



# *Historic District Design Guidelines*

## *Southern Pines, North Carolina*

Prepared by the Southern Pines Historic District Commission



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Adopted July 11, 2013



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Dear Property Owner, Business Owner or Resident:

Historic Preservation is important to Southern Pines. Our community identity, quality of life, and economic stability is due in part to our rich heritage. We celebrate this heritage in many ways as a community, and welcome visitors to experience our town and our culture. Our historic buildings and designed public spaces contribute greatly to this heritage. It is important that we protect our community identity by guiding public and private improvements that will enhance our economy and our investments as property owners and residents. For these reasons, the Historic District Commission developed these guidelines as a tool for anyone wishing to steward and improve our historic structures and landscapes.

This document outlines the process for review and approvals for property owners considering exterior alterations to historic structures and landscapes in the Downtown Historic District, a ten-block area adopted in 1994. These guidelines promote quality care and maintenance of historic building exteriors and landscapes, as well as appropriate design. In the future, the Historic District Commission may consider updates to these guidelines, as needed, and adding other areas of Southern Pines as a historic district where property owners are supportive of such a designation.

These guidelines provide important guidance in text and illustrations for providing:

- The Historic District Commission with a comprehensive resource to objectively review Certificates of Appropriateness for major works;
- Businesses and property owners of designated properties within a historic district with a document that informs and guides their project;
- Town Staff with a clear direction for reviewing applications for minor works and administering the Historic District Ordinance; and
- The adopted Unified Development Ordinance (UDO) with important specificity as it relates to architectural and landscape features in the historic district.

We welcome the opportunity to work with citizens and town officials to help further the preservation of our historic buildings and landscapes. We hope this work will serve Southern Pines for many years to come as a resource to communicate, inspire, and preserve our common heritage.

Lynn Anderson, Chair  
Historic District Commission

Adopted: July 11, 2013





*This chapter provides an overview of the design history of Southern Pines and provides background on the community's historic districts.*

**HISTORY &  
SIGNIFICANCE**

**HISTORY OF SOUTHERN PINES AND THE HISTORIC DISTRICT**



## HISTORY OF SOUTHERN PINES AND DOWNTOWN HISTORIC DISTRICT

### THE HISTORY OF SOUTHERN PINES

The Southern Pines Downtown Historic District comprises ten city blocks situated on land settled as “Shaw’s Ridge” in Moore County, North Carolina. Originally branded as “Vineland” by developer John T. Patrick in 1883, who then changed the name to “Southern Pines,” this small Sandhills town grew to become a healthful, seasonal resort community. Patrick marketed the rural landscape appeal of Southern Pines to wealthy northerners for the benefits of its “terabithean air,” and in response, named its streets after New England states. He overlaid the street grid along the Seaboard Air Line Railway, with Railroad Street, later named Broad Street, fronting the northwest and southeast sides of the track, to form the civic and commercial center of the community.

As the town grew, the character of its architecture changed. By the close of the nineteenth century, downtown Southern Pines reflected its resort destination appeal, composed of mostly Queen Anne-style cottages, inns, and hotels along the core blocks fronting the railroad. The oldest surviving block from this period includes the structures along West Pennsylvania Avenue, including the 1892 Sadleson Pharmacy building on the corner of Pennsylvania Avenue and Bennett Street. Numerous fires swept through the downtown in the early twentieth century, taking with them entire blocks and important landmarks of wood-framed construction. In response, the architecture of commercial buildings within the district evolved to reflect the styles of predominantly brick-clad construction. The oldest surviving brick structure in the downtown today is the 1898 Thomas Hardware Building, now a portion of the Sunrise Theatre.

### KEY SOUTHERN PINES DESIGN INFLUENCES

By the early twentieth century, the burgeoning town prospered again with the help of another visionary, the industrialist James Boyd, who arrived in 1904 with his family. Over the course of the next fifty years, the Boyds established the civic culture of Southern Pines. Together, and in concert with other community leaders, the Boyds conserved the virgin longleaf pine forest for whom the town was named, established civic organizations for town beautification and hunting, funded important infrastructure projects, and established Weymouth Heights, nearly doubling the acreage of the town.

While many individuals influenced the design of structures within the district, two figures stand out as the shapers of Southern Pines’ architectural heritage. Designers Aymar Embury II and Alfred Yeomans arrived in Southern Pines at the request of the Boyds to design the Highland Pines Hotel in 1913. The two would go on to design more than twenty-eight significant buildings and landscapes within the town, including prominent civic and commercial buildings along Broad Street.

### Did You Know?

*The oldest buildings in downtown are in the 100 block of W. Pennsylvania Avenue, including frame commercial buildings from 1890s:*

- 1892 Sadleson Pharmacy Building (at 190 W. Pennsylvania Avenue)
- 1895 Powell Furniture & Undertaking (at 160 W. Pennsylvania Avenue)
- 1904 Belvedere Hotel (at 120 W. Pennsylvania Avenue)



*Built in 1892, five years after the town was incorporated, the Sadleson Pharmacy building is the oldest, continually-operating commercial structure in the downtown.*

### HISTORIC DISTRICT DESIGN GUIDELINES



## HISTORY OF SOUTHERN PINES AND DOWNTOWN HISTORIC DISTRICT

### *Did You Know?*

*Combined, Aymar Embury II and Alfred B. Yeomans designed 28 significant buildings in Southern Pines, with Yeomans going on to lay out Weymouth Heights and serve on the town's first Planning Commission, and Parks Commission*

#### *Embury-designed Residences National Register Historic District*

- House – 208-210 S. Valley Road
- Cottage – 305 Highland Road
- House – 335 Connecticut Ave
- Cottage – 350 Highland Road
- House – 605 E. Massachusetts Ave
- Cottage – 640 E. Massachusetts Ave
- Loblolly – 140 N. Valley Road
- Cottage – 305 S. Valley Road
- House – 660 E. Massachusetts Ave
- House – 220 S. Valley Road
- Woodstock – 120 Highland Road
- Weymouth – 555 E. Connecticut Ave

### **HISTORIC DISTRICT DESIGN GUIDELINES**

**Aymar Embury II**, a prominent New York architect known in the south for his writings on early American architecture and the Colonial Revival style, designed a noteworthy collection of buildings within the downtown district. The attention to detail and character-defining features of his Colonial Revival-style structures are preserved today, and together with his residences in Weymouth Heights, are held as the best collection of his work in North Carolina. Documented buildings designed by Embury within the Southern Pines Downtown Historic District include:

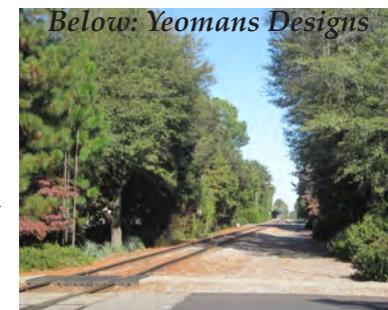
- U.S. Post Office – 190 SW Broad Street
- Citizens Bank & Trust Company Building – 132 NW Broad Street
- Dr. Mudgett Medical Office – 140 SW Broad Street
- Dr. J.S. Milliken Office - 125 SE Broad Street
- Southern Pines Library (now Town Offices) – 180 SW Broad Street

**Alfred Yeomans**, a landscape architect by training and nephew of the elder James Boyd, moved his practice from Chicago, Illinois, to Southern Pines by 1922 to oversee completion of the work he began with his relatives on Weymouth Heights. Yeomans practiced both as landscape architect and as architect on projects in Southern Pines until his death in 1954. Most of his architectural works were residential, ranging from small English cottages to larger estates, with several small civic and commercial buildings in the downtown. Yeomans is recognized for his long-standing role in the design of the landscape of Southern Pines. Much of the downtown's mature, lush canopy and planted rights-of-way, is due in part to Yeomans leadership. His work and writings on landscaping reflect an affinity for more natural compositions of native and adaptive plants, used in massing to provide dramatic variations of dense shade and open vistas. A member of the first town planning commission and the first parks commission, Yeomans was one of the most active designers in residence in Southern Pines during the twentieth century. Documented buildings and public spaces designed and influenced by Yeomans in the Southern Pines Downtown Historic District include:

- Stevens Building – 118 NW Broad Street
- Former Fire Department – 131-135 E New Hampshire Avenue



*Below: Embury Designs*



*Below: Yeomans Designs*



## HISTORY OF SOUTHERN PINES AND DOWNTOWN HISTORIC DISTRICT

- Broad Street Parkway lining both sides of the railway
- Early direction on the municipal park
- Page Street Parkway, including groves of longleaf pine
- Mature streetscape plantings throughout the district

### THE CHARACTER OF SOUTHERN PINES

From early on, the character of the downtown included careful attention to public spaces, including streetscapes, parks, and parkways. The overlay of the town grid by John Patrick along the railway provided what would become a prominent public parkway through the center of town. The parceling of each block included a semi-public space at the center interior portion of the block, and where extant, these provide important off-street parking and service uses to property owners and merchants. The appropriation of an entire square block along Northeast Broad Street as the town municipal park reinforced the important civic character and natural beauty, both significant to the ambience and character of the downtown. Over the years, Southern Pines has continued the tradition of civic responsibility, as well as a legacy of public-private partnership in the design and care of the downtown landscape. For example, the Broad Street Parkway has benefitted from design and management through numerous eras of leadership, from implementation by the Civic Club in 1907 to management by the Chamber of Commerce in the late 1920s, and continued care by the Southern Pines Garden Club. Throughout downtown, the mature canopy of pines, hollies, sycamore, magnolias, and cedars are among the most prominent heritage trees within the district, affording a lush, softening effect to its character.

The architectural and landscape character of the district today reflects each successive period of expansion and settlement. The boom of construction during the 1920s and early 1930s, to which most remaining downtown structures date, softened following the Great Depression. This decline greatly affected the tourism industry, bringing hardship to many hotels and seasonal operations. In the early 1940s, a major shift in population and residency occurred in response to the unprecedented wartime expansion of neighboring Fort Bragg. The limits of the November to April “season” in which most northern residents descended upon the town greatly expanded as more residents came to stay full-time. Today, the character of the district embodies a highly eclectic, yet cohesive quality rarely achieved - a character that supports community life and reflects the town’s location within the pine-laden Sandhills.

### *Did You Know?*

#### *Yeomans-designed Residences National Register Historic District*

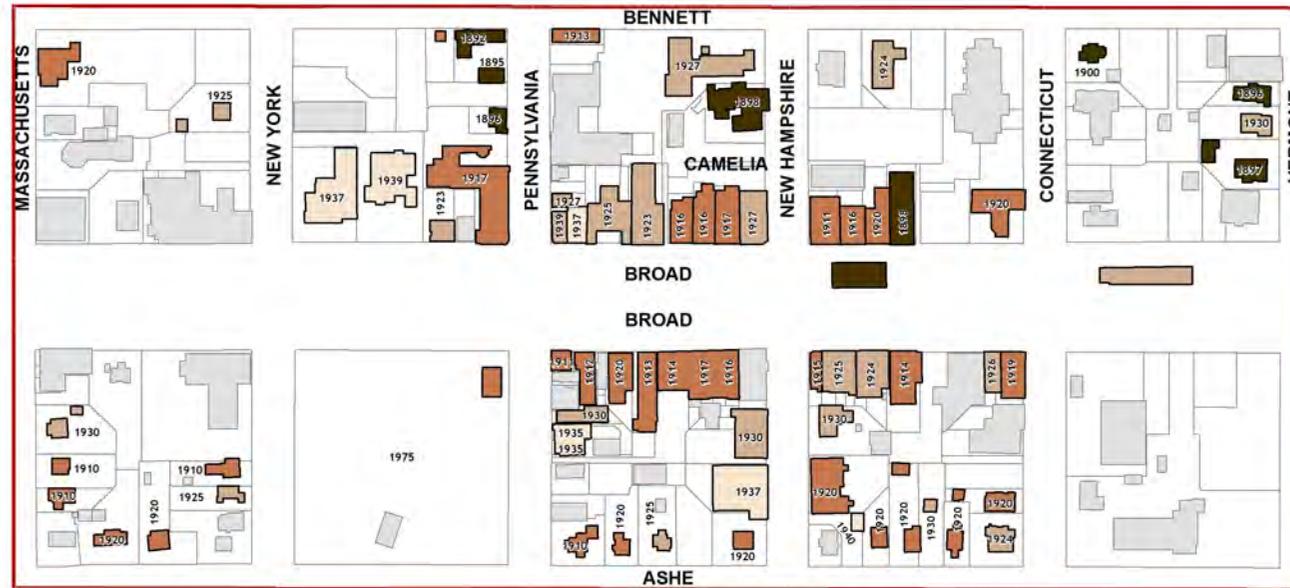
- *Boyd House - 765 E Connecticut Ave*
- *Civic Club - 105 S Ashe Street*
- *House - 480 E Connecticut Ave*
- *House - 790 E Connecticut Ave*
- *House - 110 Highland Road*
- *House - 880 E Massachusetts Ave*
- *House - 910 E Massachusetts Ave*
- *House - 215 Pine Grove Road*
- *House/Store - 380 E Pennsylvania Ave*
- *House - 130 Highland Road*
- *House - 175 N Valley Road*

### **HISTORIC DISTRICT DESIGN GUIDELINES**



## HISTORY OF SOUTHERN PINES AND DOWNTOWN HISTORIC DISTRICT

The following map of the ten block Downtown Historic District shows the historic buildings by development periods. Note the locations of some of the oldest buildings (1878-1900).



