cover, lawns, paths, walkways, steps, gardens, individual trees, the tree canopy, plantings, fences, walls, street furniture and/or grave markers that are part of a documented landscape, whether natural or designed, that existed during the District's period of significance.



An example of inappropriate tree trimming. Courtesy waltarrrr via flickr.

INAPPROPRIATE TREATMENTS

1. Do not remove healthy mature trees that are 6 inches in diameter at a height of 4½ feet unless restoring a historic landscape or the tree is a variety not listed in Appendix C, dead, diseased or hazardous to life or property.
2. Do not replace natural ground cover with inappropriate materials such as crushed stone, artificial pebbles, brick chips, rubber, artificial turf, ground tires or other materials that are not compatible with the character of the building or District, unless they are located on noncontributing properties and not visible from public areas.
3. Do not grade, fill or excavate in areas that would adversely affect the character of the property or District.
4. For contributing properties, the Commission discourages displaying plants in ways that are not historically appropriate, including using pots and hanging plants.



GUIDELINES

1. Retain and preserve significant landscape features.
2. Retain and preserve the relationship between structures and landscape features of the District setting, including site topography, retaining walls, fences, foundation plantings, streets, walkways and driveways.
3. The scale and placement of new vegetation must be compatible with the property and District. Incorporate historically appropriate plant materials in new landscape designs. Historically appropriate tree species are listed in Appendix C.
4. The Commission encourages the restoration of historic landscapes on contributing properties. Removal and replacement of trees is allowed when restoring a historic landscape, if a tree is dead, diseased or hazardous to life or property. When removing a tree, remove it to below existing grade and replace with a tree in consultation with the City's Urban Forester that is historically appropriate (see Appendix C). Consider replanting in a new location when a tree is causing structural problems or other damage to a structure.
5. Protect large trees and other significant landscape features from damage due to construction activities, such as loss of root area or compaction of the soil by equipment.
6. Prune and trim trees in a manner that preserves the tree canopy in the District. Topping of trees is not permitted.

LIGHTING



An example of an appropriate light.

Even though electricity was not commonplace in North Carolina until after Bethabara's historic buildings were constructed, it would not be safe or practical to exclude lighting from the District. Lighting should be compatible with the District in its placement, fixture design and intensity.



String lights are not permitted.

INAPPROPRIATE TREATMENTS

1. String lights are not permitted.
2. Do not install a series of footlights along a path in the District unless located on a non-contributing property and not visible from public areas.
3. Do not illuminate structure elevations or landscaping.



An example of a recessed light in an unobtrusive location.



These streetlights are compatible with the District.

GUIDELINES

1. Lighting that seeks to imitate period gas or oil lighting, but is wired for electricity, must be compatible with the historic character of the building and the District.
2. Retain and preserve lighting fixtures that contribute to the character of a structure, site or streetscape.
3. For contributing properties, replace a completely missing or deteriorated exterior lighting fixture with a new one based on documentation or physical evidence of the original design or a new design compatible in appearance, material and scale to the property, site and District.
4. New site and street lighting must be compatible with the character of the site and the District. Consider the location, design, material, size, finish and scale of a proposed fixture in determining its compatibility. Light fixtures should not have a false historical appearance.
5. Install recessed lights, light posts or directional lights in unobtrusive locations. Lighting placed in trees may be appropriate in cases where the lighting fixtures do not detract from the historic character of the District and where other types of lighting are not appropriate.
6. Motion sensor lights may be used in unobtrusive locations if they are not triggered by movement in public areas or common movement of vegetation caused by wind.
7. Lighting for signs should illuminate the sign only. Light and glare should not significantly spill over to other areas of the property.

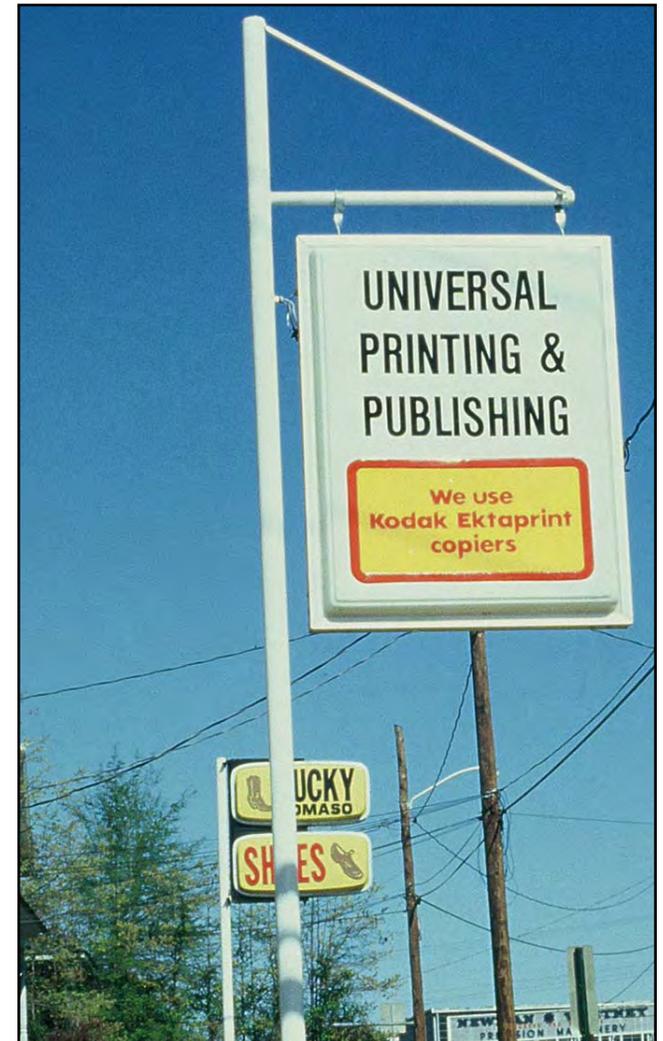
SIGNAGE



In order to maintain the historic context of the District, it is important to install signage that will not detract from the pedestrian scale or original function and purpose of the structure. Historically, painted wooden signs were mounted on the front elevation of a structure to advertise a business.

