



GUILFORD COUNTY PLANNING AND DEVELOPMENT

HISTORIC PRESERVATION COMMISSION AGENDA

Carolyn Q. Coleman Conference Room
First Floor, Old Guilford County Courthouse
301 W. Market St., Greensboro, N.C. 27401
November 18, 2025

Regular Meeting

6:00 PM

- I. Roll Call**
- II. Agenda Amendments**
- III. Approval of Minutes: October 21, 2025**
- IV. Rules and Procedures**
- V. Old Business**
 - A. Historic Property Insurance Discussion**
 - B. Review Current Landmark Application**
 - Provide feedback on possible changes.
 - C. Document Review – “Who is HPC?”**
 - Final Review
 - D. Potential America 250 NC Activities Discussion**
 - E. Interior Designation Discussion**
 - F. Landmark Property Picture Update**
- VI. New Business**
- VII. Other Business**
 - A. Staff Updates**
 - Minor COA Report
 - Landmark Index Project Update
 - Annexed Landmarks Update

VIII. Commissioner Updates

IX. Adjournment

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**GUILFORD COUNTY
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES**

McAdoo Conference Room
Third Floor, Truist Building
201 W Market St, Greensboro, NC 27401
October 21, 2025

Regular Meeting

6:00 PM

I. Roll Call

Chair Sean Dowell called the meeting to order at 6:04 p.m.

Troy Moss called the roll:

Present: Sean Dowell, Chair; Terry Hammond, Vice-Chair; Keisha Hadden; Louis Gallien; Abigaile Pittman; Christie Lee; David Horth; Jerry Nix

Absent: Haley Moloney; Cory Rayborn; David Millsaps

The following staff were also present: Jason Hardin, Planning and Development Deputy Director; Avery Tew, Senior Planner; and Troy Moss, Planning Technician, from the Guilford County Planning Department, and Jennifer East, Assistant Tax Assessor of Real Property, from the Guilford County Tax Department.

II. Agenda Amendments

Ms. Hammond suggested that there be an item under “Other Business” for staff updates and an item that relates to member updates or announcements.

Mr. Horth moved that the Commission include Commissioner Updates under “Other Business” on the agenda, seconded by Ms. Pittman. The Commission voted unanimously in favor of the motion (Ayes: Dowell, Hammond, Hadden, Gallien, Pittman, Lee, Horth, and Nix. Nays: None.).

Mr. Hardin suggested that the Commission hear information on “Landmark Tax Deduction Discussion” first, so that Ms. East could leave the meeting once that discussion was concluded.

Mr. Gallien moved to hear item “Landmark Tax Deduction Discussion” first on the agenda, seconded by Ms. Hammond. The Commission voted unanimously in favor of the motion (Ayes: Dowell, Hammond, Hadden, Gallien, Pittman, Lee, Horth, and Nix. Nays: None.).

Landmark Tax Deduction Discussion

Chair Dowell stated that there have been a lot of questions posed by the Commission members concerning interior or exterior designation and how that relates to tax deferrals for local historic landmarks.

Jennifer East, Assistant Tax Assessor of Real Property with the Guilford County Tax Department, stated that she hoped to answer some questions. Most of the Tax Department's work is governed by the Machinery Act. Tax deferments for historic properties are covered by North Carolina General Statute 105-278. Anything classified as a historic property can get up to a 50% deferment of the true value of the property. If the property status changes, then there is a rollback of three (3) years. Once a property is designated as a historic landmark, the owner would need to file an AV-10 form with a copy of the designation ordinance attached to apply for the tax deferment.

Ms. Lee and Ms. Hadden arrived at 6:09 p.m. and were present for the remainder of the meeting.

The Guilford County Tax Department collects property taxes in unincorporated Guilford County, Greensboro, Jamestown, Oak Ridge, Pleasant Garden, Sedalia, Summerfield, Whitsett, and Gibsonville, as well as parts of Archdale, Burlington, Kernersville, and High Point. The Tax Department applies up to a 50% tax deferment based on the portion of the property listed in the landmark designation ordinance.

Chair Dowell asked how the tax deferment would be applied to a residential property where only the exterior of the home was designated as historic. Ms. East responded that if only the exterior were designated, they would not look at the square footage, but instead would have to make a calculation based on the perimeter of the home. Ms. East said she could not give a definitive answer at that moment, but she would look into that question and follow up.

