



CITY OF SOUTHPORT
HISTORIC PRESERVATION COMMISSION
Indian Trail Meeting Hall; 113 W. Moore St.
REGULAR MEETING
August 2, 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. July 19, 2023 Special Meeting
- F. Public Comment**
- G. Old Business**
 - 1. Review Draft Design Standards
- H. New Business**
 - 1. September Regular Meeting Date Change
- I. Other Business**
- J. Announcements**
- K. Member's Information**
 - 1. Attendance Record
 - 2. Member's Roster
- L. Adjourn**



Historic Preservation Commission Special Meeting Minutes
Indian Trail Meeting Hall
July 19, 2023
1:00 P.M.

Members Present: Rick Pukenas, Josh Cline McGee, Alexis Gore-Graves, Bonnie Bray, Jim McKee, and Joanne Wesson

Members Absent: Charles Drew, Bonner Herring, and Tal West

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

Board of Aldermen Robert Carroll
Liaison:

- A.** Vice-Chairman Rick Pukenas called the meeting to order at 1:04 p.m.
- B.** The Invocation was given by Ms. Alexis Gore-Graves
- C.** The Pledge of Allegiance was led by Vice-Chairman Pukenas.
- D.** Mr. Jim McKee Motioned to approve the Agenda and was seconded by Mr. McGee.
Unanimous vote; Motion carried.
- E.** A Motion was made to approve the July 5, 2023, Meeting Minutes by Mr. McKee and was seconded by Ms. Graves. ***Unanimous vote; Motion carried.***
- F. Public Comment:**
1. Mr. Tom Steadman, 5981 Dutchman Creek Rd. is concerned about the tree and landscape plan for the proposed guidelines for the Historic District. He explained that there may be contention with disallowing palms to be planted in the district. He feels like the palms, such as the sabal palm, can be considered native species to the area. In his opinion, the tree and landscape plan should follow the same guidelines that are in accordance with the UDO. Mr. McKee thanked him for his comments and agreed that some palms are native to the area. He said that his comments would be taken seriously and that the discussion on these standards and guidelines is not set in stone.
 2. Mr. Gerald Donaldson, Ph.D. 5990 Dutchman Creek Rd submitted a comment that was read by the Deputy Clerk. He, too, is concerned about eliminating sabal palms from the Historic District. He stated that this area already has numerous non-native trees, shrubs, crape myrtles, Asian azaleas, etc. He said sabal palms are native to the area and should not be eradicated.

In the absence of several member members, a Motion was made by Ms. Wesson to bring Ms. Bray into a voting position and seconded by Mr. McKee. ***The unanimous vote, Motion carried.***

G. Old Business: Review of Design Guidelines

Mr. Scott Len, Chairman of the Forestry Committee, spoke on the proposed guidelines for trees in the Historic District. He recommended not reinventing the wheel and aligning things with the tree standards already imposed in the UDO. He feels these species would be appropriate, and changing just in one district would be difficult. The UDO outlines approved overstory and understory trees.

Demolition

Director Henley reviewed the guidelines in Chapter 10 on the demolition of a historic building. The guidelines state that demolition erodes the architectural integrity of the historic district versus moving that building to another location. Property owners contemplating the destruction of a building are encouraged to explore alternatives that allow the property to remain intact and meet current needs. Ms. Bray asked how common is it to see demolitions in the historic district. Mr. Henley said that he has yet to learn of any since he has been Director. He said that he does get a lot of questions about renovations of old homes. Mr. McKee said that he would rather see the home relocated instead of demolished. He asked what would constitute demolishing. Would it be the total destruction of the building, removing part of the structure, or stripping everything down to just the floors? He said there would need to be clarification on what is considered demolished. Mr. McGee said that if someone is determined to demolish the structure, there should be an incentive and offer options to preserve as much as possible and protect the structure's core. Mr. McGee recommended providing a referral list to people that request demolitions. This list would give people contact information on experienced services in the reconstruction of historical buildings or the relocation of buildings. Mr. McGee said there is a restoration branch for technical assistance for building owners who may request free advice and consultation from the State Historic Preservation Office (SHPO). Director Henley said this points to the order of the delay of demolitions and denial of demolitions in chapter 10.

