



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
September 16, 2025

Regular Meeting

6:00 PM

- I. Roll Call**
- II. Agenda Amendments**
- III. Approval of Minutes: August 19, 2025**
- IV. Rules and Procedures**
- V. Old Business**
 - A. Landmark Interior Designations – Update**
 - B. Potential America 250 NC Activities and Subcommittee – Update**
 - C. Landmark Property Picture Review - Update**
 - D. Document Review - “Who is HPC?”**
 - E. Historic Property Insurance Discussion**
- VI. New Business**
- VII. Other Business**
 - A. Review Landmark Application**
 - B. Landmark Tax Deduction Discussion**
 - C. Annexed Landmarks Discussion**
 - D. 2026 Historic Preservation Commission Schedule**
- VIII. Adjournment**

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**GUILFORD COUNTY
HISTORIC PRESERVATION COMMISSION**

Meeting Minutes

**Regular Meeting – August 19, 2025 at 6:00 p.m.
Carolyn Q. Coleman Conference Room
First Floor, Old Guilford County Courthouse
301 W. Market St., Greensboro, N.C. 27401**

I. Roll Call

Chair Sean Dowell called the meeting to order at 6:00 p.m.

Troy Moss called the roll:

Present: Sean Dowell, Chair; Terry Hammond, Vice-Chair; David Horth; David Millsaps; Cory Rayborn; Abigaile Pittman; Jerry Nix; Keisha Hadden; Louis Gallien; Haley Moloney

Absent: Christie Lee (unexcused)

The following staff were also present: Jason Hardin, Planning and Development Deputy Director; Avery Tew, Senior Planner; Samantha Lockwood, Senior Planner; Darby Terrell, Senior Planner; Sneha Bora, Planner; and Troy Moss, Planning Technician.

II. Agenda Amendments

Ms. Hammond stated that she would like to address the matter of historic properties losing insurance coverage. Ms. Hammond moved to add this item to the agenda under Other Business. The motion was seconded by Mr. Horth. The Commission voted unanimously in favor of the motion (Ayes: Dowell, Hammond, Horth, Millsaps, Rayborn, Pittman, Nix, Hadden, Gallien and Moloney. Nays: None.).

III. Approval of Minutes: July 15, 2025

Chair Dowell pointed out that the minutes for the G.W. Kestler House landmark designation case should reflect the mention of the stone wall on the property as a noted feature.

Ms. Moloney moved to approve the July 15, 2025, minutes as amended. The motion was seconded by Mr. Rayborn. The Commission voted unanimously in favor of the motion (Ayes: Dowell, Hammond, Horth, Millsaps, Rayborn, Pittman, Nix, Hadden, Gallien and Moloney. Nays: None.).

IV. Rules and Procedures

Since there were no legislative or evidentiary hearings to be heard at this meeting and no one from the public was present, Chair Dowell noted that it was not necessary to go over the Commission's Rules of Procedure.

V. Old Business

Chair Dowell briefly discussed the idea of creating a document summarizing the role of the Historic Preservation Commission. He said he had created a draft and would distribute it to the other Commissioners for review and comment.

Chair Dowell said each jurisdiction that participates in the HPC pays a certain amount. Mr. Gallien asked if the amounts had been updated since the creation of the HPC? Mr. Hardin said he would look into this. He said that while there was not a discretionary budget set aside for the HPC, funds were set aside for board member training, printing meeting materials, office supplies, postage and delivery, and dues/memberships to organizations.

Mr. Gallien asked if there was a mechanism by which the HPC agreed to the budget allocation? Mr. Hardin responded that budget requests were submitted each year and that the budget was ultimately decided on by the Board of Commissioners.

Ms. Moloney said the HPC should review and have a say in the organizations that membership dues were paid to.

Chair Dowell stated that one of the biggest challenges faced by the HPC was the status of landmark properties where the interior had been designated. He said the HPC needs to determine how they want to address this. He had called-Charlotte's joint historic preservation commission to see how they were handling interior designations.

Chair Dowell asked staff to look into how many properties had designated the entire interior without specifying particular features.

Mr. Nix stated that he had the very first house that was designated in Guilford County and the entire interior was designated. They did not know at that time that they should identify specific interior features to be designated.

Chair Dowell said there are cities and towns that are increasing in size. He posed the question of whether the HPC wants to invite these jurisdictions to participate in the HPC? He asked whether a property annexed into a non-participant jurisdiction would lose its designation?

In response to a question from Chair Dowell, Mr. Moss stated that there is one property that has been annexed by Burlington.

Chair Dowell stated that the owner of the Gibson House needs to be contacted.

Mr. Moss stated that Stokesdale specifically lists Guilford County HPC as the Board that will handle their historic properties. Whitsett and Sedalia have mentioned an HPC in their Ordinances, but don't designate their own commission and they have not mentioned Guilford County's Commission.

In regard to potential America 250 NC activities, Mr. Hardin asked about potential projects for the next year and if there are any specific activities the members would like to do?-He said that Visit Greensboro had been designated by a resolution of the Board of Commissioners as the coordinating organization for Guilford County's America 250 NC Committee.

Ms. Moloney suggested that a task force or subcommittee be created to discuss potential activities.

Mr. Hardin stated that the budget process starts in December and he would like to know the numbers from the HPC on the amount requested, ideally, in October.

Ms. Moloney moved to form a task force to investigate potential America 250 NC activities. The motion was seconded by Chair Dowell. The Commission voted unanimously in favor of the motion (Ayes: Dowell, Hammond, Horth, Millsaps, Rayborn, Pittman, Nix, Hadden, Gallien and Moloney. Nays: None.).

Mr. Gallien raised the idea of partnering with the City of Greensboro's Historic Preservation Commission.

Chair Dowell appointed Ms. Pittman, Ms. Moloney and Mr. Gallien to the newly-created subcommittee.

Mr. Gallien stated that the newly-created task force could talk more about educational programs. he referenced statutory authority for historic preservation commissions to conduct an educational program regarding historical properties and districts . He felt that could potentially be done in concert with America 250.

VI. New Business

A. Update to Rules of Procedures

Mr. Hardin introduced a minor proposed update to the Rules of Procedure to reflect that landmark designations are follow legislative procedures rather than a quasi-judicial process.

Mr. Rayborn moved to approve the amendment to the Rules of Procedure. The motion was seconded by Mr. Millsaps. The Commission voted unanimously in favor of the motion (Ayes: Dowell, Hammond, Horth, Millsaps, Rayborn, Pittman, Nix, Hadden, Gallien and Moloney. Nays: None.).

VII. Other Business

Chair Dowell asked members to look at the properties in each member's area and become familiar with them and to know their assets.