Chair Dowell noted that local historic landmarks in the county had often had their entire interiors designated, but North Carolina General Statutes Chapter 160D-947(b) only allows designation of interior features that are explicitly outlined in the designation ordinance. In these situations, a property's designation ordinance might specify the entire interior, but for regulatory purposes, the interior would not be considered designated. He asked how these situations would be handled. Ms. East clarified that the Tax Department applies tax deferments based on the language of the designation ordinance, so if a designation ordinance specifies that the entire interior is designated, that will be taken into account in calculating the tax deferment.

Mr. Tew emphasized the importance of being more explicit in future designations, clearly stating when a designation applies only to the exterior, to avoid confusion and ensure consistency.

Chair Dowell thanked Ms. East for her information and answers to the Commission members' questions.

Ms. East left at 6:40 p.m. for the remainder of the meeting.

Chair Dowell stated that he wanted to expand this topic to include a wider discussion of interior and exterior designations. He said that landmarks that had their interior designations affected by North Carolina General Statutes Chapter 160D may be at risk of losing some of their tax deferments.

Mr. Hardin responded that NCGS 160D did not change the rules for internal designation. Based on staff research, the law already existed in the 1980s or possibly earlier. Many of the older landmark cases referred only to dedication of the structure, in general. However, based off guidance from the County Attorney's Office, if a designation ordinance refers solely to the subject structure, as a whole, only the exterior is designated for regulatory purposes unless the adopted ordinance noted interior features. Based on the information provided by Ms. East, it appears that the Tax Department may not have that context while reviewing only the text of the adopted designation ordinance.

Chair Dowell asked if a letter or note would be put in the landmark files for properties that have the entire interior listed in the designation ordinance, specifying that the interior is not designated, as a point of clarity? Mr. Hardin responded that if the HPC would like to send a letter to property owners and see if they would like to designate specific interior features, then that may be an option based on our prior discussions. Staff are in the process of reviewing the minutes of landmark cases as a part of the index project discussed with the commission. This research may give more context to the matter.

Chair Dowell pointed out that in order to apply for designation of new features, property owners may have to hire a historic consultant to prepare a report and they would have to go through the landmark designation process. He felt that property owners would not want to do that. He asked that staff come back to them with a suggestion on the best way to deal with this situation.

Chair Dowell stated that this will be tabled for now and more information from staff will follow at the next meeting.

III. Approval of Minutes: September 16, 2025

Ms. Pittman stated her name was misspelled in the minutes and should be "Abigaile."

Chair Dowell stated that on page 2, under "Amendments," it was Mr. Gallien, not Mr. Nix, that had talked about the project.

Mr. Horth moved to approve the minutes of the September 16, 2025, meeting, as amended, seconded by Mr. Nix. The Commission voted unanimously in favor of the motion (Ayes: Dowell, Hammond, Hadden, Gallien, Pittman, Lee, Horth, and Nix. Nays: None.).

IV. Rules and Procedures

There being no formal business before the Board, the Chair did not read the Rules and Procedures.

V. Old Business

Potential America 250 NC Activities Discussion

Mr. Moss stated that Sarah Lanse is still the point of contact for Guilford County's America 250 NC Committee. He said he had received an email update from her stating that the Committee will be holding meetings, but had not done so yet. He added that there were discussions of potluck events.

Chair Dowell stated that Preservation North Carolina is holding a conference in High Point next year and suggested that the Commission request funding to attend.

Ms. Pittman moved to request funds for registration and classes for the Preservation North Carolina event to be held in High Point next year, for all days and for all classes and the presentation dinner, seconded by Ms. Lee. The Commission voted unanimously in favor of the motion (Ayes: Dowell, Hammond, Hadden, Gallien, Pittman, Lee, Horth, and Nix. Nays: None.).

Mr. Gallien asked Mr. Hardin when the best time would be to request funding for any activities that the Commission members would wish to pursue. Mr. Hardin stated he believes that October 31st would be the cut-off for requests as the budget process may begin sooner than usual.

Chair Dowell stated that the Commission would like an updated landmark inventory, based on Action C1.6 in the Guiding Guilford Comprehensive Plan. Mr. Hardin responded that staff will look into the possibility of completing an updated inventory.

Landmark Property Picture Update

Chair Dowell stated that Vice-Chair Hammond and Mr. Nix had spent time working on identifying the subject matter in the digitized photos.

Document Review – “Who is HPC?”

Chair Dowell suggested that “cost-efficient” be changed to “cost-effective.” He also pointed out that the HPC members are appointed volunteers.

