

*This chapter describes the location and boundary of the Downtown Historic District, the role of the Historic District Commission, and the process for design assistance and review.*



PURPOSE  
PROCESS  
WHAT TO EXPECT



HISTORIC DISTRICT COMMISSION



## **HISTORIC DISTRICT COMMISSION**

In North Carolina, General Statutes 160-400.1 through 160-400.14 address the establishment and regulation of historic districts in communities, providing direction for designating landmarks and districts, the role and powers of the historic commission, and the procedures for issuing a certificate of appropriateness for alterations to a historic building.

In 1994, the Town of Southern Pines designated its first historic district in downtown and established the Historic District Commission and procedures for reviewing exterior construction activities. Commission responsibilities, work requiring review, and the procedures for undertaking work are defined in the Unified Development Ordinance adopted by the Town.

## **PURPOSE AND RESPONSIBILITIES OF HISTORIC DISTRICT COMMISSION**

In Southern Pines, the powers of the Historic District Commission are to:

- Undertake the inventory of properties of historic, architectural, prehistoric, or cultural significance;
- Recommend to the Town Council areas to be designated as historic districts or individual properties to be designated as landmarks;
- Conduct education programs with respect to historic properties and districts;
- Cooperate with federal, state and local agencies regarding historic properties;
- Prepare and recommend a preservation element as part of the community comprehensive plan;
- Review and act upon proposals for alterations, demolition, or new construction within established historic districts;
- Adopt design guidelines and rules of procedure for reviewing applications; and
- Negotiate with an owner of a historic property regarding appropriate preservation methods when considering a request for demolition.

**What work can I do in the historic district?**

An application for a Certificate of Appropriateness must be submitted and approved by the Historic District Commission or its designated representative, the Southern Pines Planning Director, before an exterior portion of any building, structure, or architectural feature can be erected, altered, restored, moved or demolished.

This includes work on walls, fences, signs, light fixtures, above ground utility structures, and painting, among others.

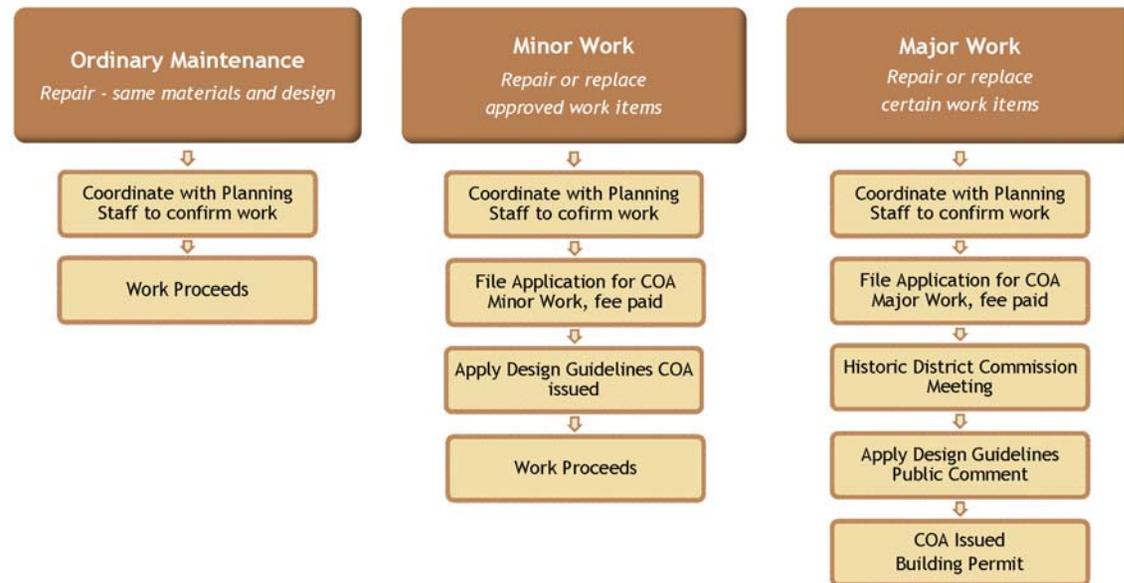
However, ordinary maintenance does not require a Certificate of Appropriateness.

**WORK REQUIRING REVIEW IN HISTORIC DISTRICT**

Work on properties in the historic district is considered ordinary maintenance, minor or major work.

