



**CITY OF SOUTHPORT
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING AGENDA**

August 30, 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. August 16, 2023 Special Meeting
- F. Public Comment**
- G. Old Business**
 - 1. Review of Draft Design Standards
- H. New Business**
 - 1. None
- I. Other Business**
 - 1. Discussion on Scheduling Public Forum
- J. Announcements**
- K. Member's Information**
 - 1. Member's Roster
 - 2. Attendance Record
- L. Adjourn**



**Historic Preservation Commission
Meeting Minutes
Indian Trail Meeting Hall
August 16, 2023
4:00 P.M.**

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

Members Absent: Jim McKee and Rick Pukenas

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

Alderman Liaison: Alderman Carroll

A. Chairman Charles Drew called the meeting to order at 4:04 p.m.

B. The Invocation was given by Chairman Drew

C. The Pledge of Allegiance was led by Chairman Drew.

Mr. McGee made a Motion to appoint Ms. Bray as a voting member in the absence of a member seconded by Mr. Herring. ***Unanimous Vote; Motion Carried.***

D. Ms. Graves made a Motion to approve the Agenda, seconded by Ms. Wesson. ***Unanimous vote; Motion carried.***

E. Mr. McGee Motioned to approve the August 2, 2023 Meeting Minutes, seconded by Mr. Herring. ***Unanimous vote; Motion carried.***

F. Public Comment: Mr. Pete Haislip, 309 E. Bay St., looks forward to more communication with the public and engagement to visualize the direction the Board is going with the standards for the historic district. After the final completion of the draft standards and guidelines, Chairman Drew said that the next phase will be reviewed by The Planning Board for more input and engagement from the public. Mr. Haislip feels it would be prudent to allow the public to view a map of the district and provide transparency to what is being proposed before sending it to the Planning Board. Mr. Herring agreed and said he would like to get more feedback from the people and promote the preservation. He said the intent is to encourage people who live in the district to protect and preserve the history without dictatorship. Director Henley recommended scheduling a joint meeting with the Planning Board to review the draft and have presentations and maps to view for the public. Mr. Haslip would like to see many public meetings before any final approval.

Ms. Pat Kirman agreed that there should be more public meetings with the Historic Preservation Commission before sending it to the Planning Board. She is concerned that decisions are being made before input from the public. She worries that people will assume that requesting reform will be more of a burden than a benefit.

G. Old Business: Continuation of Draft Standards Review. Director Henley went over the final update on the draft of standards. He explained that language, including the Administration duties and

responsibilities, has been added since the last review. He said there would be a lot of hard decisions and most likely more cases to review than the Board of Adjustments. Mr. Henley said that Staff can decide on minor work, but major work will have to be reviewed by the Commission for approval. Mr. Henley explained the differences between minor and major work.

Mr. McGee asked for the reference in the draft for the one-year validation for review and approval of an application for a Certificate of Appropriateness. Ms. Meehan referenced under the Application Process on page 8 #9. Which States; *Most COA applications are reviewed and decided upon the day of the meeting. The HPC must issue or deny a COA within one hundred and eighty (180) days after a completed application has been filed, except when the time limit has been extended by mutual agreement between the applicant and the HPC or when more time is needed to obtain comments from other federal, state or local agencies involved in the permitting, funding, or approval of the proposed project.*

Page 8 #12 *Once issued, a COA is valid for six (6) months and may be renewed for an additional six months at the written request of the applicant. If work has not begun after 12 months, the applicant must re-apply for a new COA. An approved COA may also be transferred to a new property owner if that owner certifies in writing that he has reviewed the approved application and agrees to comply with all the terms and conditions of the COA.*

There was a discussion of the period of time for the process of receiving the COA. Ms. Bray questioned the time period the COA was approved and the extension and renewal process. She asked if the extension request could be made at 6 months, why can't they just reapply at 6 months?

Mr. Henley said that it would take some time to get the COAs approved, as well as building permits. Allow for an extension might be reasonable to allow more time to work instead of going through the whole process again after six months. Ms. Meehan said she would work on drafting language that may be suitable for the renewal process.

Chairman Drew has concerns about the applicant being able to request an "informal meeting" with staff and a few commissioners to help them become familiar with the guidelines that may be arranged by city staff. He said that as a quasi-judicial process, there may be a conflict of interest in discussing a potential case before a hearing. Ms. Bray recommended just including staff in the pre-application review before it comes to the Commissioner. It was the consensus to have the Historic Planner and other staff review before coming to the Commission.