INAPPROPRIATE TREATMENTS

1. Plastic, vinyl, freestanding, portable, rooftop, flashing, internally-illuminated or lighted message signs, billboards and painted wall signs are not permitted.
2. Do not attach signs to a structure in a manner that would damage, conceal or cause the removal of an architectural feature or detail unless restoring a documented sign to a contributing property.



Lighted message signs are not permitted in the District.

Courtesy of Lower Columbia College via flickr.



Internally-illuminated signs are not permitted.



Examples of appropriate signs.

GUIDELINES

1. Retain and preserve signs that contribute to the character of the structure or the District.
2. New signage must be compatible in material, size, scale, typeface and character with the structure or the District. Appropriate sign materials are wood or metal.
3. Design of new signage should relate to the structure's architectural style or incorporate elements of such style.
4. New signage should not be obtrusive or cover large portions of the building façade, any significant architectural features or block streetscape views unless it is a restoration of a documented sign that existed before 1918.
5. New signage should be removable. When signs are removed, repair or restore wall surfaces to eliminate any evidence of the removed material.
6. Temporary special event signs or banners for religious, education or nonprofit organizations may be erected no sooner than thirty (30) days before and must be removed three (3) days after the event.
7. Lighting for signs should illuminate the sign only. Light should not significantly spill over to other areas of the property.
8. Property owners are encouraged to replicate documented signs on contributing properties.
9. A sign's mounting should complement and enhance the sign's design and be based on historic evidence.
10. Each contributing property should include a sign smaller than 144 square inches with an appropriate font, on the lower left corner of the front structure elevation that identifies its name and the date it was built.

ACCESSORY FEATURES



Examples of accessory features that are inappropriate for contributing properties.

A compromise must be met between modern conveniences and the preservation of historic neighborhoods. Many accessory features, such as central air conditioners, must be located so as not to diminish the character of the District. Other accessory features may not be approved by the Commission if they are found to be incompatible with the District.



An appropriate trash container.



External air-conditioning units should be screened from view.

GUIDELINES

1. Outdoor heating and air-conditioning units should be installed in areas and spaces that will require the least possible alteration to the appearance of the structure and be hidden from public view. Place all exposed exterior pipes, meters and fuel tanks on rear portions of the structure and screen these elements, where possible.
2. Construction of new exterior stairs must not detract from the character of the building or District. If new exterior stairs are necessary, they should be placed in an area of low visibility on the rear elevation of the structure. Staircase construction should be reversible and not obscure, damage or destroy any character-defining features. Use materials that are compatible with those of the structure.
3. Internal air-conditioning units should be used instead of window units, whenever possible. Do not alter window or structure elements to install a window air conditioning unit. Locate portable window air-conditioning units on elevations of low visibility, whenever possible. Window air conditioning units should be removed and stored during months when they are not operated.
4. Contemporary communication and other equipment that is inconsistent with the character of the District, including antennas, satellite dishes, ventilators and other mechanical equipment, are not permitted, except on elevations of noncontributing structures that are not visible from public areas.
5. For contributing properties, modern utility service connections should be screened or hidden with historically appropriate materials, such as wooden boxes.
6. Trash containers, recycling containers and dumpsters should be located in the rear of the property or in a location not visible from the street and, when possible, screened from view.
7. Trash receptacles and benches should be compatible with the District in material, design and detail. Approved trash containers have included wooden barrels.
8. Recreational or special features, including in-ground swimming pools, hot tubs, saunas, basketball goals, swing sets and play-houses are not permitted, unless associated with noncontributing buildings and not visible from public areas.
9. The size and scale of accessory features should not detract from the character of the building or District.



An example of an appropriate bench and trash container.

SAFETY, ACCESSIBILITY AND CODE REQUIREMENTS



An example of inappropriate stairs.

A new use or the substantial rehabilitation of a structure may require compliance with current standards for life-safety and accessibility by persons with disabilities. Both the North Carolina State Building Code and the federal Americans with Disabilities Act include some flexibility in compliance when a historic structure is involved. Introducing items such as wheelchair ramps, fire exits and fire stairs without damaging the original fabric of a structure will take careful planning and will usually require consultation with experienced design professionals and HRC staff.

GUIDELINES

1. Meet accessibility and life-safety building code requirements in such a way that a contributing property and its character-defining features, elevations and finishes are preserved.
2. Design and construct new fire exits, stairs, landings, ramps and elevators to be compatible with the scale, materials, details and finish of the structure.
3. Construct fire exits, stairs, landings, ramps or elevators on the least obtrusive elevations, including rear or inconspicuous side locations.
4. Construct new or additional means of access, if required by code or law, that are reversible and that do not compromise the original design of an entrance or porch.
5. Retain and preserve architectural elements, such as porch railings, so they may be restored to the structure when a wheelchair ramp or safety requirement is removed.
6. Safety features should be unobtrusively located to limit the need for alterations to contributing structures and should not detract from the historic character of the District.



An example of an appropriate ramp.

NEW CONSTRUCTION



*Photo courtesy of Old Salem
Museums and Gardens.*

NEW CONSTRUCTION: PRINCIPAL STRUCTURES



The *Guidelines* for new construction ensure that new structures are compatible with the character of the District and do not damage significant landscape or archaeological features. As part of the COA application, the applicant must document the 1753-1918 history of the site in order to determine the likelihood of significant archaeological features. See Appendix E for resources to assist in this research. Property owners are encouraged to reconstruct documented structures that existed in Bethabara between 1753 and 1918.

