



CITY OF SOUTHPORT

HISTORIC PRESERVATION COMMISSION

REGULAR MEETING

June 7, 2023

4:00 PM

Agenda

Please turn off all cell phones

Meetings are open to the public. Face masks and social distancing may be used at the discretion of each individual. Changes to this policy may occur, as needed to help prevent the spread of the Coronavirus.

The regular monthly meeting of the Historic Preservation Commission will be held at 4:00 p.m. on the first Wednesday of each month. All members are asked to attend.

- A. Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. Approval of Agenda**
- E. Approval of Minutes**
 - 1. May 23, 2023 Special Meeting
- F. Public Comment**
- G. Old Business**
 - 1. Review Design Guidelines
- H. New Business**
 - 1. None
- I. Other Business**
 - 1. Schedule Special Meeting date and time (possible 6/20-6/22)
- J. Announcements**
- K. Member's Information**
 - 1. Member's Roster
 - 2. Attendance Record
- L. Adjourn**



**Historic Preservation Commission Special Meeting Minutes
Indian Trail Meeting Hall
May 23, 2023
1:00 P.M.**

Members Present: Charles Drew, Rick Pukenas, Joanne Wesson, Tal West
Josh Cline McGee, Alexis-Gore Graves, Bonnie Bray, and Bonner Herring

Members Absent: Jim McKee

Staff Present: Travis Henley, Director of Development Services
Maureen Meehan, City Planner
Tanya Shannon, Deputy Clerk

Board of Aldermen Robert Carroll
Liaison:

- A. Chairman Charles Drew called the meeting to order at 1:08 p.m.
- B. The Invocation was given by Chairman Charles Drew.
- C. The Pledge of Allegiance was led by Chairman Drew.
- D. A Motion was made to vote Ms. Bray and Mr. West in as voting members by Mr. McGee and seconded by Mr. Herring. ***Unanimous vote; Motion carried.***
- E. Ms. Bray Motioned to approve the Agenda and was seconded by Mr. West.
Unanimous vote; Motion carried.
- F. A Motion was made to approve the May 3, 2023, Minutes by Mr. West and was seconded by Ms. Bray. ***Unanimous vote; Motion carried.***
- G. **Public Comment:** Pat Kirkman was curious to know who the reporters in attendance were. They stated that they were from WWAY News.

H. Old Business:

1. **Design Guideline and Discussion and Drafting**

City Planner Meehan gave an overview of how to proceed with the establishment of design guidelines and drafting language. Highlights of the following outlined draft for design standards are:

Protecting specific vistas

- Entrances on Howe and Moore Streets, including view of the water from Howe Street
- Franklin Square Park and E. West Street
- Tree Lined Streets with wide ROWs
- Bay Street between Atlantic and the Yacht Basin
- Brunswick Street Corridor

By Place type

- Historic District Residential (HDR)
- CBD/Howe Street
- Yacht Basin

Sections within each Setting

- General Changes – Existing Structures
 - Roofs
 - Exterior Walls
 - Wood Trim and Ornament and Substitute wood siding policy
 - Brick and Masonry
 - Windows and Doors
 - Porches and Entrances
 - Foundations
 - Paint
 - Accessibility and Life Safety
- Demolition
- Relocation
- New Construction
- Setting within each Place type
 - Landscaping
 - Off Street Park

Development Services Director Henley stated that Beaufort, NC is very similar to the City of Southport in location, size, and character. He recommended to start with the review of Beaufort's design standards and relate it to the Historic Southport Districts. He said that other locations can be compared as well, but he thought this would be a good place to start. It was the consensus of the Commission to review the design standards of Beaufort. Mr. McGee asked when Beaufort's design guidelines were created. Mr. Henley said that was in 1994. Ms. Meehan said that the historic district for Beaufort was established in 1974 and the Southport Historic District was established in 1980.

The review began in Chapter six of Beaufort's Guidelines for Rehabilitation of Individual Landmarks and Buildings in the Historic District. It explains that changes to a building's exterior or its setting reviewed by the Beaufort HPC can take the form of one of four common treatment options for historic buildings: Preservation, Rehabilitation, Restoration, or Reconstruction.

City Planner Meehan said the guidelines discuss the residential elements of building and how to get started by identifying the character. Some of the different elements of residential homes include the type of roof, walls, and materials. Mr. Herring asked what the standard lot size in Beaufort is. Ms. Meehan said they are very comparable in size; however, the lots are not as long as Southport's. Mr. Herring noted that a lot of Southport's historic character comes from the porch designs. He said the features and the materials are unique in each one. He said that is a big focus point when reviewing residential historic homes.

The Board reviewed several types of roof styles to identify with historic characteristics. Mr. Herring questioned the Mansard style roof and how rare that is to see. Mr. McGee explained that the Mansard style roof is like a "pizza hut" style and was used more in commercial structures. The gambrel roof style was identified by Mr. Herring at the corner of Moore and Atlantic Ave. Chair Drew noted it was Mr. Bill Crowe's old house. Ms. Meehan said the Commission will begin by cataloging the different roof styles and providing pictures in Southport as updated. The Commission discussed the different types of shingles that have been identified in the Residential Historic District. Ms. Graves said she has seen tin roofs. Mr. McGee has noticed asphalt shingles and other metals have been seen as well.

Director Henley read the statement in Beaufort's design standards for roofs. Materials Most of Beaufort's residences, as well as many stores, churches, and public buildings, were covered with riven or sawn cedar shingles until the late 19th century, and often as late as the 1920's or 1930's. Roof materials, as with forms, became more varied during the late 19th and early 20th centuries as tin, tile, asbestos shingle, and slate came into favor due to their permanence and fire-proof qualities. Standing seam metal roofs became the accepted roofing material in Beaufort after the Civil War. Many historic roofing materials have unique visual characteristics of texture, color and pattern that cannot be replicated in modern replacement materials and therefore should be repaired or carefully replaced with closely matching new materials. The majority of roofs in the historic district are now covered with asphalt or newer fiberglassasphalt shingles which have replaced the original wood shingles or metal. Asphalt shingles of a dark charcoal, dark brown, or dark "weathered wood" color (dark gray-brown) are usually appropriate as replacement roof coverings to buildings in the historic district. Light-colored asphalt shingles, shingles in a variegated color pattern, and roll-type roofing are not appropriate. Applicants seeking a COA will normally be required to submit samples showing the proposed roofing material and color. In considering an application for a COA, the Beaufort HPC must review the impact of the proposed work on the historic rooflines and related features such as overhanging eaves, ornamental cornices, dormers, gables, and chimneys. Mr. Herring noted that when he was building his house, he wanted to use asphalt shingles but was not allowed to. He said it was because of the relation to the adjacent house and the fire code. Chairman Drew said the Commission would run into homes that were built very close together with the asphalt shingles but at this time if you lived near to the Fire Department it was allowed to build to the lot lines.

