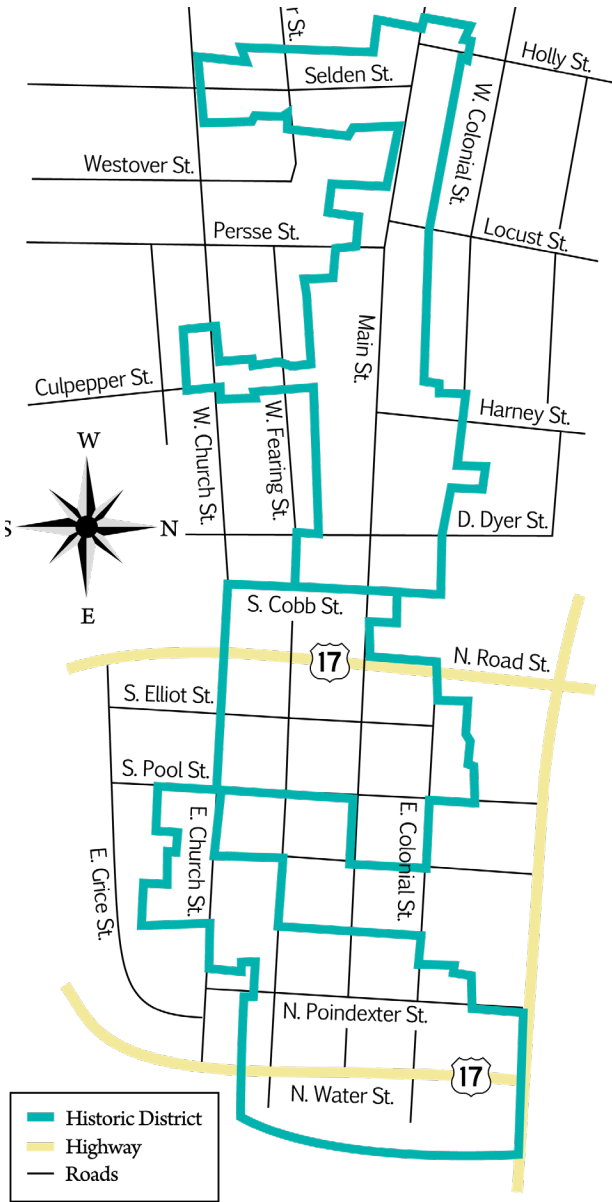


Historic District



Planning and Community Development Department

A.P. Midgett Municipal Building
 302 E. Colonial Ave
 Elizabeth City, NC 27909
 (252) 337-6672



The Elizabeth City Local Historic District



Introduction

The Downtown and West Main Street historic districts have been established for the purposes of protecting and conserving the heritage of Elizabeth City. Local historic district designation is a way of recognizing historic or architecturally significant neighborhoods. The Historic Preservation Commission has been formed to protect, preserve, enhance, and promote the character of the historic neighborhoods by regulating changes to the exterior appearance of buildings and landscape features. Changes, although permitted, must respect the special character of the districts.

Portal:
<https://elizabethcitync.viewpointcloud.com/>

The Elizabeth City Historic Preservation Commission is a seven-member commission of citizens, appointed by the City Council, who demonstrate an interest in history, architecture, and preservation. The Commission reviews plans for work within the Downtown and West Main Street local historic districts and issues *Certificates of Appropriateness (COA)* for plans that conform to the City's Local Historic District and Landmark Design Guidelines. To first determine if you are located in one of the local historic districts, please visit the City's interactive map at the following link:

<https://data-ecity.opendata.arcgis.com/>.

Certificates of Appropriateness

If you are considering work within either of the local historic districts, you should first consult information in this pamphlet to determine if you need a certificate of appropriateness. There are a couple ways to obtain and apply for a certificate of appropriateness.

Apply in person at the City's Community Development Department, located on the first floor of the A.Parker Midgett Municipal Building at 302 East Colonial Ave., Elizabeth City, North Carolina.

Apply through the City's online permitting portal:
<https://elizabethcitync.viewpointcloud.com/>

To insure that you are choosing the correct application process, exterior work items have been divided into three categories:

1. Routine Maintenance
 - Does not require a COA.

2. Minor Work
 - Requires an administrative COA which may be issued on behalf of the Historic Preservation Commission by the Community Development Department.

3. Major Work
 - Requires a certificate of appropriateness that must be approved by the Historic Preservation Commission.

Applications for major work items must be returned to the Community Development Department at **least 21 days prior** to the regularly scheduled Historic Preservation Commission meeting.