VI. New Business

None

VII. Other Business

Chair Dowell made a motion to table Old Business D, E, and G discussions to another meeting, seconded by Mr. Gallien. The Commission voted unanimously in favor of the motion (Ayes: Dowell, Hammond, Hadden, Gallien, Pittman, Lee, Horth, and Nix. Nays: None.).

Guiding Guilford Moving Forward Together Comprehensive Plan Discussion

Mr. Hardin gave a brief overview of the new Guiding Guilford Moving Forward Together Comprehensive Plan and how it relates to historic preservation.

VIII. Adjournment

At 8:13 p.m., Mr. Gallien and Ms. Lee left for the remainder of the meeting.

At 8:16 p.m., Mr. Horth left the meeting. Since there was no longer a quorum present, the meeting ended.

The next meeting is scheduled for November 18th at 6:00 p.m.

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**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

**Historic Preservation Commission
Application for Historic
Landmark Designation**

Name of Designated Landmark (Historic and/or Common): _____

Property Address/Location: _____

Tax Parcel Number: _____

Deed Book and Page Number: _____

Plat Book and Page Number: _____

Features to be designated (lot, interior, exterior, etc.): _____

☐ Applicant ☐ Owner

☐ Applicant ☐ Owner

Name (please print legibly)

Name (please print legibly)

Mailing Address

Mailing Address

City, State and Zip Code

City, State and Zip Code

Phone Number

Phone Number

E-mail Address

E-mail Address

Signature

Date

Signature

Date

The application is due no later than noon (12:00 P.M.) on the third (3rd) Tuesday of the month. The regularly scheduled meeting is typically held every third (3rd) Tuesday of the month.

Return completed applications by e-mail to:

[Contact Planning@guilfordcountync.gov](mailto:Planning@guilfordcountync.gov)

400 W Market Street - Post Office Box 3427
Greensboro, North Carolina 27402
(336) 641-3334

<https://www.guilfordcountync.gov/our-county/planning-development/historic-preservation-program>

READ CAREFULLY AND SUPPLY ALL INFORMATION

The following information must be provided, in digital format, before the application can be reviewed, deemed complete and placed on the next available Historic Preservation Commission agenda:

1. **STATEMENT OF SIGNIFICANCE:** The property must be deemed historically, architecturally or archaeologically significant. **DATE ALONE DOES NOT MAKE A PROPERTY SIGNIFICANT.** Please describe and document the seven aspects of integrity which include the significance of location, design, setting, workmanship, materials, feeling, and association. Include significant dates in the property's history.
2. **MAPS:** Provide a location/vicinity map for the property. Also provide a scaled site plan or as-built survey of the property indicating the proposed landmark boundaries and location of all buildings to be included in the proposed designation.
3. **PHOTOGRAPHS:** Provide a complete photographic record of the property. Include photographic views sufficient to document all significant aspects of the property proposed for designation. All photographs must be labeled and submitted in a digital format. Older photos should be scanned in color.
4. **ARCHITECTURAL DESCRIPTION:** Describe both the original and current appearance and style of the significant structures such as houses, barns, well houses, and other buildings proposed for designation. The description should include the following: date of construction, date(s) of alterations, description of overall form, and exterior details (and interior details if included). Include a drawing of the existing and original (if different) floor plan with rooms labeled.
5. **HISTORICAL BACKGROUND:** Describe the history of the property. The details should include the following: former uses of the property, list of owners (from Grantor-Grantee index), a list of builders and/or architects if known. Also, if available, provide and label further documentation such as newspaper or periodical articles, excerpts from books, cemetery records, register of deeds documents, and oral history documentation.
6. **BIBLIOGRAPHY:** Provide footnotes and a list of information resources.

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I SUPPORT LANDMARK DESIGNATION OF THE PROPERTY DEFINED HEREIN. I acknowledge that the Guilford County Historic Preservation Commission may require additional information. I acknowledge that the designation, if approved by the governing body, includes the specific features requested for designation, or as otherwise determined worthy of designation by the governing body upon recommendation from the Historic Preservation Commission. I acknowledge that any alterations of the property and/or features designated shall first require issuance of a Certificate of Appropriateness (COA) by the Guilford County Historic Preservation Commission or its staff, as appropriate. I acknowledge that all final application materials submitted become the property of Guilford County and may not be returned. **Finally, I hereby consent to the visitation of my property by any local board member or staff, upon reasonable notice, for purposes of investigating the merits of potential designation.**

Signature of Owner(s)

Date

Signature of Owner(s)

Date

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Guilford County Historic Preservation Commission (HPC) Overview

August 28, 2025

(INCLUDES INITIAL COMMISSIONER & STAFF EDITS)

What is the HPC?

