



GUILFORD COUNTY PLANNING AND DEVELOPMENT

HISTORIC PRESERVATION COMMISSION REGULAR MEETING AGENDA

Carolyn Q. Coleman Conference Room
First Floor, Old Guilford County Courthouse
301 W Market St, Greensboro, NC 27401
May 19, 2026

Regular Meeting

6:00 PM

I. Roll Call

II. Agenda Amendments

III. Approval of Minutes: April 21, 2026

IV. Rules and Procedures

V. Old Business

None

VI. New Business

None

VII. Other Business

None

VIII. Staff Updates

A. America 250 Project Update – Guilford County Interactive Online Landmark Map Presentation & Review

B. Revised Landmark Application, Bulletin, and Brochure Discussion

C. Landmark Index Project Update

D. Minor Work Certificates of Appropriateness Report

- Staff issued a Minor Work Certificate of Appropriateness on April 24, 2026 for installation of two signs at the Country Club Apartments, 1700 N Elm St, Greensboro, NC 27408 (Guilford County Tax Parcel #9975).

400 W Market St, Greensboro, NC 27401
PO Box 3427, Greensboro, NC 27402
Telephone: 336-641-3334 | Fax: 336-641-6988



GUILFORD COUNTY PLANNING AND DEVELOPMENT

IX. Commissioner Updates

X. Adjournment

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**GUILFORD COUNTY
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES**

Carolyn Q. Coleman Conference Room
First Floor, Old Guilford County Courthouse
301 W Market St, Greensboro, NC 27401

April 21, 2026

Regular Meeting

6:00 p.m.

I. Roll Call

Vice Chair Pittman called the meeting to order at 6:03 p.m.

Mr. Moss called the roll of members in attendance:

Present: Abigaile Pittman, Vice Chair; Cory Rayborn; Terry Hammond; Jerry Nix; Louis Gallien; Haley Moloney

Absent: Sean Dowell, Chair (excused); Keisha Hadden (excused); Christie Lee (excused)

The following Guilford County staff members were also present: Jason Hardin, Planning and Development Deputy Director; Avery Tew, Senior Planner; Troy Moss, Planner I.

II. Agenda Amendments

None

III. Approval of Minutes: March 17, 2026

Mr. Gallien pointed out that he had abstained from voting on the motion to continue the Voehringer House landmark designation case, but the minutes show that he voted in favor. Mr. Hardin explained that the Commission's Rules of Procedure dictate that an abstention from voting counts as an affirmative vote. A footnote was included in the minutes to clarify this point.

Ms. Hammond moved to approve the minutes, as submitted. The motion was seconded by Ms. Moloney. The Commission voted unanimously, 6-0, in favor of the motion. (Ayes: Pittman, Rayborn, Hammond, Nix, Gallien, Moloney. Nays: None.)

IV. Rules and Procedures

Vice Chair Pittman read and explained the Rules and Procedures followed by the Historic Preservation Commission.

V. Old Business

Legislative Hearing Item(s)**A. LANDMARK DESIGNATION CASE #26-01-HPC-00001: 803 HOOD PL, GREENSBORO, NC 27408 (ALICE FAIRCHILD & JOHN K. VOEHRINGER, JR. HOUSE) (RECOMMENDED)**

Ms. Moloney requested to be recused from the following case as she worked on the landmark report for the property, and she planned to present on behalf of the property owners.

Mr. Gallien asked if there would still be a quorum if Ms. Moloney was recused?
Mr. Hardin confirmed that there would still be a quorum.

Vice Chair Pittman asked if the Commission members believe they can make an impartial decision on the application if Ms. Moloney were to present the request? No Commission members expressed any concerns.

Ms. Hammond moved to recuse Ms. Moloney, as requested. The motion was seconded by Mr. Rayborn. The Commission voted unanimously, 5-0, in favor of the motion. (Ayes: Pittman, Rayborn, Hammond, Nix, Gallien. Nays: None. Recused: Moloney.)

Haley Moloney, 6260 Ledbetter Road, Climax, NC, stated that she had revised the landmark report for the property to address the requests made by the Commission at the previous meeting. The report now includes a complete chain of title and more historic photographs, as well as information about the original owners of the house and their role in Greensboro's industrial, civic, and social history. There is also an expanded architectural analysis that highlights the home's place within the body of work of William C. Holleyman, Jr. Discussion is also made of the landscape design and its relationship to the planning of Irving Park by John Nolen and Robert B. Cridland. A clear connection is made between John K. Voehringer, Jr., and the Mock-Judson-Voehringer Company, and identifies the Voehringer House as a domestic expression of Greensboro's textile leadership. Finally, the report now firmly situates the house's construction in 1936, during the height of the Great Depression, which underscores the residence's rarity and significance within the city's architectural and industrial history.