Delay of Demolition

The North Carolina General Statutes gives Historic Preservation Commissions the authority to delay the demolition of a building, structure, or site in a locally designated historic district for a period not to exceed 365 days (one year) from the date of approval. This delay may also be imposed in situations where a commission has voted to recommend the designation of a property as a landmark or historic district, but no final action on designation has been sanctioned by the local governing body. In either case, the purpose of the delay is to give the commission an opportunity to work with the property owner and other interested parties to identify alternatives to demolition. The Beaufort Historic Preservation Commission may waive all or part of the delay period if it finds that the structure has little historic or architectural value. The delay period may also be reduced under circumstances in which the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from the property due to the delay or if the property has been severely damaged by fire, flood, or weather.

Denial of Demolition

The HPC may permanently deny authorization for the demolition of a building, structure, or site in the locally designated Beaufort Historic District if it is determined by the North Carolina State Historic Preservation Officer (SHPO) that the property has statewide significance as defined by the criteria of

the National Register of Historic Places. Denial of demolition of buildings with statewide significance may be waived if:

- The HPC finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use of or return from the property by reason of the denial; or
- The town has adopted a demolition ordinance for the property under the Minimum Housing Code.

Demolition Guidelines

Director Henley went over the six guidelines.

Guideline 10.1.4 *Minimize ground-disturbing activities during demolition to avoid damage to potential unknown archaeological resources.* Mr. McGee recommended adding neighboring historic properties to the guidelines as well.

Mr. McKee said that guideline 10.1.4 may be in conflict with 10.1.6 and to add language that coincides with each other.

10.1.6. *Clean the site thoroughly of all building debris and leave the lot properly graded and seeded.*

There was a discussion on grading and seeding the site. Ensure that grading protects the critical root zones for trees that are being kept, and also, if trees and plants are being replanted, they do not need to be seeded. The language must be drafted that includes protection from flooding and erosion.

Mr. Henley said that now that the review of the standards and guidelines has been completed, staff will work on the draft and bring it back to the Commission for discussion. He said this would be a rough draft and probably only part. He understands that it is important to confirm the process as soon as possible. After the draft is completed and the Commission has agreed on its approval, it will be presented to the Board of Aldermen for final approval.

I. New Business: None

J. Other Business: None

K. Announcements:

Vice-Chairman reminded everyone that the next meeting will be on August 2nd at 4:00 PM.

Ms. Gore-Graves made a Motion to return Ms. Bray back to an alternate position and seconded by Mr. McKee. Unanimous Vote; Motion Carried.

There was no further business. Mr. McGee made a Motion to adjourn the meeting and seconded by Mr. McKee. ***Unanimous Vote; Motion carried.***

Adjournment: 2:10 p.m.

Vice-Chairman, Rick Pukenas

Deputy Clerk, Tanya Shannon

Reminder: This document will also include historical background, settlement patterns, and other supporting documentation to justify the standards that are listed below.

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

- There is a statewide/nationwide initiative to include a Hazard Mitigation section within historic district standards, including adaptation and post disaster rehabilitation. As part of the state Hurricane Grant from NPS, Resilience Design Standards are being created for local governments to incorporate, if they so desire. These should be available by the end of the year. Kristi Brantley suggested we check out Edenton's resilience standards, Section 6 starting on page 132.
[2021 Edenton Design Standards 2021.pdf \(townofedenton.com\)](https://www.townofedenton.com/2021-Edenton-Design-Standards-2021.pdf)

Secretary of Interior's Standards for Rehabilitation

The Secretary of Interior's Standards for Rehabilitation are the broad preservation principles on which these Design Standards are based. These ten national standards outline a hierarchy of preservation practices that focus on the maintenance and protection of historic properties, valuing preservation over the repair or replacement of historic features. The standards also address landscape features, site, and setting as well as additions and new construction.