Contributing Historic Buildings  
with Architectural Integrity -  
By Period

### Legend

- 1931 - 1963
- 1921 - 1930
- 1901 - 1920
- 1878 - 1900
- Southern Pines Historic District

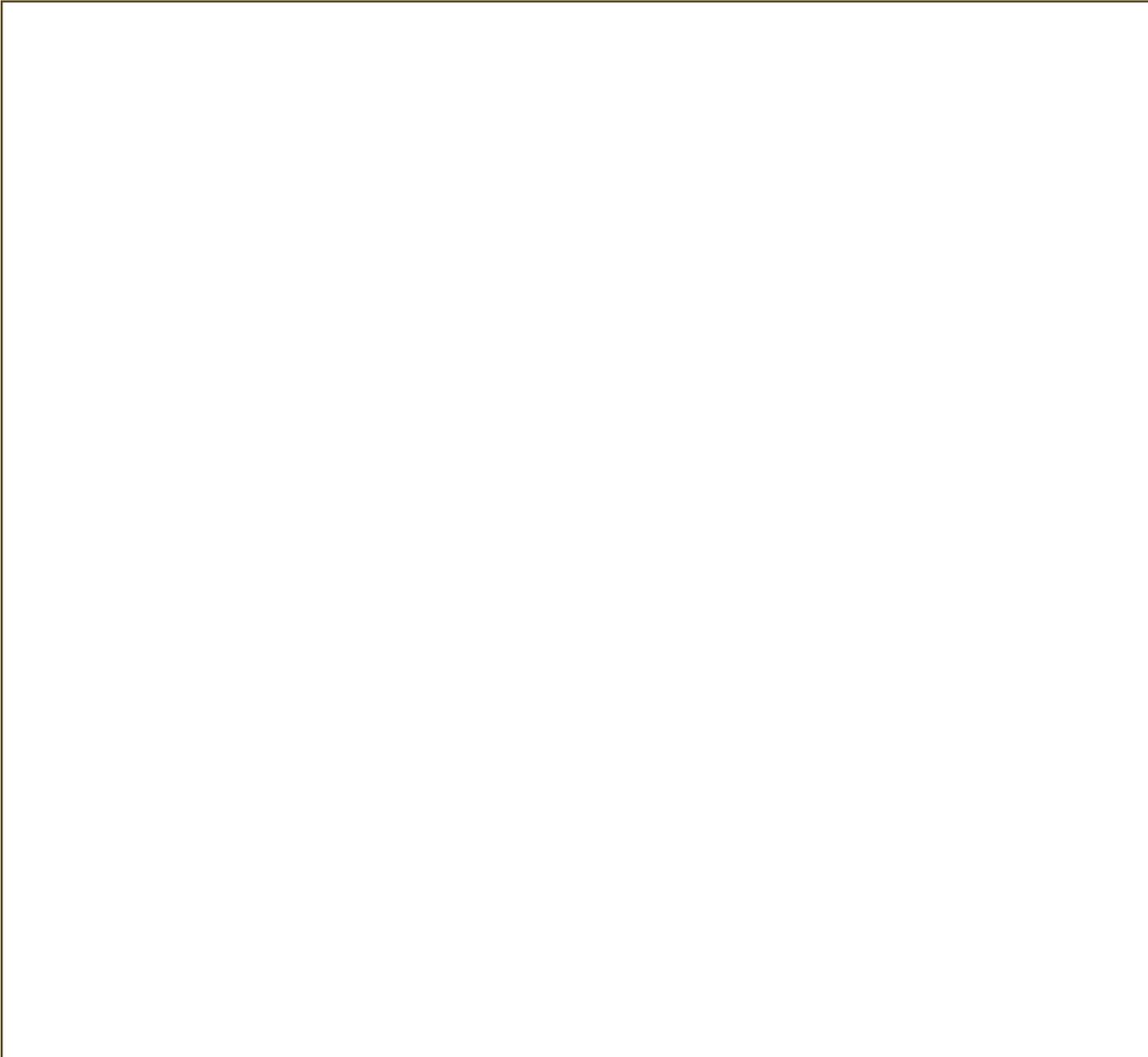
### Did You Know?

*In the 1930s, the Chamber of Commerce called the newly replanted plantings along Broad Street "the single best investment in the town's history."*

## HISTORIC DISTRICT DESIGN GUIDELINES



**HISTORY OF SOUTHERN PINES AND DOWNTOWN HISTORIC DISTRICT**



**HISTORIC DISTRICT  
DESIGN GUIDELINES**





*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.*

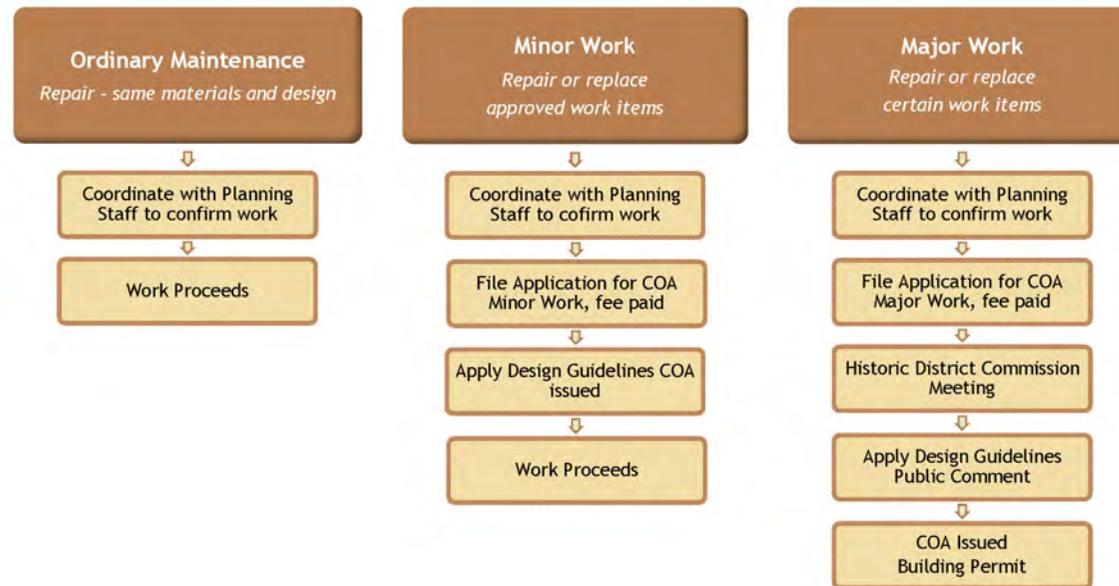
**HISTORIC DISTRICT DESIGN GUIDELINES**

**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.

### 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.

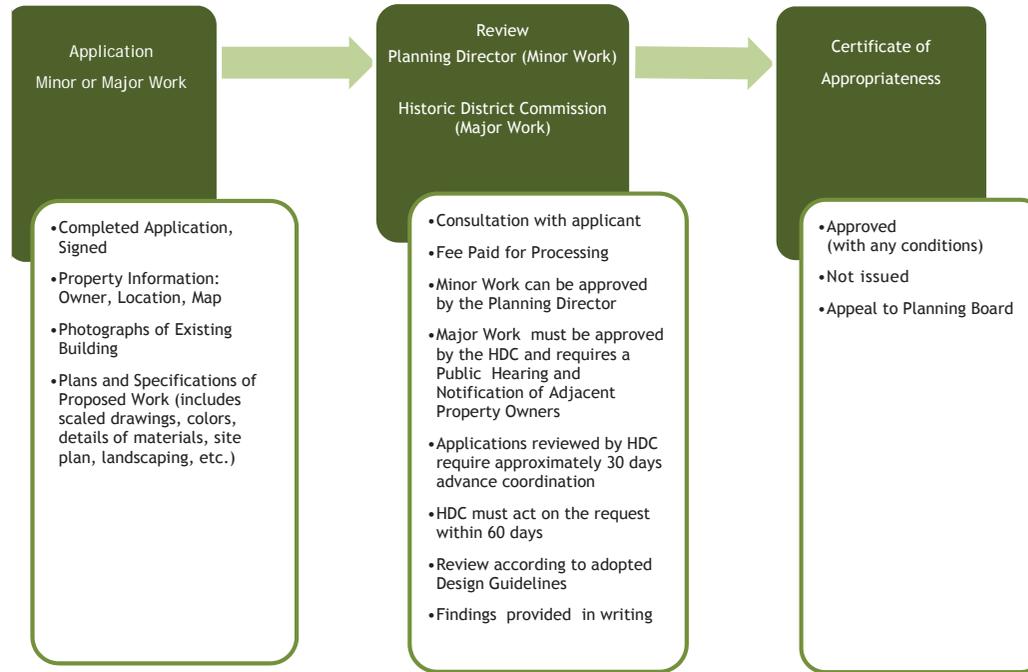
In addition, if a project is applying for Historic Tax Credits (State or Federal), there may be more stringent standards that apply for property rehabilitation or restoration.

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

### 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.



## HISTORIC DISTRICT DESIGN GUIDELINES



## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS



**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





## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS

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.



**HISTORIC DISTRICT  
DESIGN GUIDELINES**





## 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.

**HISTORIC DISTRICT  
DESIGN GUIDELINES**



## 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 Same Materials		■		
Replace New Materials			■	
Fencing / Low Walls				<i>Landscape Site Development</i>
New, Rear or Interior Side		■		
New, Front/Exterior Side			■	
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



### HISTORIC DISTRICT DESIGN GUIDELINES

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 Same Materials		■		
Replace Different Material			■	
Sign				<i>Signs</i>
Repair Existing	■			
Replace Existing signboard with different lettering		■		
New Structure or Placement Free-Standing Signs			■	



## 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
New Structure or Placement Wall, Projecting, and Plaque Inset Signs		■		
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 Same Materials		■		
New			■	
Vegetation				<i>Landscape</i>
Pruning	■			
New Tree Planting		■		
Tree Removal			■	
Tree Removal of a Diseased or Dead Specimen		■		

**HISTORIC DISTRICT  
DESIGN GUIDELINES**



## 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			■	

**HISTORIC DISTRICT  
DESIGN GUIDELINES**



## DISTRICT ADMINISTRATION - WORK PROCEDURES - REVIEW PROCESS

### 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.

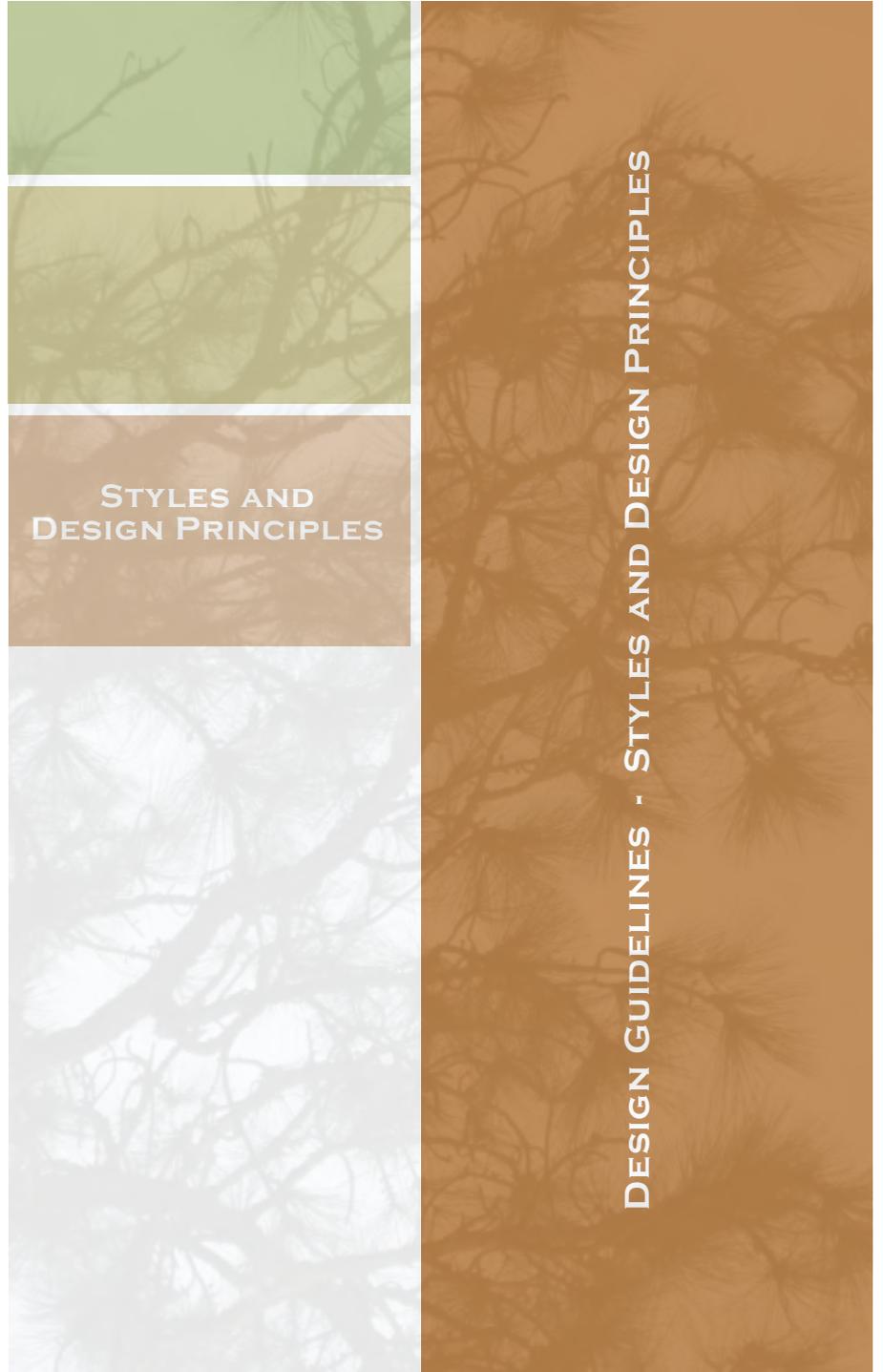
However, the Commission can authorize, and not delay, demolition or relocation if:

- 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.





*This section provides an overview of architectural styles present in Southern Pines and important general design principles.*



**STYLES AND  
DESIGN PRINCIPLES**

**DESIGN GUIDELINES - STYLES AND DESIGN PRINCIPLES**



## DISTRICT ARCHITECTURAL STYLES AND CONTRIBUTING FEATURES

Southern Pines evolved from a resort community with a hotel, railroad depot, and attractive residential cottages at the turn of the century to a thriving assemblage of commercial and residential buildings by the 1920s. Today, Southern Pines hosts a diverse, eclectic mix of various architectural styles and building materials sited along gridded blocks, all connected by a distinctive historic landscape of native pines, magnolias, hollies and other plantings.

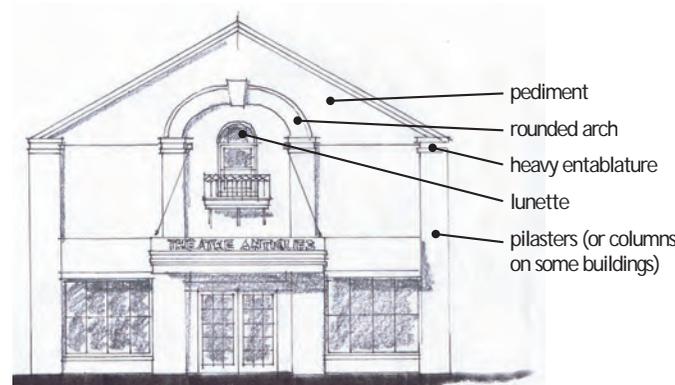
Styles visible in Southern Pines include Colonial Revival, Classical Revival, Queen Anne, Tudor Revival, Craftsman, and 19th-20th Century standard Commercial/Industrial, among others. These representative architectural styles are described in the following paragraphs and illustrated with local examples. It is important to note that all of these styles and the buildings in Southern Pines were influenced by the time in which they were constructed, as well as the individual preference of the designer or builder. In many cases, a signature feature of one style may be combined with another style to produce a building feature that blends across styles. Thus, for a property owner, it is important to understand the sometimes eclectic nature of a building's architecture, as well as how to look at a building to determine important character-defining features.