Mr. Gallien asked what new documents were included in the revised report? Ms. Moloney responded that there were city directory listings, newspaper clippings, historic photographs, and new captions.

Mr. Gallien asked whether there were any new photographs of the interior? Ms. Moloney responded that there were no new interior photographs because the property owners did not wish to designate additional interior features at this time.

Sanders Cockman, 803 Hood Place, the co-owner of the subject property, stated that he did not have anything to add, but that he was available for questions from the Commission members. He stated that his wife was also present and available for any questions.

Mr. Gallien asked whether the property owners would return at a later date with a request to designate additional interior elements? Mr. Cockman responded that they are holding off on designating more of the interior.

Additional interior designations would hamper them in any renovations they might pursue. He added that the features they thought were most important were already included in the request.

Vice Chair Pittman asked whether the interior was no longer included in the request? Mr. Cockman responded that the same interior elements were proposed for designation, as were discussed at the previous meeting. Specifically, they are proposing designation of the entire lot, the exterior of the home, and interior elements including exterior doors and entryways, the Grand Staircase, and French doors.

Mr. Nix asked whether there were any changes to the features requested for designation from the original application? Mr. Cockman responded that there were no changes to what was being proposed for designation. The only changes were to the landmark report.

There being no other speakers, Vice Chair Pittman closed the public hearing by acclamation.

Mr. Gallien stated that he feels the application now has a good deal of information and history on the property.

Mr. Rayborn moved that the Guilford County Historic Preservation Commission recommend approval of Landmark Designation Case #26-01-HPC-00001, an application for landmark designation of the subject property, identified as the Alice Fairchild & John K. Voehringer, Jr. House, located at 803 Hood Place, Greensboro, NC 27408, being Guilford County Tax Parcel #9831, comprising 0.89 acres, and owned by Andrew Sanders Cockman and Tonya Martin Cockman, based on the following: (1) The subject property does possess special significance in terms of its historical, architectural, and cultural importance, in that it is an interwar residence that unites Tudor Revival massing with French Provincial elegance and features a formally composed garden that extends its architectural vocabulary into the landscape; (2) The subject property does possess integrity of design, setting, workmanship, and association sufficient to convey its significance, in that it has significant ties to Greensboro's history through its connection to Voehringer and his link to the Mock-Hudson-Voehringer Hosiery Mill, and is tied to the Irving Park Historic District and contributes to that areas cultural vitality. He further moved that the designation should include the following elements of the property that are integral to its historical, architectural, and cultural value: The entire lot, the entire exterior of the home, and specific interior features including exterior doors, entryways, Grand Staircase, and French doors. He stated that, if designated as a local historic landmark by the governing board, any proposed alterations to the property or features designated will be subject to review and issuance of a Certificate of Appropriateness by the Historic Preservation Commission or its staff designee(s). He added that, pursuant to North Carolina General Statutes Section 160D-947(b), the consent of the property owner(s) for review of any interior features designated is established by the signed statement contained in the application and will bind future owners if recorded in the Guilford County Register of Deeds and indexed according to the name of the owner(s) of the property. The motion was seconded by Ms. Hammond. The Commission voted unanimously, 5-0, in favor of the motion. (Ayes: Pittman, Rayborn, Hammond, Nix, Gallien. Nays: None. Recused: Moloney.)

Vice Chair Pittman stated that the application will be sent with the Commission's recommendation to the Greensboro City Council for a final decision.

At this time, Ms. Moloney returned to her seat and resumed her role as a Commission member.

Mr. Nix thanked Ms. Moloney for updating the report. He said it made for a more complete application, and hoped that other applications in the future would be as complete as this one.

Ms. Hammond stated that she had found some mistakes in the report and she wanted the record to reflect the correct information. The dates for John K. Voeringer, Jr., were incorrect, as was his middle name. The report also indicated that the period of significance for the house ran through Alice Fairchild Voehringer's death in 1953, but the Voehringers sold the house in 1944 after their son had died the previous year in World War II. As a result, she thought the primary period of significance would have ended in 1944. If a later date was specified in the report, she would have wanted to see more information about the subsequent owner, C. E. Anderson, and his family. Alice's parents are listed incorrectly. Ms. Moloney noted that it was very difficult to find information on her. Ms. Hammond stated that her father worked at the Friends Hospital in Philadelphia, and John's older sister had married Alice's brother, so there were more family connections there. She offered to submit this information so it could be included in the case file. She added that the revised report was much better organized, but she found some errors once she started digging into it.