However, the construction of structures that seek to imitate historic structures that are not authentic reconstructions should be avoided.

SITE PLANNING

1. Parking and service entrances should be located to the rear or otherwise properly screened with fencing and/or vegetation.
2. Significant historic features should be retained, whenever possible.
3. Significant reshaping of land contours is not permitted unless it returns the site to a documented historic landscape.

LOT COVERAGE AND SPACING

1. The lot coverage of new construction should repeat patterns already established in the District.
2. Space new construction based on the pattern between existing structures in the District and follow the dimensional requirements of the *UDO*.

SETBACK

1. Unless reconstructing a documented historic structure that dates prior to 1832, building setbacks should be consistent with existing structures on the same block but shall, at a minimum, meet the dimensional requirements of the *UDO*.

ORIENTATION

1. Unless reconstructing a documented historic structure that dates prior to 1832, the primary building entrance must be located on its street-facing building wall. If there is more than one street-facing wall, the placement of the primary entrance should repeat patterns already established in the District.

MASSING

1. Massing of new construction should repeat patterns already established in the District.

COMPLEXITY OF FORM

1. The complexity of the form of any new construction should be compatible with and repeat patterns already established in the District.

HEIGHT, WIDTH AND SCALE

1. Structure height and width should be consistent with patterns already established in the District but shall, at a minimum, follow the dimensional requirements of the *UDO*.
2. Unless reconstructing a documented historic structure that dates prior to 1832, the scale of new construction elements should be compatible with surrounding structures in the District.

DIRECTIONAL EXPRESSION

1. The relationship between the height and width of a new residential structure must be compatible with patterns already established in the District.

ROOF FORM AND MATERIALS

1. Roof form and pitch should repeat patterns already established in the District.
2. Use roof materials that are visually compatible with those of other structures in the District.
3. Use a cornice design appropriate to the design of the structure being constructed that repeats patterns already established in the District.

EXTERIOR BUILDING MATERIALS

1. Preferred exterior building materials include those that are prevalent in the District, such as wood siding, brick, stone and stucco.
2. Materials not permitted include EIFS (Exterior Insulation Finish Systems), vinyl and aluminum siding and trim. Other proposed materials must be compatible in size, design, dimension, detail, proportion, texture, appearance and compatibility with the historic character of the District.

DOORS AND WINDOWS

1. Unless reconstructing a documented historic structure that dates prior to 1832, the primary building entrance must be located on its street-facing building wall. If there is more than one street-facing wall, the placement of the primary entrance should repeat patterns already established in the District.
2. The ratio of solids (walls) to voids (window and door openings) should be compatible with patterns already established in the District.
3. The placement of window openings should be compatible with patterns already established in the District.
4. The size and proportion of window and door openings should be compatible with patterns already established in the District.
5. Windows should be constructed of wood with true divided lights or exterior muntins with spacer bars between glass panes. The configuration of the window panes and muntin profile should be compatible with the



building and District. Metal-clad windows with true divided lights or exterior muntins will be considered if they are indistinguishable from painted wood windows and compatible with the building and District.

6. Storm doors and screen doors with full glazing are permitted. Exterior storm windows are permitted if their panes align with the interior window sash. Unfinished aluminum storm windows, storm doors and screen doors are not permitted. The color of all storm doors, screen doors and storm windows must be compatible with the building and District.

7. Metal, metal-clad and fiberglass doors are discouraged for residential construction, but will be considered if they are indistinguishable from painted wood doors and compatible with the building and District.

8. Door style, operation and hardware should be compatible with historic doors found in the District.

9. If shutters are appropriate to the building, they must be scaled and positioned to fit the window opening, constructed of wood or a material indistinguishable from painted wood and compatible with the building and District.

10. Tinted or mirrored glass is not permitted in the District.

11. Window and door openings should be recessed on masonry structures and surrounded by raised casing on frame structures. Window and door openings that are flush with the exterior wall are not permitted.

EXTERIOR ARCHITECTURAL ELEMENTS

1. Architectural elements, such as porches, chimneys and foundations should be compatible with patterns already established in the District.

COLOR

1. The building's color scheme must be compatible with historic color schemes in the District's period of significance.

ARCHAEOLOGY

1. Significant Archaeological Features should be protected and preserved in place. If documentation or evidence suggests a Significant Archaeological Feature is located in a proposed area of ground-disturbing activity, the Commission may prohibit construction in the proposed location, or may require mitigation. Mitigation options include, but are not limited to, construction techniques that limit ground disturbance, Archaeological Monitoring, a Phase I Archaeological Investigation or a Phase II Archaeological Investigation. See Appendix D for descriptions of terms related to archaeology.

NEW CONSTRUCTION: ACCESSORY STRUCTURES



The *Guidelines* for accessory structures are to ensure that new accessory structures are compatible with the character of the District.

INAPPROPRIATE TREATMENTS

1. A new accessory structure must not detract from the overall historic character of the District, structure or site, or require removal of a contributing structure, site feature or significant archaeological feature.
2. The addition of an accessory structure that is not a pre-1918 reconstruction should not significantly diminish the open space of an existing lot.
3. Contemporary premanufactured metal accessory buildings are not permitted.



An inappropriate accessory structure.

GUIDELINES

1. The Guidelines for New Construction: Principal Structures shall apply to new accessory structures.
2. A new accessory structure should be compatible in location, orientation, form, size, scale, material and finish with the principal building and District.
3. The roof line of a new accessory building must be below that of the principal building.
4. New accessory structures to noncontributing structures should be compatible in location, orientation, form, size, scale, material and finish with the principal building.

NEW CONSTRUCTION: ADDITIONS

The *Guidelines* for building additions are to ensure that new additions are compatible with the character of the District.

INAPPROPRIATE TREATMENTS

1. An addition to a contributing building should not appear to be part of the existing building by extending its exact wall plane, roof line or cornice height.



