



## AGENDA

**Historic District Commission Regular Meeting  
801 SE Service Road, Southern Pines, North Carolina  
May 12, 2022 at 4:00 PM**

I. Call to Order

II. Approval of Minutes

III. Oath of Office

IV. Election of Chairman and Vice-Chairman

V. Public Hearing:

HD-05-22: Certificate of Appropriateness - Major Work for exterior alterations; 160 E. New Hampshire Avenue; Applicant: Encore Performing Arts by Pinnacle Development Design Build, LLC, Agent

VI. Unfinished Business

VII. New Business

VIII. Adjournment

# MINUTES

## Town of Southern Pines Historic District Commission Regular Meeting December 9, 2021 at 4:00 PM

The Town of Southern Pines Historic District Commission held its regular meeting on Thursday, December 9, 2021, at 4:00 PM in the Boyd Room of the Planning Department office, 180 SW Broad Street, Southern Pines, North Carolina.

Members present: Leslie Brians, Elizabeth Oettinger, Mart Gibson, Molly Goodman and Dorothy Shankle.

Members Robert Anderson and Michaela Harr were absent.

Staff members present: Suzy Russell and Cindy Williams.

Chairperson Oettinger called the meeting to order at 4:00 PM.

Elizabeth Oettinger made a **motion**, which was seconded by Molly Goodman, to approve the Minutes of the October 14, 2021 meeting. **The motion carried unanimously.**

### PUBLIC HEARING:

#### **HD-24-21 Certificate of Appropriateness - Major Work for a freestanding ground sign; 200 SW Broad Street; Applicant: Heather English for Allen Industries**

Ms. Heather English of Allen Industries has submitted an application requesting a Certificate of Appropriateness – Major Work to replace an existing freestanding ground sign. The subject parcel is identified as PIN 858105283202 (PARID 00041555) and is zoned CB (Central Business). Per the Moore County tax record, the property owner is listed as Southern National Bank of NC.

Dorothy Shankle made a **motion**, which was seconded by Mart Gibson, to open the public hearing. **The motion carried unanimously.**

### STAFF PRESENTATION – Suzy Russell:

Ms. Russell entered staff report HD-24-21 in to the record and provided an overview of the application to allow a new 10 square foot monument sign with internal lighting.

### APPLICANT PRESENTATION :

Ms. English stated that the original intent was to reface the existing sign but decided that it was best to replace the existing sign given its condition. The only portions of the sign that will be lit are the bank name and logo and a very small strip along the outer edge of the sign.

Ms. Oettinger asked if the proposed sign is shorter than the existing sign and Ms. English responded yes. Ms. English shared a photograph of a similar sign with the members of the Commission, which Ms. Russell entered into the record.

Susan Ward asked if for confirmation that the sign would not impact sight distance.

Mart Gibson made a **motion**, which was seconded by Dorothy Shankle, to close the public hearing. **The motion carried unanimously.**

#### **HISTORIC DISTRICT COMMISSION ACTION:**

Leslie Brians made a **motion**, which was seconded by Molly Goodman, that the Historic District Commission finds that as a finding of fact the application is complete and that the facts submitted are relevant to the case because the request for Certificate of Appropriateness Major Work has met the specified submittal requirements as required in the Town of Southern Pines Unified Development Ordinance.

Leslie Brians made a **motion**, which was seconded by Dorothy Shankle that as a finding of fact the application complies with Section 2.28.10 Criteria for a Certificate of Appropriateness – Major Work, Criteria C 1-3 in that:

1. *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;*

The work is compatible because the monument sign is compliant with the standards set forth for historic district signage per the UDO as well as the Historic District Guidelines which are specific to signage in the historic district.

2. *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; and*  
The sign is crafted and installed to serve customers and maintain compatibility with the building while not adversely affecting its contribution to the streetscape within the historic district.

3. *Work is consistent with the adopted design guidelines for the historic district.*  
The sign is consistent with the Historic District Guidelines in that the monument sign is a business identification and information tool. The sign is placed appropriately and designed to be simple and easy to read in a pedestrian oriented manner.

Leslie Brians made a **motion**, which was seconded by Dorothy Shankle, to approve HD-24-21. **The motion carried unanimously.**

UNFINISHED BUSINESS:

Leslie Brians initiated discussion regarding public awareness and incentives to encourage historic preservation.

NEW BUSINESS:

Ms. Russell stated that two new Commission members were being considered by the Town Council to replace Dorothy Shankle and Mart Gibson, whose terms had expired.

Mart Gibson made a **motion**, which was seconded by Dorothy Shankle, to adjourn the meeting. **The motion carried unanimously.**

The meeting adjourned at 5:10 PM.

Respectfully submitted:

Cindy Williams  
Secretary to the Historic District Commission

## **Agenda Item**

**To:** Historic District Commission

**From:** Pamela Graham, Principal Planner

**Subject:** HD-05-22 Certificate of Appropriateness: Major Works, New Exterior Door; 160 E New Hampshire Avenue; Applicant, Adam Johnson of Pinnacle Development Design Build, LLC on behalf of Encore Performing Arts; Owner, 490 Broad, LLC.

**Date:** May 12, 2022

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### **I. SUMMARY OF APPLICATION REQUEST:**

Adam Johnson of Pinnacle Development has submitted an application on behalf of Encore Performing Arts, requesting a Certificate of Appropriateness Major Work for the purpose of adding a glass and aluminum door to an existing arched opening that serves as an entryway for the facility. The subject parcel is identified as PIN # 858106383376 and Parcel ID # 00031401. Per the Moore County tax records, the property owner is listed as 490 Broad, LLC. The subject property is zoned CB (Central Business).

### **II. PROJECT INFORMATION:**

#### **A. Physical Address:**

160 E New Hampshire Avenue  
Southern Pines, NC 28387

#### **B. Owner:**

490 Broad, LLC  
275 SE Broad Street  
Southern Pines, NC 28387

#### **C. Applicant:**

Adam Johnson  
Pinnacle Development Design Build, LLC  
PO Box 55  
Southern Pines, NC 28388

#### **D. Zoning of Property:**

The subject property is zoned CB (Central Business) and located within the Historic District. *See Figure 1 on the following page.*

Figure 1: Vicinity & Zoning Map (Subject Property is Outlined in Blue):