Ms. Moloney pointed out that the requested revisions had substantially increased the time it took to complete the report, which would lead to a much higher cost for the applicant and might represent a barrier to entry for property owners who need to hire a consultant to prepare a landmark report. Mr. Nix said he thought it was imperative that landmark reports be comprehensive and accurate because they may be used for historical research in the future.

Ms. Hammond stated that there was one additional deed that she would have included in the report, specifically the deed transferring the property from Irving Park Corporation to Margaret Banks.

VI. New Business

None

VII. Other Business

None

VIII. Staff Updates

A. Landmark Index Project Update

Mr. Moss stated that he was able to get two additional landmarks added to the index. He had also added four more landmarks that were not reflected on the tracker.

Mr. Hardin stated that he has been working on a position description for an intern to help with this project.

Vice Chair Pittman asked how long the internship would last for? Mr. Hardin responded that it would likely be a summer internship, which usually lasts until August or September. Vice Chair Pittman asked how many hours the intern would work? Mr. Hardin responded that it depends, but the internship would be part-time. They would probably work between 20 and 30 hours per week.

Ms. Moloney stated that she could distribute the internship posting to interested history students at High Point University and to her contact at the University of North Carolina at Greensboro. Mr. Hardin stated that the posting would be sent out to all local colleges and universities.

B. Minor Work Certificates of Appropriateness Report

Mr. Tew stated that a Minor Work Certificate of Appropriateness was issued by staff for the removal of three trees at the Kestler House. The applicant had submitted an arborist report indicating that the trees were diseased and represented a safety issue.

Mr. Hardin added that he had one more update that had not been included on the agenda. He had heard back from Jamie Lawson, the Executive Director of Planning and Development Services with the City of Burlington. She is reaching out to the State Historic Preservation Office to seek guidance on how to handle the annexed landmark property, the Gibson House.

IX. Commissioner Updates

Mr. Nix asked about enforcement for landmark properties, specifically the William Fields House? Mr. Hardin responded that he would speak with the Zoning Compliance Officer and provide an update at the next meeting.

Mr. Rayborn stated that he had procured a letter from the Town of Jamestown for the America 250th time capsule. Ms. Moloney said that the time capsule would not close until July 4, so there was still time left for people to submit items.

Mr. Nix mentioned that the Gibsonville Museum has opened. It is open on Saturdays from 10:00 a.m. until 2:00 p.m. in a small building located at 200 Steele Street. They have a wonderful collection of things that are still in storage. He said it had been a long road to this point, and he was hopeful that they could expand in the future. He also noted that the Town of Whitsett has been trying to develop their museum. They are renovating the Town Hall, which is where the museum will be.

Ms. Moloney noted that the Mendenhall Homeplace is reopening with regular hours. They never closed but they had previously only been open for scheduled tours.

Vice Chair Pittman stated that One Plaza Center/Showplace West, 101 South Main Street in High Point, had been recently purchased by Elwood on Main LLC. It is to be developed as 143 market-rate apartments and two commercial spaces.

Vice Chair Pittman said the City of High Point has purchased the historic First Baptist Church in downtown High Point. It appears that the City is planning to tear down the church and build a government building on the property. There were ongoing discussions about whether the church could be preserved. Ms. Moloney asked if the church property had any historic protection. Vice Chair Pittman responded that she did not think so. Because the building is now owned by the City of High Point, Ms. Moloney said they need to appeal to the City. Mr. Nix asked whether there was a High Point Preservation Society that was looking into the issue? Vice Chair Pittman responded that there was. Ms. Hammond stated that the City had purchased the property in 2023. The church congregation had a two-year lease that was just extended for another year because the congregation had not been able to find a new location. The church was originally founded in Jamestown in 1816. They moved in 1859 and the current church was started in 1904. It was replaced by the current church building in 1941.

Ms. Hammond stated that there was a Special Use Permit application for the Honeycutt House at 2525 Oak Ridge Road in Oak Ridge, which is a historic property. It is not designated in any way, but at one meeting it was said to be eligible for the National Register. However, she did not think it was eligible because of the changes that had been made to it. The current owners wish to turn the house into an event center, but the nearby residents have concerns about increased traffic, parking, and noise. The Town of Oak Ridge held an evidentiary hearing to consider the Special Use Permit application in February, which was subsequently continued to the April 9 Town Council meeting. At this second meeting, the Town Council denied the request. She is not sure if the owners will appeal. Ms. Moloney asked if the owners planned to modernize the building? Ms. Hammond responded that she thought the exterior would be preserved. Ms. Moloney said that made sense because event centers usually seek historic properties for their charm. She added that they could be a candidate to receive a brochure about landmark designation. Mr. Hardin responded that the draft brochure was forthcoming.