## COMMON ARCHITECTURAL STYLES IN SOUTHERN PINES

### Classical Revival

*c. 1770 to c. 1850/1890s-1920s*

The Classical Revival became the favored style of the federal government in the years after the Revolutionary War. The monumental style was inspired by the classical architecture of Greece and Rome, reflecting the republican ideals of the new government. The style became popular again in the late 1890s and early 1900s after the 1893 Columbian Exposition at the Chicago World's Fair introduced the Beaux Arts Movement. Classical Revival buildings in the historic district are subtle commercial interpretations of the style. The buildings are distinguished by their pedimented temple forms and symmetrical facades. Tall columns or pilasters that terminate at heavy entablatures are characteristic of the style, as are rounded arches with keystones. Lunettes, or semi-circular windows, are also common.





## DESIGN GUIDELINES: ARCHITECTURAL STYLES AND DESIGN PRINCIPLES

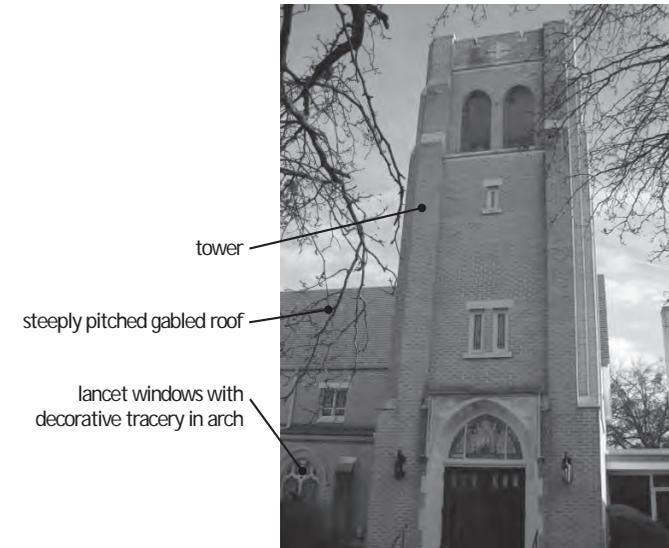
### Did You Know?

*Alfred Yeomans was a landscape architect by training, but also practiced as an architect in Southern Pines from 1910-1954. A nephew of James Boyd, Yeomans laid out the Weymouth Heights Subdivision and designed several civic buildings and houses. Many of his buildings were informal English cottages that related to the local climate and living conditions.*

### Gothic Revival

*c. 1840 to c. 1880*

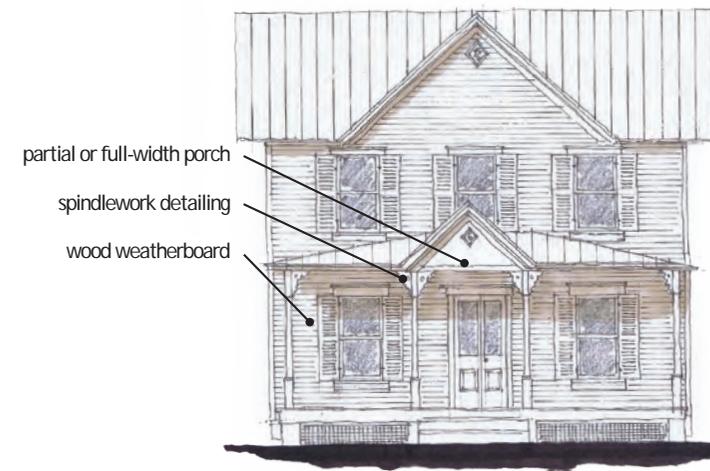
The Gothic Revival style came to the United States from England in the early nineteenth century. It was first seen in rural domestic architecture, but appeared in many churches and college campuses in the late nineteenth century. The defining characteristics of Gothic Revival-style churches are asymmetrical floor plans and steeply-pitched intersecting gabled roofs with parapets. The most common window type is the pointed arch, or lancet, which often incorporates decorative tracery to support the arch. One or more square towers or spires often rise above the building. An example of the Gothic Revival style in the historic district is the Community Congregational Church at 141 North Bennett Street.



### Folk Victorian

*c. 1870 to c. 1910*

Inspired by the more complex and ornamented Queen Anne style of the same period, the Folk Victorian style spread to small cities and towns with the expansion of the railroads. The economical form of transportation made mass produced, machined wood available to be used for exterior trim or ornamentation. Generally, Folk Victorian-style buildings have square or L-shaped floor plans with side-gabled, front-gabled, intersecting-gabled or hipped roofs. The partial or full-width and wraparound porches typically feature spindlework detailing. Walls are commonly clad with wooden boards. Often, brackets are located beneath the overhanging eaves.



**HISTORIC DISTRICT  
DESIGN GUIDELINES**



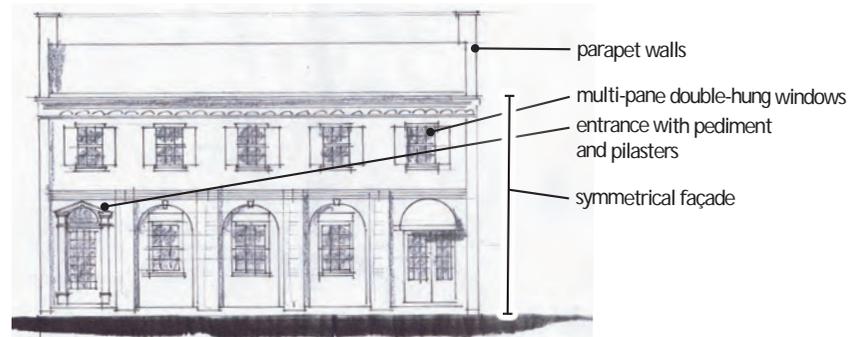
## DESIGN GUIDELINES: ARCHITECTURAL STYLES AND DESIGN PRINCIPLES

### Colonial Revival

c. 1880 to c. 1955

The Colonial Revival style is the most prevalent architectural style found in the Southern Pines Downtown Historic District. The simple style surfaced as a reaction against the elaborate styles of the Victorian period and was popularized by the nostalgia for colonial architecture evoked by the United States Centennial Exposition in 1876 and the restoration of Colonial

Williamsburg in the 1920s. Colonial Revival-style buildings in the historic district are distinguished by their rectangular forms, symmetrical façades, and gabled or hipped roofs. Some commercial buildings of this style have parapet walls that project above their roof lines. The front entrances are often accentuated by decorative pediments, supported by columns or pilasters. The windows are typically double-hung sashes with multi-pane glazing. Some high-style examples feature shutters, flat lintels and sills, windows in blind arches, and decorative cornices. Many of the Embury and Yeomans buildings in the town are excellent examples of the Colonial Revival style.



### Tudor Revival

c. 1890 to c. 1940

The Tudor Revival style stems from English building traditions and became a popular residential style in American suburbs in the early twentieth century. The dominant features of the Tudor Revival style are steeply-pitched, cross-gabled roofs and massive brick or stone chimneys. Many examples of the style feature half-timbering and tall narrow casement windows with multi-pane glazing. The buildings are generally clad in brick, stucco, stone, wood or a combination of these materials. While there are no examples of this style in the Downtown Historic District, there are examples of this prevalent style in the surrounding residential neighborhoods.

### Did You Know?

*Aymar Embury II was influenced by traditional New England architecture and intrigued by its interesting application in rural North Carolina (as opposed to the early architecture of Virginia or South Carolina). He was known in the Northeast for his country house work. Embury's Colonial Revival designs in Southern Pines (1912-1940) are said to be one of the best collections of his work in North Carolina.*

**HISTORIC DISTRICT  
DESIGN GUIDELINES**



## DESIGN GUIDELINES: ARCHITECTURAL STYLES AND DESIGN PRINCIPLES

### Did You Know?

*The earliest buildings in Southern Pines were simple frame buildings.*

*By the turn of the century, architectural styles grew to include Queen Anne (depot) and Classical Revival, followed by Craftsman cottages and Colonial Revival.*

### Craftsman

*c. 1905 to c. 1930*

The Craftsman style was influenced by the English Arts and Crafts Movement of the 1800s. The style departed from the ornate styles of the Victorian period and encouraged the use of natural materials, craftsmanship, and simplicity. The Craftsman-style buildings in the historic district are predominantly residential bungalows.

The Craftsman Bungalow was made popular by American architects Charles Sumner Greene and Henry Mather Greene in the early twentieth century after widely publishing their plans in national magazines. Typically, the Craftsman Bungalows in the district are 1½ stories with low-pitched gabled or hipped roofs with overhanging eaves and a large front roof dormer. They often feature front porches supported by brick piers or tapered square wood columns on brick piers. Other common characteristics include exposed rafter tails, the use of shingles or different siding on the dormers and gable ends, multi-light over single light windows, and multi-light doors and sidelights.



### COMMON COMMERCIAL FORMS

#### Two-Part Commercial Block

*c. 1850 to c. 1950*

The Two-Part Commercial Block is the most common commercial form in the historic district and in communities across the nation. These buildings feature commercial storefronts on the ground level and one or more stories above. Large display windows dominate the storefront to showcase goods and to allow light



## HISTORIC DISTRICT DESIGN GUIDELINES



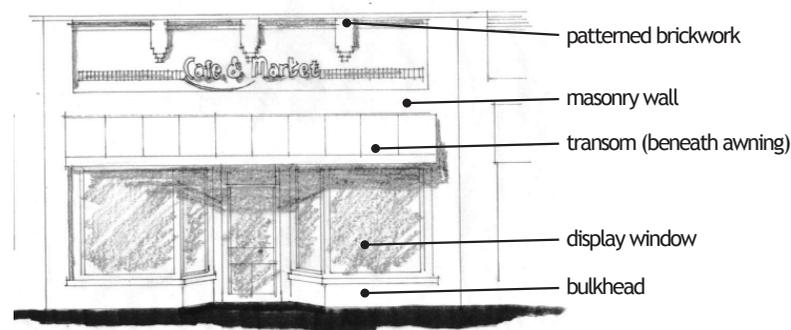
## DESIGN GUIDELINES: ARCHITECTURAL STYLES AND DESIGN PRINCIPLES

into the interior. The display windows are bounded on each side by masonry piers and are commonly bordered by transom windows above and by bulkheads below. Decorative cornices often conceal the structural beams that support the walls above. The upper stories usually house the private functions of these buildings. Therefore, the proportion of wall-to-window is much higher on the upper stories. The windows are regularly spaced in horizontal rows and sometimes feature decorative window hoods, which can vary in appearance depending on the style of the building. Accentuated cornices made of wood, brick, or metal generally crown these commercial buildings. Later examples, dating from the mid-1920s to 1950s, often use patterned brickwork to accent window openings and roof lines rather than applied ornamentation. A secondary entrance is typically located on the façade to provide access to the upper levels.

### One-Part Commercial Block

c. 1850 to c. 1950

The One-Part Commercial Block is the same as the first level of the Two-Part Commercial Block. These simple commercial buildings are predominantly of masonry construction. Ornamentation is generally limited to a pedimented entry flanked by windows. While some of these commercial buildings are smaller in scale and use stylistic elements more residential in nature, such as dormers, pedimented entries or bay windows from the Colonial-revival style, other examples are simple in form and detailing, relying on stepped parapets and patterned brickwork for ornamentation.



### Did You Know?

*The earliest residences in Southern Pines were built north of the railroad tracks on Bennett Street.*

*Much of downtown dates from 1910-1940. Downtown was rebuilt in first quarter of the 20th Century. Brick buildings replaced wood frame buildings.*

*A catastrophic fire in 1921 destroyed a large portion of the 100 block of NW Broad Street.*

**HISTORIC DISTRICT  
DESIGN GUIDELINES**

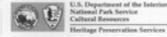
**Did You Know?**

For Further Information on how to look at a building:

**17 PRESERVATION BRIEFS**

Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character

Lee H. Nelson, FAIA



The Secretary of the Interior's "Standards for Historic Preservation Projects" embody two important goals: 1) the preservation of historic resources and 2) the preservation of a building's distinguishing character. From a building's setting, with its own identity and its distinctive character, character-defining features include the overall shape of the building, its materials, masonrywork, decorative details, interior spaces and features, as well as the various aspects of its site and environment.

The purpose of this Brief is to help the owner or the architect identify those features or elements that give the building its visual identity and that should be taken into account in order to preserve them to the maximum extent possible.

There are different ways of understanding old buildings. They can be seen as examples of specific building types, which are usually related to a building's function, such as schools, courthouses or churches. Buildings can be studied as examples of using specific materials such as concrete, wood, steel, or limestone. They can also be considered as examples of an historical period, which is often related to a specific architectural style, such as Gothic, Revival, farmhouse, one-story bungalow, or Art Deco apartment buildings.

There are many other facets of an historic building besides its functional type, its materials or construction or style that contribute to its historic qualities or significance. Some of these qualities are feelings conveyed by the sense of time and place or in buildings associated with events or people. A complete understanding of any property may require documentary research about its style, construction, function, its furnishings or contents, knowledge about the original builder, owners, and later occupants, and knowledge about the evolutionary history of the building. Even though buildings may be of historic, rather than architectural significance, it is their tangible elements that embody its significance for association with specific events or persons and it is these tangible elements both on the exterior and interior that should be preserved.

Therefore, the approach taken in this Brief is limited to identifying those visual and tangible aspects of the historic building. While this may aid in the planning process for carrying out any ongoing or new use or restoration of the building, this approach is not a

substitute for developing an understanding about the significance of an historic building and the district in which it is located.

If the various materials, features and spaces that give a building its visual character are not recognized and preserved, then essential aspects of its character may be damaged in the process of change.

A building's character can be irreversibly damaged or changed in many ways, for example, by inappropriate repainting of the lookwork, by removal of a distinctive side porch, by changes to the window sash, by changes to the setting around the building, by changes to the major room arrangements, by the introduction of an atrium, by painting previously unpainted woodwork, etc.

**A Three-Step Process to Identify a Building's Visual Character**

This Brief outlines a three-step approach that can be used by anyone to identify those materials, features and spaces that contribute to the visual character of a building. This approach involves first examining the building from afar to understand its overall setting and architectural context; then moving up very close to appreciate its materials and the craftsmanship and surface finishes evident in these materials; and then going into and through the building to perceive those spaces, rooms and details that comprise its interior visual character.