Ms. Hammond stated that the insurance company she has had for 40 years-notified her that they would not renew the insurance on her historic home because the underwriting guidelines have changed. Apparently, this is happening nationwide. She has been trying to find another insurance carrier and cannot find anyone. They have been turned down by many, because of the type of roof they have and its age. She has reached out to the National Trust for Historic Preservation and she is still waiting to hear back from them. She called other historic property owners that she knows and they, too, are having the same problem. She said some local historic landmark property owners may be interested in having their designation removed because they cannot get insurance.

Chair Dowell briefly discussed an upcoming grant opportunity through the National Trust for Historic Preservation for historically Black churches.

Mr. Nix asked about the status of the Sidney Bumpass House. He said it may have been torn down. He wants to know what happened to this property. Mr. Moss stated that they have not received a demolition permit on that property and to his knowledge the building is still standing.

VIII. Adjournment

There being no further business before the Commission, the meeting was adjourned at 7:47 p.m.

The next regular meeting of the Guilford County Historic Preservation Commission is scheduled for September 16, 2025, at 6:00 p.m.

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§ 160D-947. Certificate of appropriateness required.

(a) Certificate Required. - After the designation of a landmark or a historic district, no exterior portion of any building or other structure, including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features, nor above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished on the landmark or within the district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the preservation commission. The local government shall require such a certificate to be issued by the commission prior to the issuance of a building permit granted for the purposes of constructing, altering, moving, or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this Part. A certificate of appropriateness is required whether or not a building or other permit is required.

For purposes of this Part, "exterior features" include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures, signs, and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior features" mean the style, material, size, and location of all such signs. Such "exterior features" may, in the discretion of the local governing board, include historic signs, color, and significant landscape, archaeological, and natural features of the area.

Except as provided in subsection (b) of this section, the commission has no jurisdiction over interior arrangement. The commission shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district that would be incongruous with the special character of the landmark or district. In making decisions on certificates of appropriateness, the commission shall apply the rules and standards adopted pursuant to subsection (c) of this section.

(b) Interior Spaces. - Notwithstanding subsection (a) of this section, jurisdiction of the commission over interior spaces is limited to specific interior features of architectural, artistic, or historical significance in publicly owned landmarks and of privately owned historic landmarks for which consent for interior review has been given by the owner. The consent of an owner for interior review binds future owners and/or successors in if the consent has been filed in the office of the register of deeds of the county in which the property is located and indexed according to the name of the owner of the property in the grantee and grantor indexes. The landmark designation shall specify the interior features to be reviewed and the specific nature of the commission's jurisdiction over the interior.

(c) Rules and Standards. - Prior to any action to enforce a landmark or historic district regulation, the commission shall (i) prepare and adopt rules of procedure and (ii) prepare and adopt principles and standards not inconsistent with this Part to guide the commission in determining congruity with the special character of the landmark or district for new construction, alterations, additions, moving, and demolition. The landmark or historic district regulation may provide, subject to prior adoption by the preservation commission of detailed standards, for staff review and approval as an administrative decision of applications for a certificate of appropriateness for minor work or activity as defined by the regulation; provided, however, that no application for a certificate of appropriateness may be denied without formal action by the preservation commission. Other than these administrative decisions on minor works, decisions on certificates of appropriateness are quasi-judicial and shall follow the procedures of G.S. 160D-406.

(d) Time for Review. - All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the regulation or the commission's rules of procedure. As part of its review procedure, the commission may view the premises and seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances.

(e) Appeals. -

- (1) Appeals of administrative decisions allowed by regulation may be made to the commission.
- (2) All decisions of the commission in granting or denying a certificate of appropriateness may, if so provided in the regulation, be appealed to the board of adjustment in the nature of certiorari within times prescribed for appeals of administrative decisions in G.S. 160D-405(d). To the extent applicable, the provisions of G.S. 160D-1402 apply to appeals in the nature of certiorari to the board of adjustment.
- (3) Appeals from the board of adjustment may be made pursuant to G.S. 160D-1402.
- (4) If the regulation does not provide for an appeal to the board of adjustment, appeals of decisions on certificates of appropriateness may be made to the superior court as provided in G.S. 160D-1402.
- (5) Petitions for judicial review shall be taken within times prescribed for appeal of quasi-judicial decisions in G.S. 160D-1405. Appeals in any such case shall be heard by the superior court of the county in which the local government is located.

(f) Public Buildings. - All of the provisions of this Part are hereby made applicable to construction, alteration, moving, and demolition by the State of North Carolina, its political subdivisions, agencies, and instrumentalities, provided, however, they do not apply to interiors of buildings or structures owned by the State of North Carolina. The State and its agencies may appeal to the North Carolina Historical Commission or any successor agency assuming its responsibilities under G.S. 121-12(a) from any decision of a local preservation commission. The North Carolina Historical Commission shall render its decision within 30 days from the date that the notice of appeal by the State is received by it. The current edition of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be the sole principles and guidelines used in reviewing applications of the State for certificates of appropriateness. The decision of the North Carolina Historical Commission is final and binding upon both the State and the preservation commission. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 24, 51(a), (b), (d).)

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Coates' Canons NC Local Government Law

Certificates of Appropriateness and Quasi-Judicial Procedures

Published: 05/28/25

Author: Adam Lovelady

A core responsibility of the local historic preservation commission is to review and decide on certificates of appropriateness (COAs) to prevent development and changes “that would be incongruous with the special character of the landmark or district” (G.S. 160D-947). A COA decision requires the commission to take historic design standards and apply them to a specific property or development. Such decision-making is quasi-judicial, and as such, COA decisions must follow the statutory procedural requirements and ensure the due process rights of all parties with legal standing in the case.

This blog explores the scope of COA decisions and the procedural requirements for these quasi-judicial decisions.

What projects need a Certificate of Appropriateness?

In general, a major change to a locally designated historic landmark or to a property within a locally designated historic district requires the owner to obtain a certificate of appropriateness. COAs are required for most changes to the exterior of the building or site; **there are limited situations when COAs are necessary for interior work**. If a building permit is required, the COA must be issued prior to issuance of building permit. Even if no building permit is required for a project, a COA might be required (G.S. 160D-947).

Public buildings are subject to COA review, though the process and standards may be different depending on whether the public building is owned by the state or another public body. For minor works, state law allows for administrative review by staff rather than review by the full preservation commission. Ordinary maintenance and action to address safety concerns are exempt from COA review.

Now, consider each of those topics in a bit more detail.

“Exterior Features”

State law requires COAs for changes to exterior features and provides a broad scope for “changes” and broad definition of “exterior features.”

“[N]o exterior portion of any building or other structure, including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features, nor above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished on the landmark or within the district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the preservation commission.”

(G.S. 160D-947).