Mr. Gallien asked about the two vacant seats on the Commission. Mr. Hardin stated that there are two applications to fill the vacancies. The application for the County seat needs to be approved by Board of County Commissioners. Mr. Tew said he had also been in touch with the City of Greensboro Clerk's Office about the application for the Greensboro seat. They had indicated that City Council was aware of the application.

Ms. Moloney asked about the rules for attendance and absences for Commission members. Mr. Tew responded that the Rules of Procedure state that if a member has three consecutive unexcused absences or has unexcused absences for 33% or more of the regular meetings held in a fiscal year, they lose status as a voting member on the Commission. An absence is excused if it is necessary to accommodate an unexpected/unplanned work obligation or an emergency, and if the member either notifies staff in advance or is unable to notify staff due to extenuating circumstances. An unexcused absence is one for which the member has not notified staff in advance. Ms. Moloney said they should consider a limit on excused absences, as well. Mr. Hardin stated that staff was keeping track of unexcused absences and would review the record to determine whether any Commission members had exceeded the limit established in the Rules of Procedure.

X. Adjournment

There being no further business before the Commission, Vice Chair Pittman adjourned the meeting by acclamation at 7:12 p.m.

The next regular meeting of the Guilford County Historic Preservation Commission is scheduled for May 19, 2026, at 6:00 p.m. in the Carolyn Q. Coleman Conference Room, located on the first floor of the Old Guilford County Courthouse, 301 W Market St, Greensboro, NC 27401.

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**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

**Historic Preservation
Commission
Landmark Designation**

Name of Proposed Landmark (Historic and/or Common):

Property Address/Location: _____

Tax Parcel Number: _____

Deed Book and Page Number: _____

Plat Book and Page Number: _____

Is the property listed in the National Register of Historic Places (NR), has it been determined eligible for listing (DOE), or is it on the North Carolina State Historic Preservation Office Study List (SL)? NR DOE SL

Features to be designated (lot, building exterior, and/or specific interior elements, such as flooring, stairs, windows). Attach pages as necessary:

Applicant Owner

Applicant Owner

Name

Name

Mailing Address

Mailing Address

City, State, and Zip Code

City, State, and Zip Code

Phone Number

Phone Number

Email Address

Email Address

Signature

Date

Signature

Date

Submit completed applications by e-mail to:
Contact_Planning@guilfordcountync.gov
400 W Market Street - Post Office Box 3427
Greensboro, North Carolina 27402
(336) 641-3334

READ CAREFULLY AND SUPPLY ALL INFORMATION

The following information must be provided, in a single PDF document, before the application can be reviewed and deemed completed:

- 1. STATEMENT OF SIGNIFICANCE:** The property must be deemed historically, architecturally or archaeologically significant. **AGE ALONE DOES NOT MAKE A PROPERTY SIGNIFICANT.** Please describe and document the following aspects of integrity which include the significance of: location, design, setting, workmanship, materials, feeling, and association. If applicable, include significant dates in the property's history.
- 2. MAPS:** Provide a location/vicinity map for the property. Also provide a reproducible map or plot plan that clearly labels all buildings and significant site features, and identifies the proposed landmark boundaries, along with the location of all buildings to be included in the designation.. See examples included in the Landmark Application Instructions Document.
- 3. PHOTOGRAPHS:** Provide a complete photographic record of the property including the earliest accessible photos of the property. Include photographic views sufficient to document all significant aspects of the property proposed for designation. Images must be labeled with the name of the property, the subject of the photo, the direction of the view, and date taken.
- 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 and its relevance to Guilford County. The details should include a complete record of 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.