**Step 1: Identify the Overall Visual Aspects**  
Identifying the overall visual character of a building is nothing more than looking at its distinguishing physical aspects without focusing on its details. The major contributors to a building's overall character are embodied



<http://www.nps.gov/hps/tps/briefs/brief17.htm>

**HISTORIC DISTRICT DESIGN GUIDELINES**

**THE BASICS: HOW TO LOOK AT A BUILDING**

**UNDERSTANDING CHARACTER-DEFINING FEATURES**

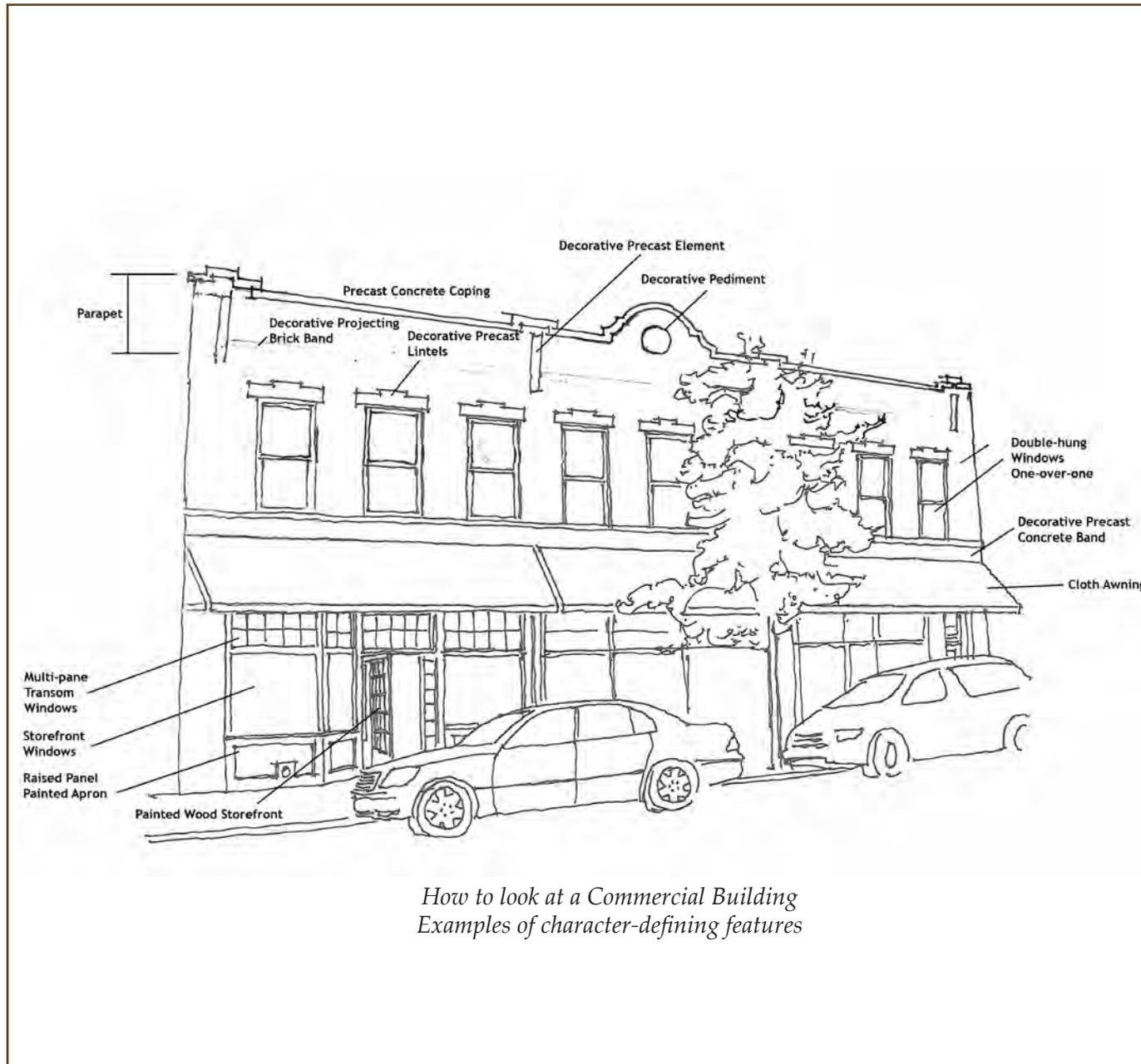
Every historic building has its own collection of distinctive architectural and site features that make it unique and contribute to its visual quality and historic integrity. When considering improvements to a historic building, it is important to identify these "character-defining features" so that they can be preserved and treated appropriately. These features may include building materials, masonry detailing, door and window patterns, craftsman work details, decorative cornices or trim, porch and roof elements, interior spaces, significant landscape features or plantings, and other items.

Here are a few tips for how to understand and look at a historic building:

- **Step 1: Big-Picture Study** - From a distance look at the building shape, openings, roof and roof features, projections, trim and secondary features, materials, relationship to other buildings, and setting
- **Step 2: Close Study** - Look more closely at the exterior materials, crafting details, and patterns or arrangements
- **Step 3: Interior Study** - Look at the arrangement of the interior spaces, interior features, and the finishes and materials

Using these recommended steps, use the following illustrations to help you identify the character-defining features of your building.

## DESIGN GUIDELINES: ARCHITECTURAL STYLES AND DESIGN PRINCIPLES



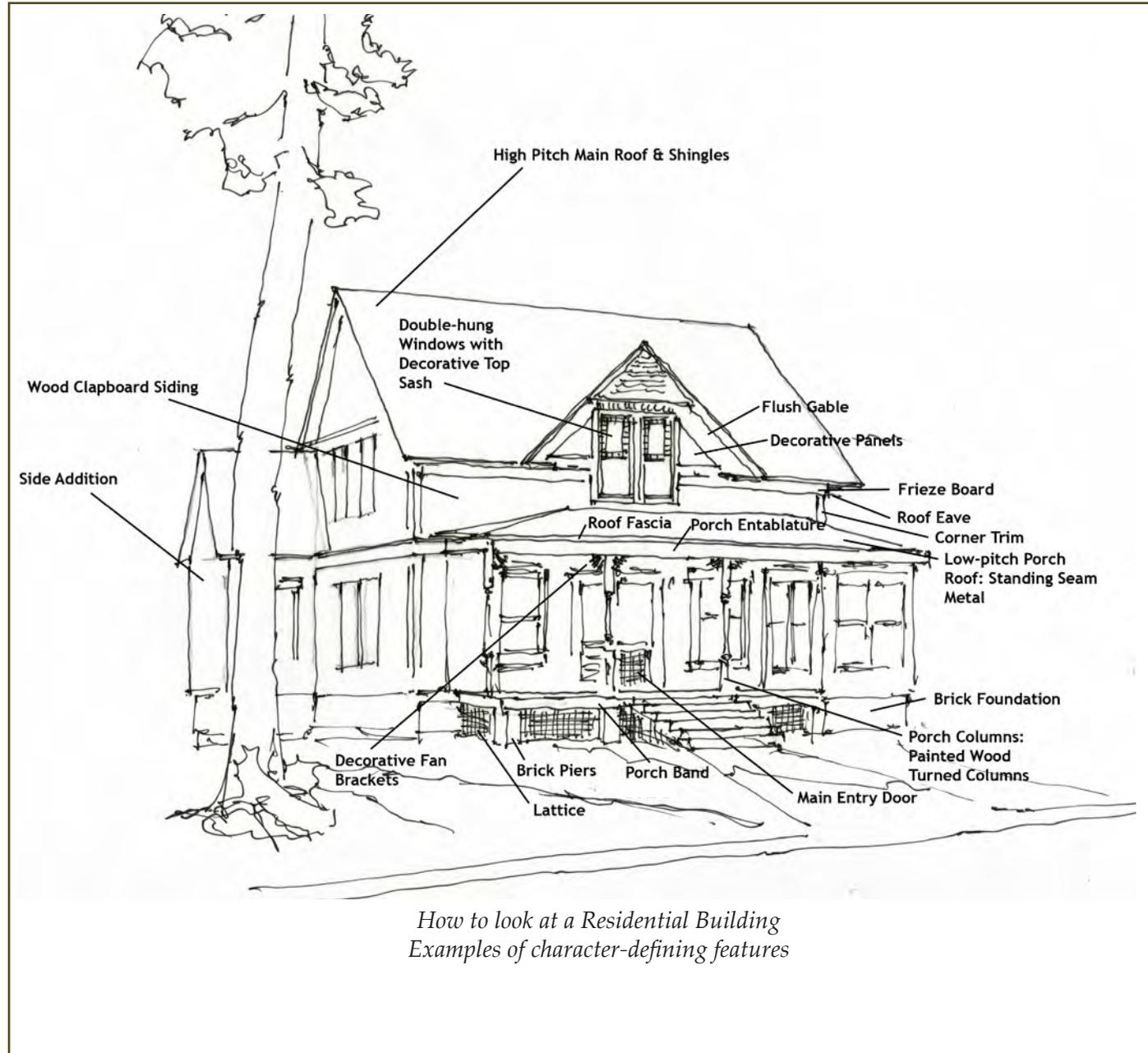
*The architecture of Southern Pines commercial buildings is eclectic, but they share a common degree of attention to architectural detailing important to the setting and feel of the downtown.*

**HISTORIC DISTRICT  
DESIGN GUIDELINES**



## DESIGN GUIDELINES: ARCHITECTURAL STYLES AND DESIGN PRINCIPLES

*The general terms and features shown here are further defined in the glossary of architectural terms in the appendix.*



*How to look at a Residential Building  
Examples of character-defining features*

**HISTORIC DISTRICT  
DESIGN GUIDELINES**



## DESIGN GUIDELINES: ARCHITECTURAL STYLES AND DESIGN PRINCIPLES

### HOW TO CHOOSE A BUILDING FOR A COMPATIBLE USE

When considering using a historic building, think carefully about the following items, as they will influence your decisions:

1. **Choose the most appropriate buildings for an intended use** and use the best methods for construction that will maintain the contributing and character-defining features.
2. **Understand the building history, significance, evolution, and contribution** to the district.
3. **Evaluate the building physical condition.**
4. **Consider what modifications are necessary** for using the building. Buildings were constructed for specific uses; they may not be suitable for every purpose. Make every effort to select a compatible use for a property that requires minimal alteration of the building or site.
5. **Determine mandatory code requirements** that will apply (building, zoning, accessibility, etc.). These must be carefully studied from a design standpoint and approached with sensitivity.

*Many of the buildings in downtown Southern Pines reflect design features for residential buildings, yet they are used for commercial purposes. The Sadleson Pharmacy Building (1892, W Pennsylvania Avenue) displays residential design features; but historically, it has been used as a commercial building. Other residential properties now used as commercial but initially built as residences include buildings at 150 W Vermont Avenue and the town administration office at 125 SE Broad Street (below).*



**HISTORIC DISTRICT  
DESIGN GUIDELINES**



## DESIGN GUIDELINES: ARCHITECTURAL STYLES AND DESIGN PRINCIPLES

### *Important Tip!*

*When leasing or purchasing space within a historic building, choose a space that best suits your needs and that will retain its historic character and integrity.*

### HOW TO APPLY THE DESIGN GUIDELINES

When applying the design guidelines presented in the following sections, first consider these important points:

1. **Understand how to “look at” the design features** of a building. Downtown Southern Pines has an eclectic mix of building styles and forms.
2. **Understand how the design features contribute** to the historic character of the building. Look for patterns, detailing, and individual artisanship that define the building.
3. **Appreciate the evolution** of a building over time. Time tells a story. Many of the buildings have evolved over time in both use and appearance. Some changes to a building are historic, even if they are not original, and are significant to the building.
4. **Understand the setting and context of a particular building.** Think of the building as one piece of a puzzle that fits carefully both physically and visually with adjacent pieces.
5. **Understand the influence and significance of the public buildings and spaces.** The civic buildings and amenities of Southern Pines connect and define the community’s sense of place. Public structures and spaces have historically set the design standard for Southern Pines and will continue to influence the prosperity and integrity of the town.

**HISTORIC DISTRICT  
DESIGN GUIDELINES**



## DESIGN GUIDELINES: ARCHITECTURAL STYLES AND DESIGN PRINCIPLES

### GENERAL DESIGN PRINCIPLES FOR HISTORIC BUILDINGS

The following General Design Principles apply to both Commercial and Residential Buildings. They represent the fundamental guiding principles for working on buildings in the historic district.

When working on any historic building, apply the following General Design Principles:

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.
  - Repair parts before replacing.
  - Use materials of the same type and design, including dimensions, mass, scale, orientation, color, detailing, texture, etc.
  - Consolidate, conserve, and recycle materials for reuse.
4. **Replace deteriorated components beyond repair with “in kind” or compatible materials** that replicate or are similar to the design features.
  - Use materials of the same type and design, including dimensions, mass, scale, orientation, color, detailing, texture, etc.
  - Use substitute materials only if they convey the same or a comparable visual appearance and design.
  - Replace any missing historic features with appropriate features documented by photographs, physical evidence, or historic precedence. Contemporary approaches may be an alternative if they are in context with the district and compatible with the existing building features in size, scale, material, and color.
5. **Use construction methods that will not obscure, damage, or remove contributing features or exterior walls.**
  - Use approved painting and cleaning methods.
  - Install accessory elements in a manner that will not damage or obscure character-defining features.
  - Construct additions that will not destroy or remove character-defining features.

**Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property’s form as it has evolved over time.

**Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property’s historic character.

**Restoration** depicts a property at a particular period of time in its history, while removing evidence of other periods.

**Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

Source: Secretary of the Interior Standards for Preservation and Guidelines for Preserving Historic Buildings, National Park Service. For more information [http://www.nps.gov/hps/tps/standguide/overview/using\\_standguide.htm](http://www.nps.gov/hps/tps/standguide/overview/using_standguide.htm)