The Secretary of Interior's Standards for Rehabilitation, developed in 1992, were codified as 36 CFR Part 68 in the July 12, 1995, Federal Register (Vol. 60, No. 133). They replaced the 1978 and 1983 versions of 36 CFR Part 68, entitled The Secretary of the Interior's Standards for Historic Preservation Projects. The ten Standards are listed below with additional information and guidance available on the National Park Service website: <http://www.cr.nps.gov/hps/tps/tax/rehabstandards.htm>.

In the rare instance that a particular application includes an element that is not specifically addressed in these Design Standards, the Secretary's Standards for Rehabilitation will be applied to that part of the application. It should be noted that, although the first standard addresses use, the Commission does not review proposed uses of historic buildings.

1. A property will be used as it was historically, or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to project the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Protecting Southport's Historic Vistas

- **Battery Island and Quarantine Platform**
- **Tree-lined streets**
- **Water views at street ends**
- **Franklin Square Park**
- **Old Burying Ground**
- **Howe/Moore corridors**
- **Yacht Basin**
- **Brunswick Street Marsh**
- **Garrison Lawn**

Standards for Rehabilitation of Individual Landmarks and Buildings in the Southport Historic District

Roof Standards

- 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.~~

Colored metal roofs were discussed at the last meeting, there was no consensus. Should the option for present day colored metal roofs be included?

Removed ‘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.
- Other vents...there was discussion that the 'Other vents...' sentence may not be appropriate. There was no consensus.*
- 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 Standards

- 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 when color and texture can be matched, 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 Standards

- 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 composition, 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.
Included composition to ensure that mortar was appropriate for the brick age, so rapid deterioration does not occur.
- 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 Standards

There was discussion that some of the issues being addressed may not be applicable for Southport. What are those? And What are some issues that may need to be added? There was a question of door/blind features specific to Southport.

- 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.

There have been discussions about vinyl windows and doors, with no consensus. These standards do not specifically mention vinyl but speaks of replacing like with like. Are there other window styles from different periods that would be appropriate?

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 Standards

Southport porches are distinct and important features to the district. What distinctions are different or need to be specifically identified? There are provisions later that allow using the code that was in place when the house was built, how do we incorporate building code requirements for nonresidential uses in the district – the Cape Fear House was mentioned since it functions as a rental unit and had to add handrails to the 2nd story porch.

- 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 Standards

- 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 standards).
- There was discussion on adding a specific reference to the Brickwork and Masonry standard, which one would be applicable here or keep it as is for full section?*
- 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.
- Need to consider hazard mitigation options for raising homes, possibly finding some more standards to encourage where necessary and what is appropriate for new construction in flood zones.*
- 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 Standards

There were no changes mentioned/discussed for this section.

- 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.

There are standards from other jurisdictions that do not allow removal of paint to a natural wood stain, where the structure was historically painted. Is this something you would like to consider?

Accessibility and Life Safety Standards

There were no changes mentioned/discussed for this section.

- 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 Standards

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.

Was this where aluminum storefronts should be added?

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.**

Are these appropriate? Or are there other features that should not be added for false historical features for Southport specifically?

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.

Below are standards found in Edenton’s Commercial and Storefront Design Standards – Section 3.5 (page 102). There may be others you want to consider from this section.
[2021 Edenton Design Standards 2021.pdf \(townofedenton.com\)](#)

- When possible, remove late-twentieth century and early-twenty-first century replacement storefronts and restore storefronts to their historic configurations.

Reconstruct storefronts based on historic photos or physical evidence. Storefronts must be compatible with the historic character of the building with design, proportion, profiles, and finish consistent with those of typical storefronts from the same era.

a. Early-twentieth-century storefronts typically include a solid base panel (bulkhead), large display window, inset entrance, and full-width transom. Storefronts should be constructed of painted wood or, if metal, have a baked enamel or painted finish that replicates painted wood or metal. It is not appropriate to install unpainted aluminum storefronts.

b. Buildings constructed in the 1960s or later may have entrances flush with the sidewalk and unpainted aluminum storefront windows and doors.