An example of an inappropriate addition.

2. Additions should not exceed the height of the principal building.



An example of how an addition can be constructed to fit with the original structure.

GUIDELINES

1. The Guidelines for New Construction: Principal Structures shall apply to additions.
2. Additions may be located only where they are not highly visible from public areas.
3. Construct additions to contributing structures so that there is the least possible loss of historic fabric and so that character-defining features of the contributing building are not destroyed, damaged, obscured or radically changed.
4. Design additions so that if they were removed, the essential form and integrity of the original structure would be retained.
5. Design additions so that the massing, size, scale, materials, style, detail, design and ratio of solids (walls) to voids (window and door openings) are compatible with the existing building.
6. Design additions so that the overall character of the site, site topography and historic site features are retained.
7. An addition should not change the orientation or the primary entrance of the existing building.

RELOCATION OF STRUCTURES

The relocation of historically or architecturally significant structures within the District is strongly discouraged. The Commission may delay relocation for up to 365 days to explore alternatives.

Moving a significant structure is sometimes the only alternative to demolition and should be used as a method of last resort when other efforts to preserve a structure have failed. Moving a building is an expensive undertaking and often results in a loss of integrity to the relocated structure and its surrounding neighborhood. The Commission should be consulted early in the planning stages of any proposed relocation.



Photo courtesy of Old Salem Museums and Gardens.

GUIDELINES

1. Exhaust all alternatives for retaining a contributing structure in its place before relocation is considered.
2. Documentation of the structure, which may include photographs, measured drawings and written documentation will be required to be filed with the Historic Resources Commission prior to moving any historic structure in the District.
3. Protect the structural and architectural integrity of a structure when it is moved. The structure should be moved as a single intact unit, whenever possible.
4. The Guidelines for New Construction: Principal Structures shall apply to buildings moved into or within the District.
5. Clear the lot of construction debris and, until the lot is reused, replant or otherwise maintain the lot once a building has been completely removed.
6. Significant Archaeological Features should be protected and preserved in place. If documentation or evidence suggests a Significant Archaeological Feature is located in a proposed area of ground disturbing activity, the Commission may prohibit construction in the proposed location, or may require mitigation. Mitigation options include, but are not limited to, construction techniques that limit ground disturbance, Archaeological Monitoring, a Phase I Archaeological Investigation or a Phase II Archaeological Investigation. See Appendix D for descriptions of terms related to archaeology.

DEMOLITION

The demolition of historic structures within the District is strongly discouraged. The Commission may delay demolition for up to 365 days to explore alternatives to demolition, such as finding new owners willing to restore the structure, adapting the existing structure to its owner's needs, seeking assistance from a state or local preservation organization or relocating the structure to another site.



Courtesy of Old Salem Museums and Gardens.

GUIDELINES

1. Exhaust all alternatives for saving a contributing structure before demolition is considered.
2. Documentation of the structure, which may include photographs, measured drawings and written documentation will be required to be filed with the Historic Resources Commission prior to demolishing any historic structure in the District.
3. Clear the lot of construction debris and, until the lot is reused, replant or otherwise maintain the lot once a structure has been demolished.
4. Significant Archaeological Features should be protected and preserved in place. If documentation or evidence suggests a Significant Archaeological Feature is located in a proposed area of ground disturbing activity, the Commission may prohibit construction in the proposed location, or may require mitigation. Mitigation options include, but are not limited to, construction techniques that limit ground disturbance, Archaeological Monitoring, a Phase I Archaeological Investigation or a Phase II Archaeological Investigation. See Appendix D for descriptions of terms related to archaeology.

APPENDIX A. CATEGORIES OF WORK

NR = No Review S = Minor Work (Staff Review)
 HRC = Major Work (Historic Resources Commission Review)
 X = Not Permitted

Proposed Work	Level of Review
Demolition	HRC
Partial Demolition	HRC
New Construction/ Relocation	HRC
Additions	HRC
Building Exterior – Wood/Masonry/Stucco/ Siding & Trim	
Maintenance as defined in <i>Guidelines</i>	NR
Remove Non-Historic	HRC
Cover Existing Material	HRC
Add Substitute Materials	HRC
Replace Original with matching material and design	S
Repointing and other masonry repairs when the color and composition (hardness and texture) matches the original	S

Proposed Work	Level of Review
Change Color	HRC
Alteration to any Elevation	HRC
Installation of New Feature	HRC
Roof	
Maintenance as defined in <i>Guidelines</i>	NR
Change in Roof Shape, Pitch, Line	HRC
Replace Original with matching material and design	S
Replace with Substitute	HRC
Installation of New Features	HRC
Gutters	
Maintenance as defined in <i>Guidelines</i>	NR
Replace Original with matching material and design	S
Change in Materials	HRC
Change in Design	HRC
Windows	
Maintenance as defined in <i>Guidelines</i>	NR
Add New Opening	HRC
Fill in Existing Opening	HRC
Change in Materials or Design	HRC
Wood	HRC
Metal Clad	HRC
Vinyl Clad	X
Fiberglass	X
Metal	X
Vinyl	X

Proposed Work	Level of Review
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Windows continued...