 CB, Central Business Multi-Family

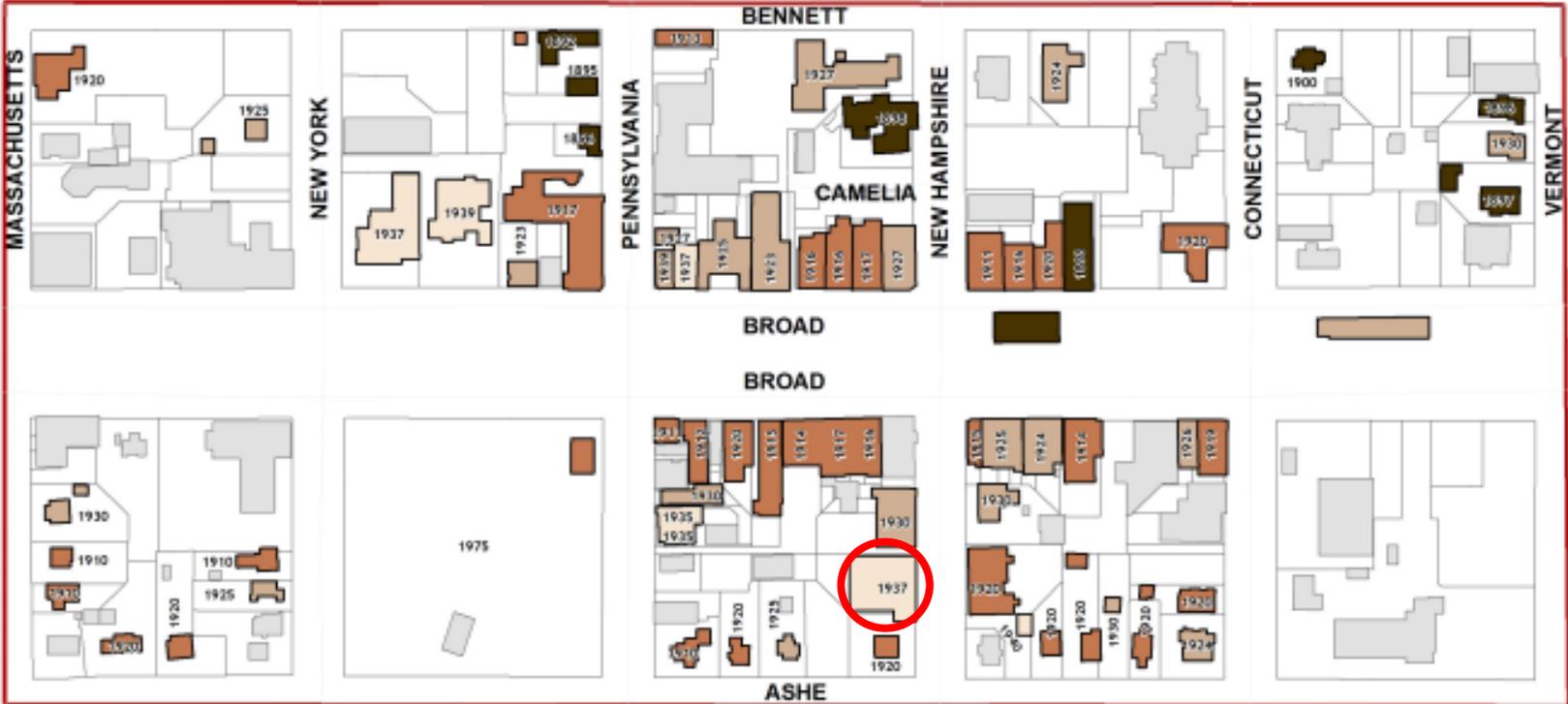
 RM-1, Residential Single & Multi-Family

 FRR, Facilities Resources Recreation

 RS-1, Residential Single Family

 OS, Office Services

Figure 2: Historic District Map (Subject Property is Circled in Red):



**III. STAFF REVIEW:**

**A. Application Submittal Date**

- Application received March 10, 2022
- Application deemed complete April 6, 2022
- Notice of Public Hearing:
  - Posted On-site: April 22, 2022
  - Mailed: April 21, 2022
  - Internet: April 26, 2022
- Historic District Commission Hearing: May 12, 2022

**B. Criteria for Review**

The criteria for a Certificate of Appropriateness are found in UDO §2.28.10 and are included in this report, beginning on page 7. Staff comments follow, and are included after review of the Historic District Design Guidelines. The Commission shall take the criteria into consideration for purposes of deliberation and adoption of findings of fact.

**C. Application Materials**

The applicant has submitted a complete application packet including a narrative with descriptions and images to illustrate the request. The narrative states that the intent is to improve the aesthetic and function of the front entrance to the stage area, which is separated from the school area that is accessed via a different entryway. The applicant’s proposal seeks to define the separate stage area entrance. No other changes are proposed.

The application, including narrative and supporting images, is enclosed in its entirety with this document. Those images include:

**160 E New Hampshire Ave – Existing Condition**



**Proposed:**



**Storefront**

Dark Bronze Anodized



**Image of the Vault with metal storefront at entrance**



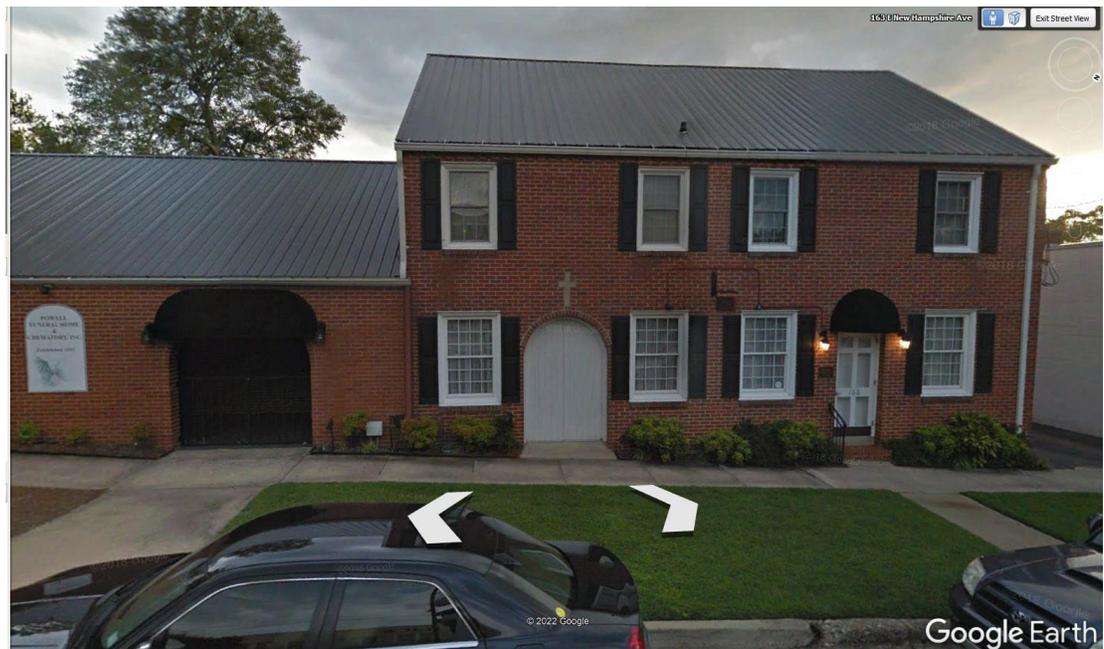
**D. Staff Comments**

The Historic District Commission is considering a Certificate of Appropriateness – Major Works for the purpose of adding a glass and aluminum door to an existing arched opening that serves as an entryway for part of the facility. This structure is listed as a contributing property in the 1991 National Register of Historic Places registration form for the Southern Pines National Register District, and is described as follows:

*Powell Funeral Home, c. 1937; gable-roofed, four-bay brick building with corbelling at cornice, along gable end; round-arched chapel*

*entrance with limestone cross insert over it; six-over-six windows; rear one-story brick addition; ca. 1980 gable-roofed brick addition on south end with arched passageway; built for Powell Funeral Home after acquired by I.F. Chandler.*

The 1980 addition is to the left in these 2018 images



## **E. Review Criteria in Detail**

As previously stated, the primary criteria for consideration of a Certificate of Appropriateness are found in UDO §2.28.10. What follows is a recitation of each criteria (*italicized*), followed by a comment on compliance using the Recommended Practices in the Historic District Design Guidelines for interpretive guidance.