Director Henley went over the Beaufort roof guidelines, and he explained that the guidelines do not state that it has to be designed this way, it is an incorrigible guideline.

6.1.1 Preserve original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from public view.

Mr. McGee gave an example of this and said that if you have a roof with a steep pitch and a person wants to build a porch, they will put in a flat roof because it is easier. In his opinion he thinks this would be inappropriate because the low flat roof is character with the neighboring houses.

6.1.2 Preserve, maintain, and repair historic roofing details and materials such as slate, standingseam metal, and tile. Replace in-kind only if necessary due to deterioration or damage. Replace only the damaged or deteriorated portion using materials identical to the original if possible.

Mr. Pukenas noted that replacing the tin and trying to rematch would almost be impossible.

6.1.3 New roofing materials should be compatible with either the existing or original roofing material. Match the historic material as closely as possible in color, shape, size, and texture. Asphalt or fiberglass-asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles. Any distinctive patterns of shingles or slates shall be retained and/ or replicated exactly. Galvanized standing-seam with a large “agricultural” ridge, usually for ventilation, is not acceptable in the historic district. Instead, use standing seam metal with a crimped edge.

Mr. Herring asked what is “agricultural” ridge. Director Henley said he would think that it might be a barn style roof where the ridge line goes up for ventilation. Mr. McGee stated the crimps style is more of a low profile.

6.1.4 Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings that add to the overall architectural character of a structure. All original and significant later features should be preserved and restored, rather than removed. The design of any new roof features should be based on documentary evidence and are compatible with both the building and surrounding buildings.

6.1.5 Contemporary or non-historic roof features may be installed on areas of the roof not seen from the public view or on other non-character defining secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, antennas, and solar collectors. These are not permitted when their installation or later removal would damage or destroy a significant roof feature. In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building and the roofline.

Director Henley said that this would be at the discretion of the Commission when reviewing these standards. Ms. Bray asked does that mean that Beaufort can not put a dormer on the front elevation. Mr. Henley said that it appears that it was it is saying. Mr. Henley said that if a structure was built in the late 1800’s and there was proof that there was a dormer originally and the owner would try to go back to the original character but also if it was revised in 1910 which alternative would be chosen.

6.1.6 Install new gutters without damaging or obscuring architectural features. It is inappropriate to replace concealed, built-in gutter systems with modern exposed gutters. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Wood gutters may be appropriate for certain period restoration projects. Replacement of gutters is usually reviewed as a Minor Works item.

Director Henley said Southport design guidelines will need to be done prior to the owner going back and saying this is minor work. He said ultimately it would be the decision of how the restorations are being reviewed and who is reviewing them.

6.1.7 Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building.

6.1.8 It is not appropriate to create a false sense of historical development by making changes to roofs, such as adding conjectural features lacking insufficient historical, pictorial, or physical documentation.

6.1.9 Avoid altering the existing roof pitch or introducing a new roof pitch.

6.1.10 Avoid using a substitute material for the replacement of a deteriorated historic element that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

6.1.11 Avoid constructing additional stories resulting in an altered appearance.

Director Henley asked the Commission if there was anything in the Beaufort's guideline standards for roofs that was not mentioned that they would like to discuss. Mr. West asked to go to 6.1.7 as states "Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible" he feels this statement should be removed. Director Henley said that would be one of the items where someone is going to say "I have to put it here because there is no other option. He said that this Commission is the umpire for if that is a valid reason. Ms. Bray recommended giving as much leeway as possible and review on a case-by-case basis. Ms. Wesson agreed and said that there needs to be some discretion so that homeowners are encouraged to use these standards and guidelines. She said that it will be a case-by-case review by the Commission to determine how to proceed. Director Henley said that when the cases are brought to the Commission it does not have to be a yes or a no. He said alternatives could be suggested as well. Ms. Wesson said it would be like a compromise. Mr. Herring said the standards should be more "protective than restrictive".

Chairman Drew noted that Beaufort's roof standards it stated in 6.1.3 "New roofing materials should be compatible with either the existing or original roofing material. Match the historic material as closely as possible in color, shape, size, and texture." He questioned if the Commission was good with that language for Southport. He asked if Southport was going to keep that restriction or remove that. Ms. Graves said it does state "closely as possible". Chairman Drew said that in the case with metal, there are many colors. He is concerned that this could inhibit the historic character of the City. Mr. Herring said that there were not a lot of options back then and wasn't sure if changing the language regarding roof color would be necessary. There was a lot of discussion on the color of the roofs. Most thought it would be best to stay in the character of the City and keep it closest to the color of the scheme that it is. Some members preferred the tin roof with the while trusses. Planner Meehan said that the Beaufort guidelines do not restrict the color of the roof, but it states to keep the existing color matched as closely as possible.

Chair Drew asked if there was any more discussion on roof design standards. Director Henley said that he would go over the points of concern and work on drafting language that would somewhat resemble the standards that Beaufort has.

The next review was on wood siding trim and ornaments. As stated in Beaufort's guidelines is to "seek to maintain the district's character by requiring the preservation of the existing historic wood siding and trim elements and ensuring that true wood siding and trim (not particle board, Masonite, or pressed wood products) are used on all restorations and rehabilitations unless there is an overwhelming reason to do otherwise. The HPC recommends taking precautions to ensure the longevity of any new replacement materials: select wood that has natural rot-resisting qualities for replacements, such as cypress, slow-growth pine, juniper, or redwood. Treat all replacement wood

with proven chemical preservatives such as Borates or Woodlife to provide additional protection. Prime and caulk all saw cuts and end-grain joints to prevent moisture from entering the wood.”

Mr. Herring noted that the language does not include hardy wood siding. Mr. Henley said that at this time the review is focused on existing standards not the reconstructions of Beaufort’s standards yet.

Wood Siding, Trim, and Ornament Guidelines

6.2.1. Preserve and maintain existing original wood siding, trim, ornamentation, and other wood decorative elements.

6.2.2. Preserve and repair existing wood elements wherever possible. Use preservation techniques which encourage repair (such as epoxies, splicing, and patching where applicable) rather than wholesale replacement.