### HISTORIC DISTRICT DESIGN GUIDELINES



### GENERAL MAINTENANCE TIPS FOR HISTORIC BUILDINGS

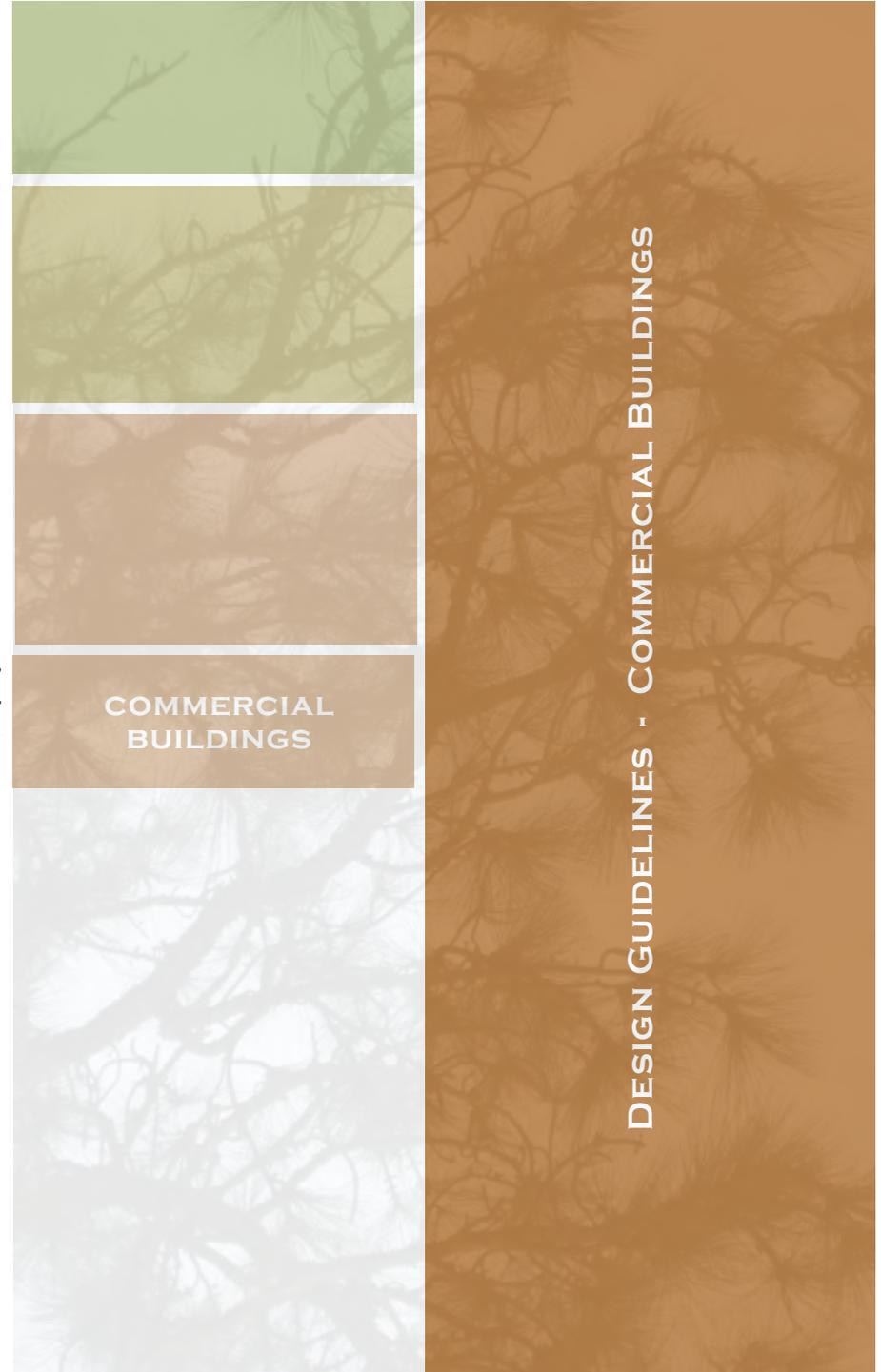
When owning or using any historic building, maintain the building by doing the following:

1. **Inspect exterior features** on an annual basis. This is especially important for roofs, chimneys, gutters and downspouts, foundations, and windows. Look for any deterioration or rotting of materials, improper drainage, peeling paint, damaged mortar and masonry, etc.
2. **Ensure that roof, gutters and downspouts work properly** and drain water away from walls and foundations. Water infiltration can be very destructive!
3. **Protect masonry surfaces from deterioration.** Do not apply chemical sealers or cleaners, or paint to unpainted masonry! Masonry is absorbent, and expands and contracts to release moisture; applying sealants, chemicals or paint interferes with this natural process and traps moisture, eventually causing damage to the masonry.
4. **Paint wood surfaces** on a regular basis. Maintaining a protective surface will preserve the wood. Do not use vinyl siding as an alternative to painted wood surfaces; it will trap moisture in the walls and cause deterioration of the structure.
5. **Caulk windows and inspect window sashes regularly** for deterioration. Maintain window glazing, frames, and hardware. Use interior storm windows for added energy efficiency. Properly maintained original windows can be more energy efficient and cost effective than new replacement windows.





*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

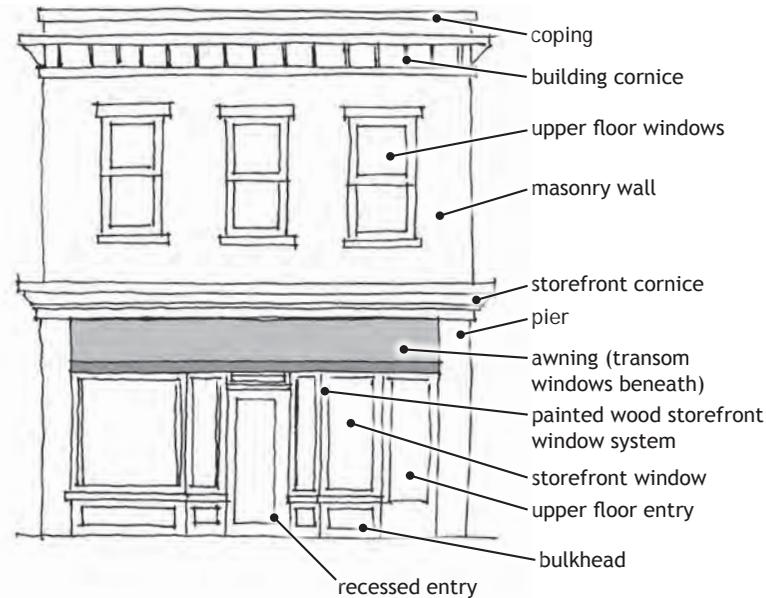
### STOREFRONTS AND ENTRANCES

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**

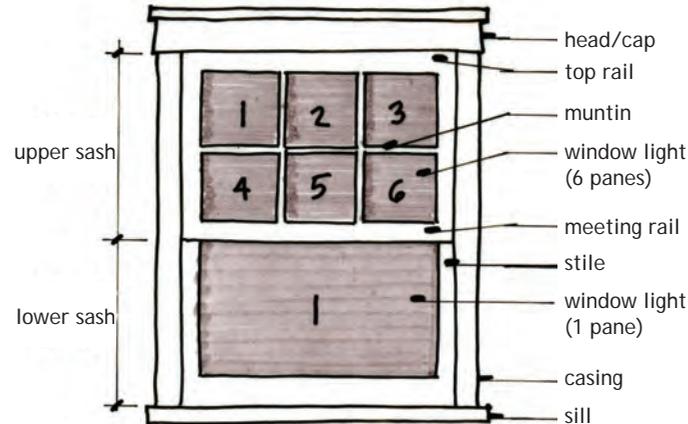
The walls and windows of a building provide structural support, insulation from outside elements, and natural ventilation for interior spaces and uses. The integrity of this building envelope is important not only for structural purposes, but also for energy efficiency. In addition, certain wall elements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

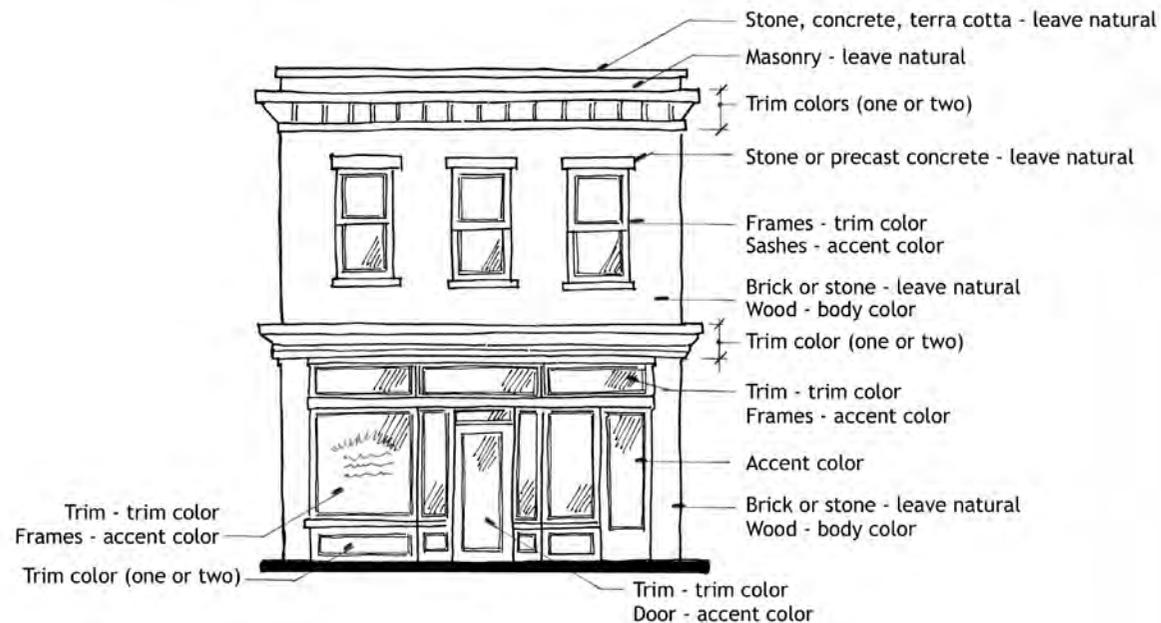
## DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS

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

50

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;



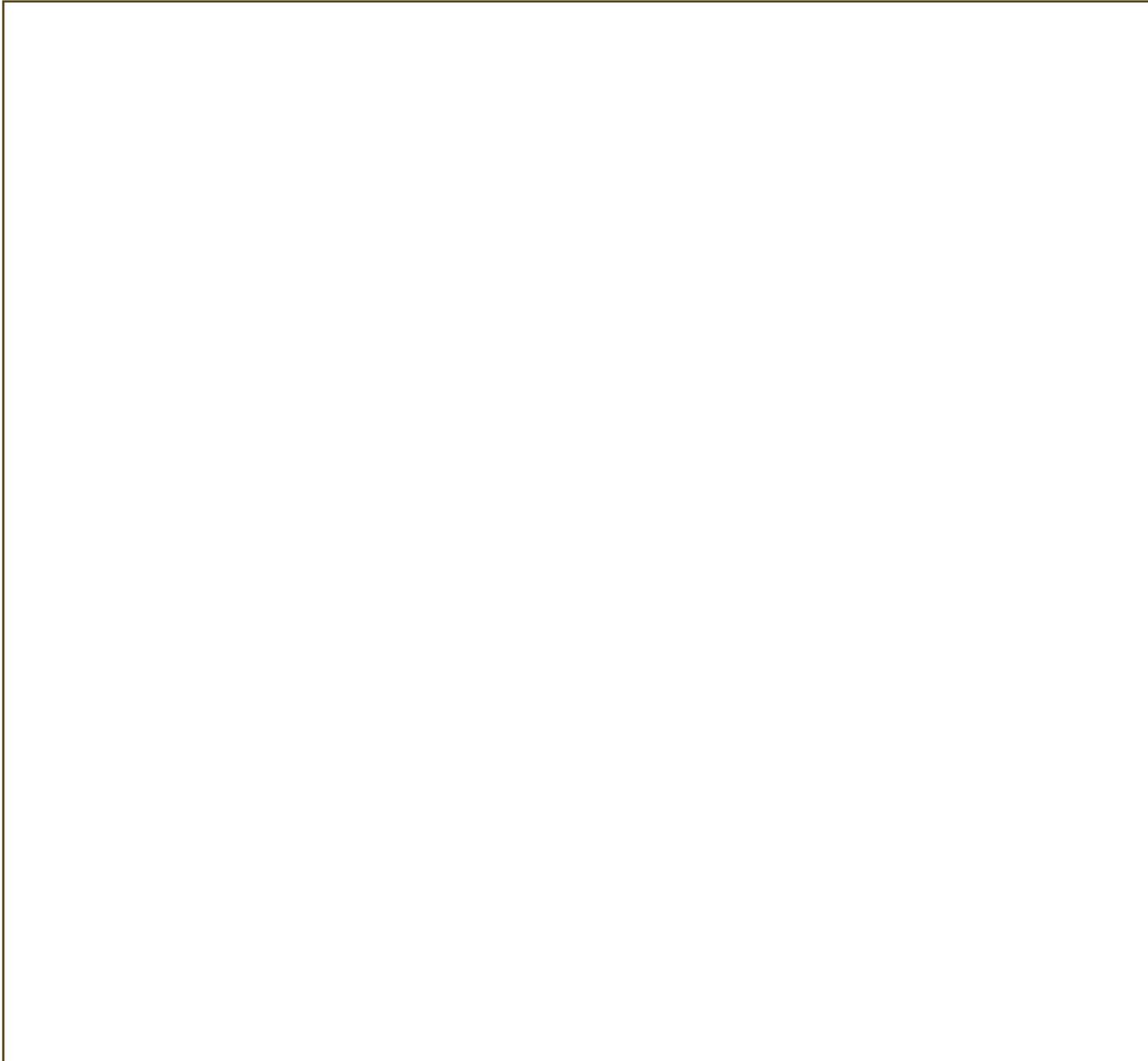
- ✓ Integrate similar architectural features found in existing historic buildings, or consider a contemporary, compatible interpretation of those features;
- ✓ Design main building form, primary entrance, window glazing patterns, wall and roof lines, etc. to reflect existing historic building patterns;
- ✓ 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;
- ✗ Designing a new building or addition that is overwhelming, out of scale, or inconsistent with existing historic building patterns;
- ✗ Locating parking in front of a building.



*various signage examples in Southern Pines*



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



**HISTORIC DISTRICT  
DESIGN GUIDELINES**





COMMERCIAL

DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS



HISTORIC DISTRICT  
DESIGN GUIDELINES

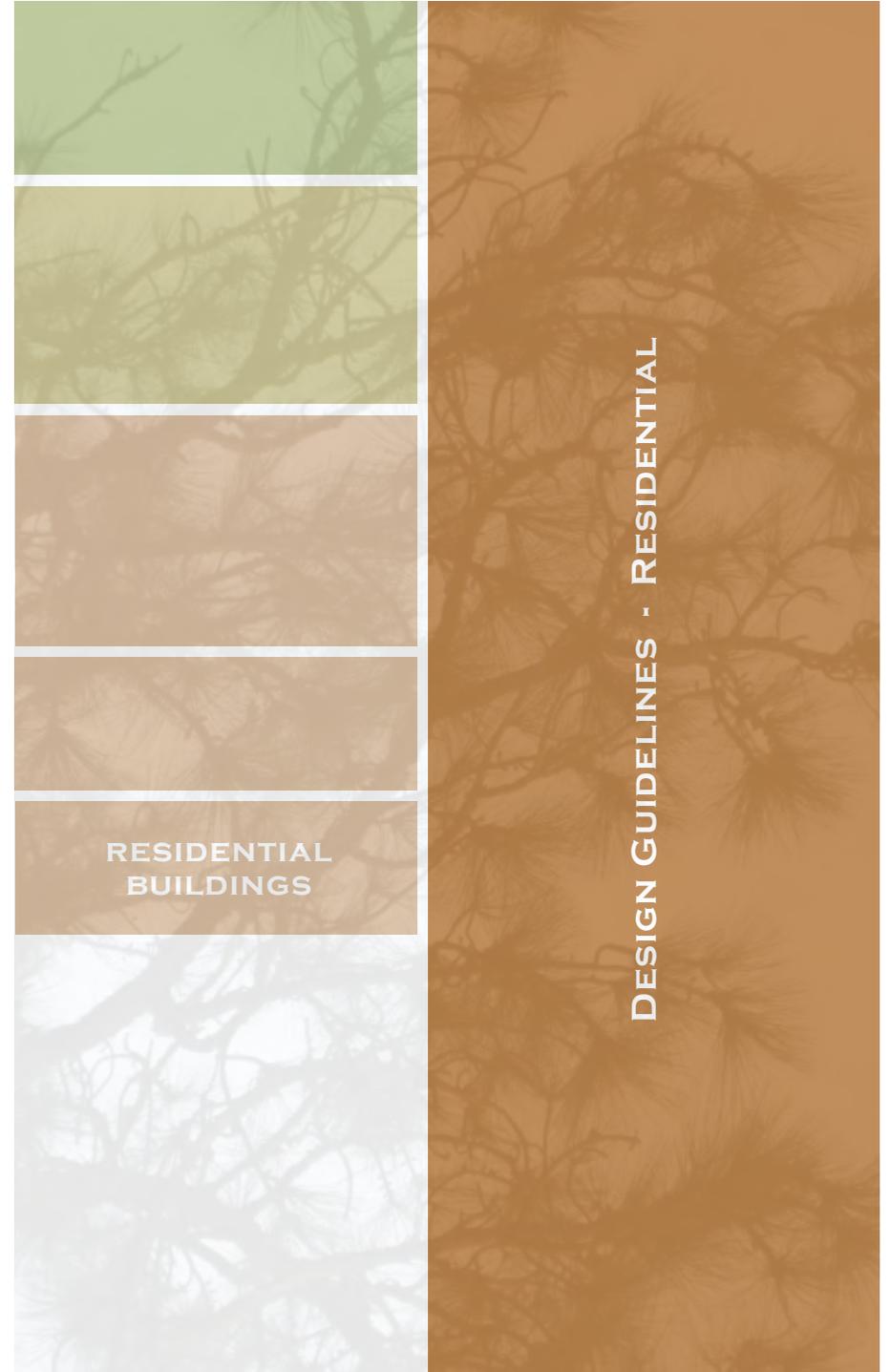


*New infill buildings should be located in line with the setbacks of adjacent buildings, maintaining a similar height, proportion and roof form. Parking should be at the rear.*