- **Ordinary Maintenance** is exterior work that is undertaken on a frequent and routine basis to maintain the functional and structural integrity of an existing building, structure, or architectural or appurtenant features. Ordinary maintenance is defined further as being repair work that maintains, and does not change, the architectural material, design, style, size and scale, arrangement, detailing or texture of the feature.
- **Minor Work** is exterior work that involves the repair and/or partial replacement of an architectural feature or building element, but does not involve a significant alteration or addition to the existing building or structure. The Historic District Commission determines the classification of work considered to be minor. All minor work shall be undertaken in accordance with the adopted design guidelines. In addition, minor work shall include alterations and new construction of significant landscape and natural features.
- **Major Work** is exterior work that involves a significant alteration, addition, reconstruction or demolition of an existing building or structure, or the erection of new buildings or structures. Major work shall include alteration and new construction of landscape and natural features.

Work Review Process in Historic District



## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS

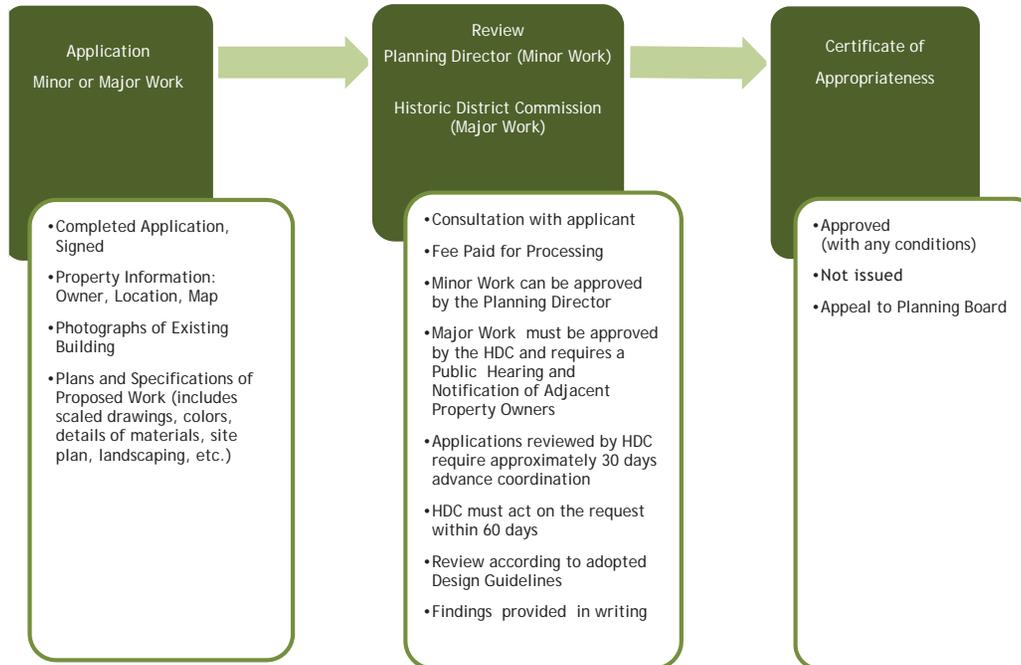
### HOW IS WORK REVIEWED IN THE HISTORIC DISTRICT?

- *Ordinary Maintenance* may be undertaken without special authorization from the Historic District Commission; however, coordination with Town Planning staff is encouraged to ensure that work does not involve any change in architectural materials or design.
- *Minor Work* can be approved by Town Planning Director prior to construction. All work is to be consistent with adopted design guidelines for rehabilitation, repair and reconstruction of architectural elements, buildings or structures. The Planning Director may determine that the minor work is complex and refer the application to the Historic District Commission for review.
- *Major Work* must be approved by the Historic District Commission.
- *Interior construction* does not require review by the Historic District Commission.

Application Process

Certificate of Appropriateness

All minor and major works undertaken in a historic district require a Certificate of Appropriateness prior to undertaking the work or to receiving other approvals and permits.



### What other regulations apply in the historic district?

There may be other development provisions that apply to construction work undertaken in Southern Pines.

Please be sure to check applicable code requirements and consult with town officials regarding provisions in the Unified Development Ordinance, Building Code, etc.

In addition, if a project is applying for Historic Tax Credits (State or Federal), there may be more stringent standards that apply for property rehabilitation or restoration.