6.2.3. Replace historic wood elements only where the original is too deteriorated to repair. If replacement is necessary, use new replacement wood that matches the original as closely as possible in all properties: shape, profile, texture, and detailing. The deteriorated or damaged condition should be documented. Replacement of these features in kind and according to the guidelines does not normally require a COA.

6.2.4. If a portion of a historic wall is deteriorated beyond repair, replace only the damaged portion. In other words, a damaged portion of a wall does not provide an excuse for wholesale replacement

Director Henley said that this would not require a Certificate of Appropriateness. He explained that this requires vigilance to be aware of any changes that are occurring in the Historic Residential District. He said there will need to be documentation of the changes that are being made. Such as photos of the before, current or post. He said researching on google photos could help review what the house looked like prior to the reconstruction. Mr. Herring asked Mr. Pukenas how he would like to see the language for woods siding, trim and ornament guidelines proceed knowing that he owns a historic home. Mr. Pukenas stated that he tries to keep the guidelines in these standards as close to the original house as possible and does not disagree with this language as long is it in character of the house.

6.2.5. Prepare surfaces for painting using the gentlest means possible. Low-pressure power-washing should be used only after a test panel of washing has been performed by the contractor and reviewed by the owner for excessive damage. Sandblasting and high-pressure water blasting are not appropriate treatments.

6.2.6. Avoid stripping paint with the object of staining it or leaving it unfinished for a supposedly “natural” appearance when such an appearance cannot be historically documented.

6.2.7. Avoid replacing clapboard siding with shingle siding (or vice versa) or replacing clapboard siding with siding of a different width or profile, particularly if the later siding has gained historic significance in its own right.

Mr. Henley said that eluded to don’t go to constructing different roof patterns that defer greatly from the original.

6.2.8. It is not appropriate to compromise the architectural integrity of a building by introducing or removing siding, trim, or other decorative features, or by concealing or removing decorative details such as cornices, corner boards or brackets.

6.2.9. The use of imitation or pressed wood, vinyl, or aluminum siding is not permitted .

Mr. McGee said that he believes that standard could apply to more options. He said technology has progressed since this standard was written. He said that there are a lot of composite materials available that would up better than pressed wood. He said with the composite materials you can get it stable to match the color and the textures. He said these materials last longer and are more environmentally friendly. Mr. Herring said that he did not have a problem with that as long as it does not affect the look of the house. Mr. Bray questioned how to word why vinyl and aluminum are permitted but not wood.

Mr. Henley pointed to this next standard for Beaufort is similar to the language that would explain. Mr. McGee recommended adding language that would offer some options that as an alternative that will keep with the character of the house. Mr. Henley said that the most important thing is making it simple and easy for people to understand and use.

6.2.10. The HPC may allow the replacement of the existing substitute siding with new substitute siding (such as cement fiber siding) if the proposed replacement will be more in keeping with the original appearance of the structure. Substitute siding with a simulated wood grain will not be permitted.

6.2.11. The use of fiber cement siding may be approved for new structures, non-historic structures, and additions to historic structures not visible from public streets or waterways.

6.2.12. Avoid removing or replacing such features as cornices, brackets, pilasters, door and window moldings, pediments, medallions, dentil and modillion molding, corner boards, and other character-defining architectural trim, particularly from the principal façade.

6.2.13. To avoid creating a false historical appearance, do not use trim salvaged from another building or buildings or stock trim. Likewise, avoid moving or rearranging existing trim to another part of a building without historical evidence to back this up. Do not use stock trim when original trim can be replicated.

6.2.14. Blowned in insulation should be placed in a house so as not to disturb siding.

Substitute Wood Siding Policy

Mr. Henley said this is the overview for Beaufort's elements. Southport will be revised to accommodate the elements of our environment

"The elements of the coastal environment have always been harsh on wood siding and as a result a number of substitute materials have been developed. Some of these new materials may be appropriate for use on houses in the historic district depending on the position of the new siding in relation to the street. Any substitute material siding must have surface texture, surface reflectivity, and finish of wood. The use of vinyl, aluminum, and pressed wood as cosmetic cladding is not appropriate. The use of fiber cement siding may be approved for new structures, non-historic structures, and additions to historic structures not visible from public streets or waterways. When fiber cement is used it must have the smooth side out and have the same size exposure as the siding in the rest of the building. Fiber cement siding may be used in areas that have been proven to be

prone to excessive rotting. In the case of structures that are presently covered with vinyl, aluminum, and pressed wood cosmetic cladding, the HPC may allow for a change to another substitute siding (such as fiber cement siding), if the proposed new siding is more in keeping with original appearance of the structure or the character of the district. 1. The appearance, surface textures, details, and other key visual characteristics of most substitute sidings are not appropriate in the historic district. 2. Vinyl, Aluminum and Pressed wood shall not be used to cover or replace wood siding or brick structures that contribute to the character of the Historic District, or on new structures.”

Brickwork and Masonry

Director Henley asked about how many homes are brick in the historic residential area. Members said that there were a few. Mr. Henley said that brick will come up a lot more in the Central Business District. He explained that this section would need a lot of consideration, especially with the brick bonds. Mr. Herring asked when the bricks start to powder, or decay can they be fixed. Mr. McGee said that its salt effervescence that gets into the brick and leeches in. Mr. McGee said that it would have to be reviewed on a case-by-case basis. Chair Drew said that it can be restored because it has been done at Fort Johnson. Mr. McGee said that this needs to be checked on a regular basis to prevent major degradation.

Director Henley read the Statement from Beaufort’s Guideline Standards.

Typically, the brick chimneys on Beaufort’s earliest homes were built on the outside of each gable end and are one of the houses’ most distinctive features. Chimneys on later homes were built inside the name of the house at the gable ends or closer to the center of the house. Gothic Revival and Queen Anne-style chimneys usually had stacks with decorative brick corbelling.

Repairs to historic brickwork and stone must be made with great care using materials that are compatible with the original elements. The district has many fine 18th and 19th century exterior chimneys that deserve careful maintenance and restoration. The process of repointing deteriorated mortar joints is especially critical on these elements and should be performed only by a skilled artisan. The old or loose mortar should be removed, or raked out, by hand so the historic bricks are not damaged. The new mortar should match the original in both color and compressive strength, so the soft historic bricks are not damaged by a bedding of hard cement. When repointing, the mortar must be applied with great care so as not to smear mortar on the face of the bricks.