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



**RESIDENTIAL  
BUILDINGS**

**DESIGN GUIDELINES - RESIDENTIAL**





## RESIDENTIAL BUILDINGS

### BUILDING WALLS AND FOUNDATIONS

The exterior walls and foundation of a building are exposed surfaces that hold the building together. The exterior materials used on a building reflect the construction history of the building and the use of available materials and technology at the time of construction. In Southern Pines, wood was the initial exterior building material of choice because of its availability; however, as fire became more of a hazard, more resistant exterior materials, such as brick or stone, became more prevalent.

#### Defining Features of Building Walls and Foundations

When looking at building walls and foundations, understand the following components and their contribution to the larger building envelope:

- **Building Wall Elements** – These components include exterior wall cladding such as siding or masonry and may include specialty design features that add to the architectural character of the building. In addition, the building wall elements include wall openings for window and door features, usually located in a symmetrical pattern on the building face. Finally, a wall may host various detailing such as patterned brick or stone work, projecting pilasters, or applied trim features such as corner boards, frieze trim or a decorative cornice.
- **Foundation** – A foundation is essential for structural support of the main building. Typically, a foundation includes masonry components (brick, stone, or concrete) and includes some type of ventilation system to promote airflow and reduce damage from moisture. Windows in the foundation allow light into the basement area. Like wall elements, foundations may have decorative architectural features such as masonry piers, joint and mortar patterns, stucco treatment, windows (often with wells), or stylized vents.

#### Building Walls and Foundations - Recommended Practices

In addition to the General Design Principles found in these guidelines, the following practices are recommended:

- ✓ Retain and repair original exterior wall cladding and foundation materials;
- ✓ Replace deteriorated wall cladding or foundation walls only when repair is not an option;
  - Use replacement materials that replicate the original “in kind” in type, design, dimensions, mass, scale, orientation, color, detailing and texture.

### General Design Principles

*In addition to the recommended practices set forth in the following section, the following principles apply to all work on Residential 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.*



- ✓ Match masonry and mortar types, patterns, joints, color and texture;
  - Use mortar that contains a high lime content, rather than one high in Portland cement. The softer lime mortar allows the sufficient expansion/contraction needed for historic masonry.
- ✓ Ensure that exterior gutters and downspouts are appropriately positioned on wall surfaces and functioning properly to drain away from the building;
- ✓ Clean exterior surfaces using gentle, approved methods that are not abrasive or damaging to exterior walls and foundations;
- ✓ Remove plant growth on walls and foundations to maintain structural integrity.

**Building Walls and Foundations - Discouraged Practices**

- ✗ Installing vinyl or aluminum siding over wood siding or replacing wood siding with this type of siding;
- ✗ Repointing masonry joints in walls or foundations with mortar that does not match the existing historic mortar in composition, color, texture, size and tooling;
- ✗ Applying non-breathable chemical sealers to masonry surfaces. Applying a sealer can trap moisture inside the masonry causing deterioration;
- ✗ Using harsh chemical cleaners on building exteriors or sand (or other abrasive) blasting on masonry.





## RESIDENTIAL BUILDINGS

### PORCHES AND ENTRANCES

The porch of a residential structure is one of the most dominant architectural features of a house. In addition to welcoming visitors and providing weather-sheltered space for the primary entrance, the front porch adds character to the street and the larger neighborhood.

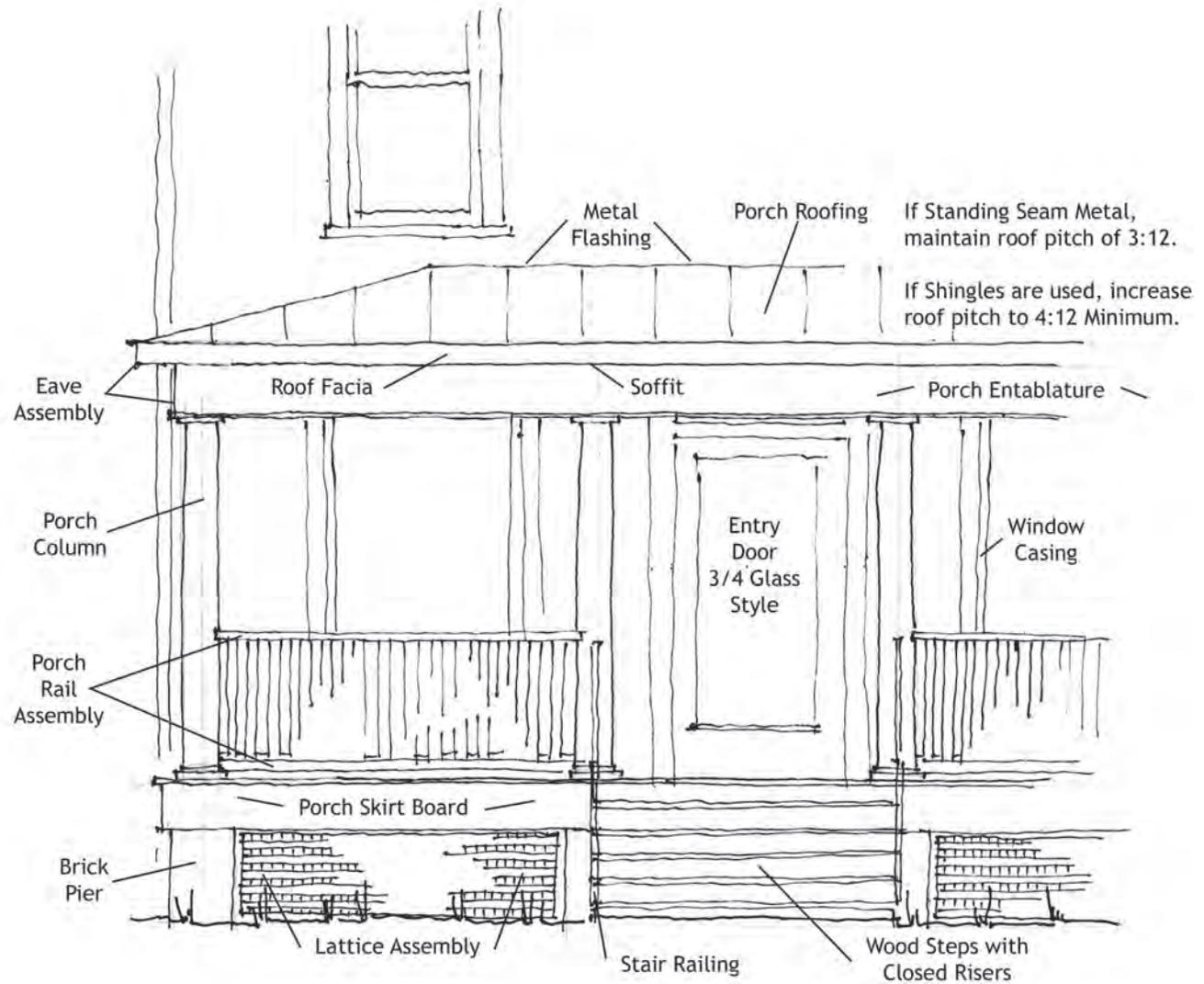
It is important to understand the “parts of a porch” and recognize the relationship of the parts and the function of each element, as these are very important to the overall architectural and structural integrity of the porch and the larger building.

#### Defining Features of a Porch

The defining features or “parts” of a porch include:

- **Roof** – The porch roof functions as both an architectural feature as well as a structural support feature for weather protection and drainage. Note that a porch roof includes some type of characteristic roofing material (shingles, metal, slate, etc.), flashing where it meets the building, and an eave assembly (contains gutters, fascia board, porch soffit, and porch entablature) that functions to add proper drainage and dimension.
- **Columns** – These elements may be simple or decorative. Certain decorative porch columns are associated with various architectural styles. Columns are very important features that function as structural supports for the overall porch. The dimensions of the column are important as it relates to specific architectural styles and to the overall proportions of the porch and the house.
- **Rail Assembly** – Porch railings may be simple or decorative. Often associated with various styles, rail assemblies for front porches display important construction details that deserve special attention. Front porch rail construction on historic buildings is very different from the railing construction done today. The height of the railing is also important as it relates to the overall proportions and appearance of the porch. The historically-correct height of a railing needs to be balanced with the modern code requirements for safety.
- **Foundation** – The porch foundation is important to the structural support of the porch, as well as the finished architectural look of the porch.
- **Entrance** – The porch entrance is a distinguishing feature of the building that directs visitors to the front door. Entrances vary in design depending on the topography of the property and the architectural style of the building. Stairs may be wood or masonry, depending on the character of the building architecture. Walkways and landscaping are used to enhance the entrance and guide visitors to the porch and front door.





*Parts of a Porch*



**Porches and Entrances – Recommended Practices**

In addition to the General Design Principles found in these guidelines, the following practices are recommended:

- ✓ Retain existing porches and character-defining features and materials of a porch;
- ✓ Retain and repair porch elements such as gutters, columns, foundation components, roof, railings, etc.;
  - If an element must be replaced, use components that match the existing element in material and design, including dimension, detailing, material, color, and texture. These little architectural elements make a huge difference in the overall character of the porch and the building!
- ✓ Maintain proper porch roof pitch to ensure proper drainage and ensure that roofing material is appropriate for the pitch;
- ✓ Install porch elements properly, especially railings and lattice under-pinning; (See recommended detailing for porch rail assembly and porch foundation.)
  - Attach balusters to top and bottom railings, rather than directly to the floor framing or porch skirting.
  - Retain historically correct height for porch railings whenever possible - slope grade up to meet porch where appropriate to avoid adding or increasing the height of an existing railing to meet current code requirements. In some cases it is possible to receive a code variance.
  - Use proper spacing of balusters.
  - Prime and paint porch elements, rather than using unpainted, treated lumber.
- ✓ Use tongue-in-groove flooring on porches installed perpendicular to the front of the building (not parallel);
- ✓ Incorporate handicap access by using a side ramp or changing the front grade slightly to incorporate a sloped accessible walk; make any new handicap ramp removed when no longer needed;
- ✓ Use closed risers on stairs to help secure the stairs to the ground visually and structurally;
- ✓ Where a new railing on the stairs is required by code, use a simple railing design, preferably painted black, to minimize its visual impact on the porch and stairs;
- ✓ Use lighting fixtures that are simple and appropriate to the residential style of the building;



**Did You Know?**

Some terms related to porches and entrances:

**Column:** A vertical support that usually consists of a base, a round shaft, and a decorative upper capital.

**Dormer:** A window placed vertically in a sloping roof with a roof of its own.

**Fascia:** A plain, wide horizontal band, supported by columns or posts.

**Gable:** The triangular upper part of a wall formed by a pitched roof.

**Pier:** A vertical structural support that is usually rectangular.

**Riser:** The vertical upright element of a stair between the treads.

**Soffit:** The underside of a roof overhang.

## HISTORIC DISTRICT DESIGN GUIDELINES

- Keep fixtures in scale with the architectural features of the building. Fixtures should be secondary to the design element on which they are mounted.
- Install fixtures so that they do not alter or destroy any character defining features of the porch or building.
- Direct lighting so that it does not extend beyond the property.

### Porches and Entrances - Discouraged Practices

- × Removing or enclosing a front porch;
- × Changing the porch roof pitch or architectural roofing material;
- × Replacing historic porch elements (columns, balusters, foundation components) with modern ones of a different architectural style;
- × Using treated lumber that does not match historic building materials;
- × Using vinyl replacement materials and elements for rail assemblies, columns or porch roof soffits;
- × Replacing or reconstructing a historic railing with a new higher railing when not absolutely necessary for safety and required by code;
- × Installing stairs with open risers;
- × Extending porch railings to the stairs when stairs did not originally have a railing;
- × Removing historic lighting fixtures;
- × Installing a handicap ramp at the front of a historic building.



*Southern Pines examples of porches and porch details*

## RESIDENTIAL BUILDINGS

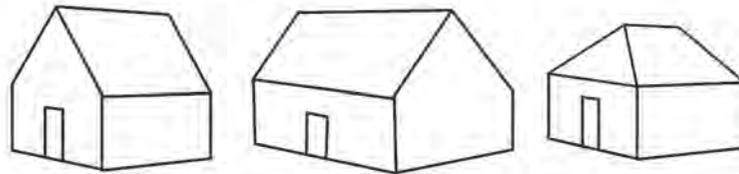
### ROOFS, CHIMNEYS AND GUTTERS

Next to the exterior building walls and front porch, the roof of a residential structure is one of the most dominant visual features of a house. Besides protecting the main structure from the weather, a roof defines the building's massing and architectural style. Roof configurations, pitch and roofing materials reflect the building traditions and styles of the period during which they were constructed.