“Exterior features” are defined to include:

“the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures, signs, and other appurtenant fixtures. In the case of outdoor advertising signs, “exterior features” mean the style, material, size, and location of all such signs. Such “exterior features” may, in the discretion of the local governing board, include historic signs, color, and significant landscape, archaeological, and natural features of the area.”

(G.S. 160D-947).

Limited Applicability to Interior Features

Generally, COAs do not cover interior spaces. There are limited exceptions for landmarks for which “[t]he landmark designation shall specify the interior features to be reviewed and the

specific nature of the commission’s jurisdiction over the interior.” This regulatory reach to interior spaces only applies to “specific interior features of architectural, artistic, or historical significance in publicly owned landmarks and of privately owned historic landmarks for which consent for interior review has been given by the owner” (G.S. 160D-947).

Administrative Review for Minor Works

Not every change to a historic property must go to the full preservation commission for review. Run-of-the-mill changes may be defined as “minor works” and reviewed by administrative staff. Such minor works must be clearly identified in the applicable preservation regulation. Examples include minor exterior work that does not change the design, material, or appearance, such as redecking a porch with similar materials; storm windows and storm doors; rear yard decks; and similar changes.

Decisions about minor works must be based on detailed design standards adopted by the preservation commission. Staff may approve a COA for a minor work, but any denial must go to the preservation commission for formal action (G.S. 160D-947).

Exemption for Ordinary Maintenance, Unsafe Situations, and Emergency Utility Work

A local government may not require a COA for ordinary maintenance or necessary actions to resolve a dangerous situation. A local government may not “prevent the ordinary maintenance or repair of any exterior architectural feature in a historic district or of a landmark that does not involve a change in design, material, or appearance thereof.” Additionally, the local government may not “prevent the construction, reconstruction, alteration, restoration, moving, or demolition of any such feature which the building inspector or similar official shall certify is required by the public safety because of an unsafe or dangerous condition” (G.S. 160D-947).

Above-ground utility structures—such as power poles—get special treatment. Maintenance of above-ground utilities is exempt from COA approval, and in the case of an emergency above-ground utilities may be immediately restored without COA approval (G.S. 160D-947).

Public Buildings

Local historic regulations apply to the “construction, alteration, moving, and demolition by the

State of North Carolina, its political subdivisions, agencies, and instrumentalities.” But there are subtle changes in the process and standards.

Buildings owned by the State of North Carolina and its agencies are not subject to local design standards; rather, they are reviewed based on the Secretary of the Interior’s Standards. Appeals of COA decisions for State and agency buildings go to the North Carolina Historical Commission, and that decision is final and binding (G.S. 160D-947(f)).

With regard to regulating the interiors of buildings, G.S. 160D-947(b) indicates that the local preservation commission may have regulatory authority over “specific interior features of architectural, artistic, or historical significance in *publicly owned* landmarks.” G.S. 160D-947(f), however, states local COA review “do[es] not apply to interiors of buildings or structures *owned by the State of North Carolina*.” With that, interiors of state buildings are not subject to local review, but interiors of other publicly owned buildings potentially may be.

Demolition Delay

In general, a request for a certificate of appropriateness for demolition may not be denied but may be delayed.

For properties within a district, the commission may delay the effective date of the COA for up to 365 days (G.S. 160D-949). For locally designated landmarks, the commission *shall* delay the effective date for a COA for demolition for 365 days (G.S. 160D-945). Such delay period must be reduced when “the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from such property by virtue of the delay.” For *proposed* landmarks or districts, demolition may be delayed up to 180 days (G.S. 160D-949).

During a delay the preservation commission may negotiate for the preservation of the property.

There are limited circumstances in which a demolition COA may be denied. That is for “a building, site, or structure determined by the State Historic Preservation Officer as having statewide significance as defined in the criteria of the National Register of Historic Places” (G.S. 160D-949).

Beyond the authority to slow down active demolitions, local governments have authority to adopt regulations to prevent demolition by neglect (G.S. 160D-949).

Quasi-Judicial Decision-Making

Determinations about certificates of appropriateness are not simple, objective determinations—they require evidence from interested parties, analysis of design standards and specific projects, and judgment from the decision-makers. As such, COA decisions must follow the statutory procedural requirements for quasi-judicial decisions and ensure the due process rights of all parties with legal standing.

“[D]ecisions on certificates of appropriateness are quasi-judicial and shall follow the procedures of G.S. 160D-406.” Those requirements include:

- Clear Guiding Standards
- Notice
- Impartial Decision-Makers
- Evidentiary Hearing
- Decision Based on Evidence and Standards
- Right to Appeal

Clear Guiding Standards

After a city or county establishes a historic district or historic landmark, the local historic preservation commission is authorized to prevent certain changes that “would be incongruous with the special character of the landmark or district.” But what is that special character? And what is incongruous with it?

The North Carolina Supreme Court explains the incongruity standard to be “a contextual standard.”

A contextual standard is one which derives its meaning from the objectively determinable, interrelated conditions and characteristics of the subject to which the standard is to be applied. In this instance the standard of “incongruity” must derive its meaning, if any, from the total physical environment of the Historic District. That is to say, the conditions and characteristics of the Historic District’s physical environment must be sufficiently distinctive and identifiable to provide reasonable guidance to the Historic District Commission in applying the “incongruity” standard.

A-S-P Associates v. City of Raleigh, 298 N.C. 207, 222, 258 S.E.2d 444, 454 (1979)(citation

omitted).

The special character of the landmark or district is not left to speculation or guessing. It is not conjured up at the time of COA review. A determination of congruity is guided by the details of the ordinance designating the historic landmark or district and by the required design standards.

“Prior to any action to enforce a landmark or historic district regulation, the commission shall . . . prepare and adopt principles and standards . . . to guide the commission in determining congruity with the special character of the landmark or district for new construction, alterations, additions, moving, and demolition” (160D-947(c)). Moreover, “[i]n making decisions on certificates of appropriateness, the commission shall apply the rules and standards adopted pursuant to subsection (c) of this section” (G.S. 160D-947)(a).

Design standards commonly include elements such as architectural styles of the landmark or district; building details such as siding, roofing, windows and doors, and porches; site details such as fences and walls; expectations for building additions; and expectations for new construction.

Notice

Notice for quasi-judicial evidentiary hearings is specified at G.S. 160D-406. Notice must be mailed to the applicant, the owner of the property (if different from the applicant), the owners of property abutting the subject property, and any other individuals entitled to notice pursuant to the local rules. Mailed notice must be deposited in the mail at least 10 days, but not more than 25 days, prior to the evidentiary hearing.

In addition to mailed notice, the local government must post notice on the site (or adjacent right-of-way) 10-25 days prior to the evidentiary hearing.