Brickwork and Masonry Guidelines

6.3.1. Retain and preserve historic brick and masonry elements, including walls, chimneys, foundations, and retaining walls. Preserve masonry elements that are character-defining features of the building or property.

6.3.2. Repair and restore historic masonry elements, rather than replace. Remove vegetation and vines from masonry to prevent structural or moisture damage.

6.3.3. Clean historic masonry only with low-pressure water washing and mild detergents formulated for the specific application. Use chemical cleaners formulated for historic masonry only if water and detergent cleaners are not effective

6.3.4. Sandblasting, high-pressure water blasting, and other abrasive cleaning methods which may damage historic masonry are not appropriate in the historic district.

6.3.5. Water-repellant sealers are generally not appropriate because they may trap moisture, causing deterioration or discoloration.

6.3.6. For repointing, use only mortars that are compatible with historic mortars in color, strength, and joint finish or surface tooling. Maintain the historic joint width, joint profile, and bond patterns when making repairs. Modern mortars may cause damage to older, softer brick.

6.3.7. Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

6.3.8. When replacing damaged brick or stone, use replacements that match the original units as closely as possible.

6.3.9. Avoid painting masonry surfaces that were not painted historically. When painting masonry that has been previously painted, use acrylic latex paints for best durability.

It was the consensus of the Board to keep this language in the draft.

Windows and Doors Characteristics

Windows and doors, with their great variety of shapes and sizes, are among the principal architectural features of a building's exterior wall surfaces. Through their design and placement, they help to establish the rhythm, proportion, and scale of the building's elevations. Windows are also one of the most readily identifiable features of a particular architectural style or period. For example, lancet arch windows define the Gothic Revival style, while double-hung sash with diamond-pane lights are a hallmark of the Queen Anne style.

Windows also reflects changes in technology. Most historic windows in Beaufort are wood and are comprised of double-hung sash, with either one or both of the window's sashes open by sliding up or down. Usually, the earlier the window, the smaller and more numerous are the panes of glass in the sash. Georgian-period windows can have up to twelve lights on each sash and were typically made of heart pine with pegged mortise-and-tenon corner joints and distinctive wavy or irregular hand-blown glass panes. By the late 19th century, advances in glass making technology produced windows with two and, eventually, only a single pane of glass in each sash. Leaded and stained glass windows also became popular at that time. Mid- and late-20th- century residential design called for a much larger glass to wall ratio than previously common, and used such features as sliding glass doors and large picture or plate glass windows.

Doors, too, help to define a building's style and period of construction. Before the Civil War, most doors in Beaufort were pegged together and consisted of four or six raised panels separated by stiles and rails. The Greek Revival style saw the introduction of transoms and sidelights around the principal entrance door. Later in the 19th century, doors acquired applied ornamentation, leaded or etched glass lights, and wood varnishes, as well as other treatments. The historic features that accent windows and doors, such as brackets and hoods, pilasters, moldings, blinds, awnings, panels, sidelights, fanlights, transoms, and hardware, are all significant in their own right and contribute to the overall appearance of the building.

Because windows and doors play such an important role in the overall appearance of both old and new buildings, they deserve special attention in all restoration and rehabilitation projects, as well as on additions and new construction. Historical research, including photographic research, is an essential component of any rehabilitation plan involving the renovation or replacement of windows

and doors. One common mistake is to redo windows, so they are all the same size and shape; an examination of historic photographs illustrates the inappropriateness of this approach.

Storm Windows and Doors

Old windows are often labeled as energy inefficient. In fact, careful caulking and weather-stripping can be used to make windows more energy efficient. To supplement these measures, storm windows can be used to improve the energy efficiency of historic windows and can be mounted either on the exterior or in the interior. The latter is preferred and does not require HPC approval. Exterior storm windows may detract from the appearance of windows with leaded glass or faceted frames.

Mr. Henley noted that it does not state that a COA can not be issued for having exterior storm windows or doors. Mr. McGee said that the Board would need to come up with a way to approach this standard.

It was the consensus that more review will be needed for the standards and guidelines for windows and doors.

Screens, Shutters (Blinds), and Awnings

6.4.1. Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim and moldings. Documented restoration is allowable.

6.4.2. Repair existing historic windows and doors where possible, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. Reproduction glass is desirable but not required.

6.4.3. Use replacement windows and doors that match the existing historic elements as closely as possible. Wood windows should be replaced with wood windows. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions, materials, and detailing as closely as possible.

6.4.5. Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Wood, or appropriately painted metal storm windows and doors should be used.

6.4.6. Tinted glass is not appropriate in the historic district in any area visible from public view. Energy-saving or "low-E" glass may be used only if it is not tinted.

6.4.7. New windows must match the original overall size and opening area and should have three dimensional muntins with either true divided lights (TDL) or three dimensional grilles on both the interior and exterior sides (SDL). Snap-in grilles or grilles between glass are not appropriate for windows visible from public view.

6.4.8. Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood storm doors of the full view or large single-pane type are most appropriate because they do not obscure the original doors. Louvered wood doors are also appropriate. Storm doors should be the full-view type

and have a paint finish in a color that is compatible with the colors of the structure. The standard “colonial” type storm door with scalloped trim and cross-buck bottom half is not permitted. Wood screen doors should be appropriate for the period and style of the structure.

6.4.9. Preserve and repair original or historic shutters. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had blinds. All shutters shall be installed so that they will fit the window frame opening if closed and shall be of correct proportions for each window. Blinds shall be provided with operable hardware, consisting of hinges, pintles and holdbacks located in the appropriate positions. Shutters may be operable or fixed. Shutters made of synthetic or substitute materials, that duplicate the look, appearance and patina of wood may be allowed. They should not be nailed or screwed onto the building surface.

6.4.10. New window and door openings shall not alter the historic character of the building or cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.

6.4.11. Avoid the placement of metal awnings over windows and doors. Fabric awnings may be used if the house originally or historically had them. Install awnings in such a manner that they do not conceal architectural features or damage historic building fabric. Choose colors and patterns that harmonize with the building and do not compete with it.

Mr. McGee noted that it appears that Beaufort was addressing a lot of issues in the Community. He said it was not a bad place to start with direction on standards and guidelines for the Southport’s Residential Historic District, but Southport does not have all these problems.