Replace Original with matching material and design	S
Installation of Awnings	HRC
Enlargement or Reduction of Window Opening	HRC

Storm Windows	HRC
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Shutters

Maintenance as defined in <i>Guidelines</i>	NR
Wood	HRC
Plastic	X
Metal	X
Composite	HRC
Replace Original with matching material and design	S

Doors

Maintenance as defined in <i>Guidelines</i>	NR
Add New Opening	HRC
Fill in Existing Opening	HRC
Change in Material or Design	HRC
Wood	HRC
Metal	HRC
Fiberglass	X
Vinyl	X
Replace Original with matching material and design	S
Enlargement or Reduction of Door Opening	HRC

Proposed Work	Level of Review
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Entrances, Porches & Balconies

Maintenance as defined in <i>Guidelines</i>	NR
Enclose	HRC
Remove	HRC
Change Design	HRC
Add or Change Steps	HRC
Replace with Substitute Materials	HRC
Replace Original with matching material and design	S

Architectural Details or Elements

Maintenance as defined in <i>Guidelines</i>	NR
Remove	HRC
Change Design	HRC
Change Material	HRC
Replace Original with matching material and design	S
Installation of new Architectural Detail	HRC

Paint

Maintenance as defined in <i>Guidelines</i>	NR
Change of Color	HRC

Driveways and Parking Areas

Change in Material or Design	HRC
New, expanded, or relocated	HRC

Proposed Work	Level of Review
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Public Rights-of-Way	
Change in Material or Design	HRC
New, expanded, or relocated	HRC

Walkways and Steps	
Change in Material or Design	HRC
New, expanded, or removal	HRC

Railings	
New/Remove/Change Location	HRC

Walls	
Change in Material	HRC
New, expanded, or removal	HRC

Fences	
Change in Material	HRC
Remove/Change Location	HRC
New	HRC

Trees and Landscape Features	
Removal of tree that is dead, diseased, or causing damage to a structure	S
Removal of healthy tree (over 6" diameter at 4.5' height)	HRC
Grade, Fill, Excavate	HRC
New Tree/Vegetation	S

Communal Areas	
Change of Design	HRC
Addition or Removal of Elements	HRC

Proposed Work	Level of Review
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Lighting	
Install new lights	HRC
Removal	S

Signage	
Install new	HRC
Identification sign smaller than 144 square inches	S
Removal of sign	S

Accessory Features	
Mechanical equipment (screened from view)	S
Exterior stairs	HRC
Window Air Conditioners	S
Antennas, Satellite Dishes, Ventilators	HRC
Public Trash Receptacles	S
Public Benches	S
Recreational Features (swimming pools, basketball goals, swing sets, etc.)	HRC

Safety, Accessibility and Code Requirements	
New features	HRC

APPENDIX B.

SUMMARY OF APPLICATION MATERIALS

The following are examples of the type of submission materials required for review of a Certificate of Appropriateness (COA) application. The applicant should review and submit items that best explain and demonstrate the proposed work. Please contact Commission staff with questions regarding appropriate submission materials for specific project applications. Failure to supply adequate documentation or required materials will result in delays in processing the application and/or denial of the request.

Detailed Description

Provide a detailed description of the project, including any changes or additions. Describe the material to be used, including type, texture, color, size, shape, width, manufacturer, or other relevant information.

Building and/or Site Photos

Provide good-quality color photos clearly showing front, side, and rear views. A minimum of two photos – front and side, rear and other side, if needed.

Streetscape Photos

Take streetscape photos from across the street, looking in each direction. Be sure to show the building or site in relationship to its neighbors.

Detail Photos

Provide close-up photos of any specific architectural features you propose to change.

Sales Literature or Samples

Manufacturer's literature or samples – such as a brochure, material sample, and/or color selection – should be submitted to help clarify the proposed work.

Site Plans

The site plan shows the location and size of existing and proposed structures on the lot. It should be drawn to scale and show property lines, building and street locations, proposed

structures or additions with dimensions and distances to property lines, landscape features or other layouts, and total square footage of the lot and buildings. Include a north arrow.

Elevations

Elevation drawings show the design, materials, dimensions, and final appearance of the exterior of the building. They should be drawn to scale, identify building materials, and show each side of the structure to be changed, added to, or built. Submit elevations when an exterior change is proposed.

Construction Drawings

These include section and detail drawings showing how the structure is being put together. Drawn to scale, they should be submitted for all additions and new construction.

Landscape Plans

The landscape plan shows the location, size, variety of vegetative material proposed for the property. This includes the installation of such features as organic material, fountains, porches, walkways, decks, fences, steps, exterior lights, and parking areas.

APPENDIX C.

TREES IN EARLY WACHOVIA

The following inventory is based on information compiled from early Moravian records by the late Flora Ann Bynum, the long-time head of the Old Salem Landscape Restoration Committee.

TREES NATIVE TO WACHOVIA

White or American ASH

Fraxinus americana

Green or Red ASH

Fraxinus pennsylvanica lanceolata

American BEECH

Fagus grandifolia

River BIRCH

Betula nigra

BLACKHAW

Viburnum prunifolium

BOXELDER

Acer negundo

Yellow BUCKEYE

Aesculus octandra

American CEDAR

Juniperus virginiana

Black CHERRY

Prunus serotina

American CHESTNUT

Castanea dentata

CHINQUAPIN

Castanea pumila

Southern CRAB APPLE

Malus angustifolia

Sweet CRAB APPLE

Malus coronaria

Eastern Flowering DOGWOOD

Cornus florida

American ELM

Ulmus americana

Winged ELM

Ulmus alata

FRINGE TREE

Chionanthus virginicus

Black or Sour GUM

Nyssa sylvatica

Sweet GUM

Liquidambar styraciflua

Sugar HACKBERRY

Celtis laevigata

HACKBERRY

Celtis occidentalis

HAWTHORN

Crataegus phaenopyrum

and *C. crus-galli* are among native species.