State law sets the minimum notice requirements. Local rules may call for additional notice such as newspaper notice or mailed notice to owners of property within a certain distance. The local government must adhere to any additional notice requirements it has set for itself.

Impartial Decision Maker

In quasi-judicial decisions, decision-makers must be neutral, third-party arbiters. Indeed, individuals with legal standing in the matter have constitutional rights to an impartial decision maker. To that end, G.S. 160D-109 sets forth some conflicts of interest that are impermissible

violations of due process rights. These include:

- a member having a fixed opinion prior to hearing the matter that is not susceptible to change,
- undisclosed ex parte communications,
- a close familial, business, or other associational relationship with an affected person,
- or a financial interest in the outcome of the matter.

If a commissioner has a conflict of interest, they must recuse themselves and not participate in the hearing or decision. If there is an objection to a commissioner's participation, the remainder of the board votes on their participation.

Evidentiary Hearing

As with any quasi-judicial decision, a decision on a certificate of appropriateness "shall be based upon competent, material, and substantial evidence in the record." Some of the record is compiled upfront, including the application materials, technical analysis, staff reports. But the full record is established through an evidentiary hearing.

An *evidentiary* hearing is different from a general, *public* hearing. The formal process and the legal requirements are heightened. Witnesses are sworn in; evidence is admitted (and may be objected to); witnesses must provide factual testimony (not personal opinion); and for technical matters, qualified experts are required.

The applicant, local government, and other parties with formal legal standing have the right to participate (an opportunity to be heard). Other individuals from the public may participate as witnesses, but not to make legal claims such as objecting to evidence, cross-examining witnesses, or challenging a commissioner for conflicts of interest.

Decision Based on Standards and Evidence

The incongruity standard does not grant the preservation commission "untrammeled authority to compel individual property owners in the Historic District to comply with whatever arbitrary or subjective views the members of the Commission might have as to how property in the district should be maintained or developed." *A-S-P Associates v. City of Raleigh*, 298 N.C. 207, 221, 258 S.E.2d 444, 453 (1979). A decision to grant or deny a COA must be framed within the design standards and based on evidence in the record.

North Carolina courts have ruled that when a preservation commission decision departs from the

framework of historic standards and guidelines, that decision is arbitrary and will not stand. In *Sanchez v. Town of Beaufort*, for example, the court disapprovingly noted that the “height requirement was not reached on the basis of any particular determining principle. Rather, each [commission] member reached what he or she considered an appropriate height based on their own personal preferences.” 211 N.C. App. 574, 581, 710 S.E.2d 350, 355 (2011).

The Court of Appeals quoted commissioners discussing the height requirement in loose terms, unmoored from the applicable standards. One commissioner argued that the project could be redesigned to reduce five feet in height. When the chair asked for the basis for the five feet, the commissioner offered:

Well five feet (5') would be if you had a . . . This is his determination, with a ten foot (10') ceiling downstairs, and a nine foot (9') ceiling upstairs, if you had eight foot (8') ceilings, that's three feet (3'). . . . And then, if the duct work was to be relocated, that's two more feet. So that would be five feet (5') without a lot of material changes. *Now it could be a different number, but I'm just throwing that out.*

211 N.C. App. 574, 581, 710 S.E.2d 350, 355 (2011)(emphasis added by court).

Another commissioner made his own calculations for how the project could be redesigned. A third commissioner stated simply that “twenty five feet (25') is a reasonable height.” When the commission voted on the height limit one commissioner “explicitly admitted that none of the [commission] guidelines were used to determine that height.”

The court was clear: “Since the twenty-four foot height requirement was established by each member of the [commission] without the use of any determining principle from the [design] guidelines, it was clearly arbitrary.” *Sanchez v. Town of Beaufort*, 211 N.C. App. 574, 582, 710 S.E.2d 350, 355 (2011).

In order to avoid arbitrary decision-making that could be overturned by the courts, the preservation commission must ground its review and decision-making in the applicable design standards.

Procedurally, the historic preservation commission must make a decision based on the standards

and evidence “within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed” (G.S. 160D-947)(d). The written decision must “reflect the board’s determination of contested facts and their application to the applicable standards, and be approved by the board and signed by the chair or other duly authorized member of the board” (G.S. 160D-406).

Right to Appeal

Parties with standing have a right to appeal a preservation decision. Appeals must be filed within 30 days, but the particulars depend on the local rules and the decision being appealed, as noted at G.S. 160D-947:

- Administrative decisions on minor work are appealed to the preservation commission.
- COA decisions are appealed to superior court in the nature of certiorari, the same as other quasi-judicial decisions.
- The local ordinance may provide for COA decisions to be appealed to the board of adjustment before it goes to superior court. In that case the board of adjustment follows procedures for an appeal in the nature of certiorari.
- For buildings of the State and its agencies, appeals are taken to the North Carolina Historical Commission.

Conclusion

Making decisions on certificates of appropriateness is a core responsibility for the local historic preservation commission. This work requires the commission to apply broader design standards to a specific property or project. Such decision-making requires evidence and judgment—and it requires the commission to follow quasi-judicial procedures to protect the due process rights of the parties with legal standing.

For more information on local preservation, check out these related blogs on [Preservation Commission Basics](#) and [Designating Local Historic Landmarks and Districts](#).