Porches and Entrances

Characteristics

Porches are the defining feature of Beaufort’s historic architecture. According to the Beaufort National Register Nomination, “there is scarcely a house to be found without a porch” in the town. Of all North Carolina’s coastal port towns, “only in Beaufort is nearly every streetscape a porchscape.” With porches playing such an important role in the town’s architecture, they must be regarded as a town treasure, to be maintained and preserved. In their many forms and variations, porches do indeed define much of the architectural character of the residential streets.

The Board liked the language but just the City from Beaufort to Southport. Director Henley mentioned this statement. Note: North Carolina’s building code requires a 36” handrail when the porch height is 32” or more above ground level. However, existing handrails in the Beaufort historic district are typically less than 36” high. New construction requires the current 36” height.

Porches and Entrances Guidelines

6.5.1. Retain and preserve historic porches, entrances and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements.

6.5.2. Repair, rather than replace, historic porch and entrance elements, wherever feasible. Use repair techniques which preserve historic material, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections. Replacement elements should match the original in size, shape, pattern, color, and texture.

6.5.3. Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed.

6.5.4. The enclosure or other alteration of original or historic front porches is not appropriate in the historic district. The enclosure of porches at the rear, or other areas not seen from the public view, is appropriate if the enclosure is designed and constructed in a manner that preserves the historic character and features of the porch.

6.5.5. Covering a porch with non-historic material such as vinyl or metal siding, or “winterizing” a screened porch by permanently attaching plastic sheeting is not permitted.

6.5.6. Using indoor-outdoor carpeting to weather-proof a porch floor is not permitted.

6.5.7. Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.

6.5.8. Removing a porch that is not repairable and not replacing it or replacing it with a new porch that does not convey the same visual appearance on contributing historical properties is not permitted.

6.5.9. Reconstruct missing porches or porch details based on accurate documentation of such features. Such documentation may include evidence found on the subject building; historic photographs; or compatible details found on another porch in the district of the same period and general style. The owner shall provide the commission with such documentation in the application for a Certificate of Appropriateness.

6.5.10. It is not appropriate to add new porches, entrances, or balconies to primary elevations or other areas of a building that are seen from the public view if none existed historically.

Mr. Henley said that Beaufort’s standards and guidelines for the historic residential district are the most detailed in the outlined of the complete characteristics. He asked for feedback from the Board on what direction they would like to take on drafting the language before the next meeting. He recommended continuing to review the guidelines for Beaufort. He hopes to be able to review the new construction guidelines in residential at the next meeting.

Chair Drew commented that before each section in the Beaufort guidelines they provide a short summary of the history of the town. He asked if this would be something that Southport’s standards could include? Director Henley said that would be aspiration and would probably not as a much detail. Chair Drew said he thinks that is important to help educate the public on how and why the City is working on the protection and the preservation of history.

Mr. McGee thought that perhaps after the language is drafted a consultant could review the process and the language and give advice or recommendations on things that could be revised. Chair Drew asked if Staff will be drafting the language as the Board addresses the questions and concerns. Director Henley said that the draft is being worked on by Staff and will be presented to the Commission when it becomes available.

Ms. Graves asked if a house was purchased in 1980 do they have to keep a certain percentage of the homes before it is repaired. Director Henley said that Staff is working on that. He said the goal is prevent people from tearing down the houses. Ms. Graves that the guidelines need to be in place soon before the structures are too damaged to repair or too costly to repair. Mr. Henley agreed and said that this needs to be addressed very quickly, and the City has to deem it a valuable asset. The goal is to hinder and not hamper.

Mr. Pukenas recommended having the City Attorney review the language to ensure that it is appropriate and legal. Mr. Henley said that absolutely the attorney would be involved in the process.

I. **New Business:**

J. **Other Business:**

Chair Drew questioned if the Historic Downtown Planner was approved in the proposed City Budget. Mr. Henley said that currently the Board is still working on the budget, and they are reviewing this position.

K. **Announcements:**

Chair Drew reminded everyone that the regular Historic Preservation Commission will be on June 7th.

There was no further business. A Motion was made to return Ms. Bray and Mr. West back to their alternate positions by Mr. Pukenas and seconded by Me. Herring. ***Unanimous vote; Motion carried.***

A Motion was made by Mr. Pukenas to adjourn the meeting and seconded by Ms. Wesson.
Unanimous vote; Motion carried.

Adjournment: 3:25 p.m.

Tanya Shannon, Deputy Clerk

Charles Drew, Chairman

5/23/2023 Historic Preservation Commission Meeting

Design Guidelines

- Introductory Remarks and Establishment of Place
- Standards:
 - Protecting specific vistas
 - Entrances on Howe and Moore Streets, including view of the water from Howe Street
 - Franklin Square Park and E. West Street
 - Tree Lined Streets with wide ROWs
 - Bay Street between Atlantic and the Yacht Basin
 - Brunswick Street Corridor
 -
 - By Placetype
 - Historic District Residential (HDR)
 - CBD/Howe Street
 - Yacht Basin
 - Sections within each Setting
 - General Changes – Existing Structures
 - Roofs
 - Exterior Walls
 - Wood Trim and Ornament and Substitute wood siding policy
 - Brick and Masonry
 - Windows and Doors
 - Porches and Entrances
 - Foundations
 - Paint
 - Accessibility and Life Safety
 - Demolition
 - Relocation
 - New Construction
 - Setting within each Placetype
 - Landscaping
 - Off Street Park

When reviewing these guidelines, it is important to consider characteristics specific to Southport, which may not be incorporated in these standards. And are there things that need to be removed/changed that may not be appropriate for preservation specific to Southport?

Roof Guidelines

- 6.1.1 Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings that add to the overall architectural character of a structure. All original and significant later features should be preserved and restored, rather than removed. The design of any new roof features should be based on documentary evidence and are compatible with both the building and surrounding buildings. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from public view.

Merge 6.1.1 and 6.1.4. – both preserve historic features and referenced to the same features.

~~Preserve original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from public view.~~

- 6.1.2 Preserve, maintain, and repair historic roofing details and materials such as slate, standing seam metal, and tile. Replace in-kind only if necessary due to deterioration or damage. Replace only the damaged or deteriorated portion using materials identical to the original if possible.
- 6.1.3 New roofing materials should be compatible with either the existing or original roofing material. Match the historic material as closely as possible in color, shape, size, and texture. Asphalt or fiberglass-asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles. Any distinctive patterns of shingles or slates shall be retained and/ or replicated exactly. ~~Galvanized standing-seam with a large “agricultural” ridge, usually for ventilation, is not acceptable in the historic district. Instead, use standing seam metal with a crimped edge.~~

Remove ‘agricultural’ ridge reference. It seems that this is common in the Carteret Co. area and not necessary to include in Southport’s guidelines.