American HAZELNUT

Corylus americana

Bitternut HICKORY

Carya cordiformis

Mockernut HICKORY

Carya tomentosa

Pignut HICKORY

Carya glabra

Shagbark HICKORY

Carya ovata

American HOLLY

Ilex opaca

IRONWOOD or American Hornbeam
Carpinus caroliniana
American LINDEN
Tilia Americana
LINDEN or White Basswood
Tilia heterophylla
Black LOCUST
Robinia pseudoacacia
Honey LOCUST
Gleditsia triacanthos
Sweetbay MAGNOLIA
Magnolia virginiana
Umbrella MAGNOLIA
Magnolia tripetala
Florida or Southern Sugar MAPLE
Acer floridanum or Acer barbatum
Red MAPLE
Acer rubrum
Red MULBERRY
Morus rubra
Black OAK
Quercus velutina
Blackjack OAK
Quercus marilandica
Chestnut OAK
Quercus prinus
Pin OAK
Quercus palustris
Post OAK
Quercus stellata
Red OAK
Quercus rubra

Scarlet OAK
Quercus coccinea
Spanish or Southern Red OAK
Quercus falcata
Swamp White OAK
Quercus bicolor
White OAK
Quercus alba
Willow OAK
Quercus phellos
PAWPAW
Asimina triloba
Common PERSIMMON
Diospyros virginiana
Shortleaf PINE
Pinus echinata
Virginia or Scrub PINE
Pinus virginiana
White PINE
Pinus strobus
American or River PLUM
Prunus americana
Chickasaw PLUM
Prunus augustifolia
Yellow POPLAR or Tuliptree
Liriodendron tulipifera
Eastern REDBUD
Cercis canadensis
SASSAFRAS
Sassafras albidum
SERVICEBERRY
Amelanchier canadensis

Carolina SILVERBELL
Halesia carolina
SOURWOOD
Oxydendrum arboreum
SYCAMORE
Platanus occidentalis
Black WALNUT
Juglans nigra
White WALNUT or Butternut
Juglans cinerea
Black WILLOW
Salix nigra
WITCH HAZEL
Hamamelis virginiana

NON-NATIVE TREES PLANTED BY THE EARLY SETTLERS

Moravian records document the planting of non-native trees in Wachovia during the 18th and first quarter of the 19th century. These included the following:

CATALPA
Catalpa speciosa or Catalpa bignonioides
LOMBARDY POPLAR
Populus nigra 'italica'
YELLOW WILLOW
Salix alba 'vitellina'
WEEPING WILLOW
Salix babylonica

Also planted during the 18th century were non-native fruit trees, principally APPLE and PEACH, but also both sweet and sour CHERRIES, APRICOT, PEAR, QUINCE and WHITE MULBERRY.



APPENDIX D. TERMS

Aluminum Siding – Sheets of exterior architectural covering, usually with a colored finish, fabricated from aluminum.

Arch – A structure formed of wedge-shaped stones, bricks, or other objects laid so as to maintain one another firmly in position; a rounded arch generally represents classical or Romanesque influence while a pointed arch denotes Gothic influence.

Archaeological Feature – An association of artifacts, items or other evidence of human occupation including, but not limited to, foundations, house floors, grave sites or storage pits encountered during archaeological excavation. See also, **Significant Archaeological Feature**.

Archaeological Monitoring – An archaeologist familiar with archaeological resources in Bethabara who, in conformity with professionally recognized standards in cultural resources management, watches any Ground Disturbing Activity associated with a project with the goal of protecting Significant Archaeological Features from damage.

Asbestos Shingle Siding – Dense, rigid board containing a high proportion of asbestos fibers bonded with portland cement.

Awning – A roof-like covering of canvas, often adjustable, over a window, door, etc., to provide protection against the sun, rain, and wind.

Balcony – A projecting platform on a building, sometimes supported from below, sometimes cantilevered; enclosed with a railing or balustrade.

Baluster – One of the closely-spaced supports for a railing.

Balustrade – A low barrier formed of uprights supporting a railing.

Bay – A recess in a room causing a projection on the exterior wall of a building, usually framed by windows.

Bond – The arrangement of bricks or other masonry units to provide strength and stability, sometimes in a decorative pattern.

Common Bond – Also called American bond; a brick wall pattern in which the fifth, sixth, or seventh course is a header course.

English Bond – A brick pattern which consists of alternating courses composed entirely of stretchers or entirely of headers.

Flemish Bond – A brick walling in which every course is composed of alternating headers and stretchers.

Running Bond – Also called stretcher bond; a contemporary pattern of continuous stretcher courses with no headers.

Brackets – Projecting support members found under roof eaves or other overhangs.

Brick – Bricks are generally composed of clay mixed with some coarser materials such as silt or sand and burnt, not baked, in a kiln. The common standard brick is now about 7³/₄ x 3⁵/₈ x 2¹/₄ inches, but many other sizes exist.

Brick Veneer – An outer covering, usually for a wood frame building, consisting of a single layer of brick attached to the load bearing walls with ties.

Built-in Gutters – Gutters which are sunken below the roofline, and usually concealed behind a decorative cornice.

Casement Window – A window that swings open along its entire length, usually on hinges fixed to the side of the opening into which it is fitted.

Casing – The exposed trim molding, framing, or lining around a door or a window; may be either flat or molded.

Cast Iron – Iron that has been shaped by being melted and cast in a mold.

Caulk – To fill a joint, crack, etc., with caulking.

Caulking – A resilient mastic compound, often having a silicone, bituminous, or rubber base; used to seal cracks, fill joints, prevent leakage, and/or provide waterproofing.

Cementitious Siding – Exterior siding, such as Hardiplank, made from a cement compound.

Character-defining – A feature or element of a structure that is essential to its architectural or historic significance.

Cistern – A reservoir, tank, or container for storing or holding water or other liquid.

Clapboard – Horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than 6 inches wide. This was a common outer face of nineteenth and early twentieth century buildings.

Colonial Architecture – Architecture transplanted from the motherlands to overseas colonies, such as Portuguese Colonial Architecture in Brazil, Dutch Colonial architecture in New York, and above all, English Georgian architecture

of the eighteenth century in the North American colonies.