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Landmark Designation Index

PROPERTY NAME	ORDINANCE FILE	FEATURES DESIGNATED
FRANCIS MARION SMITH HOUSE	_francis marion smith house #1_204 Railroad Avenue Gibsonville.pdf	The building
JAMESTOWN PUBLIC SCHOOL (FORMER)	_jamestown elementary school #2_200 W Main Street Jamestown.pdf	The building, immediate surroundings from the back buildings line to Highway 29-70A
JOHN HALEY HOUSE	_john haley house #3_1859 E Lexington Street High Point.pdf	The building
HILLSDALE BRICK STORE	_hillsdale brick store #5_1000 Hwy 150 Summerfield.pdf	The building
SHAW-CUDE HOUSE	_shaw-cude house #6_1859 Cude Road Colfax.pdf	The building
FIELDS, WILLIAM HOUSE	_william fields house #7_447 Arlington Street Greensboro.pdf	The building
DIXON-LEFTWICH-MURPHY HOUSE	_dixon-leftwich-murphy house #8_507 N Church Street Greensboro.pdf	The building
GREEN HILL CMTRY GATEKEEPER'S HOUSE	_green hill cemetery gatekeepers house #10_700 Battleground Avenue Greensboro.pdf	The building
RICHARD MENDENHALL PLANTATION	_richard mendenhall plantation #11_601 W Main Street Jamestown.pdf	The building
SHERWOOD, MICHAEL HOUSE	_michael sherwood house #12_426 W Friendly Avenue Greensboro.pdf	The building
YOUNTS-DEBOE BLDG. (FAÇADE & FOYER)	_younts-deboe bldg.pdf	Façade and Foyer
JESSE BENBOW HOUSE #2	_jesse benbow house ll #15_1912 Oak Ridage Road Oak Ridge.pdf	The building and surrounding 2.46 acres
OAKHURST (MARTIN HOLT HOUSE)	_oakhurst #30_2328 W NC 150 Oak Ridge.pdf	The building and surrounding 2.8 acres
HILLSIDE (JULIAN PRICE HOUSE)	_julian price house hillside #17_301 Fisher Park Circle Greensboro.pdf	The building and lot
SIMEON WAGONER HOUSE	_simeon wagoner house #18_5838 NC 61 N Gibsonville.pdf	The building and surrounding 1.5 acres
OLD GUILFORD COUNTY OFFICE & COURT	_old guilford county courthouse #19_258 S Main Street High Point.pdf	Façade, grounds, first and second story foyers, and front staircase only
COFFIN-ROBBINS-TILDEN HOUSE #1	_coffin-robbins-tilden house #20_607 W Main Street Jamestown.pdf	Original structure and grounds; excludes garage wing
GRIMSELY-FRY HOUSE	_grimsley house #21_408 Fisher Park Circle Greensboro.pdf	The building and lot
ANDREW & JOSEPH GIBSON HOUSE	_andrew_joseph gibson house #22_7282 US Hwy 70 Gibsonville.pdf	The buildings and related outbuildings and surroundings 1 acre yard on the south side of US Hwy. 70
THOMAS SCOTT HOUSE	_thomas scott house #23_5300 N Church Street Greensboro.pdf	The buildings, related outbuildings and 1.89 acre yard
FOUST HOUSE & SEDALIA POST OFFICE	_daniel p. foust house_sedalia p.o.#24_439 Brightwood Church Road Gibsonville.pdf	The building, the outbuildings known as the Sedalia Post Office, interior, exterior, moldings, doors, foundation, chimney and other decorative features and fixtures of buildings.
GALLOWAY, JOHN MARION HOUSE	_john marion galloway house #25_1007 N Elm Street Greensboro.pdf	The building and lot
MCCULLOCH'S GOLD MILL	_mcculloch gold mill #26_6000 Kersey Valley Road High Point.pdf	The Gold Mill and related structures and approximately 8 acres
BRICK CHURCH	_brick church #27_3699 Brick Church Road Whitsett.pdf	The building and graveyard and approximately 4+ acres (less the new church and fellowship buildings)
HIGH POINT FIRE STATION #4	_high point fire house #4 #28_1329 N Main Street High Point.pdf	The building
LOW HOUSE	_low house#29_1364 NC 61 South Whitsett.pdf	The Buildings and approximately 1.02 acres
O ARTHUR KIRKMAN HOUSE		House at 501 W High St, Tax Map 27, Block 1, Parcels 1 and 2; Later expanded to include school and property located at 106 Oak St, Tax Map 21, Block 1, Parcel 3
BETHLEHEM UNITED METHODIST CH	_open air arbor @ bethlehem united meth #31_6103 Appomattox Road Climax.pdf	The Open Air Arbor and 20 feet surrounding
PORTER DRUG STORE	_porter drug store #32_121 S Elm Street Greensboro.pdf	The Drug Store and lot
A. M. SCALES HOUSE	_a.m. scales house #33_1209 Lakewood Drive Greensboro.pdf	The building
LITTLE RED SCHOOLHOUSE	_little red school house #34_2011 E Lexington Avenue High Point.pdf	The schoolhouse only
WEIR-JORDAN HOUSE	_david p weir house #72_223 N Edgeworth Street Greensboro.pdf	The building
MARTIN, HARDEN THOMAS HOUSE	_harden thomas martin house #36_204 N Mendenhall Street Greensboro.pdf	The building
BLAIR SCHOOL	_o. arthur kirkman house and outbuildings #30_501 West High Street High Point.pdf	The Kirkman House, school and property
TOMLINSON FURNITURE FACTORY	_tomlison furniture factory #38_305 W High Street High Point.pdf	The factory, excludes both new buildings under construction at the time of the resolution and the property under said buildings
SLANE HOUSE (THREE MUSKETEERS)	_slane house #39_1204 Westwood Avenue High Point.pdf	The building
SANDERS-BLAYLOCK HOUSE	_sanders-blaylock house #40_1815 Oak Ridge Road N Oak Ridge designation application-report.pdf	The building
WILSON-ANDREWS HOUSE "BOXWOOD"	_wilson andrews house #41_102 S Mendenhall Street Greensboro.pdf	The building and lot
SPARGER-HARRISON HOUSE	_sparger-harrison house #42_1007 W Market Street Greensboro.pdf	The exterior of the building and lot
WALKER-SCARBOROUGH HOUSE	_walker-scarbrough house #43_911 W McGee Street Greensboro.pdf	The building and lot