- ~~6.1.4 Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings that add to the overall architectural character of a structure. All original and significant later features should be preserved and restored, rather than removed. The design of any new roof features should be based on documentary evidence and are compatible with both the building and surrounding buildings.~~

- 6.1.5 Contemporary or non-historic roof features may be installed on areas of the roof not seen from the public view or on other non-character defining secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, antennas, and solar collectors. These are not permitted when their installation or later removal would damage or destroy a significant roof feature. In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building and the roofline.
- 6.1.6 Install new gutters without damaging or obscuring architectural features. It is inappropriate to replace concealed, built-in gutter systems with modern exposed gutters. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Wood gutters may be appropriate for certain period restoration projects. Replacement of gutters is usually reviewed as a Minor Works item.
- 6.1.7 Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. If they must be visible, they should be installed to respect the architectural details and character of the subject building.
- 6.1.8 It is not appropriate to create a false sense of historical development by making changes to roofs, such as adding conjectural features lacking insufficient historical, pictorial, or physical documentation.
- 6.1.9 Avoid altering the existing roof pitch or introducing a new roof pitch.
- 6.1.10 Avoid using a substitute material for the replacement of a deteriorated historic element that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.
- 6.1.11 Avoid constructing additional stories resulting in an altered appearance.

Wood Siding, Trim, and Ornament Guidelines

- 6.2.1. Preserve and maintain existing original wood siding, trim, ornamentation, and other wood decorative elements.
- 6.2.2. Preserve and repair existing wood elements wherever possible. Use preservation techniques which encourage repair (such as epoxies, splicing, and patching where applicable) rather than wholesale replacement.
- 6.2.3. Replace historic wood elements only where the original is too deteriorated to repair. If replacement is necessary, use new replacement wood that matches the original as closely as possible in all properties: shape, profile, texture, and detailing. The deteriorated or damaged condition should be documented. Replacement of these features in kind and according to the guidelines does not normally require a COA.

- 6.2.4. If a portion of a historic wall is deteriorated beyond repair, replace only the damaged portion. In other words, a damaged portion of a wall does not provide an excuse for wholesale replacement.
- 6.2.5. Prepare surfaces for painting using the gentlest means possible. Low-pressure power-washing should be used only after a test panel of washing has been performed by the contractor and reviewed by the owner for excessive damage. Sandblasting and high-pressure water blasting are not appropriate treatments.
- 6.2.6. Avoid stripping paint with the object of staining it or leaving it unfinished for a supposedly “natural” appearance when such an appearance cannot be historically documented.
- 6.2.7. Avoid replacing clapboard siding with shingle siding (or vice versa) or replacing clapboard siding with siding of a different width or profile, particularly if the later siding has gained historic significance in its own right.
- 6.2.8. It is not appropriate to compromise the architectural integrity of a building by introducing or removing siding, trim or other decorative features, or by concealing or removing decorative details such as cornices, corner boards or brackets.
- 6.2.9. The use of ~~imitation or pressed wood~~, vinyl, or aluminum siding is not permitted.
- It was determined that some composite materials have been improved significantly and may be appropriate, especially when it protects the investment and integrity of the house.*
- 6.2.10. The HPC may allow the replacement of ~~existing substitute~~ siding with new substitute siding (such as cement fiber or composite ??? (or appropriate options provided by the HPC) siding) if the proposed replacement will be more in keeping with the original appearance of the structure and can match the profile and texture of the original siding. Substitute siding with a simulated wood grain will not be permitted.
- This change allows substitute siding in place of original and existing substitute siding where original characteristics can be replicated.*
- 6.2.11. The use of fiber cement siding may be approved for new structures, non-historic structures, and additions to historic structures not visible from public streets or waterways.
- 6.2.12. Avoid removing or replacing such features as cornices, brackets, pilasters, door and window moldings, pediments, medallions, dentil and modillion molding, corner boards, and other character-defining architectural trim, particularly from the principal façade.
- 6.2.13. To avoid creating a false historical appearance, do not use trim salvaged from another building or buildings or stock trim. Likewise, avoid moving or rearranging existing trim to another part of a building without historical evidence to back this up. Do not use stock trim when original trim can be replicated.
- 6.2.14. Blown in insulation should be placed in the house so as not to disturb siding.

Brickwork and Masonry Guidelines

- 6.3.1. Retain and preserve historic brick and masonry elements, including walls, chimneys, foundations, and retaining walls. Preserve masonry elements that are character-defining features of the building or property.
- 6.3.2. Repair and restore historic masonry elements, rather than replace. Remove vegetation and vines from masonry to prevent structural or moisture damage.
- 6.3.3. Clean historic masonry only with low-pressure water washing and mild detergents formulated for the specific application. Use chemical cleaners formulated for historic masonry only if water and detergent cleaners are not effective.
- 6.3.4. Sandblasting, high-pressure water blasting, and other abrasive cleaning methods which may damage historic masonry are not appropriate in the historic district.
- 6.3.5. Water-repellant sealers are generally not appropriate because they may trap moisture, causing deterioration or discoloration.
- 6.3.6. For repointing, use only mortars that are compatible with historic mortars in color, strength, and joint finish or surface tooling. Maintain the historic joint width, joint profile, and bond patterns when making repairs. Modern mortars may cause damage to older, softer bricks.
- 6.3.7. Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.
- 6.3.8. When replacing damaged brick or stone, use replacements that match the original units as closely as possible.
- 6.3.9. Avoid painting masonry surfaces that were not painted historically. When painting masonry that has been previously painted, use acrylic latex paints for best durability.

Window and Door Guidelines

- 6.4.1. Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim, and moldings. Documented restoration is allowable.
- 6.4.2. Repair existing historic windows and doors where possible, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. Reproduction glass is desirable but not required.
- 6.4.3. Use replacement windows and doors that match the existing historic elements as closely as possible. Wood windows should be replaced with wood windows. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions, materials, and detailing as closely as possible.