SEE LANDMARK APPLICATION BULLETIN FOR FURTHER DETAILS

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 Landmark Designation process includes a public hearing and is subject to all notice requirements outlined in §160D-601, including posting a notice sign on the property and mailing notice to all abutting property owners. 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 which includes possible investigation of interior features.**

Signature of Owner(s)

Date

Signature of Owner(s)

Date



The Historic Landmark Application may be obtained from the Guilford County Planning and Development website: www.guilfordcountync.gov or by contacting staff:

Guilford County Planning and Development Department
400 W. Market Street, Greensboro, NC 27401
PO Box 3427, Greensboro, NC 27402
Contact_Planning@guilfordcountync.gov
or call 336-641-3334

Overview

- ❖ Please submit all information required on the application form and provide all supplemental materials at the same time. Only complete applications will be accepted.
- ❖ A complete application includes a fully completed application form and a Landmark Designation Report to be reviewed by County Staff and the State Historic Preservation Office (SHPO). The report should contain a summary paragraph, full chain of titles, a biography of the owners, information on the architect and other developers, documentation linking the owner to other relevant Guilford County structures or events, and photographs documenting the history of the property, information on whether the property is on the State Inventory List or National Register of Historic Places, along with any additional information relevant for presentation to the Historic Preservation Commission (HPC).
- ❖ Once the application is complete and accepted, it will be sent to SHPO who will have 30 days to provide additional comments. After which, it will be scheduled for the next available HPC meeting for formal review and recommendation sent to the appropriate governing body (Guilford County Board of Commissioners or associated Town/City Council). A negative recommendation does not prevent further consideration for Landmark status from the governing body.
- ❖ Upon designation, any alterations to a Historic Landmark may require an approved Certificate of Appropriateness (COA) prior to the commencement of work. If a building permit is required, the COA must be approved prior to issuance of the permit. Major COAs are reviewed and approved by the HPC, while Minor COAs may be approved administratively by Guilford County Staff. Examples of both Major and Minor COA items are available on the Guilford County website <https://www.guilfordcountync.gov/government/departments-and-agencies/planning-and-development/historic-preservation-program/certificate-appropriateness>.



Application Process

1. The application must be submitted prior to the deadline for the next HPC meeting date in accordance with the Commission's adopted Submittal/Meeting Calendar. The adopted calendar can be viewed on the Guilford County website at <https://www.guilfordcountync.gov/government/departments-and-agencies/planning-and-development/boards-and-commissions>. To determine application completeness, County staff may request revisions or additional information prior to consideration by the HPC.
2. Prior to the public meeting, the HPC may request to visit and tour the site, and ask technical questions.
3. At the HPC public meeting, the applicant will present the nomination report. The HPC will discuss the application and ask the applicant for any needed clarification or further information. If the HPC vote is in favor of recommending Historic Landmark designation for the property, County staff will forward the application to the appropriate governing body for review and potential adoption of the designating ordinance. The final public hearing will be held before the applicable jurisdiction, and if adopted, the ordinance will be effective immediately. Up to a 50% property tax deferral is available to owners of property designated as a Historic Landmark. A recommendation against approval shall not prevent any future consideration of a property for designation as a Historic Landmark. **For questions regarding tax deferral, please contact the Guilford County Tax Department at 336-641-3363.**

Historic Landmark Designation Report Required Content

Summary Statement of Significance and Integrity

Provide a summary that supports Historic Landmark designation for the property using the list of standards below used by the Historic Preservation Commission (HPC) in making their recommendation regarding designation. These standards are based on the National Park Service criteria and recognize the significance and integrity of a property.

Aspects of Significance (must meet at least one of the criteria below):

- 1) It is associated with events that have contributed significantly to our history.
- 2) It is associated with the life of a significant person in our past.
- 3) It embodies the distinctive characteristics of a type, period, or method of construction.
- 4) It represents the work of a master or possesses high artistic value.
- 5) It has yielded or is likely to yield important historical or prehistorical information.



Aspects of Integrity:

1) Location

Location is the place where the historic property was constructed, or in some cases, the site where the historic event occurred. A property retains historic integrity of location if it was not moved during or after the period during which it achieved its significance.

2) Design

Design is the composition of elements that constitute the form, plan, space, structure, and style of a property. The loss or substantial alteration of original features may constitute a significant loss of design integrity. However, consideration must be given to the fact that a property changes over time, and that some early physical changes may have acquired historic significance in their own right.

3) Setting

Setting is the physical environment or context of a property that illustrates the character of the place and its surroundings. The integrity of setting may be compromised if it is surrounded by more recent development or if certain site features have been removed or altered.

4) Materials

Materials are the historic physical elements combined in a particular pattern or configuration to form the structure. Integrity of materials determines whether an *authentic* historic resource still exists.

5) Workmanship

Workmanship is the physical evidence of the craftsmanship of a particular culture or people working with available materials and structural methods during a given period of history. Workmanship is important because it can provide evidence of the technology of a craft or illustrate what was considered to be structural quality of a past time period.

6) Feeling

Feeling is the ability of a property to evoke the aesthetic and historic sense and character of a past time period. It is dependent upon the structure's significant extant physical characteristics that convey its historic integrity and qualities.