#### Defining Features of a Roof

Some of the defining features of a roof include:

- **Configuration** – Roofs occur in generally three shapes: gabled (two sloping planes supported by triangular wall extensions), hipped (four sloping planes), and flat. In Southern Pines, most of the residential structures have gabled roofs. There are a variety of gabled roof forms – front, side, intersecting – and these are often combined with other roof forms and dormers.
- **Pitch** – The pitch of a roof refers to steepness or rise of the roof structure from the wall to the ridge or peak of the roof. In Southern Pines, the slope may be moderate (4/12 to 5/12 pitch) to steep (8/12 pitch to 12/12 pitch) depending on the architectural style and the material.
- **Chimneys** – When visible from the front of the building, chimneys contribute to the architectural style and general appearance of the building. Chimneys may include decorative features such as a cap or corbelled collar. Other chimneys that are utilitarian in nature are located generally at the rear of the building and are smaller in size with no detailing, such as a simple chimney flue.
- **Flashing** – Flashing is critical to the proper functioning of the roof system as it creates a seal at all intersecting angles to avoid water infiltration.
- **Accessory Elements** – Some roofs contain additional accessory elements such as dormers, gable vents, hidden gutters, or exposed rafters.



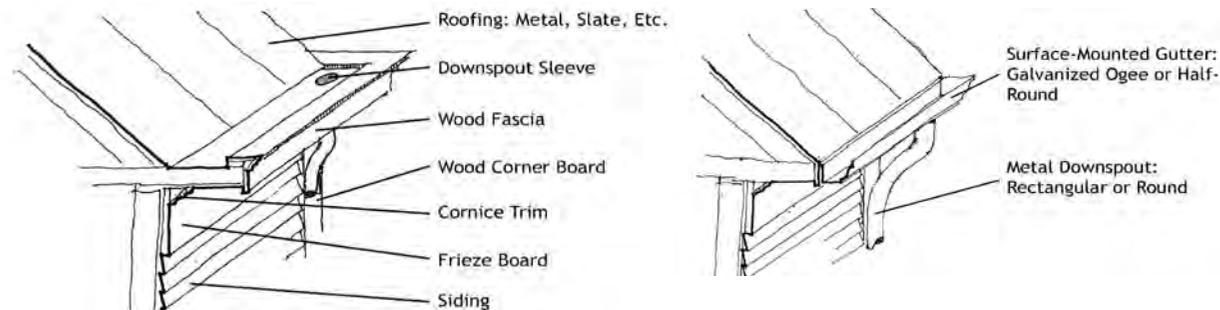
*Left to right: front gable, side gable, and hipped roof forms*



*Example of tile as a historic roofing material*

*Did You Know?*

*A porch roof needs to have sufficient pitch to drain water; shingles must be of sufficient quality to shed water. This is why older roofs exhibit specific design features and materials. It is not just about the look of the roof – it is about its function!*



*hidden gutters (on left) and surface gutters (on right)*

**Roofs and Gutters - Recommended Practices**

In addition to the General Design Principles discussed in these guidelines, the following practices are recommended:

- ✓ Maintain and inspect the roof and guttering regularly;
  - Repair any leaks or damage as soon as possible.
  - The roof and gutter systems are critical elements for historic buildings as they serve to shed water and carry it away from the building.
- ✓ Retain roof pitch and eaves;
- ✓ Retain and repair historic roofing materials, including flashing;
  - These character-defining architectural elements make a big difference in the appearance of a historic building.
  - Replace any damaged or missing materials with those that match in size, shape, pattern, color, and texture.
- ✓ Retain and repair roof accessory features such as chimneys, dormers, or decorative elements;
- ✓ Maintain, repair and attach gutters properly;
  - Gutters are integrated architectural features of the roof drainage system.
  - Gutter design and positioning are important features for functional purposes, as well as aesthetics.
  - Proper maintenance of gutters is critical to their ability to function and protect the building.



- ✓ Position any new roof feature at the rear of the building so that it is not visible from the street (e.g., skylight, chimney, solar panel, vents).
  - Mount mechanical or communication equipment on the ground and in the rear or side yard.

**Roofs and Gutters - Discouraged Practices**

- × Replacing a metal, slate, or tile roof with asphalt shingles;
  - Roof replacement with an alternative material is acceptable only after repairing has been thoroughly exhausted and after the most appropriate architectural material has been evaluated.
- × Removing hidden gutters or replacing half-round gutters with modern gutters;
- × Removing a chimney or other accessory element that is a contributing architectural feature of the historic building;
- × Installing a satellite dish on the roof of a historic building.



*Did You Know?*

Some terms to know related to windows:

**Glazing:** Another term for glass that is used in a window.

**Mullion:** A vertical member separating and supporting windows and doors.

**Muntin:** The wood trim that divides the panes of glass in a window or transom.

**Transom:** Rectangular or arched glass over a door, window or storefront, to gain additional light or ventilation.

**Sash:** The frame around the window glass, either fixed or moveable.

**Sill:** The lower horizontal member of a door or window opening.

**Surround:** The framework and trim around a door or window.

## HISTORIC DISTRICT DESIGN GUIDELINES

## RESIDENTIAL BUILDINGS

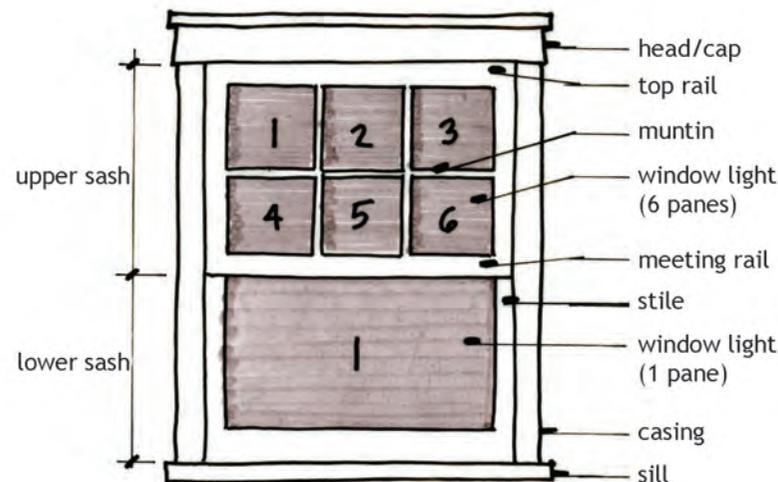
### WINDOWS AND DOORS

Windows and doors add architectural character to a building. They are prominent features that are visible from the street and functional for residents, providing access to the building, ventilation for the interior, light and views of the outdoors. Their location and design often reflect the use of interior spaces such as bay windows in dining rooms or living rooms and small, high windows at kitchen sinks, bathrooms and stair landings.

#### Defining Features of Windows and Doors

The configuration of windows and doors can be complex. Look carefully at the materials and the design of historic windows and doors. Attention to detail is important! Some of the defining features are:

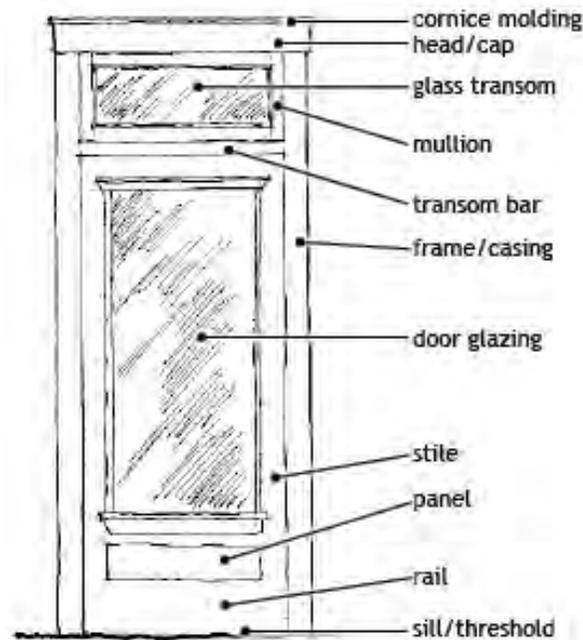
- **Window Type** – Window types in a residential building will vary based on their location and function as well as the style and date of the building. A fixed window does not open and simply provides light to the interior. Bay windows project from the plane of the wall to capture more light. The most common operable windows in a house are sash (typically double-hung) and casement windows.



- **Surround Casing and Trim** – The outer framing, or surround casing, for windows and doors and any trim elements contribute greatly to the architectural design of these elements. The casing and trim may be very simple or detailed with a distinctive profile. Door surrounds may include a transom window above the door and sidelights to provide more light to the interior entry.
- **Glazing** – The term “glazing” refers to the glass surfaces of a window or door. Glazing may include single panes of glass or multiple panes of glass of varying sizes, sometimes arranged in a decorative pattern to form the window light. The dividing element between smaller panes of

glazing within a window is called the muntin, while the dividing element between two or more windows that are grouped together is called the mullion. The glass found in older windows has very desirable visual characteristics with fabricated irregularities that reflect and refract light differently.

- **Patterns** – Typically, doors and windows portray architectural patterns that range from simple to ornate. Carefully look at an existing window and door to identify the architectural features of the window and door, paying attention to the arrangement and the design details.
- **Door and Window Assembly and Function** – As seen in the diagram below, a door or window is assembled from many parts. Historically, these doors and windows are designed to operate and close tightly to provide a weather tight seal at the opening. Weather-stripping and locks are a key component to their ability to function properly.

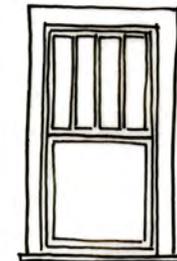
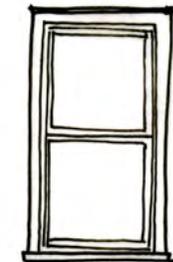
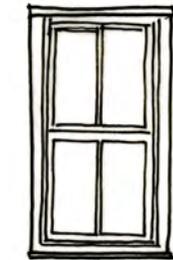


*Parts of a Door*

**Windows and Doors - Recommended Practices**

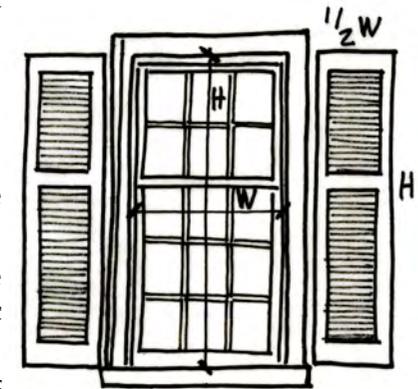
In addition to the General Design Principles discussed in these guidelines, the following practices are recommended:

- ✓ Retain and repair historic windows and doors, including broken or missing glass, sash cords, and the weather stripping;
- ✓ Replace only windows and doors that are deteriorated and beyond repair;
  - Maintain and match the size of the opening in the wall and the glazing exposure, as well as the surround, trim, and sash profiles, and the characteristic architectural patterns;
  - Use modern materials as substitutions only if they match the original configuration in design, profile, size, pattern, texture, durability, etc.
- ✓ Maintain historic windows as recommended in these guidelines to increase energy efficiency, or consider using interior or exterior storm windows;



*various window configurations*

- ✓ Add shutters to a window only where there is evidence that it existed historically;
  - Install the shutters properly as if they were to function in the correct location and with the slats shedding water when in the closed position.
- ✓ Add a transom and/or sidelights to a door only where there is evidence that it existed historically;
- ✓ Remove inappropriate design treatments and restore window and door features based on physical or photographic documented evidence;
- ✓ Place window air conditioning units on the sides or rear of a building and in a position to ensure that condensation and drainage does not damage the window sill.



*Install shutters so that they fit the window properly*

#### Windows and Doors - Discouraged Practices

- ✗ Enlarging or filling in window or door openings;
- ✗ Replacing historic windows with modern windows that do not match the size of the opening, the glazing exposure or the architectural features and profiles of the historic windows;
- ✗ Replacing a historic door with a modern door that does not match the size of the opening, or one that introduces new architectural features inconsistent with the style of the building;
- ✗ Replacing historic door hardware with modern hardware.



*Examples of Residential Doors and Entrances*

## RESIDENTIAL BUILDINGS

### ACCESSORY STRUCTURES

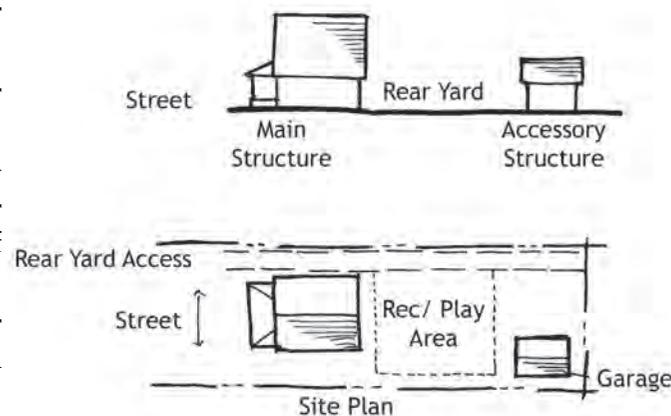
Accessory structures include secondary buildings and structures on a residential property such as a detached garage, deck, exterior stairs, fence, or outdoor light fixture. These structures are incidental to the primary building, but can have a dramatic effect on the overall architectural character of the historic property.

In addition, some accessory structures that have survived over time may be contributing to the overall history of a property.

#### Accessory Structures - Recommended Practices

##### *Garages and Outbuildings*

- ✓ Retain historic outbuildings, such as a detached garage or other structure that may have significance to the history of the building;
- ✓ Maintain and repair decorative architectural features on accessory structures;
- ✓ Construct a new detached outbuilding or garage at the rear of the property;
- ✓ Setback an attached garage back at least ten feet from the main body of the residential structure and attach in a manner that can be reversed with minimal impact on the historic structure;
- ✓ Use detailing and materials that compliment the main building and surrounding buildings;
- ✓ Choose wood or masonry exterior materials instead of vinyl siding;
- ✓ Use a complimentary roof pitch for the accessory structure;
- ✓ Minimize driveway pavement by using either pavement drive strips or limiting width to ten feet (width of one car);
- ✓ Orient garage doors to the side or rear so that they are not highly visible from the street.