- 6.4.4. Use storm windows to improve energy efficiency where needed. New storm units should have a finish compatible with the color of the house. Unpainted aluminum is not appropriate. Storm windows for double hung sash shall have horizontal dividers that are in alignment with the horizontal meeting rails of the original upper and lower sashes. Storm windows are usually a Minor Work item.
- 6.4.5. Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Wood, or appropriately painted metal storm windows and doors should be used.
- 6.4.6. Tinted glass is not appropriate in the historic district in any area visible from public view. Energy-saving or “low-E” glass may be used only if it is not tinted.
- 6.4.7. New windows must match the original overall size and opening area and should have three dimensional muntins with either true divided lights (TDL) or three-dimensional grilles on both the interior and exterior sides (SDL). Snap-in grilles or grilles between glass are not appropriate for windows visible from public view.
- 6.4.8. Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. ~~Wood storm doors of the full view or large single pane type are most appropriate because they do not obscure the original doors.~~ Storm doors should be the wood full view type and have a paint finish in a color that is compatible with the colors of the structure. Louvered wood doors are also appropriate. The standard “colonial” type storm door with scalloped trim and cross-buck bottom half is not permitted. Metal storm doors that match the period of the house with a full view opening and painted to match the door trim may be appropriate. ~~Wood screen doors should be appropriate for the period and style of the structure.~~

Removed 2 sentences that were redundant. Added a metal door clause, is that appropriate? Possible for later structures built in the mid-century and not appropriate otherwise. This needs to be discussed.

- 6.4.9. Preserve and repair original or historic shutters. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had blinds. All shutters shall be installed so that they will fit the window frame opening if closed and shall be of correct proportions for each window. Blinds shall be provided with operable hardware, consisting of hinges, pintles and holdbacks located in the appropriate positions. Shutters may be operable or fixed. Shutters made of synthetic or substitute materials, that duplicate the look, appearance and patina of wood may be allowed. They should not be nailed or screwed onto the building surface.

Louvered shutters are similar to blinds in look, but different in function. Blinds allow the louvers to be opened or closed, where louvered slats are stationary. Fixed shutters will be in place with holdbacks rather than nailed/screwed to the wall face.

- 6.4.10. New window and door openings shall not alter the historic character of the building or cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.
- 6.4.11. Avoid the placement of metal awnings over windows and doors. Fabric awnings may be used if the house originally or historically had them. Install awnings in such a manner that they do not conceal architectural features or damage historic building fabric. Choose colors and patterns that harmonize with the building and do not compete with it.

Porches and Entrances Guidelines

- 6.5.1. Retain and preserve historic porches, entrances and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements.
- 6.5.2. Repair, rather than replace, historic porch and entrance elements, wherever feasible. Use repair techniques which preserve historic material, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections. Replacement elements should match the original in size, shape, pattern, color, and texture.
- 6.5.3. Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed.
- 6.5.4. The enclosure or other alteration of original or historic front porches is not appropriate in the historic district. The enclosure of porches at the rear, or other areas not seen from the public view, is appropriate if the enclosure is designed and constructed in a manner that preserves the historic character and features of the porch.
- 6.5.5. Covering a porch with non-historic material such as vinyl or metal siding, or “winterizing” a screened porch by permanently attaching plastic sheeting is not permitted.
- 6.5.6. Using indoor-outdoor carpeting to weather-proof a porch floor is not permitted.
- 6.5.7. Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.
- 6.5.8. Removing a porch that is not repairable and not replacing it or replacing it with a new porch that does not convey the same visual appearance on contributing historical properties is not permitted.

- 6.5.9. Reconstruct missing porches or porch details based on accurate documentation of such features. Such documentation may include: evidence found on the subject building; historic photographs; or compatible details found on another porch in the district of the same period and general style. The owner shall provide the commission with such documentation in the application for a Certificate of Appropriateness.
- 6.5.10. It is not appropriate to add new porches, entrances, or balconies to primary elevations or other areas of a building that are seen from the public view if none existed historically.
- 6.5.11. Collapsible gates on porches to restrain pets or young children are reviewed by the HPC on a case-by-case basis and should be truly temporary and removal. Permanent gates are reviewed by the HPC. Gates of any kind at the foot of porch steps create an unnecessary visual barrier and are not appropriate.
- 6.5.12. New handicapped access ramps and other modifications to improve access shall be designed so that the modifications are reversible and do not damage or obscure the buildings' architectural features or diminish its historic character. (SEE GUIDELINES FOR ACCESSIBILITY AND LIFE SAFETY).

Foundations Guidelines

- 6.6.1. Retain and preserve original and historic foundations and related elements wherever possible, including: pier size, vents, grilles, lattice, materials, and other significant details.
- 6.6.2. Retain and preserve existing historic materials wherever possible, rather than replace. For repairs or rebuilding, select new brick, mortar, ballast stones, and other materials to match the historic materials as closely as possible in all respects.
- 6.6.3. If a portion of a historic foundation is deteriorated beyond repair, replace only the damaged portion using materials and finishes that match the original. Do not use replacement of a damaged portion as an excuse for wholesale replacement without thorough documentation of the reasons for this change.
- 6.6.4. New vents or access doors should be centered between piers. Use inconspicuous vents, such as black iron or dark plastic, rather than unpainted aluminum. Locate access doors and other new openings in areas not visible from public view.
- 6.6.5. For infilling between existing brick piers, construct a curtain wall that is recessed approximately 1" to 2" back from the outer face of the piers so the original piers stand out; use this treatment for both old and new foundations. Flush foundations and infill are not appropriate. Concrete block may be used only if covered with a veneer of brick or sand-finished stucco. Leave foundations under porches open wherever possible to promote air circulation to prevent rot and deterioration; use wood lattice or grilles to enclose.
- 6.6.6. Wood grilles or lattice are appropriate for infill if compatible with the period or style of the structure. Stock lightweight lattice is not appropriate in areas in the public view.

- 6.6.7. Existing, unpainted historic foundations should not be painted. Previously painted foundations should be repainted an appropriate color. Avoid removing paint from a previously painted foundation (see BRICKWORK AND MASONRY guidelines).
- 6.6.8. Covering an existing foundation with later siding (artificial or wood) or covering with stucco, cement, or pressed metal siding strips that replicate rusticated concrete block is not permitted.
- 6.6.9. The raising of a building's foundation should be undertaken for sound structural and/or flood control reasons ONLY, and these reasons should be well-documented by flood maps, an architect or engineer's report accompanying an owner's COA application.
- 6.6.10. Locate new utilities and mechanical equipment such as package unit furnaces, heat pumps, and air conditioning coils at the rear or other areas not seen from public view. Utilities should never be located at the front of a structure or site. Provide screening with plantings, fences, or plant treatments.