- If an entire storefront or building surface, detail, or element must be replaced due to deterioration, replace only with materials that match the original in material, size, shape, design, profile, scale, color, and texture.
- Install fabric or canvas awnings, where historically appropriate, so that they do not obscure windows, doors, or other character defining features. Select an awning design based on historical profiles, styles, and shapes. It is not appropriate to install pent roofs or plastic or metal awnings over commercial storefronts. Flat-roofed metal awnings may be appropriate on buildings/ storefronts constructed in the 1960s and later.

New Construction and Additions in the Southport Historic District

Building Placement

- 7.1.1. Maintain a similar front, side, and rear yard setback to other contributing historic buildings on the block and/or side of the street.
- 7.1.2. Maintain the pattern of building separation and lot coverage that is found on the block and/or side of the street.
- 7.1.3. Place outbuildings and accessory structures in side and rear yards. Avoid locations that obscure the principal building's prominent architectural features or significant site features.
- 7.1.4. Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.
- 7.1.5. For new construction on Southport's waterfront, minimize any negative impact on historic vistas and conform designs to the policy statements in Chapter 5.

Building Height/Scale

- 7.2.1. New construction shall not exceed thirty-five feet in height the maximum height limits outlined in Section 3.9 of the Unified Development Ordinance.

- 7.2.2. Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

- 7.2.3. Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

Need to consider larger lots within the district or on more than one lot how does this play in scale and proportion with neighboring lots.

- 7.2.4. Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

- 7.2.5. If a contributing building was demolished or moved from the site, design the replacement building to be of similar height, scale, massing and location as the previously existing building. Applicants will have a heavy burden to demonstrate to the HPC that a replacement structure with different height, scale, and massing as the previously existing building is incongruous with the Historic District.

Materials

- 7.3.1. Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles (as typically found in gables of Victorian period residential architecture), and brick, were common sheathing materials and should be used.
- 7.3.2. The use of substitute products such as vinyl, aluminum and pressed board siding and other modern-day products marketed to imitate traditional building materials are not allowed. Smooth fiber cement siding may be used on a case-by-case basis. Use of fiber-cement lap siding may be approved for use on new structures. In all circumstances every effort shall be made to ensure that new structures and the application of modern-day products achieve compatibility with existing historic buildings that define the character of the Southport Historic District.
- 7.3.3. Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Details

- 7.4.1. Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.
- 7.4.2. Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Texture and Color

- 7.5.1. Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles, and beaded-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

Form and Rhythm

- 7.6.1. Design new construction that reflects the basic shapes and forms on the block and in the historic district.
- 7.6.2. Maintain consistency with style of buildings and contributing structures found on the block and/or side of the street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.
- 7.6.3. Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

Landscaping

- 7.7.1. Retain and protect mature trees during construction in accordance with Section 3.17 & 3.18 of the UDO.

Additions to Historic Buildings Standards

- 7.8.1. Where possible, locate new additions at the side or rear so that they have a minimal impact on the façade and other primary elevation of the affected building or adjacent properties.
- 7.8.2. The overall proportions of a new addition should be compatible with the existing building in height, scale, size and massing so as not to overpower it visually. A new addition should never be taller or wider than the original structure unless required by code or a non-aesthetic functional requirement. Observe the principle of “additive massing” where the original structure remains dominant, and the additions are adjoining and smaller masses.
- 7.8.3. The design elements of a new addition should be compatible with the existing building in terms of materials, style, color, roof forms, massing proportion and spacing of doors and windows, details, surface texture, and location. Contemporary adaptations of the original which clearly look like an addition and reflect the period of construction are encouraged.
- 7.8.4. Additions should be constructed so that they can be removed from the original building in the future without irreversible damage to significant features.
- 7.8.5. Vinyl, aluminum, or pressed wood are not appropriate on additions to historic buildings. Other substitute siding may be allowed. (SEE SIDING GUIDELINES)

This is flagged due to the pressed wood products.