### ***Section 2.28 Certificate of Appropriateness – Major Work.***

#### ***2.28.10. Criteria***

- (A) *In considering an application for a Certificate of Appropriateness, the Commission shall take into account the historical and/or architectural Significance under consideration and the exterior form and appearance of any proposed additions or modifications to that structure that are visible from a public right-of-way. The Commission shall not consider interior arrangement or use.*

The applicant's proposal is limited to the addition of a glazed glass "storefront" with aluminum-clad mullion material with dark bronze finish (or alternate finish as suggested by the Commission) at an arched opening in the exterior front wall of the structure. The existing archway, awning, iron gate, and light fixtures are to remain. The gate will remain in an open position, with the new doorway to be used to permit entry.

Taken from the application narrative:

"The application is consistent with the Southern Pines Unified Development Ordinance and criteria whereas there are no modifications to the existing historical structure and the addition of an aluminum and glass storefront at the entrance is consistent with similar storefronts in the historical district.

Where the UDO does pertain to storefronts, we ask that the board make an exception for the material used for this enclosure since it is found in other structures (2.38.10, C-1).

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 (2.38.10, C-2).

Work is consistent with the adopted design standards for the historic district (2.38.10, C-3)."

- (B) *The Commission shall consider the following factors when determining whether the application is or is not congruous with the historic aspects of the Historic District:*

- 1) *The height of the building in relation to the average height of the nearest adjacent and opposite buildings.*  
This factor is not applicable to the proposal under review.
- 2) *The setback and placement on Lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings.*  
This factor is not applicable to the proposal under review.
- 3) *Exterior construction materials, including texture and pattern.*  
The applicant proposes to add a new door constructed of aluminum mullions and glazed glass.
- 4) *Architectural detailing, such as lintels, cornices, brick bond and foundation materials.*  
This factor is not applicable to the proposal under review.
- 5) *Roof shapes, forms and materials.*  
This factor is not applicable to the proposal under review.
- 6) *Proportion, shape, positioning and location, pattern and size of any elements of fenestration.*  
This factor is not applicable to the proposal under review.
- 7) *General form and proportions of buildings and structures.*  
This factor is not applicable to the proposal under review.
- 8) *Appurtenant fixtures and other features such as lighting.*  
This is not applicable.
- 9) *Structural conditions and soundness.*  
This factor is not applicable to the proposal under review.
- 10) *Architectural scale.*  
This factor is not applicable to the proposal under review.
- 11) *Secretary of the Interior Guidelines.*  
This is at the discretion of the Historic District Commission. Standards are provided on the final page of this report, with relevant items highlighted.

(C) *Prior to approving the application, the Commission shall make the following findings:*

- 1) *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;*

- 2) *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; and*
- 3) *Work is consistent with the adopted design guidelines for the historic district.*

#### **IV. HISTORIC DISTRICT COMMISSION ACTION:**

To either approve or deny a *Certificate of Appropriateness – Major Work* application, the Historic District Commission must make findings of fact and conclusions to the applicable standards. The Historic District Commission shall first vote on whether the application is complete. The Historic District Commission shall then vote on whether the application complies with the Criteria for a Certificate of Appropriateness, including the Principles and Guidelines of the Historic District. Staff has prepared Draft Findings of Fact for the Commission which can be found below. The Commission may discuss, amend and/or adopt these Findings of Fact.

##### **Finding of Fact #1**

1. **I move** that as a finding of fact the application is complete and that the facts submitted are relevant to the case because the request for Certificate of Appropriateness Major Work has met the specified submittal requirements as required in the Town of Southern Pines Unified Development Ordinance.  
*Staff has determined that the application is complete and meets the submittal requirements as required by the Town's UDO.*

***Finding of Fact #2 (please note that staff has provided two options for the motion format for this Finding, the first is recommended for use if the application is determined to be compliant with all criteria, and the second if it is determined to be noncompliant with any of the criteria). In either case, justification for the motion that is specific to the proposal being considered, will need to be added.***

2. (Option 1) **I move** that as a finding of fact the application **complies** with Section 2.28.10 Criteria for a Certificate of Appropriateness – Major Work, Criteria (C) 1-3 in that:
  1. *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. This motion is supported by the following specifics in the proposal being considered:*

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_.

2. *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. This motion is supported by the following specifics in the proposal being considered:*

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_.

3. *Work is consistent with the adopted design guidelines for the historic district, including the following:*

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_.

**- OR -**

(Option 2) **Imove** that as a finding of fact the application **does not comply** with Section 2.28.10 Criteria for a Certificate of Appropriateness – Major Work, Criteria (C) 1-3 in that:

1. *Work **is/is not** compatible and appropriate in preserving, retaining, repairing, or restoring the defining historic character of a property and the district. Specifically, the work is/is not considered compatible and appropriate in terms of material, design, dimensions, mass, scale, orientation, color and other applicable considerations. This motion is supported by the following specifics in the proposal being considered:*

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_.

2. *Work **does/does not** damage or remove significant character defining features of the building and will not adversely affect its contribution to the larger historic district. This motion is supported by the following specifics in the proposal being considered:*

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_.

3. *Work **is/is not** consistent with the adopted design guidelines for the historic district, because of the following:*

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_.

**Therefore, I move to:**

- Approve HD-05-22

**- OR -**

- Approve HD-05-22 with the following conditions of approval:

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**- OR -**

- Deny HD-05-22, based on the following:

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Enclosures: COA Major Work Application  
Applicant's Narrative  
Historic District Guidelines for Commercial Buildings

**U.S. Department of the Interior:**  
**The Secretary of the Interior's Standards for Rehabilitation**

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall 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.