Paint and Exterior Colors Guidelines

- 6.7.1. Repainting a building in the same color, including minor touch-up painting, and the cleaning of existing painted surfaces do not require a COA, nor does re-lettering a painted sign in the same color.
- 6.7.2. Determine the building's style and period and consult with the HPC or reference sources for the most appropriate paint colors. Use paint colors that are appropriate for the style and period of the subject property and that accentuate the building's architectural features.
- 6.7.3. Masonry surfaces that have been previously unpainted, such as brick, stucco, or stone should not be painted if those surfaces are in good condition and if the painting is proposed for the purpose of color change only. The painting of certain masonry surfaces may be appropriate if the surfaces have been patched or marred by damage over time, and if the visual integrity of the surface has been compromised. Paint colors should reflect the base material where possible.
- 6.7.4. Old paint should not be removed by sandblasting or other abrasive or destructive methods. The removal of all paint layers down to the bare wood in preparation for repainting is not recommended.
- 6.7.5. A natural wood-stained surface that was historically painted is not appropriate.

Accessibility and Life Safety Guidelines

- 6.8.1. Locate fire exits, stairs, landings, and ramps so that they are compatible with the character of the building or site. For example, wheelchair ramps may replicate a railing detail on a building or be of a simple design that allows it to blend discreetly with its surroundings. Such elements should be painted to tie in with the structure.

- 6.8.2. Introduce new or alternate means of access to the historic building, in ways that do not compromise the appearance of an historic entrance or front porch.
- 6.8.3. Construct wheelchair ramps and chair lifts that are portable or temporary and do not permanently damage, obscure, or require the removal of character defining architectural features. Such alterations should be reversible in nature to maintain the integrity of the historic resource. (SEE MINOR WORKS).

Historic Storefront Guidelines

- 6.9.1. Retain and preserve historic commercial storefronts and building façades, including display windows, entrance configurations, doors, transoms, bulkheads, windows, cornices, parapets, and brickwork.
- 6.9.2. Replace historic storefront features only when original elements are too deteriorated to repair. Replacement materials should match the originals in design, dimension, texture and color. Identical replacement materials are preferred but substitute materials may be approved on a case-by-case basis.
- 6.9.3. To reconstruct missing or altered storefront features, design new façade details to be compatible with the subject building and the surrounding historic buildings of the same period and style. Consider returning altered facades to original window sizes and configuration. Materials used must conform to the above guidelines (2) for replacement storefront features. Base the rehabilitation on sound historical evidence. Avoid historically false “colonial” features such as carriage lamps, eagles, bay windows, broken-arched pediments, and other popular artifices.
- 6.9.4. Preserve and rehabilitate rear facades where possible, particularly where access is provided from rear parking areas. Eliminate or consolidate utility lines, pipes, meters, mechanical units, etc. to improve the appearance of rear facades. Locate trash cans and dumpsters away from public rear access doors and screen them from public view.
- 6.9.5. The preferred material for awnings is fabric although wood or metal awnings may be allowed on a case-by-case basis if there is a clear historic precedent. New awnings should be compatible with the building in size, scale, form and color.
- 6.9.6. Retain original roof forms and features. Do not add additional stories, penthouse, roof decks, skylights, mechanical equipment or any other features that can be seen from the sidewalk, right-of-way or any public rear access walkway. Exceptions may be made on a case-by-case basis if there is a clear historic precedent.
- 6.9.7. Always try to repair or replace on a limited basis, rather than embark on whole-sale replacement. Do not introduce a new design that is incompatible in size, scale, material, and/or color with its surrounds.

DRAFT

HISTORIC PRESERVATION COMMISSION SPRING 2023

MEMBER	Address	Phone Number	Appointment	Expiration
Charles Drew, Chair cdrew@cityofsouthport.com	112 Park Ave	(910) 477-2365	Oct 2022	2024
Rick Pukenas, Vice-Chair rick.pukenas@southportnc.org	119 N. Lord St	(910) 750-1951	Oct 2022	2024
Bonnie Bray, Alternate bonnie.bray@southportnc.org	515 Quarter Master Dr	(301) 741-6698	Oct 2022	2025
Josh Cline McGee joshcline.mcgee@southportnc.org	195 Gentle Breeze Ct	(704) 614-2956	Oct 2022	2025
Alexis Gore Graves alexis.goregraves@southportnc.org	510 N. Lord St	(256) 653-1854	Oct 2022	2024
Bonner Herring bonner.herring@southportnc.org	112 W. Bay St	(772) 263-1417	Oct 2022	2023
Jim McKee Jim.mckee@southportnc.org	114 S. Davis St	(910) 470-0529	Oct 2022	2025
Joanne Wesson joanne.wesson@southportnc.org	107 River Watch Ln	(910) 264-4009	Oct 2022	2023
Lewis "Tal" West, Alternate tal.west@southportnc.org	6159 River Sound Cir	(704) 575-6048	Oct 2022	2025
Travis Henley thenley@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7900 Ext 1008	Staff Development Services Director	
Maureen Meehan (Mo) mmeehan@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7900 Ext 1043	Staff City Planner	
Tanya Shannon tshannon@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7929	Staff Deputy City Clerk	
Dorothy Dutton (Dorrie) ddutton@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7900 Ext 1010	Staff Assistant City Manager/City Clerk	
Kiley Barefoot kbarefoot@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	457-7925 (910) 368-5710C	Staff Building Inspector	
Robert Carroll rcarroll@cityofsouthport.com	307 E. Nash St	(910) 465-2717	Board of Aldermen Liaison	

HISTORIC PRESERVATION COMMISSION 2022-2023 ATTENDANCE RECORD

MEETING DATE	Dec. 2022	Jan. 4th	Jan. 23rd	Feb. 1st	Mar.	Apr.	May	May 23 Special	June	July	Aug	Sept	Oct	Nov	Dec	
<u>NAME</u>																Total Absences
Charles Drew Chair	P	P	P	A	P	P	P	P								1
Rick Pukenas Vice-Chair	P	A	P	A	P	P	P	P								2
Alexis Gore Graves	A	P	P	P	P	A	P	P								2
Jim McKee	P	P	P	P	P	P	A	A								2
Josh Cline McGee	P	P	P	P	P	P	P	P								
Bonner Herring	P	P	P	A	P	P	A	P								2
Joanne Wesson	A	P	P	P	P	P	P	P								1
Bonnie Bray	P	P	P	P	P	P	P	P								
Lewis 'Tal' West	P	P	P	P	P	A	P	P								1

P = Present

A= Absent

December 7, 2022

P = Present
A= Absent

December 7, 2022