- 7.8.6. Wood windows are most appropriate for new additions within the historic district; however, substitute window materials are acceptable for new additions provided the proposed windows meet the requirements set forth in the WINDOWS AND DOORS guidelines.
- 7.8.7. Rooflines of new additions should be similar in form, pitch, and eave height to the roofline of the original building.
- 7.8.8. Foundations should be similar to or compatible with the existing foundations in material, color, detailing, and height. SEE FOUNDATIONS GUIDELINES.
- 7.8.9. Consider in your plan older additions or other alterations to existing buildings that have acquired significance over time when planning and building a new addition.
- 7.8.10. For additions on Southport's waterfront that will impact historic vistas, the design should be consistent with policy statements in Chapter 5.

Decks on Historic Buildings Standards

- 7.9.1. Locate decks only on the rear ground level of historic buildings or other ground-floor level where the deck is not visible from public view.
- 7.9.2. Design decks to eliminate physical or visual damage to significant historic architectural features.
- 7.9.3. Decks should be attached to the historic building so that they may be removed without significant damage.
- 7.9.4. Provide proper flashing and other details to reduce or eliminate moisture damage to the historic structure.
- 7.9.5. Decks may not be constructed on the roof of any historic structure in the historic district.

Setting in the Southport Historic District

Landscaping Standards

- 8.1.1. Preserve and maintain historic public and private landscapes that contribute to the character of the historic district, including open spaces, streetscapes, and yards.
- 8.1.2. Preserve and maintain the individual components and historic features that contribute to Southport's historic character, including: mature trees, ornamental trees, and hedge rows

Are hedge rows appropriate/common in spt? Fencing w/ornamental vines seems more common.

8.1.3. ~~Preserve and maintain mature street trees. When removal or replacement is necessary, replace with long lived tree species with large canopies that will provide a similar canopy and form as a street tree. Replacement tree species should be appropriate for the district. Suggested species include: oak, sycamore, pecan, maple, ginkgo (male only), Chinese elm, cedar (j u n i p e r), hickory, Yaupon holly or American holly.~~

8.1.4. ~~Plant smaller trees species in the planting strips adjacent to public streets only if utility lines or other overhead obstructions exist. Use species such as crape myrtle, cedar, dogwood, redbud, Carolina cherry laurel and sweet bay magnolia.~~

8.1.5. Preserve and maintain mature canopy trees. When removal or replacement is necessary, all new plant materials selected for replanting or new planting in publicly visible areas should be selected from the native tree lists found in the Unified Development Ordinance and complement as much as possible those found on the site and in the surrounding area of the district.

The committee requested to consolidate 8.1.3, 8.1.4, and 8.1.5

8.1.6. Palms, banana trees and other tropical type landscape materials should not dominate the landscape palette. Sabal palms may be used as a minor landscape element. Likewise, any use of other tropical style plant materials that can be viewed from the public property should be limited to a minor complementary presence. Traditional plant materials including live oak trees, deciduous shade and understory trees (service berry or dogwood) and broadleaf evergreen and deciduous shrubs should dominate the landscape.

Discussion – no consensus – should the tropical type of landscape not dominate or not be allowed at all?

8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

8.1.8. New construction ~~and additions~~ should be sited in locations that will not require the removal of mature plantings, if possible.

There was discussion on separating this for new construction and additions – making a stronger worded section for additions. Staff needs further direction on how to proceed with strengthening the statement.

8.1.9. ~~Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a~~

width of four (4) feet and shall not be built past public sidewalks where they exist. No hardened structures are allowed within the public right of way. (BOA ROW policy/direction/ordinance update to be included here)

8.1.10. Contemporary edging or border materials, such as exposed landscape timbers, railroad ties, pre-cast concrete, plastic, or other substitute material borders are not appropriate in areas seen from the public view.

8.1.11. Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

8.1.12. Utility wires, including power, telephone and cable should be placed underground whenever substantial utility construction takes place. Above ground utility boxes, fixtures, and equipment should be located in inconspicuous locations and should be screened from view.

8.1.13. New tool sheds, swimming pools and other modern yard features should be located in areas not seen from public view.

What about corner lots? Screened from public view instead of not seen? No consensus on this.