## Certificate of Appropriateness Major Work

Date Received: 3/10/22 Fee Paid: \$250.00 Case No.: HD- DS-22

**Project Information:**

Street Address: 160 E New Hampshire Ave, Southern Pines

PIN: 00031401

Parcel ID: 858106383376

Site Size: 8,400

Zoning: CB

**Applicant:**

Name(s): Encore Performing Arts

Email: encoreofthepines@gmail.com

Phone: 910-725-0758

Mailing Address: 160 E. New Hampshire Ave, Southern Pines, NC 28387

**Authorized Agent, if different from Applicant:**

Name(s): Pinnacle Development Design Build, LLC

Email: don@pdcnc.com

Phone: 910-639-0912

Mailing Address: PO BOX 55, Southern Pines, NC 28388

**Legal Property Owner(s), if different from Applicant:**

Name(s): 490 Broad, LLC

Email: dave@275broad.com

Phone: 919-632-2327

Mailing Address: 275 SE Broad St, Southern Pines, NC 28387

**TO THE TOWN OF SOUTHERN PINES HISTORIC DISTRICT COMMISSION:**

I submit this application for a Certificate of Appropriateness – Major Work to make the following change(s) which may alter the exterior appearance of property within the Town of Southern Pines Historic District:

**Narrative attached**

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Date: 06 APR 2022



Brandon and Sarah Lankford, Owners

Applicant

**Note: The attached Appointment of Agent form must be submitted if the Applicant is not the property owner.**

**PLANNING DEPARTMENT  
TOWN OF SOUTHERN PINES  
801 SE Service Road, Southern Pines, NC 28387  
[plan@southernpines.net](mailto:plan@southernpines.net) (910) 692-4003 [www.southernpines.net](http://www.southernpines.net)**

APPOINTMENT OF AGENT

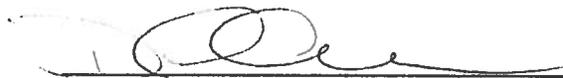
The undersigned owner(s), Dave Crisafulli, hereby appoint(s) Pinnacle Development Design Build, LLC as the exclusive agent for the purpose of making an application to the Town of Southern Pines for a **Certificate of Appropriateness – Major Work** on the property described in the attached application. The owner(s) hereby agrees that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s);
3. to accept conditions or recommendations made by the Town of Southern Pines Historic District Commission for the issuance of a **Certificate of Appropriateness – Major Work** on the subject property; and
4. to act on behalf of the owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a **Certificate of Appropriateness – Major Work** under the Southern Pines Unified Development Ordinance.

This Appointment of Agent shall remain in effect until final resolution of the attached application.

Signed this 8<sup>th</sup> day of MAR, 2022.

490 BROAD, LLC  
Property Owner

  
Property Owner

Don Johnson Digitally signed by Don Johnson  
Date: 2022.03.07 15:59:29  
-05'00'  
Agent

**Narrative:**

The scope of work is focused is to improve the aesthetic and function of the front entrance to the Encore stage entrance. Currently guests to the performances are frequently confused to the entrance for the stage area and enter the school entrance instead. The intent is to define the entrance in accordance with the UDO. The modifications to the structure are visible from the public right-of-way, and the existing and proposed elevations are as follows:

**160 E New Hampshire Ave – Existing Condition**



**Proposed:**



**Storefront**  
Dark Bronze Anodized



## Proposed Details

- There are no changes to awning at all. The existing awning stays. Also, the lighting outside has no changes as represented in the street view image.
- The nature of this arched opening leaves very little for wood detailing if framed in the traditional manner. The transom would be obscured by the awning and side windows exceptionally small due to the structural framing of a wood system. However, if done with an aluminum mullion material the system would be mostly glass. I have added a similar **adopted design standards** below, which located in the downtown area at the old Citizen's Bank Building (132 NW Broad St.) now the Vault retail store.

## Landscaping

- There are no changes to landscaping or anything on the front elevation other than the door at arched entrance.

### Image of the Vault with metal storefront at entrance



### In response to 2.28.10, we offer the following compliance statements:

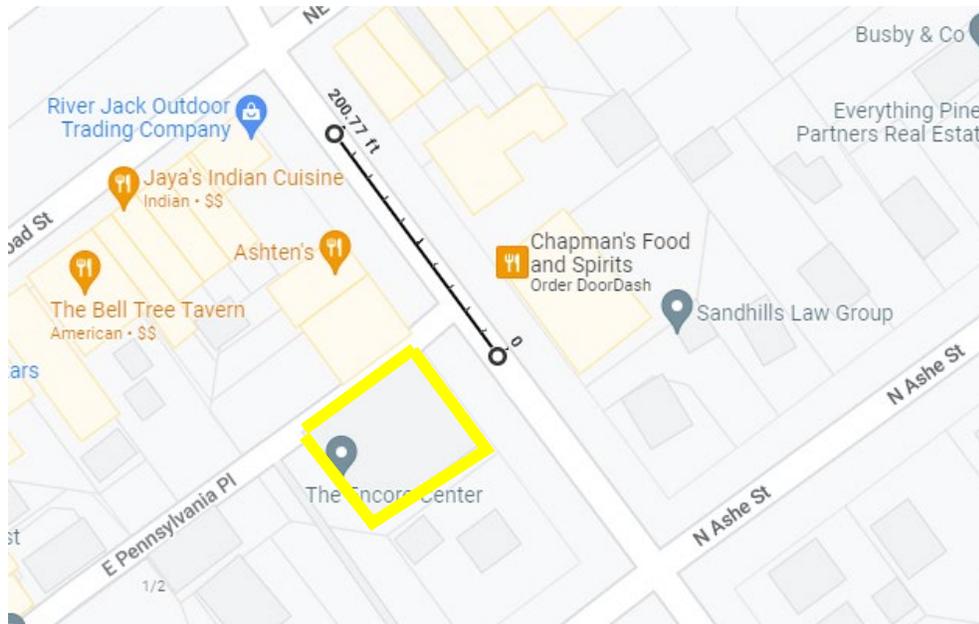
- (A) The application is consistent with the Southern Pines Unified Development Ordinance and criteria whereas there are no modifications to the existing historical structure and the addition of an aluminum and glass storefront at the entrance is consistent with similar storefronts in the historical district.
- (B) Where the UDO does pertain to storefronts, we ask that the board make an exception for the material used for the enclosure since this is found in other structures (2.38.10, C-1)
- (C) 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 (2.38.10, C-2)
- (D) Work is consistent with the adopted design standards for the historic district (2.38.10, C-3)

## ENCORE! ADDITIONAL INFORMATION

### List of Adjacent Property Owners in: Southern Pines, NC 28387

1. RIOT 115 NE Broad St
2. O'Donnell's Pub 133 E New Hampshire Ave
3. Chapman's 157 New Hampshire Ave
4. Mark Wesley Parson Architecture 161 E New Hampshire Ave
5. Sandhills Law Group 175 E New Hampshire Ave
6. Hawkins & Hawkins Fine Jewelry 148 E New Hampshire Ave
7. Knickers Lingerie 150 E New Hampshire Ave
8. Ashten's 130 E New Hampshire Ave
9. River Jack Outdoor Supply 181 NE Broad St
10. Deborah K. Rich, LCSW, LPC, MAC 185 E New Hampshire Ave

### 160 E New Hampshire Ave Highlighted in Yellow



Point of contact for this attachment is:

Adam Johnson, Manager

Augmented Development Management, LLC

Email 1: [adam@pdnc.com](mailto:adam@pdnc.com)