Mr. Henley suggested removing the \$25.00 application fee unless it is for new construction. He said there is no fee for tree permits because it encourages more people to comply. The Commission agreed, and Mr. Henley said the Aldermen would have to approve that recommendation.

Ms. Bray asked if the COA could coexist when the building permit is approved for when the clock begins for renovation or construction. Ms. Meehan said that would be difficult to tie together because it depends on the frame time of when the building permit was issued and when the construction would actually begin.

Ms. Meehan reviewed the highlights of recommended changes in the language after feedback from the Commission. Mr. Henley said the draft is nearly ready to be sent to the Planning Board for an extensive review and input from the public. Mr. Haislip reiterated that it would be very beneficial to have a public meeting to present the standards and guidelines along with the district map so that people can understand what the ordinance will entail.

Chairman Drew recommended a public meeting to update everyone on the progress and showcase the information, provide a timeline, and the drafted standards and district maps. Engage with general

questions and comments. The Commission agreed and felt it was important to encourage citizens to be interested and informed. Ms. Meehan said that she would look into setting up a public information forum and setting up a location, dates, and times and report back to the Commission.

I. Other Business: None

J. Announcements:

Director Henley said that he was sorry that he would not be able to see the process follow through as he was leaving his position. He was on a positive mission to protect and preserve the historic Southport. He thanked everyone for their support and said it has been a pleasure. Chairman Drew and the Commission thanked Mr. Henley for all his work.

There was no further business or comments. Mr. McGee made a Motion to adjourn and was seconded by Ms. Bray. ***Unanimous Vote; Motion Carried.***

Adjourn 5:27 pm

Chairman, Charles Drew

Deputy Clerk, Tanya Shannon

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

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.

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Administration of the Southport Historic District

Historic Preservation Legislation—Federal, State, and Local

Historic preservation activities in Southport are guided by several important pieces of legislation on the federal, state, and local levels. Foremost of these is the National Historic Preservation Act (NHPA) of 1966. Among other things, this landmark federal act and its amendments established the National Register of Historic Places, the system of State Historic Preservation Offices, and the Certified Local Government program. It also mandated consideration by the federal government of the effects to historic resources from federal undertakings. Through additional historic preservation-related legislation enacted in 1976 and 1986, the federal government has created tax credits for the certified rehabilitation and preservation of income-producing historic properties.

In North Carolina, localities can establish historic districts and Historic Preservation Commissions to administer them pursuant to the provisions of North Carolina G.S. 160D-940-950. This statute defines the criteria for historic district and landmark designation, details the potential powers and duties of a local Historic Preservation Commission, and mandates that a Certificate of Appropriateness (COA) be obtained for changes to the exterior of individual landmarks and buildings within a historic district or to their setting.

The state statutes provide the legal underpinning for the City of Southport's Historic District Ordinance, first adopted by the Southport Board of Aldermen on September 8, 2022. The Southport Historic District Ordinance, much of which is based on the State Statute above, is found in Chapter 2, Division 3 of the City Code of Ordinances.

Makeup of the Southport Historic Preservation Commission (HPC)

The City of Southport's Historic Preservation Commission (HPC) was established in October 2022. The Commission consists of seven (7) regular members and two (2) alternate positions, who are voted in as voting members when a regular member is absent. The HPC elects its own chairperson and vice-chairperson to one-year terms. All members must be residents of the City of Southport, though not necessarily a resident of the historic district, and shall have demonstrated special interest, experience, or education in preservation, history, or architecture. The HPC is assisted in its duties by City Staff, including the Development Services Director, City Planners, Building Inspectors, and the City Clerk.

The Southport Historic Preservation Commission holds regularly scheduled meetings on the first Wednesday of every month at 4:00 PM. Meetings are generally held at the Indian Trail Meeting Hall (113 W. Moore Street). All cases are advertised in accordance with City ordinance. The HPC may also hold special meetings to discuss particular topics and are advertised as such, and all meetings of the HPC are open to the public.

Duties and Responsibilities of the HPC

Among the most important powers and duties of the HPC detailed in Section 2.195 of the Southport historic district regulations are the following:

- Maintain an inventory of historic properties;

- Recommend to the Board of Aldermen the designation of historic districts and landmarks in Southport, as well as recommend the removal of a building or landmark's historic designation;
- Review and act upon proposals for alterations, demolitions and relocations, or new construction within historic districts in Southport; the HPC also reviews changes to individual landmarks.