- Formed in 1980 by Guilford County in conjunction with the municipalities of Greensboro, High Point, Gibsonville, and Jamestown, the Guilford County Historic Preservation Commission (HPC) protects and preserves significant local architectural, cultural, and historical assets. Whitsett was added to the commission on January 12, 1999, followed by Oak Ridge on March 2, 2000.
 - Landmark designation is a local process in accordance with the Guilford County Unified Development Ordinance (UDO) that does not require a property to be listed on the National Register of Historic Places. In fact, National Register status does not guarantee local landmark designation. The HPC provides a more flexible, efficient alternative to the federal process, often avoiding the two-plus year timeline associated with national designation. Landmarking is the county formally recognizing its own history.
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How Landmark Designation Works

- Private property owners (or agents representing property owners with owners' signed consent) can voluntarily apply for landmark status. Applications are reviewed based on the Secretary of the Interiors definition of architectural integrity, historical significance, and cultural value. If approved, the property is officially designated by Guilford County Commissioners, or the governing board of the applicable municipal jurisdiction, with consideration of the HPC's recommendation.
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Benefits to Property Owners

- Landmark owners are eligible for up to 50% property tax deferral.
 - The percentage achieved is determined by the tax assessor's office and is not under the purview of the HPC, though please note that if the exterior is the only portion designated, the full percentage may not be achieved.
 - Deferred taxes are tracked as a lien by the tax office and appear in title searches.
 - The savings are expected to be reinvested in the property's upkeep.
 - To maintain landmark status, owners must obtain a Certificate of Appropriateness (COA) for any changes to the designated portions of the property. If a landmark is altered without approval, or its historic value is lost, the tax deferral for the prior three years plus interest must be repaid (unless the loss results from a natural disaster).
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Benefits to Municipalities

- By participating in this shared, county-wide effort, cities gain:
 - Preservation of community identity and architectural heritage
 - Increased tax base from improved and stabilized properties
 - Cost-effective, services are provided by Guilford County through a pooled funding model. Participation requires annual contribution from member municipalities and is a paid service to Guilford County.
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HPC Structure and Process

- The HPC is led by 11 volunteer appointed by participating jurisdictions based on their professionalism and level of local historical expertise.
 - HPC is operated in partnership with Guilford County Planning & Development staff.
 - HPC operates under two processes:
 - Landmark Designation: HPC recommends properties for official designation.
 - Renovation Oversight: HPC issues Certificates of Appropriateness for proposed changes.
 - The HPC provides legal protection for the County's Landmarks by conducting quasi-judicial hearings in the process of reviewing COA applications, ensuring a fair and transparent review of future work. However, the process to establish a landmark is a legislative hearing process and does not require a quasi-judicial hearing.
 - Our current landmark inventory is 115 designated properties and growing (as of August 2025). In over 45 years, only four properties have lost designation — a testament to strong community commitment and program success.
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Why Historic Preservation Matters