Email 2: [augmenteddevelopmentmanagement@gmail.com](mailto:augmenteddevelopmentmanagement@gmail.com)

CELL: 253-320-4021



*This section provides guidance for commercial buildings. If you own or lease space in a commercial building or a building that was originally designed for commercial use, these guidelines will assist you in determining the best methods for maintenance, repair, and new work on your building.*



**COMMERCIAL  
BUILDINGS**

**DESIGN GUIDELINES - COMMERCIAL BUILDINGS**





## COMMERCIAL BUILDINGS

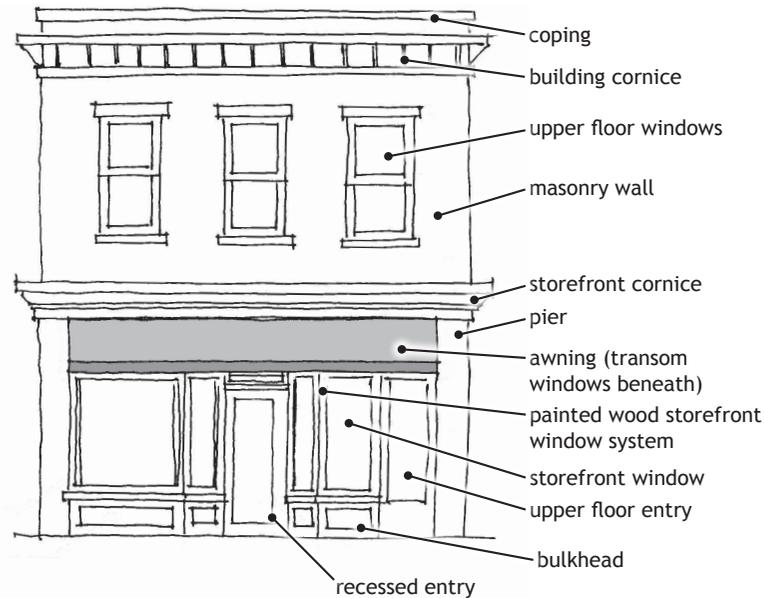
### STOREFRONTS AND ENTRANCES

Typically, the front façade of a commercial building is the most functional and decorative elevation of a historic building. The first floor contains the main business storefront and the primary entrance for customers. The upper floors of buildings may employ additional decoration and patterns in the windows, walls, or roof. A secondary entrance may provide access to upper floor spaces.

In downtown Southern Pines, most of the buildings are one and two-story masonry structures constructed at the turn of the century.

The defining features of a storefront and primary entrance may include:

- Large display windows adjacent to or on either side of a recessed entrance;
  - Entrance with decorative trim, surrounds or transom windows; doors may have architectural features such as carvings, unique window glazing patterns, or decorative hardware; recessed entries may have tiled entries;
  - Awnings over the entrance or storefront windows to shield customers or goods from the sun and weather;
  - Signs and lighting oriented and sized to attract pedestrian interest and safe access; and
  - Surrounding walls containing features such as a cornice and wall or roof detailing;
- ✓ Retain character-defining features of a storefront and entrances;
  - ✓ Maintain original storefront openings and entrances;
  - ✓ Retain entrance decorative trim, hardware and glazing features;



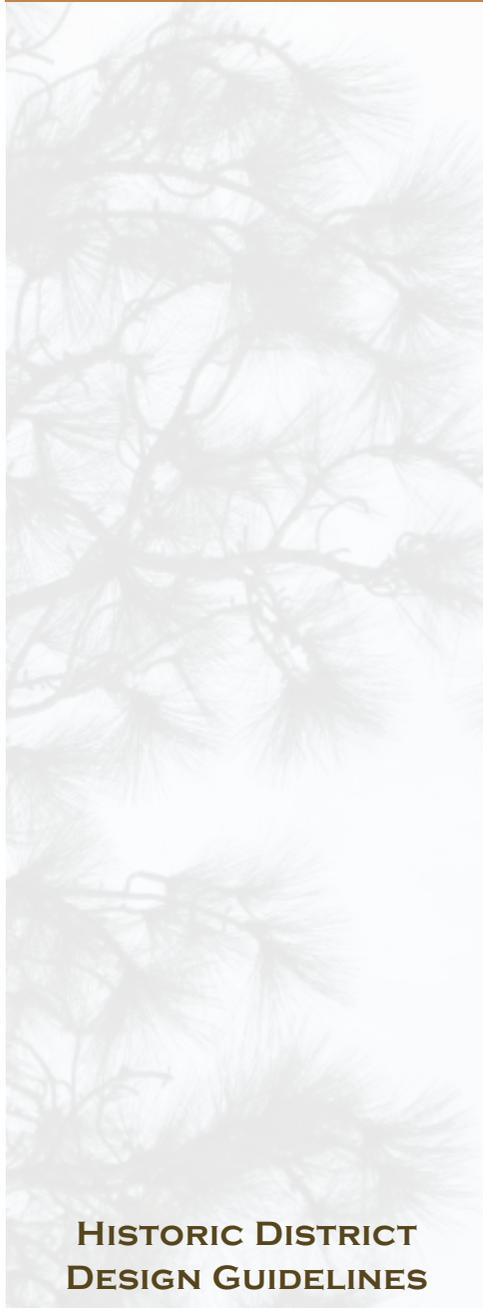
*Parts of a Building*

### General Design Principles

*In addition to the recommended practices set forth in the following section, the principles below apply to all work on Commercial Buildings:*

1. Identify and retain historic materials and features.
2. Maintain and protect historic building components and materials.
3. Repair and stabilize deteriorated historic building components.
4. Replace deteriorated components beyond repair with "in kind" or compatible materials that replicate or are similar to the design features.
5. Use approved construction methods that will not obscure, damage or remove contributing features or exterior walls.

## HISTORIC DISTRICT DESIGN GUIDELINES



- ✓ Keep large display windows and transom windows. Storefront windows should be sized appropriately and in scale with a traditional historic storefront, and configured in the style and period of the building;
- ✓ Use wood doors with appropriately-scaled glazing;
- ✓ Install awnings to fit window or door openings and not cover any decorative details;
  - Use simple, rectangular non-illuminated awnings of a color and material that is compatible with the building and functional for the intended use;
  - Mount appropriately;
- ✓ Retain any surrounding decorative wall features, including cornices, pilasters, corbelled or patterned brick, etc.;
- ✓ Install utility connections underground or provide service from the side or rear;
- ✓ Use creative approaches to provide handicap access that does not distract from or destroy historic features (i.e., simple handrails, universal hardware, alternative access points, etc.); and
- ✓ Retain historic secondary entrances. These explain the use and evolution of a building. Locate secondary entrances to the side or rear and keep them simple and subordinate in design.
- ✗ Painting masonry surfaces that have never been painted;
- ✗ Using materials or designs that are inappropriately scaled or incompatible in size, scale, material, and color;
- ✗ Using inappropriately scaled or illuminated signs or logos that detract from the storefront or cover over contributing features;
- ✗ Attaching accessory structures that damage, obscure, or remove a decorative feature;
- ✗ Using awnings that are an inappropriate contemporary material or backlit;
- ✗ Creating an inappropriate or false historical appearance in new construction.