This last duty is the one most frequently encountered by the general public in Southport. To fulfill this responsibility, the HPC is empowered to *“review and pass upon the appropriateness of the construction, reconstruction, alteration, restoration, moving or demolition of any buildings, structures, outdoor advertising signs or other exterior features in the historic district.”*

The purpose of the review is to assist the HPC perform its duty as provided by N.C. General Statute 160D-947 to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of buildings or structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district which would be incongruous with the special character of the landmark or district.

Certificate of Appropriateness

Probably the most frequently asked question of the HPC is “When do I need a Certificate of Appropriateness (COA)?” The COA is a permit that a property owner receives indicating that a proposed change or action has been reviewed and approved by the HPC for congruity with the special character of the historic district or landmark and for consistency with the historic district regulations. As a part of the COA review process, the HPC shall consider the preservation of the character and integrity of the City and its historic districts and individual landmarks. To verify that the proposed action requires a COA, call City Hall at 910-457-7900.

According to Section 2.198 of the City historic district regulations “ordinary maintenance or repair of any exterior architectural feature in the Southport Historic District which does not involve a change in design, material, or outer appearance” does not require a COA. As a general rule, however, all other external changes or modifications to a building/structure or its setting in the historic district, demolitions and relocations in the historic district, new construction in the historic district, and the installation or alteration of any sign in the historic district can only be undertaken after the granting of a COA. The COA must be obtained before any proposed work can be performed. A COA is generally required regardless of whether any other building or zoning permit is required. Note that the interior of a publicly owned building or an individual landmark for which consent for interior review has been given by the owner also fall under HPC review.

Routine Maintenance Actions (COA Not Required)

Property owners should be aware of certain actions that are considered “routine maintenance” or are otherwise not subject to HPC review and thus do not require a COA. These items include:

- Repair of painted surfaces and minor “touch up” painting in the same color;
- Seasonal decorations;
- Moveable playground equipment;
- Temporary real estate “open-house” or “yard sale” signs placed and removed on that day;

- Replacing gutters or downspouts;
- Minor landscaping, including planting of flowers and vegetable gardens.

Minor Work Items (COA Required with City Staff Approval)

In an effort to expedite the review of COA applications, the HPC has defined certain minor proposed building and/or site changes that will have no discernible impact on the special character of the building, site, and historic district. These “Minor Work Items” do require completion and submittal of a COA application, but they do not require review by the HPC. Instead, they are reviewed by City Zoning and Planning staff for consistency with the historic design guidelines. City staff may, at their discretion or at the request of the applicant, forward the COA for a hearing and approval by the HPC.

Minor Work Item	Comments
Cleaning/Painting: Ordinary maintenance, cleaning, painting, or replacement of a property and/or architectural features using the same materials, colors, design, etc. that do not alter the exterior appearance of the property.	
Roof: Replacement of existing roof using same materials, colors, design, etc.	See “Roofs” section for standards on new roofs.
Fences: Side and rear yard fences and walls of all styles and materials.	See “Fences” section for standards for fences in front yards and for corner lots.
Landscaping: Planting or removal of trees, in rear and non-visible side yards. Removal of any diseased or damaged trees in any location. Utilitarian wood garden sheds, painted to match primary structure, in rear or non-visible side yard not to exceed 150 square feet. Trellises, arbors, and above-ground swimming pools in rear or non-visible side yards.	Minor landscaping does not require approval of a COA. City Tree Protection and Landscape Preservation permit process still applies. Major “hard” landscaping in public view, such as the removal or installation of stone or brick terraces, water features, berms, and ground moving activities require HPC review. Removal of major landscaping features that contribute to the character of the historic district, such as all mature trees and landscape features such as berms, terraces, and walkways require a COA.
Mechanical Equipment: Installation of mechanical equipment including roof vents, exterior air conditioners, furnaces, generators, and satellite dishes on rear or non-visible side elevations.	Installation of all features mentioned at left on a front or visible side elevation requires HPC review.