Colonial Revival Architecture – A style popular during the late nineteenth century and the early twentieth century. The style commonly features an accentuated front entry, doors with overhead fanlights and/or sidelights and a symmetrically balanced front façade. The style is reminiscent of the eighteenth century English Georgian architecture that appeared in the North American Colonies.

Column – Vertical shafts or pillars that support construction above; usually fabricated out of wood in residential buildings and often from iron or stone in commercial buildings.

Contributing Resource – A building, site, structure, or object that adds to the historic associations, historic architectural qualities, or archaeological values for which a property and/or the District is significant because: 1) it was present during the District's period of significance (Bethabara's period of significance is 1753-1918); 2) it relates to the documented significance of the property and possesses historic integrity; or, 3) it is capable of yielding important information about the period.

Corbel – A projection (or building out) from a masonry wall, sometimes to support a load and sometimes for decorative effect.

Cornice – The top part of an entablature, usually molded and projecting; originally intended to carry the eaves of a roof beyond the outer surface.

Crown Molding – Finish molding located at the top edge of an exterior wall, or the area of transition between wall and ceiling of an interior wall.

Cupola – A small vault on top of a roof; sometimes spherical in shape, sometimes square with a mansard or conical roof.

Deck – An uncovered porch, usually at the rear of a building; popular in modern residential design.

Dormer – A window placed vertically in a sloping roof, with a roof of its own.

Double-Hung Window – A type of window with an upper and lower sash in vertical grooves, one in front of the other, which are moveable by means of sash cords and weights.

Downspout – A pipe for carrying rainwater from roof gutters.

Eaves – The portion of the roof that extends beyond the walls.

Exterior Insulation Finishing System (EIFS) –

A synthetic stucco made with foam insulation board.

Elevation – Scaled drawing of the front, rear, or side of a building. Usually required for new construction, addition and other major alterations to the building façade.

Façade – The front or side of a building.

Fanlight – A semicircular window with radiating muntins, located above a door or window.

Fascia – A flat board with a vertical face that forms the trim along the edge of a flat roof, or along the horizontal, or eaves die of a pitch roof. The rain gutter is often mounted on it.

Finial – A formal ornament at the top of a canopy, gable, pinnacle, street lights, etc.

Flashing – Overlapping pieces of non-corrosive metal installed to make watertight joints at junctions between roof and walls, around chimneys, vent pipes, and other protrusions through the roof.

Foundation – The supporting portion of a structure below the first floor construction, or below grade, including footings.

French Door – A door having glass panes throughout or nearly throughout its length.

Gable – The triangular upper portion of a wall at the end of a pitched roof.

Galvanize – To coat steel or iron with zinc, as for example, by immersing it in a bath of molten zinc.

Grain – The direction, size, arrangement, appearance, or quality of the fibers of wood.

Granite – A crystalline silicate rock having visible grains; in the building stone industry, this includes gneiss and other igneous rocks that are not granite in the strict sense.

Gutter – A shallow channel of metal or wood set immediately below or built in along the eaves of a building to catch and carry off rainwater.

Hand-hewn – To make, shape, smooth, etc., with cutting blows.

Half-timbered – A building with exposed wood framing. The spaces between the wooden timbers are filled with plaster, brick, or stone.

Header – A brick laid across the thickness of a wall to bond together different wythes of a wall; the exposed end of the brick.

Hipped Roof – A roof without gables, each of whose sides, generally four, lies in a single plane and joins the others at an apex or ridge.

Hood – An arched doorway covering.

Jamb – The vertical sides of an opening, usually for a door or a window.

Lancet – A narrow window with a sharp pointed arch typical of Gothic architecture.

Lattice – A network, often diagonal, of interlocking lathe or other thin strips used as screening, especially in the base of a porch.

Lead Paint – Paint or other surface coatings that, by definition, contain lead in excess of 1.0 milligrams per square centimeter or 0.5 percent by weight.

Light – A pane of glass.

Limestone – Rock of sedimentary origin, composed principally of calcite or dolomite or both; used as building stone or crushed-stone aggregate or burnt to produce lime.

Lintel – A horizontal member spanning an opening supporting construction above; a beam.

Liquid siding – A paint-like material applied to a building exterior that purports to last decades.

Mildew – A fungus that grows and feeds on paint, cotton, and linen fabrics, etc., that are exposed to moisture; causes discoloration and decomposition of the surface.

Molding – A decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as a trim around openings.

Mortar – A mixture of portland cement, lime, putty, and sand in various proportions, used for laying bricks or stones. Until the use of hard portland cement became common, the softer lime-clay or lime-sand mortars and masonry cement were used.

Mortar Joints – The mortar between adjacent bricks or stones.

Mortar Pointing – Raking out deteriorated mortar joints and filling them with a surface mortar to repair the joint.

Mullion – A vertical member dividing a window area and forming part of the window frame.

Muntin – A molding forming part of the frame of a window sash and holding one side of a pane.

Noncontributing Resource – Any building, site, structure, or object that does not add to a property's and/or the District's historical associations, historical architectural qualities, or archaeological

values because: 1) it was not present during the period of significance (1753-1918); 2) it does not relate to the documented significance of the property; or, 3) due to inappropriate alterations, disturbances, additions or other changes, it no longer possesses historic integrity or is incapable of yielding information about the period.

Overdoor Light – A window area above a doorway and sometimes continued vertically down the sides often decoratively treated. An overdoor light is a common feature of many nineteenth and early twentieth century buildings.

Pane – A flat sheet of glass cut to size for glazing a window, door, etc., often small in size; larger panes are usually called “sheets.”

Panel – A thin, flat piece of wood framed by stiles and rails as in a door or fitted into grooves of thicker material with molded edges for decorative wall treatment.

Patio – An open, outdoor living space adjacent to a building at ground level, usually surfaced with stone, tiles, or concrete.