8.1.14. Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, screening should not exceed height of ~~three (3)~~ four (4) feet at the street/sidewalk edge. (SEE OFF STREET PARKING GUIDELINES for more details)

Fences and Walls Standards

8.2.1. Retain and preserve historic fence and wall material wherever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern and texture.

8.2.2. Design new fences that are compatible with the associated building, site and streetscape in height, proportion, scale, color, texture, material and design. Substitute fence materials are not allowed along front or visible side property lines in the historic district. Fence types such as wire, hurricane, chain-link, vinyl, corrugated metal, stockade, and wooden post and rail are not allowed in public view.

8.2.3. Fences shall not exceed a height of four (4) feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view may be up to ~~six (6)~~ eight (8) feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Avoid attaching a portion of the fence to a building because of possible termite damage.

- 8.2.4. Historic retaining walls should be preserved. New low walls are appropriate only where a sharp change in grade exists and shall not exceed a height of two (2) feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.
- 8.2.5. The use of false historical details or other non-original architectural embellishments on existing fences is not appropriate.
- 8.2.6. Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, the fence should not exceed a height of three (3) feet at the street/sidewalk edge. (SEE OFF-STREET PARKING GUIDELINES for more details)

Highlighted for further discussion.

- 8.2.7. Contemporary or utilitarian fence materials are not appropriate for fences in the public view. Inappropriate materials include: plastic, vinyl, chain link, wire, and all other modern materials. The use of modern fencing is permitted for rear yards only, in areas not seen from the public view, using vinyl-coated chain link (dark green or black), standard chain link or heavy wire (“hog wire”). Use plantings such as ivy, climbing roses, jasmines, or other vines to hide wire fences.

Outside Utilities Standards

- 8.3.1. Locate utilities, vents and meter boxes and other utility connections in side or rear yards and screen from public view with plantings, fencing, or other means.
- 8.3.2. Locate roof ventilators, antennas, solar panels, and satellite dishes in areas not visible from public view. Satellite dishes exceeding 24” in diameter shall not be installed in the historic district.
- 8.3.3. Paint meter boxes, vents, and other utility fixtures visible from the street in colors that will allow them to blend in with the historic/existing building.
- 8.3.4. Avoid placing window air-conditioning units on the front façade of the building.
- 8.3.5. When installing utility fixtures—such as streetlights, signal boxes, or utility poles—in the public right-of-way, take into account the impact of the fixtures on the character of the streetscape and the historic district as a whole. Utility fixtures will be evaluated in terms of location, design, color, scale, and compatibility with surrounding streetscape features, and the overall visual impact on the district.
- 8.3.6. Install utilities underground whenever possible.

- 8.3.7. Avoid radically pruning street trees located under utility wires. Such pruning practices permanently damage the form and long-term health of the tree. Refer to LANDSCAPING guidelines for proper tree planting practices.

Exterior Lighting Standards

- 8.4.1. Unless original fixtures already exist, choose fixtures that are simple and unobtrusive and complement the building or site.
- 8.4.2. Choose lighting sources that generate a soft white light instead of a more intensive yellow or orange light. Metal halide bulbs will achieve the desired effect instead of sodium vapor or fluorescent light sources.
- 8.4.3. Avoid placing fixtures in areas that will obscure or damage character-defining architectural elements or site features.
- 8.4.4. Use ground-mounted spots or ornamental light fixtures to illuminate signs instead of internal lighting. Screen spots and accent lighting from view.
- 8.4.5. All lighting should be directed toward the property for which it was intended and should not spill over onto adjacent properties.

Off-street Parking Standards

- 8.5.1. Locate new parking lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.
- 8.5.2. Proposals for new parking lots or off-street parking areas should be accompanied by scaled site plans, including all proposed landscape and ground cover changes and information on proposed lighting types, placement, and intensity.
- 8.5.3. Site new parking areas in interior or rear lot locations where possible.
- 8.5.4. Avoid removing trees and other landscape elements that contribute to the historic character of a site.
- 8.5.5. Integrate pedestrian scale lighting into parking areas to avoid excessive glare and illumination to adjoining properties. See EXTERIOR LIGHTING guidelines and the Southport Zoning Ordinance for further details on lighting standards.
- 8.5.6. Incorporate existing mature trees into new parking areas. Avoid the placement of impervious surface materials such as asphalt and concrete in areas below the canopy crown of the tree. Use turf stone, gravel, marl, or other pervious materials in these areas.