Installation of window air conditioning units, window fans, and TV antennas on rear or non-visible side elevations. Central air conditioning units on the rear or side of the building not seen from the street.	Central air conditioning units on a visible side can be approved by the HPC but must be screened with shrubbery or appropriate fencing.
Shutters: Shutters or blinds on rear or non-visible side elevations, subject to design guidelines.	See “Windows” section of guidelines for discussion of common shutter and blind types.
Storm Windows/Doors: Installation of metal or wooden storm doors and windows which have a painted color that matches window trim or is appropriate for the house. Storm windows for double hung sashes shall have horizontal dividers that are in alignment with the horizontal meeting rails of the original upper and lower sashes. Installation of wooden storm doors or windows painted to match trim or house. Installation of painted wooden window screens and screen doors on all elevations.	See “Windows and Doors” section of guidelines for more detail.
Siding: Removal of artificial siding and other non-original material where original siding is known to exist.	
Accessibility: Erection, alteration, or removal of temporary features that are necessary for medical conditions, but which do not permanently alter exterior features.	Installation of permanent ramps and features structurally attached to the building requires HPC review.
Collapsible Porch Gates: Gates should be truly temporary and removable, with purpose to restrain young children and pets.	Reviewed by HPC on a case by case basis.
COA: Six-month renewal of Certificate of Appropriateness previously granted, ONLY if work has been started but not completed within the one-year validation period.	

Pre-Application Process

For all but the smallest project, a property owner is strongly urged to take advantage of the HPC's pre-application process. This process, involving informal consultation with City staff can save untold time, money, and headaches during the rest of the COA application process. It allows owners/applicants to present conceptual ideas, to discuss different alternatives, and to receive helpful guidance and comments. An applicant may request an informal meeting with Staff to become familiar with the Southport Historic Design Guidelines.

It is important to realize that completion of the pre-application process does not guarantee approval of the COA application by the full HPC, or that the COA application will not be modified. The HPC renders its decision on an application after careful consideration, hearing of evidence from other Southport residents or expert witnesses, and discussion among its members, all accomplished at the regularly scheduled HPC hearings.

Certificate of Appropriateness (COA) Application Process

1. Early consultation with applicable permitting agencies and the City Building Inspector and City Planning Staff is strongly encouraged so that the impact of requirements on the COA application may be assessed and the permitting process can be facilitated for the applicant.
2. Having determined that a COA is required, having reviewed the sections of the historic district guidelines relevant to the project and having completed the pre-application process (if needed), the property owner then completes the COA application. This application can be obtained in person from the City Hall or it can be downloaded from the City of Southport website at www.cityofsouthport.com.
3. The completed COA application must be signed and dated. The COA must be filed with the Development Services Department in accordance with the Department's established deadline calendar in order to be considered on a respective agenda of the HPC. For the schedule of HPC meetings and meeting agendas, check the City's website at www.cityofsouthport.com.
 - a. Pursuant to the above, Staff reserve the right to withhold a proposal from an agenda if additional information was requested and not received in time to allow proper public notice of the hearing.
4. In order for a thorough review of the COA to be undertaken by City Staff and the HPC, the application must include sufficient supporting documentation. The level of documentation depends on the complexity of the proposed project, but it is rare that too much documentation is ever submitted. The checklist of required documents for the COA application is found attached to the application and is listed on the next page.
5. Development Services Staff screen the completed COA application in an effort to determine compliance with all applicable City zoning ordinances and codes. If Staff determine that an application is not in compliance with zoning or other land use provisions the applicant will be notified. If the applicant does not withdraw his application or amend the same to bring it into compliance with zoning or other land use provisions, the HPC will not have jurisdiction of the application, and will deny a COA on that basis.
6. Applicants should note that in addition to a COA, additional permits may be required for projects within the Historic District, particularly along the waterfront. These include, but

are not limited to CAMA permits, wetlands impact permits, stormwater permits, driveway permits, and numerous other permits issued by federal, state, and local agencies. City building permits will be issued only after a project has received all required permits, including a COA.