**COMMERCIAL BUILDINGS**

**WALLS AND WINDOWS**

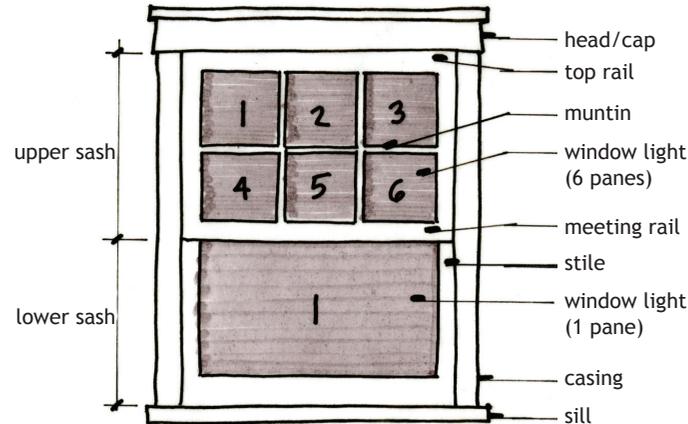
The walls and windows of a building provide structural support, insulation from outside elements, and natural ventilation for interior spaces and uses. The integrity of this building envelope is important not only for structural purposes, but also for energy efficiency. In addition, certain wall elements and



windows provide architectural interest to a commercial building. A decorative cornice at street level or at the roof line provides detailing and dimension to the building façade. A roof parapet may provide detailing and a functional visible screen for any roof equipment.

The defining features of walls and windows may include:

- Decorative brick detailing on walls or around windows or roof;
- Horizontal cornice or other architectural features and detailing at street level or at the roof line;
- Windows proportioned and sized to fit the opening and arranged in symmetrical patterns with distinctive glazing;
- Decorative gutters or downspouts.
  - ✓ Retain original wall openings and features such as windows, cornices, roof parapets, and decorative masonry or wood trim;
  - ✓ Restore missing cornice features and replicate design based on documentation;
  - ✓ Repair masonry walls using appropriate materials;
    - Match material, bonding patterns and mortar color, type, texture, and profile;
    - Hand rake mortar joints to remove deteriorated mortar;
    - Use mortar mixture that is high in lime, rather than one high in Portland cement. The softer lime mortar allows expansion and contraction needed for older masonry;
  - ✓ Ensure proper drainage and placement of gutters and downspouts; water can damage exterior building walls;
  - ✓ Use side and rear elevations for secondary access, utility connections or other similar additions; these elevations offer some design flexibility over the front elevation;
  - ✓ Place mechanical or utility equipment so that it is not visible from the street or the front façade. Ideally, place equipment at the rear of the building or on the roof;
  - ✓ Setback any wall additions to distinguish and retain the original plane of the historic façade;



Parts of a Window



Examples of decorative wall elements



**HISTORIC DISTRICT  
DESIGN GUIDELINES**



## COMMERCIAL

## DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS

- ✓ Use the gentlest means possible when cleaning a building, employing low-pressure water, gentle detergents, and natural bristle brushes.
- ✗ Removing cornices or other decorative details;
- ✗ Covering wood elements with vinyl or aluminum;
- ✗ Painting previously unpainted masonry;
- ✗ Applying stucco over brick;
- ✗ Cleaning masonry walls using harsh chemicals or sandblasting.
- ✓ Maintain original window openings and configurations;
- ✓ Repair existing windows; wood framing, trim, sashes, mullions, and muntins are significant architectural parts of a window that add dimension;
- ✓ Retain upper story windows;
- ✓ Maintain original window glass if possible, as it has architectural qualities that contribute to both indoor and outdoor views;
- ✓ Use clear low-e glass to reduce excessive sunlight or heat gain;
- ✓ Use interior storm windows if energy efficiency is an issue.
- ✗ Replacing windows with contemporary modern windows that are inappropriate in terms of material, size, scale, detailing, etc.
- ✗ Infilling windows, either ground or upper-story;
- ✗ Installing tinted or reflective glass in windows;
- ✗ Installing window air conditioning units on front facades;
- ✗ Installing awnings on upper story windows (use interior blinds instead).





## COMMERCIAL BUILDINGS

### PAINTING AND CLEANING

The exterior appearance of a building increases its business appeal to customers and helps unify the street character of the district. In addition to choosing paint colors that work well together, where paint is applied can make a huge difference in how the building looks. For Southern Pines, the Historic District Commission has adopted an approved color palette based on historic colors.

In addition, the treatment of exterior building materials and components is very important in maintaining the visual and structural integrity. For wooden surfaces, proper primer and paint is essential! For masonry surfaces after 1910, it is critical that the material not be sealed or painted, as masonry needs to expand and contract to release moisture; sealed masonry can trap moisture inside the porous material. For softer masonry made prior to 1910, sealing may be required to prevent deterioration. Cleaning of both wood and masonry surfaces should be done only using gentle, approved methods that will not damage the materials. Never use harsh chemicals for cleaning or use sandblasting to clean a building! These practices damage the materials and cause increased deterioration over time.

- ✓ Choose one main color and up to two accent colors from the approved historic color palette;
  - Look at your building to determine areas for primary and secondary colors.
  - Usually, the main wall serves as the primary color; the storefront, and window and door trim provide areas for secondary, accent colors.
- ✓ Paint wood trim and features using approved colors that are coordinated and compliment the color of the primary wall;
- ✓ Keep the paint scheme simple; use caution in applying contrasting colors to trim, as too many colors will appear busy;
- ✓ Maintain color connectivity of the building wall to the ground; ensure that wall colors above the storefront continue and extend to the ground to anchor the building;
- ✓ Paint only wood or previously painted masonry surfaces;
- ✓ Remove deteriorated paint from wood surfaces by scraping or sanding by hand;
- ✓ Clean masonry surfaces only when heavily soiled using the gentlest method possible, such as low pressure water and detergents, using natural bristle brushes.
- ✗ Painting or sealing most unpainted masonry surfaces; masonry should only be painted when they are severely deteriorated or mismatched and it is the only option - use a breathable paint