7) Association

Association is the direct link between a property and the stylistic period, event, or person for which the property is significant. A period-accurate physical appearance or setting for a historic structure conveys integrity of association.



Property Description

1. Legal description
2. Reproducible map or plot plan, labeling buildings and significant features (see page 5: Map Examples)
3. Complete chain of title and former uses of property

Historic Significance

Sources for information may include newspaper articles, deeds, original floor plan, and oral histories. Please provide bibliographies and footnote all sources used in the application.

1. Narrate the history of the property, including historical uses and the property's significance to Guilford County.
2. Provide background information on how the property relates to the development of the area, neighborhood, or community.
3. Provide information on important people and/or families, and events associated with property.

Architectural Significance

1. Date of construction and alterations
2. Names of architects, builders, carpenters and masons
3. Description of original and current appearance, including its style(s) and how the building reflects its style
4. Description of architectural elements, such as number of stories, window type and shape, porches, dormers, entrances, unique architectural elements, and additions
5. Description of building materials
6. Description of other works in the community by same architect
7. Description of any outbuildings and significant landscape and streetscape features

Photographs and Essential Documentation

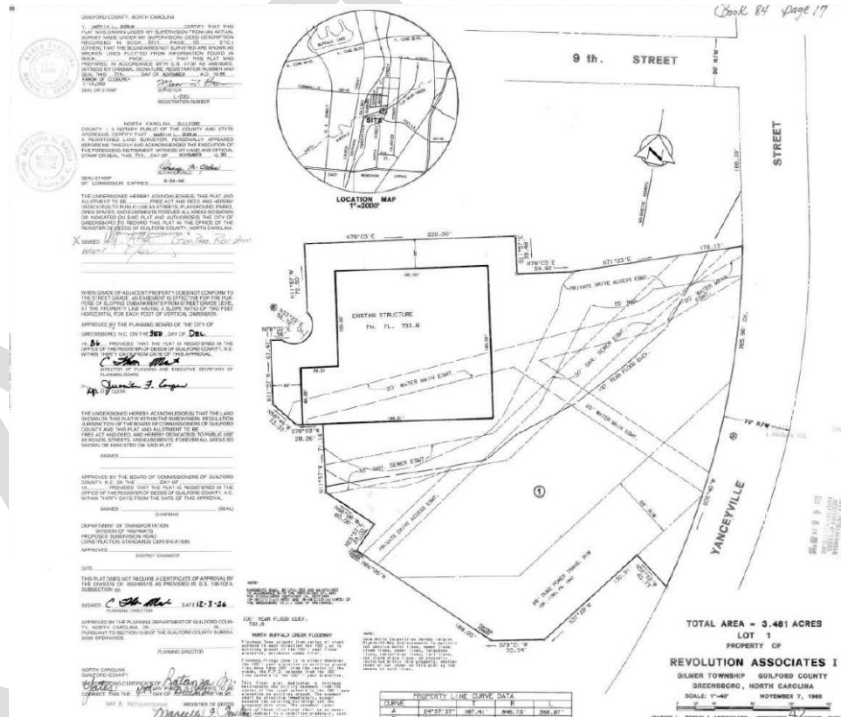
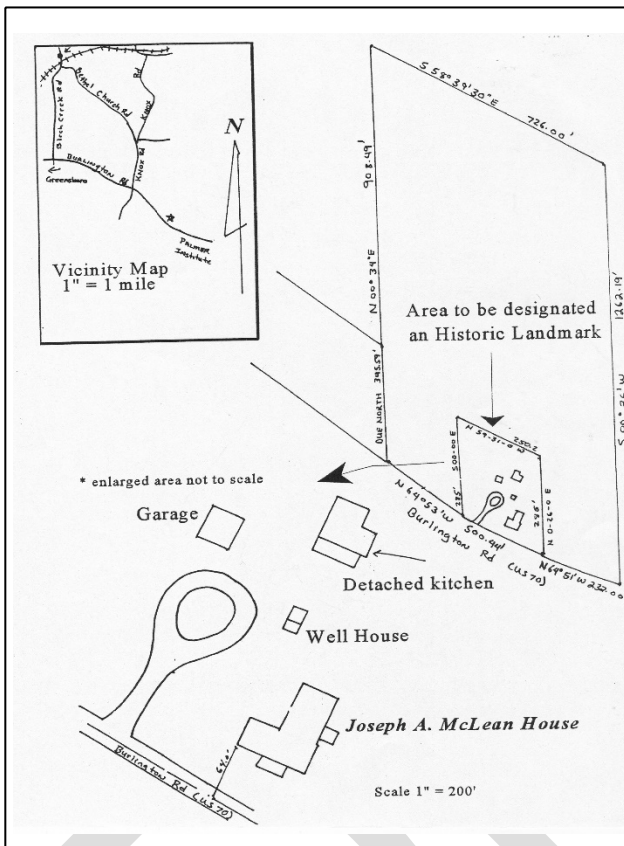
1. Photographs and images are required to be submitted in digital format. Images must be labeled with the name of the property, the subject of the photo, the direction of the view, and date taken.
2. Newspaper articles, excerpts from books, cemetery records, deeds, oral histories, and any additional literature, illustrations, or media that will contribute to the application may be submitted. Please note that all submittal materials become property of the Planning and Development Department.
3. If available, submit drawings of existing and original architectural floor plan with rooms/spaces labeled.