7. Early consultation with applicable permitting agencies and the City Building Inspector is advisable so that the impact of requirements on the COA application may be assessed and the permitting process can be facilitated for the applicant. The HPC may choose to delay consideration of a COA application to consult with federal, state, or local agencies. This is particularly important when the North Carolina HPO is asked to review and comment on the project as part of a required environmental review process. Any comments from North Carolina HPO must be documented in writing.
8. Upon completion of local zoning and land use screening, the case liaison will forward the COA application to the HPC for its review and action. Notification of the meeting date, time, and place will be sent to the applicant and adjoining property owners by mail no less than ten (10) days prior to the HPC meeting. Attendance at the meeting by the applicant (or a designated proxy) is required, should any questions or concerns regarding the project arise. Failure of the applicant to attend a meeting may result in unnecessary delay if the HPC fails to obtain information deemed necessary to make an informed decision. Any interested party is welcome to attend the meeting or to review the application at City Hall prior to the HPC hearing.
9. Most COA applications are reviewed and decided upon the day of the meeting. The HPC must issue or deny a COA within one hundred and eighty (180) days after a completed application has been filed, except when the time limit has been extended by mutual agreement between the applicant and the HPC or when more time is needed to obtain comments from other federal, state or local agencies involved in the permitting, funding, or approval of the proposed project.
10. In determining whether the work proposed in the application would be congruous with the special character of the district, or in certain cases, designated landmarks outside the district, the HPC commission will consider the items generally and specifically set forth in these guidelines including the following principles:
 - a. The special character of the district is primarily defined by the following elements:
 - i. Architectural styles, sizes, scales, height and proportions of historical Southport buildings and other structures.
 - ii. Vistas of the Historic District should be maintained. These include seascapes, landscapes, and streetscapes.
11. All decisions of the HPC, in which a COA was awarded or denied, are furnished in writing and mailed to applicants within fourteen (14) working days of the meeting. The COA must be visibly displayed at the project site during the entire duration of the project.
12. Once issued, a COA is valid for twelve (12) months and may be renewed for an additional six months at the written request of the applicant. The COA clock starts at the time of approval or when a building permit is issued, if necessary. If work has not begun after 12 months, the applicant must re-apply for a new COA. An approved COA may also be transferred to a new property owner if that owner certifies in writing that he has reviewed

the approved application and agrees to comply with all the terms and conditions of the COA.

13. An approved or pending COA application may be modified by a written request from the applicant to the HPC. The request should include a description of the proposed changes, as well as drawings, a site plan, and other appropriate documentation if necessary. If the HPC finds that the modifications constitute a substantial change from the previous application, a new COA application submission will be required and all notification procedures will be followed.
14. An appeal may be taken to the Southport Board of Adjustment from the HPC's action in granting or denying any certificate. An appeal may be filed by any aggrieved party within 30 days following formal action by the HPC with regard to the granting or denying any certificate in accordance with City ordinance and state statute. Any appeal from the Southport Board of Adjustment's decision in any such case shall be heard in Superior Court.
15. If work is performed without a COA when a COA is required, the persons responsible for such work will be in violation of City ordinance and subject to enforcement action under the ordinances of the City of Southport.

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**
- **Indian Trail Tree and Keziah Memorial Park**

DRAFT

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.
- 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, fiberglass-asphalt shingles, and metal roofs 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.
- 6.1.4. 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.
- 6.1.5. 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.
- 6.1.6. 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.
- 6.1.7. 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.

- 6.1.8. Avoid altering the existing roof pitch or introducing a new roof pitch.
- 6.1.9. 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.
- 6.1.10. 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.
- 6.2.10. The HPC may allow the replacement of siding with new substitute 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.

- 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.
- 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

- 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. Replacement or new windows or doors outside of public view can be of other materials than original.
- 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.. 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.
- 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.

Porches and Entrances Standards

- 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).
- 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 Standards

- 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 Standards

- 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.
- 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.
- 6.9.8. 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.

- 6.9.9. 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.
- 6.9.10. 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 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.
- 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 or aluminum are not appropriate on additions to historic buildings. Other substitute siding may be allowed. (SEE SIDING GUIDELINES)
- 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.
- 8.1.3. 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.
- 8.1.4. 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.
- 8.1.5. 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.
- 8.1.6. New construction and additions should be sited in locations that will not require the removal of mature plantings, if possible.

- 8.1.7. 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)
- 8.1.8. 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.
- 8.1.9. 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.
- 8.1.10. 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.
- 8.1.11. New tool sheds, swimming pools and other modern yard features should be located in areas screened from public view.
- 8.1.12. 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 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 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 four (4) feet at the street/sidewalk edge. (SEE OFF-STREET PARKING GUIDELINES for more details)
- 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.
- 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. Freestanding signs in the CBD may be inappropriate.
- 8.6.8. Consolidate public signage on uniform poles to reduce visual clutter.
- 8.6.9. The use of an A-frame sign is allowed in the historic district and must not contribute to visual clutter of the streetscape nor impede the flow of pedestrian traffic. No more than one (1) A-frame sign per business is allowed. The signs must conform to the basic guidelines for signage including color, material, style, graphics and placement. A-frame signs may not exceed eight (8) square feet on either side (which includes legs/stand/bracing) 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.