**HISTORIC DISTRICT  
DESIGN GUIDELINES**





## COMMERCIAL

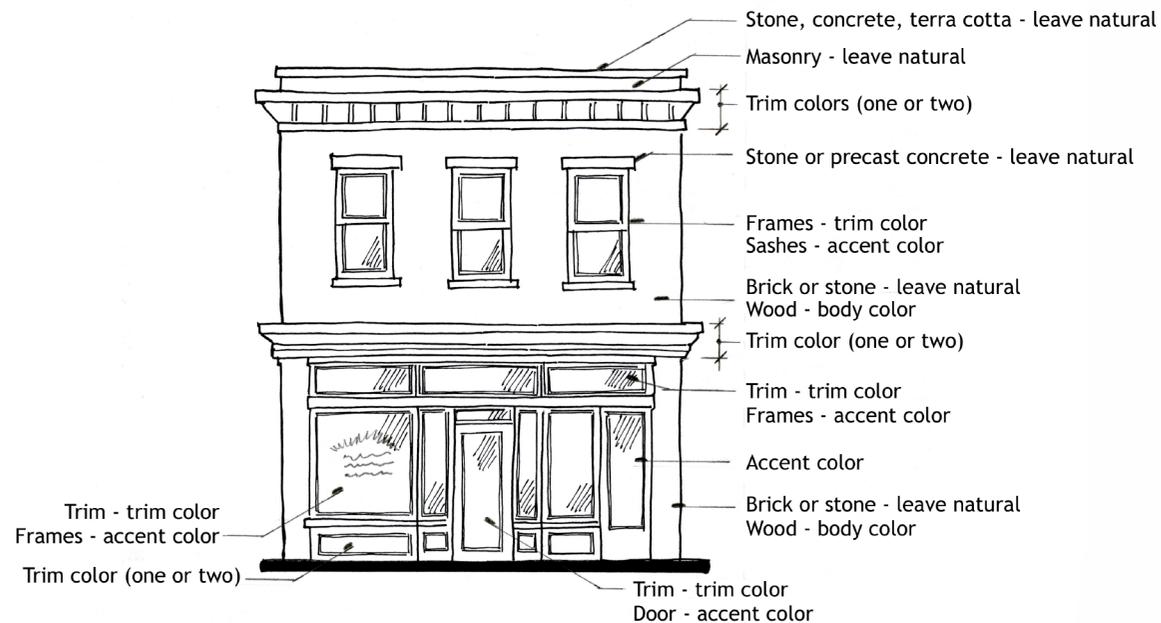
## DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS

The color palette approved by the Southern Pines Historic District Commission includes selected colors (but not all) from the Benjamin Moore Historic Colors Collection:

[http://www.benjaminmoore.com/en-us/for-your-home/color-gallery#&ce\\_vm=2&ce\\_col=HC](http://www.benjaminmoore.com/en-us/for-your-home/color-gallery#&ce_vm=2&ce_col=HC).

or sealant;

- × Using unapproved paint colors, too many colors, or colors that do not complement one another, the building, or the streetscape;
- × Sandblasting or other abrasive measures on masonry or wood surfaces.



### HISTORIC DISTRICT DESIGN GUIDELINES





## COMMERCIAL BUILDINGS

### SIGNS AND LIGHTING

Signs are an important business identification and information tool. They must be crafted and installed carefully to serve customers and maintain compatibility with the historic building. Too many signs or signs that are too large will produce a confusing and cluttered appearance. In the historic district, it is especially important that a sign be appropriately designed and placed in a strategic location that enhances the building and the streetscape. When choosing a sign, think carefully about materials, size, colors, content, and placement. Also, be sure to check applicable zoning and building regulations.

Like signs, lighting is important for businesses, especially for those with evening hours. Lighting fixtures are accessory elements that should be consistent with the architectural style and features of the building.

- ✓ Keep a sign simple, easy to read, pedestrian-oriented, and in scale with the building and elements; use a simple typeface such as a serif font that is traditional and easy to read;
- ✓ Use materials and colors that complement the primary building color and the overall streetscape;
- ✓ Place a wall sign on a designated sign board, if present, or place in a visible location for pedestrians such as near the storefront;
- ✓ Mount a sign so that it is at the pedestrian level and does not obscure or damage defining building features;
  - Mount projecting or hanging, perpendicular signs with required clearance from pedestrians;
  - Place sandwich board signs so that they do not interfere with pedestrians or with traffic sight lines at intersections;
- ✓ Use an awning valance as an opportunity for business signage. Place the sign on the valance, not the canopy;
- ✓ Limit the number of signs on windows and the building;
  - Choose one location for the main sign and perhaps another for a secondary sign;
  - Use storefront windows to display goods; if an interior window sign is needed, use only 30-50% of the window area;
- ✓ Keep signs maintained; repair or replace faded, damaged, or non-functional signs;
- ✓ Retain any historic signs that may be on the building. These help tell the story of the building



**Important Tip!**

*The Southern Pines Unified Development Ordinance includes regulations for the placement and size of signs. Be sure to check this important reference!*



*Appropriate signage locations for historic commercial buildings*

## HISTORIC DISTRICT DESIGN GUIDELINES

and provide cultural interest.

- ✓ Place temporary banners or flags near pedestrian entrances in a manner that does not impede access.
- ✓ Retain historic lighting fixtures;
- ✓ Use lighting fixtures that are simple, traditional and consistent with the architectural style of the historic building;
- ✓ Direct lighting downward so that it does not spill over or produce glare.



*Lighting placement should be compatible with the historic commercial context*

- × Using signs that are out of scale with the building or oriented to vehicular traffic;
- × Using signs with bold colors and materials that are not compatible with the building or the surrounding streetscape;
- × Using signs that are designed as a box and lighted from the inside;
- × Using lighting that is not directed;
- × Using lighting that produces a glow.

## COMMERCIAL BUILDINGS

### NEW BUILDINGS AND ADDITIONS

New construction in the historic district shows business investment and may provide opportunities for expanded services. It is important that new buildings and additions fit within the context of the built historic district (e.g., mass, scale, orientation setback, etc.) and complement existing building architecture and features (e.g., storefronts, entrances, windows, walls, roof lines, etc.). In addition, someone should be able to distinguish between the old and the new, and not be confused by a false historical appearance.

In planning for and designing new buildings and additions, consider the following information to ensure compatible new construction in the historic district:

- **Placement** – How will the new building or addition be placed on the property?
  - ✓ New buildings should be oriented on the site to fit with the established development patterns of surrounding buildings.
  - ✓ Additions to a historic building should be placed so that it does not destroy, damage, or cover over any character-defining feature of the historic building.
- **Mass and Scale** – How does the new building or addition relate in size and composition to the existing historic building or others on the street?
  - ✓ New buildings should reflect the mass and scale of existing buildings in the surrounding area.
  - ✓ Additions to a historic building should be minimal, subordinate, and proportional to the main building and not be overwhelming.
- **Compatible Features** – What are defining features of the existing historic building or those in the area? These help define compatible features for the new addition or building.
  - ✓ New buildings and additions should look like they were built today and not be a historic reproduction; similarity and compatibility in design are key to success.
  - ✓ New buildings and additions should reflect the general architectural features of existing buildings in the historic district.
  - ✓ Site new buildings in line with setbacks of existing buildings;
  - ✓ Maintain similar building height, proportions, and roof forms;
  - ✓ Choose similar exterior materials;