How to receive a Certificate of Appropriateness

You must submit a complete application at least 21 days prior to a scheduled meeting.

The Planning Department Staff will notify adjacent property owners.

The Commission will hear the application and approve, approve with conditions, or disapprove the application.

The Commission shall notify the applicant in writing as to its decision. If the application is disapproved, a new application may be submitted only if substantial change is proposed.

Appeals

An appeal of the Commission's actions may be taken to the Board of Zoning Adjustment within 30 days of the Commission's decision. An appeal of the Board of Zoning Adjustment decision shall be heard by the Superior Court.

Routine Maintenance

Routine maintenance does not require a COA because no irreversible or significant change is made to the structure. Emergency repairs do not require a COA provided there is no alteration of the exterior appearance. The following items are considered routine maintenance:

1. Painting, using the same colors, or a shade variation of the same color.
2. Replacing broken window glass.
3. Caulking and weather-stripping.
4. Installation of window air conditioners in rear and upper-story windows, and installation of other temporary mechanical equipment. Wall mounted units will require a COA. Temporary mechanical equipment is to be removed within six months of installation.
5. Minor landscaping, including landscaping of parking lots as approved by the Planning &

Community Development Department.

6. Repairs to walks, fences, and driveways, so long as replacement materials match the original.
7. Installation of storm windows and doors. Storm door must be a full view type with bottom panel not exceeding a height of 16 inches above door sill.
8. Replacement of missing or deteriorated siding, trim, roof shingles, roofing materials, porch flooring, steps, etc., as long as replacement materials match the existing.
9. Installation of gutters and downspouts, roof ventilators on rear slopes, and chimney caps. Gutters and downspouts must either be made of copper or painted to match building trim color.
10. Temporary signs such as real estate, political or those advertising a one-time event.
11. Small sign identifying property as a historic structure.
12. Governmental regulatory and informational signs, stop signs, parking signs, directional signs, etc.
13. Installation of hanging signs from pre-existing fixtures, using a sign size no larger than 2 ft by 3 ft extending no less than 6 inches from the wall from which it projects and no more than 6 ft from the façade to which it is attached, provided the design uses block letter and colors which match those used on the building against a white pale yellow, or beige background. Hanging signs which are two faced opaque material with lights inside will require a COA.
14. Repainting of existing sign boards in the same design and color scheme, or repainting of existing sign boards with new design consisting of block letters or business logo in colors matching the building trim against a white, pale yellow, or beige background.
15. Installation of mailboxes, building numbers, or entrance door lighting
16. Foundation repairs, including addition of vents and unobvious access doors.

17. Re-pointing and other masonry repairs which do not alter exterior appearance.
18. Replacement of exterior stairs, landings, and steps, as long as design and materials are the same as existing.
19. Closing up open foundations, so long as brick is used as material.
20. Removal of aluminum or vinyl siding previously installed over the original façade, and restoring original material.
21. Installation of barrier posts to protect propane gas tanks, which are located to the rear of structures or in the alleyways.

Major Work

Major work items must be approved by the Elizabeth City Historic Preservation Commission. Items included in this category are:

- Painting of previously unpainted surfaces such as brick and stone. Also, exposing previously painted or stuccoed brick.
- New construction or additions to buildings. Demolition of any part of a primary structure.
- Moving of structures on, off, or within the property.
- Addition of new accessory buildings. Construction of parking lots.
- Construction of driveways, new streets, sidewalks, or utilities and fencing.
- Tree removal, except those that are dead or damaged.
- Change or addition of architectural details when there will be a change in design or material from the original.
- Resurfacing buildings with new materials.
- Replacement or change of windows, sashes, shutters or doors with materials different from existing.
- Re-roofing with different materials.
- Any item not listed as routine maintenance or minor work not approved by the Planning Director.



Minor Work

Minor work items require a COA; however, this work can be approved on behalf of the Historic Preservation Commission by the Planning Director. Items included in this category are:

- Painting, including a change of colors, except for previously unpainted brick.
- Landscaping projects, other than major projects.
- Installation of mechanical equipment.
- Installation of exterior lighting fixtures, except major floodlights, spotlights or entrance door lights.
- Installation of a valance to the existing awnings, provided there is no writing on the valance.
- Installation of historical identification signs
- Removal of deteriorated accessory buildings which are not original to the site.
- Removal of dead or storm-damaged trees. Re-roofing with material of a different color than the existing color.
- Installation of appropriate advertising signs within the downtown historic district.
- Upgrading utilities, to bring them up to code.