<http://www.nps.gov/tps/tax-incentives.htm>

**HISTORIC DISTRICT  
DESIGN GUIDELINES**

### REVIEW PROCEDURES FOR MINOR AND MAJOR WORKS

In reviewing an application for a Certificate of Appropriateness, the Commission or its designated representative considers the following:

- The *appropriateness of the proposed alteration or construction* on the character-defining features of the building, structure, landscape, or district. This includes consideration of site context; building scale, mass and orientation; relationship to other buildings or elements; and the suitability of a material, design, style, arrangement, scale, detailing, and texture.
- The *work's consistency with the recommendations and standards* established in the adopted design guidelines and (if applicable) the *Secretary of the Interior Standards for the Treatment of Historic Properties*, including Guidelines for Preservation, Rehabilitation, Restoration, Reconstruction and Historic Landscapes. <http://www.nps.gov/hps/tps/standguide/> and <http://www.nps.gov/tps/standards/four-treatments/landscape-guidelines/index.htm>.

**\*Important Note!** In addition to the requirements of the COA, there may be other applicable requirements set forth in the adopted Unified Development Ordinance (UDO) and Building Code that apply to construction work. Be sure to check code requirements and consult with Town officials for applicable provisions and needed approvals!

### PROCESS AND FINDINGS FOR CERTIFICATE OF APPROPRIATENESS

What must I provide in an application?

To undertake minor or major work in the historic district, an applicant must provide sufficient information and clearly describe the work to be done. There is an official application for minor and major works that should be completed. Depending on the work to be done, the application may require:

- Clear, detailed description of work to be done
- Photographs
- Site plan of property, including landscape features
- Elevation drawings of building or structure, drawn to scale
- Specifications for work, materials, dimensions, color, design, profiles, texture, etc.
- Samples of proposed materials, if applicable
- Application fee

What can an applicant expect?

*Minor Works* - If the proposed work is a minor work, the Planning Director will review the application. Decisions will be based on the adopted design guidelines and other applicable code provisions. The Planning Director may refer the application to the Historic District Commission if there are questions or the work needs more in-depth review.

*Major Works* – If the proposed work is a major work, the Planning Director will consult with the applicant prior to accepting an application and refer the application to the Historic District Commission for review and action. Town staff will notify adjacent property owners and schedule the application for consideration at the next scheduled Historic District Commission meeting.

At the Commission meeting:

- Following a brief introduction of the request and staff report, the Commission will ask the applicant to discuss the work request.
- Commission members will ask questions to clarify any work or design details.
- Commission will hear and consider comments from the public and adjacent property owners.
- Commission members will review the proposed work using the adopted design guidelines.
- After considering the case information and public comment, the Commission may approve, approve with conditions, or deny the request for a Certificate of Appropriateness.
- If conditions are applicable, the Commission will specify any provisions and details.
- For approved work, a Certificate of Appropriateness will be issued following the meeting, noting the decision and any conditions in writing. The applicant can pursue other permits required for construction. A Certificate is valid for one year.
- For work items needing further information or revised methods or materials, the Commission may agree to defer action on the application for up to 60 days if agreed to by the applicant.
- Action of the Commission will be based on the following findings:
  - ✓ Work is *compatible and appropriate* in preserving, retaining, repairing, or restoring the defining historic character of a property and the district. Specifically, the work is considered compatible and appropriate in terms of material, design, dimensions, mass, scale, orientation, color, and other applicable considerations.
  - ✓ Work does *not damage or remove significant character-defining features* of the building and will *not adversely affect its contribution* to the larger historic district.

## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS

- ✓ Work is *consistent with the adopted design guidelines* for the historic district.

What if my request is not issued a certificate?

If work is not approved and a Certificate of Appropriateness is not granted, the Commission will notify the applicant of findings in writing.

- Applicant can submit a substantially revised new application for consideration.
- Aggrieved applicant can appeal the decision of the Commission to the Southern Pines Planning Board, and then to the Circuit Court of Moore County. An appeal must be filed within 30 days.

## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS

Type of Work	Ordinary Maintenance	Minor Work	Major Work	Design Guidelines Reference
Addition, New			■	<i>New Additions/Buildings</i>
Building, New			■	<i>New Additions/Buildings</i>
Deck				<i>Accessory Structures</i>
New, Rear		■		
New, Side			■	
Repair	■			
Rebuild, Rear or Side		■		
Demolition			■	<i>Demolition</i>
Doors				<i>Doors and Windows</i>
New			■	
Repair	■			
Replace			■	
Fencing / Low Walls				<i>Landscape Site Development</i>
New, Rear or Side		■		
New, Front			■	
Repair	■			
Rebuild		■		
Foundation				<i>Walls and Foundations</i>
Repair	■			
Rebuild			■	
Replace			■	
Garage				<i>Accessory Structures</i>
New, Rear or Side			■	
Repair	■			

## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS

Type of Work	Ordinary Maintenance	Minor Work	Major Work	Design Guidelines Reference
Rebuild		■		
Gutters and Downspouts				<i>Roofs</i>
Repair	■			
Replace			■	
Lighting				<i>Lighting, Accessory Structures, Storefronts</i>
Repair	■			
New Exterior, Residential		■		
New Exterior, Commercial			■	
Masonry				<i>Walls and Foundations, Roofs, Chimneys</i>
Repair	■			
Repoint			■	
Rebuild			■	
Painting				<i>Painting and Cleaning</i>
Repaint, Same Color and Placement	■			
Repaint, Approved Color and Placement		■		
Repaint, New Color			■	
Paint Previously Unpainted Surface			■	
Parking				<i>Site Development</i>
Resurfacing, Commercial		■		
New Driveway or Lot			■	
New Landscaping		■		

## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS

Type of Work	Ordinary Maintenance	Minor Work	Major Work	Design Guidelines Reference
Porches				<i>Porches</i>
Repair	■			
Rebuild		■		
Replace			■	
Enclose			■	
Remove			■	
Roof				<i>Roofs</i>
Repair	■			
Replace Same Materials		■		
Replace Different Materials			■	
Rebuild			■	
New Structure (skylight, solar panel, roof access structure, etc.)			■	
Siding				<i>Walls, Storefronts</i>
Repair	■			
Replace			■	
New Material			■	
Sign				<i>Signs</i>
Repair Existing	■			
Replace Existing signboard with different lettering		■		
New Structure or Placement			■	

## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS

### *Did You Know?*

*Interior work is not regulated in the local historic district; however, IF you are pursuing state or federal historic tax-credits for work on a historic property, you will need to consider interior work.*

Type of Work	Ordinary Maintenance	Minor Work	Major Work	Design Guidelines Reference
Stairs				<i>Accessory Structures, Porches</i>
Repair	■			
Rebuild		■		
New, Rear		■		
New, Front or Side			■	
Storefronts				<i>Storefronts</i>
Repair	■			
Rebuild			■	
New			■	
Walks, Patios, Driveways				<i>Landscape</i>
Repair	■			
New, Rear		■		
New, Front or Side			■	
Windows				<i>Windows and Doors, Walls</i>
Repair	■			
Rebuild			■	
Replace			■	
New			■	
Vegetation				<i>Landscape</i>
Pruning	■			
New Tree Planting		■		
Tree Removal			■	

## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS

Type of Work	Ordinary Maintenance	Minor Work	Major Work	Design Guidelines Reference
Landscape & Site Work				Landscape, Site Development
Curb & Gutter - Patching, Replace Same	■			
Curb & Gutter - New Material		■		
Parks & Parkways - Maintain, Repair, Replace same equipment or furnishings	■			
Parks & Parkways - New site furnishings, walks, steps, paving			■	
Sidewalks (public) - Patch, replacement same	■			
Sidewalks, (public) - Widen, new		■		
Streets - Patching, Replace same, mark pavement	■			
Streets - Widen, realign		■		
Streetlights, Utility Poles, Utilities (public right of way) - Maintain, repair, replace same	■			
Streetlights, Utility Poles, Utilities (public right of way) - Widen, realign, new			■	
Vegetation (Private) - Prune	■			
Vegetation (Public) - Prune		■		
Vegetation - New, Remove			■	
Water Feature - New pools, fountains, pond			■	

## REVIEW PROCEDURES FOR DEMOLITION OR RELOCATION OF A BUILDING OR STRUCTURE

The Historic District Commission must approve a request for demolition or relocation of a historic building or structure. In considering a request for demolition or relocation of a building or structure, the Commission *may not deny a Certificate of Appropriateness*, but it can *delay* the issuance of a certificate for up to 365 days in order to negotiate with the property owner and any other parties to find a means of preserving the building on site.

However, the Commission can authorize, and not delay, demolition or relocation if:

- The owner will suffer extreme hardship or be deprived permanently of all beneficial use of the property by virtue of the delay; or
- The Commission finds that the building or structure has no special significance or value to maintaining the character of the district.