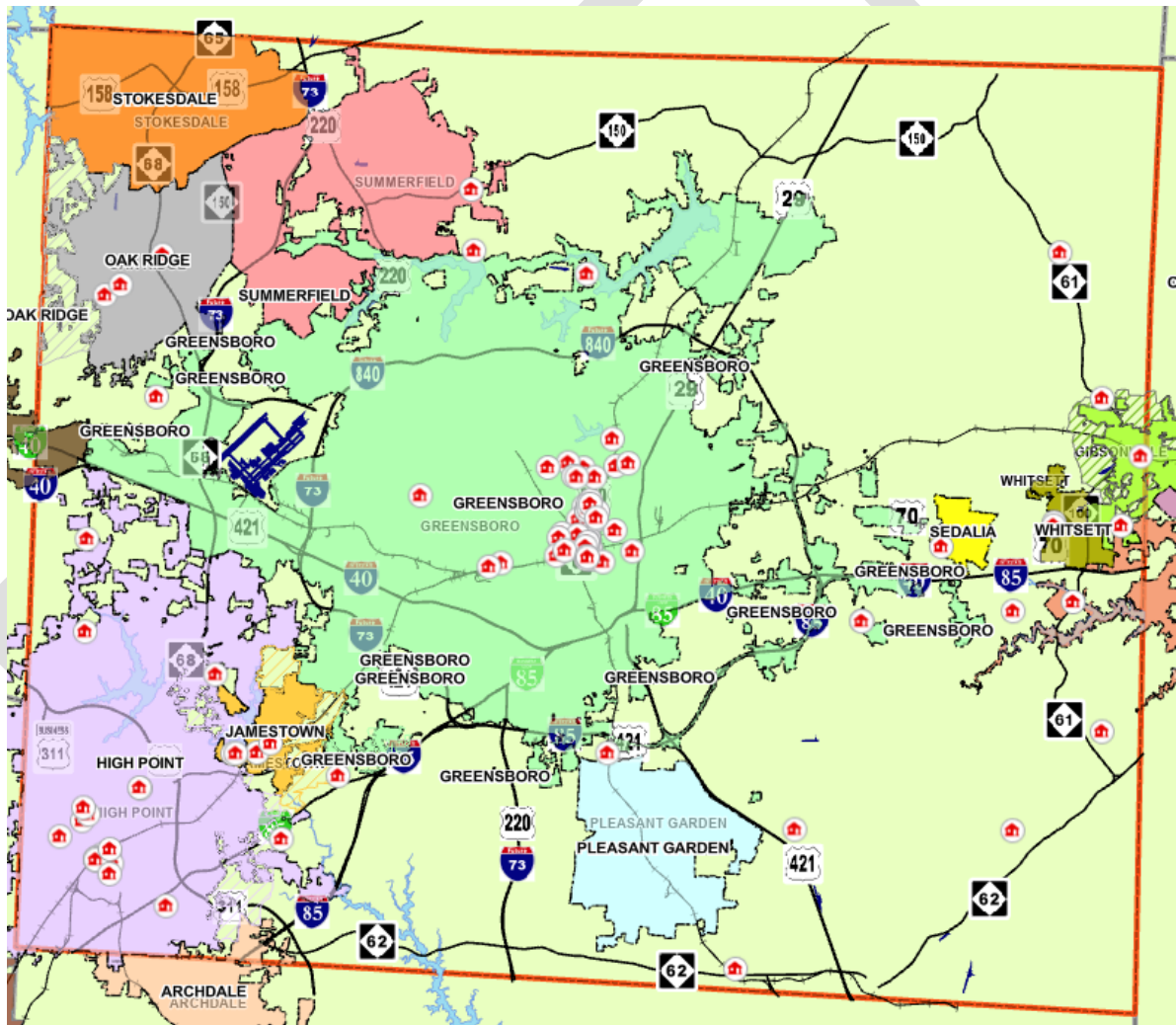
- Historic places are more than buildings—they are the memory keepers of Guilford County. Their preservation affirms our shared story, strengthens community identity, and ensures that future generations inherit a landscape rich in meaning and character.
 - Preservation safeguards include:
 - Protection from inappropriate zoning or development
 - Reduced risk of demolition of irreplaceable assets
 - Increased neighborhood stability and pride
 - Professional oversight of changes to ensure long-term integrity
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Financial Benefits of Historic Preservation

- Landmark properties help stabilize or increase property values
- Required maintenance ensures ongoing reinvestment
- Stronger properties = higher tax revenues
- Shared funding across municipalities makes the HPC cost-effective and self-sustaining

Learn More

- For more information, see <https://www.guilfordcountync.gov/government/departments-and-agencies/planning-and-development/boards-and-commissions/historic-preservation-commission>
- A map of all HPC assets is located at <https://gisdv.guilfordcountync.gov/Guilford/>



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Project: Landmark Index

Goal: Develop an index of all 115 Guilford County Landmarks to keep a defined inventory including landmark information, minutes summary from HPC recommendation, architectural style, landmark designation ordinance language of what was designated, and the current tax deferral percentage for each landmark.

Implementation Steps:

1. Review minutes of all landmark cases. Summarize what was discussed pertaining to the structure and the letter of recommendation, if applicable, on what is recommended to be designated (minutes to be digitized as a sub-step as they are reviewed for preservation).
2. Request tax deferral percentages from tax department for all properties and enter into index for each landmark.
3. Research the architectural style of each landmark to be included in the index.

Delivery Time:

- Average Completion of All Steps listed previously for 10 landmarks per month.
 - 10/month x 115 landmarks = ETA of 11.5 months.
 - Staff will provide the commission with an updated index, monthly.