LATHAM-BAKER HOUSE	_latham-baker house #44_412 Fisher Park Circle Greensboro.pdf	The Latham-Baker House (interior and exterior) and the Carriage House (exterior only)
J. W. SCOTT BUILDING	_j.w. scott building #45_301 S Greene Street Greensboro_old.pdf	The lot and exterior of the improvements
ROBERTSON FURNITURE BLDG.	_robertson furniture building #46_313 S Greene Street Greensboro.pdf	The lot and exterior of the improvements
HEPLER GROCERY STORE	_hepler grocery store #47_315 S Greene Street Greensboro.pdf	The lot and exterior of the improvements
GREENSBORO LOAN & TRUST BLDG.	_greensboro loan trust building #48_317 S Elm Street Greensboro.pdf	The exterior
O'DELL HARDWARE CO. OFFICE	_odell hardware co. office, warehouse 1_2_#50\u002651_324-326 \u0026 328-330 Davie Street Greensboro.pdf	The exterior of all three buildings
O'DELL HARDWARE CO. WAREHOUSE #1		
O'DELL HARDWARE CO. WAREHOUSE #2		
CARLSON-LATHAM HOUSE	_carlson-latham house #52_605 N Church Street Greensboro.pdf	The interior and exterior
BUMPASS-TROY HOUSE	_bumpass - troy house #53_114 S Mendenhall Street Greensboro.pdf	The interior features as specified in the National Register of Historic Places application, part 2 description of rehabilitation, and the exterior of the building
SIDNEY-BUMPASS HOUSE	_sidney - bumpass house #54_4248 Pleasant Garden Road Greensboro.pdf	The interior, including floors, walls, ceilings, moldings, and decorative features, and the exterior, outbuildings and 4.33 acres surrounding
HIGH POINT YMCA	_high point ymca #55_401 S Main Street High Point.pdf	The interior and exterior of the 1925 Gymnasium with rear extension, and swimming pool of the South Main Street YMCA
WILLIAM G WILEY HOUSE	_william g. wiley #56_4409 Vickery Chapel Road High Point.pdf	The interior, including floors, walls, ceilings, moldings, and decorative features; the exterior and outbuildings
ELIHU MENDENHALL HOUSE	_eliu mendenhall #57_1106 Skeet Club Road High Point.pdf	The interior, including floors, walls, ceilings, moldings, and decorative features; the exterior and outbuildings
BALLANCE BUILDING	_balance building_333-335 S Davie Street Greensboro.pdf	The land parcel, the entire interior, including floors, walls, ceilings, elevator, doors, windows, moldings and decorative features, and the exterior
JOSEPH A MCLEAN HOUSE	_joseph a. mclean house #61_6069 Burlington Road Sedalia.pdf	62,175.43 square feet, or 1.427 acres of a 18 acre parcel as described by the following; beginning at the point of curvature of US 70A, said point being south 64 degrees 51 minutes west, 232 feet, as described in deed book 4096 page 1180, thence north 0 degrees 26 minutes, for 285 feet, thence north 59 degrees 31 minutes 20 seconds for 250.23 feet, thence due south 285 feet, thence a curve with a radius of 1445.73 feet and a chord bearing of south 59 degrees, 16 minutes, 18 seconds 248.68 feet to the point of beginning. The property also includes the interior floors, walls, ceilings, moldings and any decorative feature; and the exterior including the out-buildings
THE DIXIE BUILDING	_the dixie building #60_125 S Elm Street Greensboro.pdf	The outside façade facing South Elm Street and the outside façade facing February One Place
TABERNACLE METH. PROTEST CHURCH	_tabernacle methodist protestant church #59_5601 Liberty Road Greensboro.pdf	The original church building built in 1891, interior and exterior of church buildings, all decorative features including moldings, pews, altar, floors, ceilings, walls, light fixtures, windows and cemetery
POMONA HIGH SCHOOL	_pomona high school #62_2201 Spring Street Greensboro.pdf	The land and the entire exterior of the original building
TAPLIN APARTMENT BLDG.	_a.e. taplin building #63_408 West Parkway High Point.pdf	The land, and entire building exterior and the building interior includes the walls, ceiling, floors, light fixtures, moldings, doors and any other decorative features or fixtures.
WAFCO MILLS	_wafco mills #64_801 McGee Street Greensboro.pdf	The CR. 1907 and CR. 1912 exterior sections and interior stair wells, windows, doors, molding, brickwork, walls and molding on the interior stairwell and exterior.
FLORENCE FEMALE ACADEMY (BRIGGS)	_florence female boarding school #65_1721 Penny Road High Point.pdf	The exterior, interior and lot
ISSAC BEESON-BAME HOUSE	_issac beeson house #66_8744 Bame Road Colfax.pdf	The exterior and interior including floors, walls, ceilings, moldings, original paint, and decorative features. The exterior is to include the stone steps and outbuildings.
VERNON BUILDING	_vernon building #67_236-238 S Elm Street Greensboro.pdf	The exterior walls
BROADHURST-MEYERS-CURRAN HOUSE	_broadhurst-meyer-curran house #68_200 Fisher Park Circle Greensboro.pdf	The building and interior
OLIVER BOONE MILL (KATYDID MILL)	_oliver boone mill #69_4246 McConnell Road Greensboro.pdf	The interior and exterior and 2.7 acres of land
BOONE MILL DAM		
FRASER-WILSON HOUSE	_fraser-wilson house (melrose house) #70_403 West High Street High Point.pdf	The building, the interior and exterior
WADSWORTH CONGREGATIONAL CHURCH	_wadsworth congregational church #71_1301 Rock Creek Dairy Road Whitsett.pdf	The interior and exterior of the church building and surrounding acres
COUNTRY CLUB APARTMENTS	_country club apartments #73_1700 N Elm Street Greensboro.pdf	All buildings and grounds; the entire tax parcel
BUFFALO PRESBYTERIAN CHURCH	_buffalo presbyterian church #73_803 Sixteenth Street Greensboro.pdf	The Buffalo Presbyterian Church sanctuary interior and exterior, the Rachel Caldwell Education Building exterior, the David Caldwell Education Building exterior, all land and features, and cemetery; the parsonage house exterior, all land and outbuildings
MODEL FARM HOUSE	_model farm house #74_2038 Brentwood Road High Point.pdf	The interior and exterior of the building and surrounding acres
L. RICHARDSON HOSPITAL	_l. richardson hospital #75_603 S Benbow Road Greensboro.pdf	The exteriors of the original buildings and subsequent additions and grounds for the entire parcel
ADAMS HOUSE (DAVIS FUNERAL HOME)	_john h. adams house #76_1108 N Main Street High Point.pdf	The interior and exterior of the building
MCALISTER, ALEXANDER WORTH HOUSE	_alexander worth mcalister house #77_700 Country Club Drive Greensboro.pdf	The interior and exterior of the building, pool, pool house, grounds and includes the currently existing driveway easement for the entire parcel