- 8.5.7. Use paving materials that were traditionally used on surface parking areas and driveways on the surrounding block or street. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot treatments, while grass, gravel or concrete runners with a grassy median, brick, and marl are typical driveway treatments. Use bricks, stone, or metal to contain loose paving materials. Landscaping timbers, railroad ties, and concrete or plastic edging are not allowed.

Signage Standards

- 8.6.1. Use traditional materials found in the district, such as wood and metal for new signage. substitute materials that have the appearance of wood are allowed. Plastic signs, flashing signs, or portable mobile signs, except those listed in item 9, are not allowed in the historic district. Interior neon signs larger than 10" by 18" that are located within five (5) feet of a window or glass door on an exterior wall and are so placed as to be seen from the outside are not allowed. INTERNAL GLASS MOUNTED SIGNS ARE NOT SUBJECT TO BHPC REVIEW.
- 8.6.2. Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Recognize that maximum signage allowances granted by the Southport Unified Development Ordinance may be inappropriate in the context of the building or site under review.
- 8.6.3. Signs on commercial buildings are preferred to be located in a signboard frieze located above the display windows. In this location the sign serves as a boundary between the upper and lower façade.

Is this consistent with the look and feel of Southport? What would the preference be?

- 8.6.4. Neon colors or fluorescent colors on signs is not allowed.
- 8.6.5. Use simple, clear graphics and lettering styles in sign design.
- 8.6.6. Use of internally illuminated or flashing signs (including illumination of vending machines) is prohibited. Use ground-mounted spotlights concealed by landscaping or wall-mounted lights to light signs at night.
- 8.6.7. Freestanding signs must be low-mounted and must not obscure pedestrian views. No more than one (1) freestanding sign shall be allowed per street frontage. Freestanding pole supports should be simple and unobtrusive in design.

Ground mounted signs were discussed, there was no decision made.

- 8.6.8. Consolidate public signage on uniform poles to reduce visual clutter.
- 8.6.9. The use of a sandwich board, back-to-back sign or V-board is allowed in the historic district on a limited basis and must not contribute to visual clutter of the streetscape nor impede

the flow of pedestrian traffic. No more than one (1) sandwich board, back-t-back sign or V-board per business is allowed. Signs of either type must be considered as a portion of the overall allowable square footage for each individual building. The signs must conform to the basic guidelines for signage including color, material, style, graphics and placement. Sandwich boards, back-to-back boards or V-boards may not exceed twelve (12) square feet on either side, for a total of twenty-four (24) square feet for the whole sign. The sign may not exceed four (4) feet in height. Signs of this type must be removed from outside the location at the close of the business day. The use of plastic for sandwich boards, back-to-back signs or V-boards is not allowed.

Make sure these conform with the current UDO? Also will be working with the PB on sign ordinance updates. (Section 3.19 of the UDO)

Docks, Piers, and Boardwalks Standards

- 8.7.1. Use a design that is simple, functional, and utilitarian. Traditional docks were built of post and-lintel construction, using wood pilings, cross-members, and decking. Avoid the use of railings or other non-historic features that extend above the deck floor line, unless required by law for safety reasons. Avoid lighting fixtures that are too prominent or that are not utilitarian and functional in appearance.
- 8.7.2. Built in features such as pavilions, gazebos, screened rooms, or other types of roofed structures such as boat sheds are not appropriate.

There are gazebos in along the riverfront, are they historical? Do you want to keep this standard?