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.

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.
- 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 in safe/similar condition.

Disaster Preparedness and Prevention

- 11.1.1. Identify, retain, and preserve the historic materials, features, and spaces of the building, site, and setting that are important in defining the historic character of the property and landscape.
- 11.1.2. Protect and maintain historic materials, features, and spaces—including wood, masonry, metal, paint and color, foundations and walls, roofs, doors and windows, porches and entrances, storefronts, walkways and driveways, fences and walls, lighting and signage, and outbuildings—according to the Standards for Rehabilitation of Individual Landmarks and Buildings in the Southport Historic District.
- 11.1.3. Repair historic materials and features—including wood, masonry, metal, paint and color, foundations and walls, roofs, doors and windows, porches and entrances, storefronts, walkways and driveways, fences and walls, lighting and signage, and outbuildings according to these standards. It is inappropriate to remove significant materials and features rather than repair them.

- 11.1.4. If historic materials and features are deteriorated beyond repair, replace in-kind only the damaged portion, matching the original in material, size, shape, design, profile, scale, color, and texture. If the traditional material is located below the Base Flood Elevation (BFE) and is not inherently resilient to flood damage, consider a proven damage-resistant substitute material that matches the original in size, shape, design, profile, scale, color, and texture and meets Standards for Rehabilitation of Individual Landmarks and Buildings in the Southport Historic District.
- 11.1.5. Utilize existing historic and non-historic building and site features—including window shutters, gutters and downspouts, foundation vents, and site topography—that can minimize and/or mitigate damage from wind and water.
- 11.1.6. Retain historic materials, features, and spaces when planning and undertaking any temporary or permanent flooding adaptation treatment. Consult a structural engineer, contractor, or architect to ensure that the intervention is appropriately calculated and that the building or site feature is structurally able to withstand both the intervention and any displaced loads from wind or water.
- 11.1.7. Install or employ temporary and permanent protective measures in a manner that does not damage or destroy historic materials, details, and other character defining features of the historic building or site.

HISTORIC PRESERVATION COMMISSION SUMMER 2023

MEMBER	Address	Phone Number	Appointment	Expiration
Charles Drew, Chair cdrew@cityofsouthport.com	112 Park Ave	(910) 477-2365	Oct 2022	June 2025
Rick Pukenas, Vice-Chair rick.pukenas@southportnc.org	119 N. Lord St	(910) 750-1951	Oct 2022	June 2025
Bonnie Bray, Alternate bonnie.bray@southportnc.org	515 Quarter Master Dr	(301) 741-6698	Oct 2022	June 2026
Josh Cline McGee joshcline.mcgee@southportnc.org	195 Gentle Breeze Ct	(704) 614-2956	Oct 2022	June 2026
Alexis Gore Graves alexis.goregraves@southportnc.org	510 N. Lord St	(256) 653-1854	Oct 2022	June 2025
Bonner Herring bonner.herring@southportnc.org	112 W. Bay St	(772) 263-1417	Oct 2022	June 2024
Jim McKee Jim.mckee@southportnc.org	114 S. Davis St	(910) 470-0529	Oct 2022	June 2026
Joanne Wesson joanne.wesson@southportnc.org	107 River Watch Ln	(910) 264-4009	Oct 2022	June 2024
Lewis "Tal" West, Alternate tal.west@southportnc.org	6159 River Sound Cir	(704) 575-6048	Oct 2022	June 2026
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.	Jan 23 Special	Feb.	Mar.	Apr.	May	May 23 Special	June	June 20 Special	July	Aug	Aug 16 Special	Sept	Oct	Nov	Dec	
<u>NAME</u>																		Total Absen ces
Charles Drew Chair	P	P	P	A	P	P	P	P	P	P	A	P	P					2
Rick Pukenas Vice-Chair	P	A	P	A	P	P	P	P	P	P	P	P	A					3
Alexis Gore Graves	A	P	P	P	P	A	P	P	P	A	P	p	P					4
Jim McKee	P	P	P	P	P	P	A	A	P	A	P	P	A					4
Josh Cline McGee	P	P	P	P	P	P	P	P	P	A	P	P	P					1
Bonner Herring	P	P	P	A	P	P	A	P	P	P	A	P	P					3
Joanne Wesson	A	P	P	P	P	P	P	P	A	A	P	P	P					3
Bonnie Bray	P	P	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	A	P					4