Please note: The designation report must be provided in PDF format before the application can be reviewed, deemed complete, and placed on the Historic Preservation Commission agenda. **A pre-submittal discussion with staff via in-person meeting, phone, or e-mail is required prior to application acceptance.**



Map Examples:

The map below is an example of how to show a map of the vicinity, the proposed boundaries, and the historic features located on the property. These maps may be on separate sheets. These maps do not replace the legal description or survey (if needed) of the proposed Historic Landmark property.



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Historic Landmark Application Material

- ✓ The **name of the property to be designated**, including both common and historic names if they can be determined.
- ✓ The **name(s) and address(es) of the current owner(s)**.
- ✓ The **location of the property** for which designation is proposed, including the street address and Guilford County tax map parcel number or parcel identification.
- ✓ The **dates of original construction** and of all later additions or alterations, if applicable.
- ✓ An **assessment of the significance of the building or site** as prescribed by this Ordinance (See *Significance & Integrity Report for further details*).
- ✓ An **architectural or archaeological description of the area of the site or structure**, including descriptions of all outbuildings and appurtenant features, for which designation is proposed.
- ✓ A **narrative of the history of the site and/or structure** within the context of its type, period, and locality.
- ✓ **Photographs** including at least one sufficient to show the overall disposition of the property; at least one photograph of each façade or elevation; photographs sufficient to illustrate architectural details, ornamentation, scale and proportion; and photographs sufficient to indicate the relationship of buildings, structures, objects, sites or areas to each other.
- ✓ A **map showing the location** of the property, including all outbuildings and appurtenant features situated upon it.
- ✓ Any **review standards** specific to the property other than the National Park Service's Secretary of Interior Standards.
- ✓ Whether the property is on the **National Register of Historic Places**.

Guilford County Historic Preservation Commission

The Commission meets on the third Tuesday of each month at 6 pm in the Carolyn Q. Coleman Room on the first floor of the Old County Courthouse, 301 W. Market Street, Greensboro, NC 27401 (unless otherwise noticed).

For application submittal deadlines, meeting dates or questions, please contact Guilford County Planning and Development staff.

Phone: 336-641-3334

Online: <https://www.guilfordcountync.gov/HPC>

Email: Contact_Planning@guilfordcountync.gov

Benefits of a Historic Landmark

- ▶ **Honor and Recognition** Historic Landmark designation is an honor that is bestowed on only a few of the county's significant historic properties.
- ▶ **Preservation** Historic Landmark designation helps to preserve the integrity of historic buildings in which we live, learn, work and play. The County's Historic Preservation Program has been preserving architectural heritage since 1965.
- ▶ **Property Tax Deferral** An annual property tax deferral of up to 50% is available, depending on the portion of the property designated historic and as long as the special character of the historic property is maintained.
- ▶ **Design and Technical Assistance** The HPC's Review Standards guides owners in planning desired changes to a Landmark so that its historic value is preserved.



Guilford County Historic Preservation Commission
Guilford County Department of Planning & Development

Independence Center
400 W. Market Street • Greensboro, NC 27401
P.O. Box 3427 • Greensboro, NC 27402




How to Apply for Historic Landmark Designation

Guilford County Historic Preservation Commission

Historic Landmark Application Process

To be considered, a property must possess significance in one or more of historical, architectural, prehistorical, and cultural significance within Guilford County.

1. The application must be submitted before the deadline for the next Historic Preservation Commission (HPC) meeting date. An HPC deadline calendar is available on the Guilford County website (link found on the back.) County staff will review the application for completeness prior to presenting the application to the HPC. Applications must be complete before presenting to the HPC.
2. Prior to the public meeting, a sign noticing the hearing will be posted on the property (per state statutes), the HPC may request to visit and tour the site, and ask technical questions.
3. At the HPC public meeting, the applicant will present the nomination report and provide justification for the proposed designation. The Commission will review the application, discuss its merits, and may request clarification or additional information from the applicant. Following discussion, the HPC will vote on whether to recommend the designation to the appropriate Town/City Council or the Board of County Commissioners.