Pediment – A triangular gable bounded on all sides by a continuous cornice; this form is characteristic of classical architecture.

Phase I Archaeological Investigation – An investigation in conformity with professionally recognized standards for cultural resources management by an archaeologist familiar with archaeological resources in Bethabara, in which a series of test holes is dug to determine whether the soil contains Significant Archaeological Features that are not visible from the surface. The archaeologist will issue a report to the Commission to document the findings.

Phase II Archaeological Investigation – A full-scale investigation in conformity with professionally recognized standards for cultural resources management by an archaeologist familiar with archaeological resources in Bethabara, in which information and features are retrieved from an archaeological site through field methods and techniques including, but not limited to, systematic, controlled surface collection, shovel tests, block excavation, mechanical auguring, hand-excavated test units, deep testing, mechanical removal and use of remote sensing techniques. The archaeologist will issue a report to the Commission to document the findings.

Pilaster – A flat or half-round decorative member applied at a wall suggesting a column; sometimes called an engaged column.

Pit Sawn – A method of sawing logs or timbers, as into boards, in which the piece to be cut is laid horizontally across a pit and cut by a saw operated vertically by two people, one above and one in the pit below the piece.

Pitch – The degree of slope of a roof.

Pitched Roof – A roof having two slopes that meet at a central ridge, sometimes called a “gable roof.”

Porch – A covered outdoor area attached to the house, usually roofed and generally open sided with a floor and balustrades.

Portico – A small entrance porch or covered walk consisting of a roof supported by open columns.

Portland Cement – A very hard and strong hydraulic cement, one that hardens under water, made by heating a slurry of clay and limestone in a kiln.

Pressure-treated – Wood treated with a chemical or chemicals applied under pressure to reduce such problems as insect infestation, decay, and rotting.

Primer – A paint, applied as a first coat, which serves the function of sealing and filling wood, plaster, and masonry.

Quoin – In masonry, a hard stone or brick used with similar ones, to reinforce an external corner or edge of a wall; often distinguished decoratively from adjacent masonry.

Rafter – The sloping member of a roof that supports its covering.

Rafter Tail – The part of a rafter that projects beyond a building wall, often used decoratively.

Railing – a structure designed to provide support, such as on a staircase or to block an area from access

Repoint – See **Mortar Pointing**.

Roofing Tile – A tile for roofing, usually of burnt clay, available in many configurations and types, such as plain tiles, single-lap tiles, and interlocking tiles.

Sandblast – An abrasive and damaging method of cleaning bricks, masonry, or wood, which involves directing high-powered jets of sand against a surface.

Sanding – A flattening down or smoothing of a surface with abrasive paper or cloth, either by hand or by machine.

Sash – The moving part of a window.

Sash Sawn – Lumber sawn using traditional water-powered up-and-down sawmills of the early nineteenth century.

Screen Porch – A porch or veranda that is enclosed with woven wire cloth or screening, to keep insects out while allowing maximum ventilation.

Shutters – Small wooden “doors” on the outside of windows, originally used for security purposes. In the nineteenth century, they were closed over windows at night or during storms.

Shingles – A roofing unit of wood, asphalt, slate, tile, or other material, cut to stock lengths, widths, and thicknesses; used as an exterior covering on roofs and applied in an overlapping fashion.

Shutter Dog – A tie-back used to keep shutters in the open position.

Sidelight – Long, fixed sash located on either side of a door.

Significant Archaeological Feature – The Commission will consider an Archaeological Feature to be Significant if it: 1) aids in the interpretation or restoration of the District; 2) relates to the documented significance of the property and possesses historic integrity;

or, 3) is capable of yielding important information about the District’s period of significance (1753-1918).

Sill – The horizontal, water-shedding member at the bottom of a door or window.

Slate – A hard, brittle metamorphic rock consisting mainly of clay materials, characterized by good cleavage along parallel planes; used in thin sheets as roofing or in thicker slabs for flooring.

Soffit – The exposed undersurface of any overhead component of a building such as an arch, balcony, beam, cornice, lintel, or vault.

Story – The space in a building between floor levels or between a floor and a roof above.

Stucco – An exterior finish, usually textured, composed of portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than portland cement.

Surround – The molded trim around a door or window opening.

Terra Cotta – Hard, unglazed fired clay; used for ornamental work and roof and floor tile. Also fabricated with a decorative glaze and used as a surface finish for buildings in the Art Deco style.

Transom, or Overdoor Light – A glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation at ceiling level.

Tread – The horizontal board in a stairway on which the foot is placed.

Trim – The finish material on a building, such as moldings, applied around openings or at the floor and ceilings of rooms.

UDO – The Winston-Salem/Forsyth County *Unified Development Ordinances* (UDO) are the compilation of regulations that govern land use, which include the Zoning Ordinance, the Environmental Ordinance, and the Subdivision Ordinance/Regulations.

Veneer – Thin sheets of wood made by rotary cutting or slicing of a log. Also, an outside facing of brick, stone, etc., that provides a decorative, durable surface but is not load-bearing.

Vinyl Siding – Sheets of thermal plastic compound made from chloride or vinyl acetates, as well as some plastic made from styrene and other chemicals, usually fabricated to resemble clapboard.

Water Table – A belt course differentiating the foundation of a masonry building from its exterior walls.

Wood Shingles – Thin rectangular pieces of wood installed in overlapping rows to cover walls or roofs. The butt of the shingles can be cut in a variety of shapes to give a distinctive pattern to a wall surface.

Wrought Iron – Iron that is rolled or hammered into shape, never melted.

ACKNOWLEDGMENTS

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Published by the City-County
Planning Department of Winston-Salem
and Forsyth County, North Carolina, 2012

Effective February 1, 2012

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*The 1788 Gemeinhaus, circa 1950.
Courtesy of Forsyth County Public
Library Photograph Collection.*