## COMMERCIAL

## DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS

- ✓ Integrate similar architectural features found in existing historic buildings, or consider a contemporary, compatible interpretation of those features;
- ✓ Design main building form, primary entrance, window glazing patterns, wall and roof lines, etc. to reflect existing historic building patterns;
- ✓ Incorporate pedestrian oriented and scaled features;
- ✓ Maintain primary function of first floor use as commercial;
- ✓ Choose colors that complement, and are compatible with adjacent historic buildings;
- ✓ Choose signs, awnings and lighting that are compatible with existing historic buildings;
- ✓ Locate additions at the rear of existing historic buildings when possible.
- ✗ Replicating historic details in a new building or addition such that it is not distinguishable as new construction;

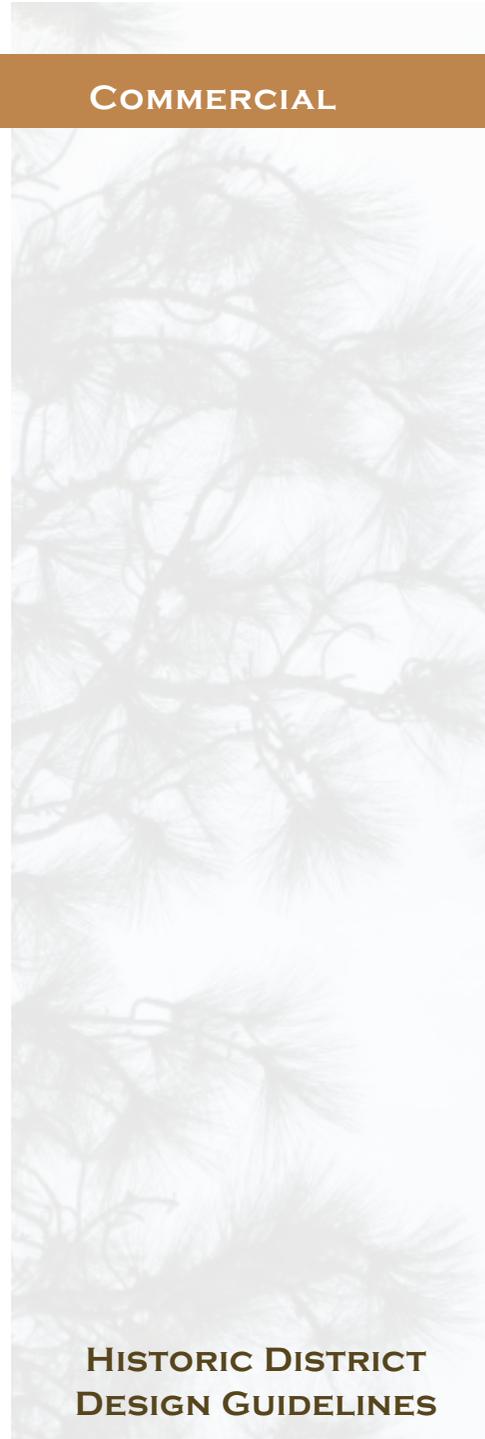
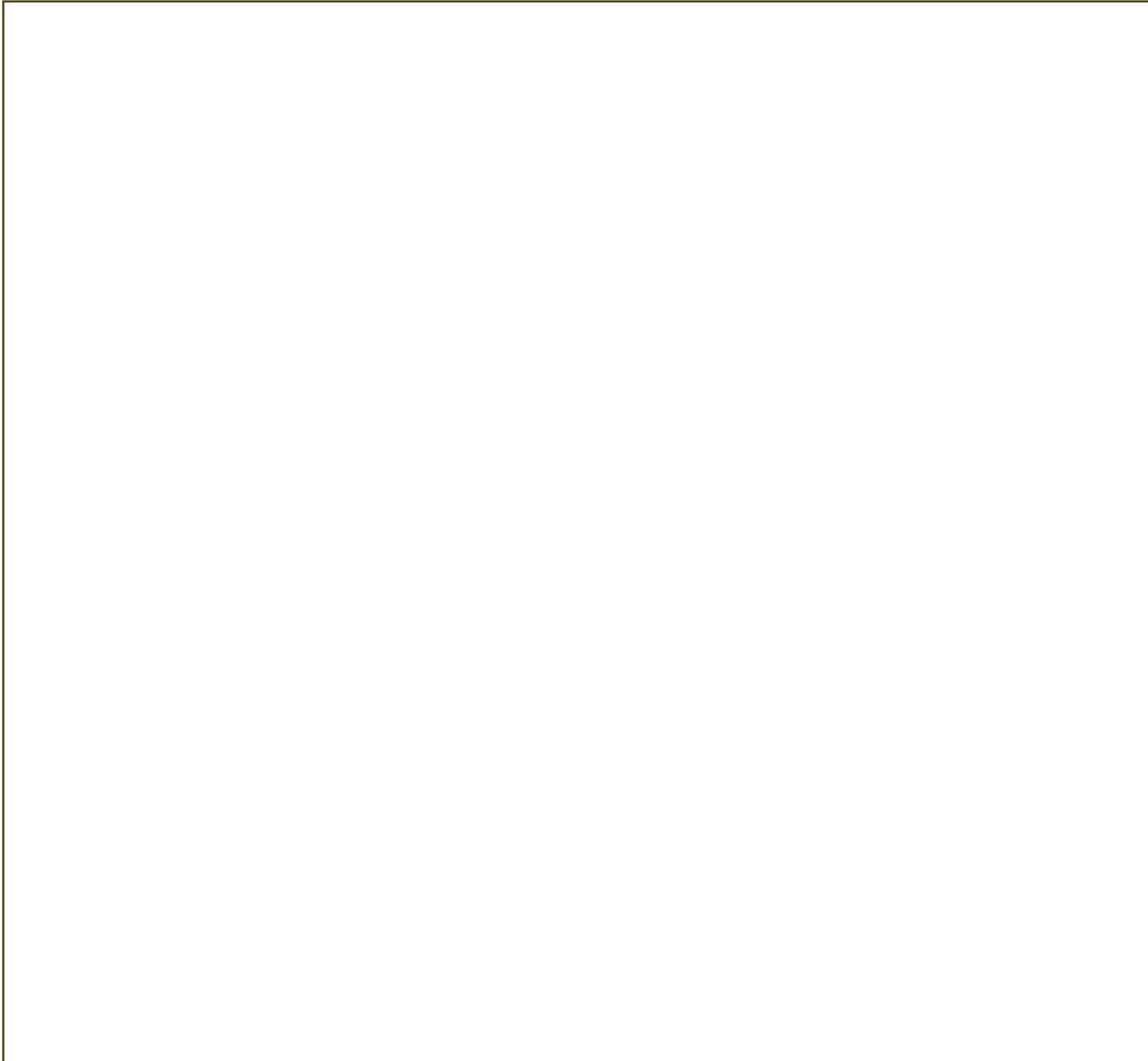


*various signage examples in Southern Pines*





**DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS** **COMMERCIAL**



**HISTORIC DISTRICT  
DESIGN GUIDELINES**





## COMMERCIAL

## DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS



*New infill buildings should be located in line with the setbacks of adjacent buildings, maintaining a similar height, proportion and roof form. Parking should be at the rear.*