 If the HPC recommends approval, County staff will forward the application to the appropriate governing body for consideration and potential adoption of the designation ordinance. A final public hearing will then be held before that body, and if the ordinance is adopted, it will take effect immediately.

PLEASE NOTE: A Certificate of Appropriateness (COA) is required in order to obtain a building permit and to make most changes to Historic Landmarks. Please contact County staff to determine if a COA is necessary and to learn the steps needed before making changes to property. See *contact information on the back of this brochure.*

Review Timeframe


The review process typically takes approximately three months from the time a complete application is accepted. During this period, County staff will review the application, comments will be received from the State Historic Preservation Office (SHPO), and the nomination will be presented to the HPC (who will make a recommendation whether to designate a property as a Landmark.)

DISCLAIMER: If the HPC provides a favorable recommendation, the appropriate local governing body must still formally approve the designation and adoption of dedication ordinance. The adoption of the designation ordinance is subject to the schedule of the applicable jurisdiction.



How Do Historic Landmark Owners Get the Property Tax Deferral?

Landmarks are eligible for up to a 50% property tax deferral beginning in the year following designation.

 The tax deferral is claimed by submitting a copy of the designation ordinance along with an Application for Tax Exclusion or Exemption by January 31 found at <https://www.ncdor.gov/documents/files/av-10-application-property-tax-exemption-or-exclusion/open>.

Questions regarding tax deferral?

Email: TaxAppraisal@guilfordcountync.gov

Mail: Guilford County Tax Department
Appraisal – Special Properties
P.O. Box 3138 • Greensboro, NC 27402

Significance & Integrity Report

The Historic Preservation Commission evaluates properties based on **five key aspects of significance**:

1. How it is associated with events that have contributed significantly to our history.
2. How it is associated with the life of a person significant in Guilford County's past.
3. How it embodies the distinctive characteristics of a type, period, or method of construction.
4. How it represents the work of a master or possesses high artistic values
5. How it has yielded or is likely to yield important historical or prehistorical information.

The Historic Preservation Commission evaluates properties based on **seven key aspects of integrity**:

1. Location – Location is the place where the historic property was constructed, or in some cases, the site where the historic event occurred.
2. Design – The original layout, style, and structure are still largely intact, with any changes not diminishing its historic character.
3. Setting – The surrounding environment still reflects the property's historic context.
4. Materials – Original building materials are still present and recognizable.
5. Workmanship – The craftsmanship and construction methods from the period are still evident.
6. Feeling – The property still conveys the look and sense of its historic time period.
7. Association – The property clearly relates to a significant event, person, or historical trend.

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GUILFORD COUNTY LANDMARK INDEX PROJECT

Project Description: The purpose of this project is to create an index of existing Guilford County Landmarks compiling the name, location, jurisdiction, and general architectural style of each property into a single document. The index also includes summaries of the designation meeting minutes and letters of recommendation from the Historic Preservation Commission (HPC) for each Landmark to provide insight into the discussions which occurred during the designation process and what elements of the property were formally designated (ex: building, land, specific interior features) in the adopted ordinance. This document will enable the HPC and County Staff to easily reference County Landmark designation information and provide a streamlined database.

Landmark Designation Index Project Progress Tracker		
Goal: 3-5 Completed per Month		
Month	# Completed	Landmarks Reviewed
November, 2025	7	Francis Marion Smith House, Jamestown Public School (Former), John Haley House Hillsdale Brick Store, Shaw-Cude House, Fields, William House, Dixon-Leftwich-Murphy House
December, 2025	7	Green Hill Cemetery Gatekeeper's House, Richard Mendenhall Plantation, Sherwood, Michael House, Younts-Deboe Bldg. (Façade & Foyer), Jesse Benbow House #2, Oakhurst (Martin Holt House), Hillside (Julian Price House)
January, 2026	3	Old Guilford County Office & Court, Coffin-Robbins-Tilden House #1, Grimsely-Fry House
February, 2026	0	
March, 2026	2	Gibson House, Scott House
April, 2026	5	Foust House & Sedalia Post Office, John Marion Galloway House, McCulloch's Gold Mill, Brick Church, High Point Fire Station #4
May, 2026		
June, 2026		
July, 2026		
August, 2026		
September, 2026		
Total =	23	

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