RAGSDALE FARM	ragsdale farm #79 400 E Main Street Jamestown.pdf	The property
PINEDALE SCHOOL	pinedale school #80 5632 Pinedale School Road Julian.pdf	All 1.77 acres and features, the interior and exterior of the school house, including all architectural features. Does not include pump house.
VICKS APARTMENTS	vick apartments #81 132 E Fisher Park Circle Greensboro.pdf	The interim' and exterior of the entire structure to include all architectural features, windows, floors, doors, hardware, original light fixtures and the entire parcel
SMITH-GREESON HOUSE (IDLE ACRES)	w.r. smith house #82 437 Brightwood Church Road Gibsonville.pdf	The exterior and interior, all architectural features; and approximate 2.0 acres
BROWN HOUSE	brown house # 83 110 Oak Street High Point.pdf	The interior and exterior
W. R. NELSON, HOUSE	nelson w.r. house #83 903 Bluford Street Greensboro.pdf	The interior and exterior of the entire structure to include all architectural features, windows, floor, doors, hardware, original light fixtures and the entire parcel
CASCADE SALOON	cascade saloon #85 408-410 S Elm Street Greensboro.pdf	Only the exterior of the structure and all exterior features to include all architectural features, iron works on the front façade windows, doors, hardware, and the entire parcel
CONE EXPORT & COMMISSION BLDG	cone export commission bldg #85 330 S Greene Street Greensboro.pdf	The exterior of structure and all exterior features to include all architectural features, iron works on the front façade windows, doors, hardware and key interior features and details to include a rotunda and volume of the rotunda on the second level and the front conference rooms, paneled conference rooms and original hardware and doors and 0.42 acres of land which includes the Cone Export and Commission Building
W. T. KIRKMAN HOUSE	w.t. kirkman house #86 415 West High Avenue High Point.pdf	The interior, exterior and lot
DOUGLAS RAVENAL HOUSE	douglas ravenal house #87 106 Fisher Park Circle Greensboro.pdf	The exterior of the house and grounds, excluding the garage structure. [includes a note from HPC]
LUDWICH SUMMERS HOUSE	ludwich summers house #89 6420 Woellneru0027s Way Gibsonville.pdf	The interior and exterior of the home and grounds totaling approximately 21.49 acres [includes a note from HPC]
GREENSBORO KRESS BUILDING	the greensboro kress building #89 212 S Elm Street Greensboro.pdf	The front façade and the interior of the first floor with specific architectural features of the interior such as the elevator doors, the ceiling moldings, and coating that has survived, display case and any other original fixtures that have remained on the first floor of the original building with exception of anything that has been added since 1950
MEYERS BUILDING	meyers building #91 200 S Elm Street Greensboro.pdf	The exterior facades at Elm Street and February One Place only
J.W. JONES BUILDING	j.w. jones building #92 345 S Elm Street Greensboro.pdf	The exterior façade, south elevation and exposed north elevation
COMMERCIAL NATIONAL BANK	the radio building #93 164 S Main Street High Point.pdf	The exterior of the building, inclusive of land and interior of some of the common areas of the building including the first floor lobby, the circular staircase, the upper level elevator lobbies, marble sheathing, and terrazzo floor, the common passageways and stairwells, the mail slot, and bank vault.
C.P. CARMICHAEL HOUSE	cp carmichael house #94 314 Isabel Street Greensboro.pdf	The interior and exterior and grounds excluding the garage structure. [includes a note from HPC]
F.W. WOOLWORTH BUILDING	f.w. woolworth #95 132-134 S Elm Street Greensboro.pdf	The property as a whole; a COA is required for bother interior and exterior alterations
HILLSDALE FARM	hillsdale farm #96 6043 Lake Brandt Road Greensboro.pdf	The interior and exterior of the house, outbuildings and the grounds totaling approximately 27 acres.
EFFIE M ANDERSON HOME	effie m anderson home #97 303 S Mendenhall Street Greensboro.pdf	Exterior and interior for the first floor parlor, foyer, dining room, butler's pantry and bedroom excluding kitchen, laundry room, and mudroom. The Second floor designation is for the master bedroom, excluding the master dressing room, master bath, tow other bedrooms and excludes the third floor
CANNON COURT APARTMENTS	cannon court apartments #98 828 N Elm Street Greensboro.pdf	The exterior of the building only
MacAdoo Saunders Tatum House	mcadoo sanders tatum house #99 303 Wentowrth Drive.pdf	The lot, exterior, and interior
Revolution Mill	revolution cotton mill #100 1200 Revolution Mill Drive Greensboro.pdf	The exterior of the mill building, interior common areas, smokestacks and water tower
American Exchange National Bank	american exchange bldg 100 102 n elm st greensboro.pdf	Only the exterior facades, East Market and North Elm Street elevations
Mock Judson Voehringer Company	mock judson voehringer hosliery mill #102 2610 Oakland Avenue Greensboro.pdf	Interior common areas and exterior facades of the mill building and exteriors of the boiler house and smokehouse
Proximity Print Works	Proximity Print Works 1700 Fairview Street Greensboro.pdf	The interior common areas, exterior facades of the mill buildings and the 18.2 acre site
Groome-Shevel Building	groome-shevel building 532 536 S Elm Street Greensboro.pdf	Only the exterior of the building and specified interior components
Frank & Minnie Lyon Leak House		
Blue Bell Company Plant	bluebellcompanyplant 620 s.elm st Greensboro Resolution.pdf	The entire exterior of the building and the entire interior of the interior based on featured notes in the application
Spencer and Lucy Halthcock House	spencer and lucy halthcock house - #112 - 815 pearson st greensboro.pdf	The entire exterior and the entire interior based on features noted in application
Hackney Foust House		
Wilbur and Martha Carter House		
Bradshaw Freemon House	Bradshaw-Freemon House 603 N Church Greensboro.pdf	The entire exterior and interior of the house and the lot

One Plaza Center (Showplace West)	one plaza center (showplace west) - #110 - 101 s main st high point.pdf	Includes the following features (concrete and brick paving and stairs, multi-level and sunken concrete plaza, concrete planters, simple, metal handrails, concrete planters and original monument sign base only, storefront openings on ground level), exterior building elements (concrete, load bearing walls and steel structure, precast concrete panels, aluminum curtain wall fenestration on first floor, and recessed windows on upper floors off front elevation, ground level concrete, trapezoid-shaped columns and inset first floor, recessed, steel frame, eight-light wire glass windows along the rear elevation, windowless side elevations, high parapet and recessed penthouse), interior building elements (Mosler bank vault and door, concrete, load-bearing columns, wood paneling on the 8th floor, tile floor finish in the first floor and basement lobbies, Travertine wall panels in first floor and basement elevator lobbies, water fountains and US Mail slots on each floor, stairwells with exposed painted concrete block walls, concrete floors, and metal stairs, elevator shafts and cabs, including the doors and hardware within), and the entire 0.56-acre parcel
Weaver-Sherwin Building	weaver-sherwin bldg amended - #111 - 603 s elm st greensboro.pdf	The original designation includes the entire exterior of the buildings and the following interior components: all original wood flooring upstairs and downstairs, skylights, and the front, central stairwell, not including handrails. The amended designation will include the entire exterior and entire interior with exception of the later rear-most addition
Poplar Hall	Poplar Hall 409 and 411 Sunset Drive Greensboro.pdf	The entire exterior and interior of the house , and both lots
Laura Brockmann House	laura brockman house - #113 - 716 walker ave greensboro.pdf	The entire exterior and entire interior
Thornton Brooks House	thornton brooks house 540 woodland dr 415 sunset dr greensboro.pdf	Exterior facades of the house and garage and interior features such as the entrance hall, library, grand staircase, and fireplace surrounds

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Guilford County Historic Preservation Commission (HPC) Overview

August 28, 2025

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.
 - HPC designation is a local process 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.
-

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 based on HPC's professional recommendation.
-

Benefits to Property Owners

- Landmark owners are eligible for up to 50% property tax deferral.
 - The percentage achieved is determined by the tax assessors office and is not under the purview of this committee, though please note that if the exterior is the only portion designated, the full percentage cannot 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).
-

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-efficiency, 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.