Archaeology Standards

- 8.8.1. Retain and preserve archaeological resources that are important to the history of the site or district.
- 8.8.2. Minimize ground-disturbing activities in the historic district to avoid possible damage or destruction to known or unknown archaeological resources.
- 8.8.3. Recognize that archaeological resources exist both below ground and below water.
- 8.8.4. Preserve archaeological resources intact in their original state and location wherever possible.
- 8.8.5. When disturbance of archaeological resources is unavoidable, use qualified archaeologists to employ contemporary methods of investigation and evaluation.

Relocation of Buildings Standards

- 9.1.1. Choose relocation only as a last resort to demolition. Property owners that want to relocate a contributing building should design the replacement building to reflect the relocated building's height, scale, massing, and location. Applicants will have a heavy burden to demonstrate to the HPC that a replacement building with different height, scale, massing, and location as the previously existing building is congruous with the historic district.

It was mentioned on more than one occasion that Southport historically has relocated buildings all over town. Do you want to somehow include in a standard, or would part of the background for the section be appropriate?

- 9.1.2. Document the original site thoroughly with drawings and photographs prior to relocation.
- 9.1.3. Hire reputable movers who have experience with historic properties.
- 9.1.4. Move the building as a single unit in lieu of partial or complete disassembly, if possible.
- 9.1.5. Choose a site in the historic district, if possible.
- 9.1.6. If moved within the historic district position the building on the new site so it relates to adjacent buildings and the overall streetscape. Place the building so that orientation of its principal façade and front and side setbacks are compatible with the surrounding buildings. Refer to NEW CONSTRUCTION GUIDELINES for further information on placement.
- 9.1.7. Provide a new foundation whose height, design, and facing materials match those of the original, if possible.
- 9.1.8. Maintain any existing mature trees on the new site, if possible. This will help create an established building site context for the new structure.

Demolition of Historic Landmarks and Buildings in the Southport Historic District

- 10.1.1. Choose demolition only as a last resort. Property owners of contributing buildings should design the replacement building to reflect the demolished building's height, scale, massing, and location. Applicants will have a heavy burden to demonstrate to the HPC that a replacement building with different height, scale, massing as the previously existing building is congruous with the Historic District.
- 10.1.2. Document the historic resource prior to demolition. Documentation shall take the form of black and white photographs, and color digital photographs of the building, structure, or site's principal elevations, architectural elements (both in exterior and interior), and special features. Measured drawings of the resource may also be required. The HPC shall determine on a case-by-case basis the extent of documentation required and the parties responsible for producing such documentation. The documentation shall be submitted to the HPC and become a permanent record of the City of Southport.

10.1.3. Salvage architectural features and building materials for reuse or study. Contact antique dealers and used building supply establishments to arrange for removal. Consider donations of items to interested non-profit organizations or museums or the NC-SHPO.

10.1.4. Minimize ground-disturbing activities during demolition to avoid damage to potential unknown archaeological resources and neighboring historical properties.

10.1.5. Retain mature trees on site as.

10.1.6. Clean the site thoroughly of all building debris and leave the lot ~~properly graded and seeded.~~ in safe/similar condition.

DRAFT

HISTORIC PRESERVATION COMMISSION 2022-2023 ATTENDANCE RECORD

MEETING DATE	Dec. 2022	Jan.	Jan 23 Special	Feb.	Mar.	Apr.	May	May 23 Special	June	June 20 Special	July	Aug	Sept	Oct	Nov	Dec	
<u>NAME</u>																	Total Absences
Charles Drew Chair	P	P	P	A	P	P	P	P	P	P	A						2
Rick Pukenas Vice-Chair	P	A	P	A	P	P	P	P	P	P	P						2
Alexis Gore Graves	A	P	P	P	P	A	P	P	P	A	P						4
Jim McKee	P	P	P	P	P	P	A	A	P	A	P						3
Josh Cline McGee	P	P	P	P	P	P	P	P	P	A	P						1
Bonner Herring	P	P	P	A	P	P	A	P	P	P	A						3
Joanne Wesson	A	P	P	P	P	P	P	P	A	A	P						3
Bonnie Bray	P	P	P	P	P	P	P	P	P	P	P						
Lewis 'Tal' West	P	P	P	P	P	A	P	P	A	P	A						3

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
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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	