HPC Structure and Process

- The HPC is led by 11 volunteer professionals and local experts, appointed by participating jurisdictions.
- 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.
- As a quasi-judicial board, the HPC provides legal protections for the county and ensures a fair, transparent entitlement and review of local historic designation.
- 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.

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

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 XXXX

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GUILFORD COUNTY PLANNING AND DEVELOPMENT

Historic Preservation Commission Historic Landmark Process & Instructions

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
5th floor, Independence Building
[Contact Planning@guilfordcountync.gov](mailto:Contact_Planning@guilfordcountync.gov)
or call 336-641-3334

- ❖ Please submit all information required on the application form and provide all supplemental materials at the same time. Only fully complete applications will be accepted.
- ❖ Since the Historic Landmark designation process requires *at least* two, and sometimes three public meetings, achieving formal designation typically takes 2 to 3 months, but make take up to four months.
- ❖ Upon designation, any repair or changes made to Historic Landmark properties require approval of a Certificate of Appropriateness (COA) by the HPC or its staff before work begins. COAs must be issued in order to obtain a building permit for repairs or changes to Historic Landmark properties.

Application Process

1. The application must be received thirty (30) calendar days prior to the Historic Preservation Commission (HPC) meeting date. Refinements and additional information may be requested by HPC staff.
2. Prior to the public meeting, the HPC will visit and tour the site, and technical questions may be asked. The HPC will then re-convene, typically on the same date, for a public meeting to vote on a recommendation for the application or postpone the vote until the next meeting if more information or clarification is needed. If the HPC or applicant is unable to attend the site visit and the public hearing on the same date, then separate dates for each the public hearing and the site visit will be scheduled and publicly noticed.
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. The HPC will then vote on the application, and if the HPC does not approve the application, the owner may resubmit with any revisions and additional information after one year has elapsed.
4. If the HPC vote is in favor of recommending Historic Landmark designation for the property, HPC staff will forward the application to the appropriate governing body (typically Guilford County Board of Commissioners or Greensboro City Council) for review and potential adoption of the designating ordinance. The final public hearing will be held before the governing body, 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.



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 below list of standards used by the Historic Preservation Commission in making their determination of eligibility for designation. These standards are based on the National Park Service criteria and recognize the integrity and significance of a property through seven aspects or qualities as follows:

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, drawn to scale, preferably 8 ½ x 11, but no larger than 11"x17", labeling buildings and significant features (see page 4: Map Examples)
3. 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.
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 the 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 preferred 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 an 8.5x11 reproducible format before the application can be reviewed, deemed complete by HPC staff, and placed on the Historic Preservation Commission agenda. Paper copies as specified by staff will be required, along with a digital submittal. A pre-submittal discussion with staff via in-person meeting, phone, or e-mail is required prior to application acceptance.

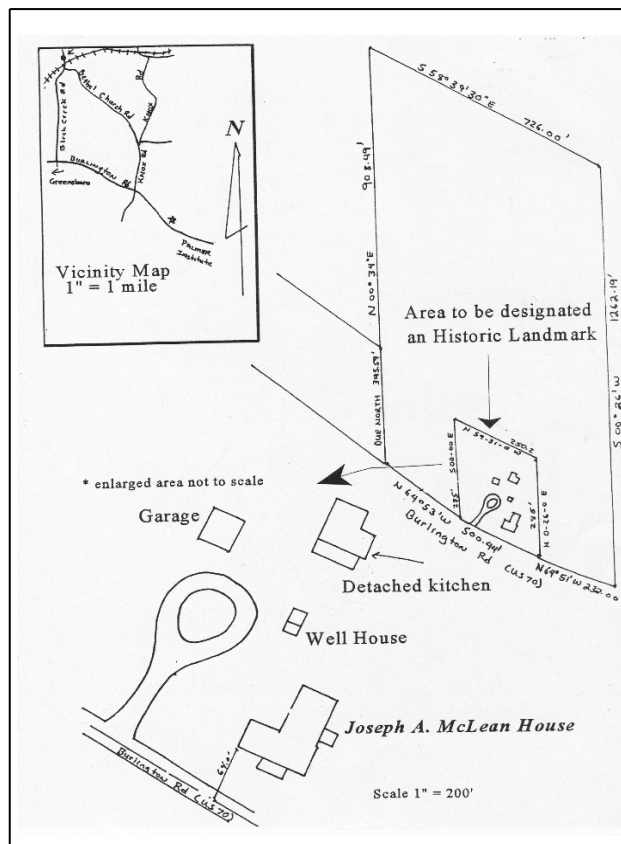


GUILFORD COUNTY PLANNING AND DEVELOPMENT

Historic Preservation Commission Historic Landmark Process & Instructions

Map Examples:

The map below is as 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.





**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)	_____ Name (please print legibly)	_____ Name (please print legibly)
_____ Mailing Address	_____ Mailing Address	_____ Mailing Address	_____ Mailing Address
_____ City, State and Zip Code	_____ City, State and Zip Code	_____ City, State and Zip Code	_____ City, State and Zip Code
_____ Phone Number	_____ Phone Number	_____ Phone Number	_____ Phone Number
_____ E-mail Address	_____ E-mail Address	_____ E-mail Address	_____ E-mail Address
_____ Signature	_____ Date	_____ Signature	_____ Date

The application is due no later than noon (12:00 P.M.) on the fourth (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

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

(Insert Color Paper)

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**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

**HISTORIC PRESERVATION
COMMISSION
2026 SUBMITTAL/MEETING
SCHEDULE**

APPLICATION SUBMITTAL DEADLINE	MEETING DATE	APPEAL DEADLINE
<i>3rd Tuesday of previous month</i>	<i>Meeting Date (3rd Tuesday)</i>	<i>15 days after meeting</i>
December 16, 2025	January 20, 2026	February 4, 2026
January 20, 2026	February 17	March 4
February 18	March 17	April 1
March 18	April 21	May 6
April 15	May 19	June 3
May 20	June 16	July 1
June 17	July 21	August 5
July 15	August 18	September 2
August 19	September 15	September 30
September 16	October 20	November 4
October 21	November 17	December 2
November 18	December 15	December 30
December 16, 2026	January 19, 2027	February 3, 2027

CUT-OFF TIME: 12:00 Noon

APPLICATIONS: Complete applications should be submitted via e-mail to the Guilford County Planning and Development Department (see application for instructions). Only **complete** applications will be processed for review.

Historic Preservation Commission Regular Meetings are typically held at 6:00 PM in the Carolyn Q. Coleman Conference Room, located on the First Floor of the Old Guilford County Courthouse, 301 W. Market St., Greensboro, N.C. 27401.

**Guilford County Planning and Development Department
5th Floor, Independence Center, 400 W. Market St., Greensboro, N.C. 27401
Phone: 336-641-3334
Fax: 336-641-6988**

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