#### *Important Tip!*

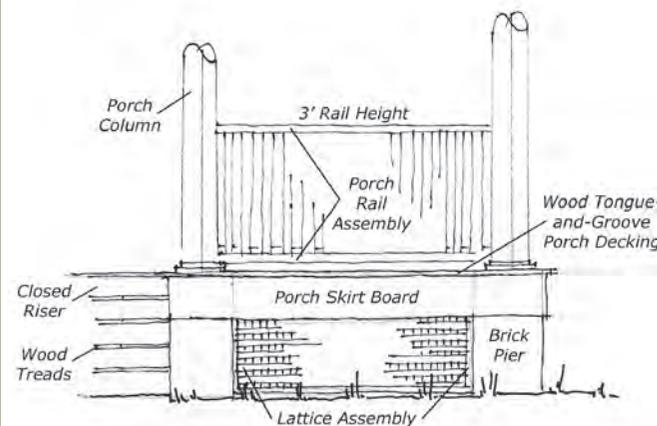
*Be sure to check the local Unified Development Ordinance requirements for any setback, height, location requirement, or size limitation for accessory buildings or structures.*

*Decks and Patios*

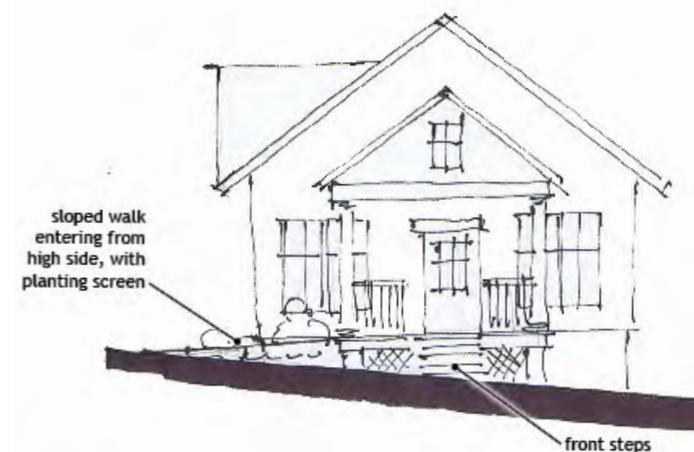
- ✓ Locate decks and patios on the rear of the house where they are not visible from the street;
- ✓ Use closed risers on stairs;
- ✓ Use traditional rail assembly details with a top and bottom rail construction, rather than the modern construction technique that attaches the railing directly to the deck skirt board;
- ✓ Paint or stain any untreated lumber within six months;

*Stairs and Access Ramps*

- ✓ Retain original walks and stairs as they relate to the building materials of the period;
- ✓ Use closed risers on stairs;
- ✓ Minimize the visual effects of a handicap ramp on a house by locating it to the side of the house, or orienting it so that it works with the front entrance;
  - Approach from the side of the house rather than the front, adapting and supplementing the front entrance;
  - Consider minor sloping of the grade to minimize the vertical rise of a new access ramp;
  - Add landscaping to enhance visual aspects and views of the front of the house.



*Example of Porch Railing, Stair, and Lattice Detail*



*Example of Access Ramp for House with Front Stair*

*Fences*

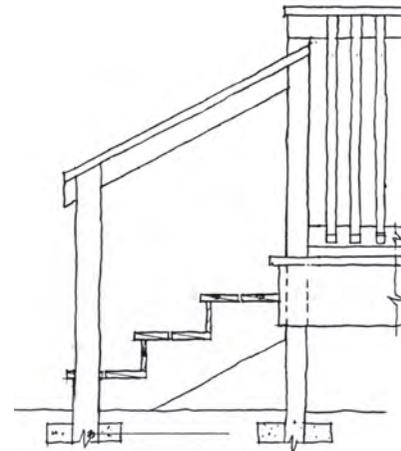
Please see the Site Development section within Landscape Design Guidelines for information on fences.

*Lighting and Utility Structures*

- ✓ Install utility structures such as HVAC units, satellite dishes and trash bins so that they are in the rear yard where they are not visible from the street (or if appropriate, the side yard may be an option);
- ✓ Use native landscaping to minimize visibility, taking into consideration the functioning of the utility structure;
- ✓ Use free-standing, directed lighting fixtures that are historically appropriate for the architectural style of the building;
- ✓ Use simple exterior lighting fixtures that compliment the historic building;
- ✓ Keep the scale, design and location of new lighting fixtures consistent with the architectural style of the building and time period;
- ✓ Mount lighting fixtures so that they do not damage or remove any decorative features of the main building.

**Accessory Structures - Discouraged Practices**

- ✗ Removing historic buildings that are contributing to the history of the property;
- ✗ Using vinyl or aluminum siding on accessory outbuildings or garages;
- ✗ Using open risers on stairs;
- ✗ Paving large areas of front yards for driveways or parking;
- ✗ Installing utility structures in front yards or in highly visible areas;
- ✗ Installing chain link fencing;
- ✗ Using unpainted or unstained fencing.



*Avoid modern deck railing assemblies*



### RESIDENTIAL BUILDINGS

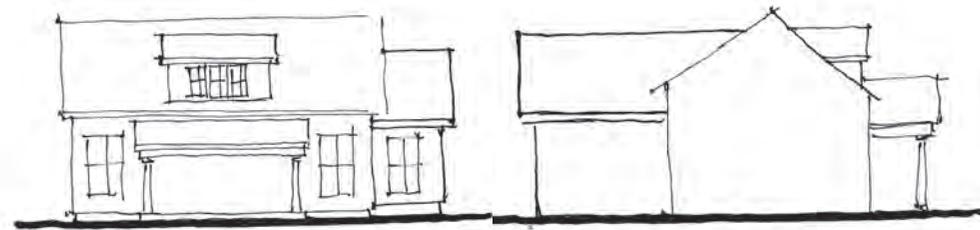
#### ADDITIONS AND NEW BUILDINGS

Additions to a historic building or the construction of new infill buildings in a historic area provide opportunities for new investment and updated living spaces, such as a new bathroom, bedroom, family room, or sun porch. Often, the evolution of a historic house can be understood by looking at any additions.

#### Additions - Recommended Practices

##### *Additions*

- ✓ Make the addition subordinate and distinctive in detailing from the main historic structure;
  - Use simple, compatible, and distinctive architectural details and materials;
  - Maintain the scale of the addition so that it does not overwhelm or compete with the main building (a good rule of thumb is to limit the addition to approximately one-third the size of the original structure);



*Side and rear additions should be subordinate to the main body of the house*

- Set the addition back from the face of the existing building to distinguish it from the main building wall;
  - Place an addition to the side or rear, if possible;
  - Minimize the physical impact on the historic building by limiting the area of connection and not damaging or removing significant architectural features and maintaining existing door and window openings;
- ✓ Enclose a side or rear porch for additional interior space only if you can retain contributing features and maintain the feel of the original, open porch by using glass, retaining porch bays,

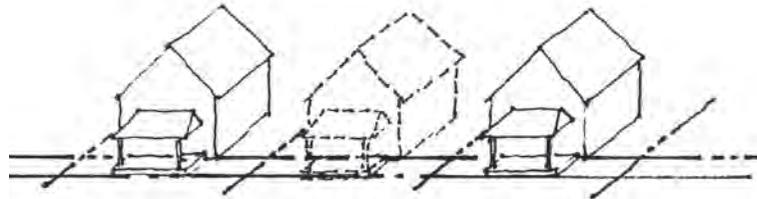


columns, etc.;

- ✓ Install an addition so that it can be removed later, if desired.

#### *New Buildings*

- ✓ **Generally** - Design new buildings to fit in with the surrounding building and development patterns;
  - Use the information presented in these guidelines on “How to Look at a Building” to help identify important building features and development patterns in the neighborhood.
  - Look at predominant building forms (one-story, two-story), arrangement on the street, location of porches, roof and window configurations, exterior materials, etc.
- ✓ **Orientation** - Position and orient buildings so that they face the primary street and are set back



*Size and position a new building so that it is similar in height form and scale to existing buildings.*

consistent with other buildings on the street;

- ✓ **Mass and Scale** - Size buildings that that they are similar in height, form, and scale to existing houses on the street;
- ✓ **Architectural Style** - Avoid reproduction of an existing historic building;
  - Incorporate similar, compatible design features.
  - Consider contemporary approaches that compliment the details of historic buildings.
- ✓ **Exterior Materials** - Use exterior materials and colors that are complimentary to those found in the neighborhood;
  - Choose wood or masonry for building wall materials.
  - Choose colors from the approved color palette for the historic district.

**Important Tip!**

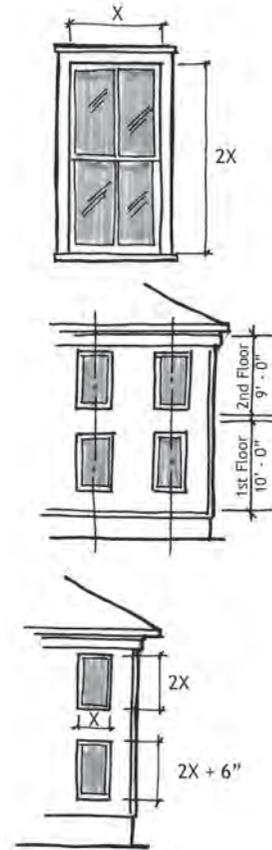
*It is important that an addition be recognized as a product of its own time and not match the historic building exactly in detailing.*

*Be sure to check Unified Development Ordinance regulations for specific setback and lot coverage requirements!*

- ✓ **Roof** - Use roof forms that reflect the existing roof patterns and pitch in the neighborhood;
- ✓ **Front Porch** - Include a front porch on the new building that is similar in design and scale to other front porches on the street;
- ✓ **Windows and Doors** - Include appropriately detailed and sized windows and doors similar to those found on other houses on the street;
  - Include windows on all exterior walls.
  - Locate windows symmetrically on a building wall.
  - Position doors so that they are clearly visible from the street and centered within a focused entrance.
  - Ensure that windows and doors have sufficient trim to provide visible dimension and framing of the opening.
- ✓ **Accessory Structures** – Locate accessory structures to the rear of the property consistent with the guidelines established for new accessory structures;
- ✓ **Walks, Parking and Landscaping** - Position walkways, driveways and parking so that they function with entrances and are appropriately landscaped with native plant materials.

**Additions and New Buildings – Discouraged Practices**

- × Enclosing a front porch to add interior space;
- × Constructing a large addition that overwhelms the main historic building;
- × Building an addition in a manner that damages or removes significant architectural features and materials of the historic building;
- × Attaching a garage to the front or side of a house in such a manner that the garage doors are prominently visible features that compete with the architecture and historic entrance of the main building;
- × Constructing a new building that is out of scale and inconsistent with the established development patterns and architectural building materials and features of the neighborhood.



*Ensure that windows are sized proportionately and include sufficient trim. Make sure that they are symmetrical on the building.*



*This section provides an overview of “how to read” the landscape of the Southern Pines Historic District Guidelines. Design guidance is provided for site work, accessibility, and planting and vegetation design and management.*



LANDSCAPE

DESIGN GUIDELINES - LANDSCAPE



## HISTORIC LANDSCAPE: THE CONNECTING FABRIC

The historic Southern Pines landscape is an important and unifying feature of the town. Its landscape character reflects significant periods of design, generations of stewardship, and renewal. A dominant longleaf pine canopy, space-defining shrub plantings and mature trees along the Broad Street Parkway, rows of individual yards, and the network of walks and pedestrian-scaled features contribute to the inviting feel and character of the district. Understanding the relationship and character of important landscape elements is important to the long-term stewardship and care of the district.

## LANDSCAPE CHARACTER-DEFINING FEATURES

Just as historic buildings in Southern Pines are significant for their design and character-defining features, the landscape also reflects a rich composition of spaces and elements. The landscape character-defining features most important to Southern Pines, as characterized by the *Secretary of the Interior* include:

- *Spatial Character:* The massing of buildings and landscape features establish corridors and spaces important to the experience of Southern Pines;
- *Views and Vegetation:* Vegetation helps to frame vistas and soften the feel of the dense downtown core. Mature plantings and the use of large shrubs along the parkway channel views along Broad Street, which expand with each intersection;
- *Circulation:* The railroad, system of roads, and pedestrian walks, along with the materials used in their construction, influence the way we move through the district;
- *Topography:* The gentle west-sloping topography contributes to the layout of the town and informs the height and elevation of architecture;
- *Small-Scale Features:* An eclectic yet cohesive collection of fences, walls, light posts, signs, benches, urns, and planters create a vibrant visual scene and inviting setting.



*Vegetation, the sidewalk, the buildings' relation to the street, and furnishings contribute to the character of the Southern Pines streetscape.*



*Early view of Broad Street  
(Photo courtesy Moore County Historical Association)*

*Pine groves along Ashe spatially define views and separate the walk from the street.*



## HISTORIC DISTRICT DESIGN GUIDELINES

**Did You Know?**

The historic landscape of the district can be categorized into four dominant types relative to land use, ownership, and character.

The four dominant landscape types within the district are:

Parks and Parkways

Streetscapes

Commercial Lot Frontage

Residential Yards

View looking south along the spine of the Broad Street Parkway plantings



## HISTORIC DISTRICT DESIGN GUIDELINES

### DESIGN GUIDELINES FOR HISTORIC DISTRICT LANDSCAPE

#### PARKS AND PARKWAYS

John Patrick's arrangement of the town grid along the railroad tracks established a grand promenade and choreography of arrival for early visitors and residents that is still relevant today. Known locally as the Broad Street Parkway, the landscape fronting the railroad tracks represents numerous periods of design and stewardship by important civic groups within Southern Pines. Initiated by Helen Boyd Dull in 1907, and greatly influenced over time by landscape architect Alfred Yeomans, this landscaped corridor provides connectivity within the district and softening of the built environs.

Some important features of the historic landscape are:

- The surviving landscape composition dominated by *southern magnolia, longleaf pine, American holly, oak, and cedar*, provides shade and scale to an understory of view-defining shrub massings of azaleas, rhododendron, and dogwoods.
- The *oldest surviving portions of historic plantings* are found south of Pennsylvania Avenue.
- The overall *composition is informal*, reflecting the picturesque style of landscape design, popular in the late nineteenth and early twentieth century. Also, the composition places emphasis on the use of large native shade trees and shrub massings, while defining views and creating contrast between dense shade and sun.
- All *vegetation was predominately green* in leaf color, and emphasized the pairing of evergreen plantings with seasonal color from flowering trees and shrubs.
- The appropriation of an *entire city block as a municipal park* provides an important civic space to the downtown that reinforces open recreational activity within the lush overstory. Influenced by Yeomans, who designed a passive, reflective quality to this green space, without the addition of active sport facilities and playgrounds, the park today reflects a mixture of uses, in support of and conflicting with its early design intent.

*Important Note: Landscape or right of way utility and street work within the district may require a Certificate of Appropriateness. Contractors should consult with Planning Staff to determine if a Certificate of Appropriateness is required.*



**Parks and Parkways - Recommended Practices:**

- ✓ Retain the historic composition of native and adaptive overstory trees and small flowering trees along the Broad Street Parkway;
- ✓ Retain visual-defining shrub massings that deter mid-block pedestrian crossings along the Broad Street Parkway;
- ✓ Renew density of plantings along the Broad Street Parkway, east of Pennsylvania Avenue;
- ✓ Retain and renew the groves of longleaf pines planted along the Ashe Street;
- ✓ Retain historic plantings within the Municipal Park;
- ✓ Conduct routine maintenance, pruning, and arboricultural care of landscape material;
- ✓ Remove invasive plant species.

**Parks and Parkways - Discouraged Practices**

- ✗ Adding overly ornate flower beds, or ornamentals within parks and parkways.



**HISTORIC DISTRICT  
DESIGN GUIDELINES**





## LANDSCAPE

## DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS



Late 1920s view of tree-lined streetscape in front of the Mudgett office on S.W. Broad Street

(Photo courtesy of Moore County Historical Society)

### STREETSCAPES

The public streetscapes within the district consist of the composition of paved pedestrian sidewalks, pine-straw and turf tree-planting beds, individual street trees, and a variety of small-scale features that encourage pedestrian activity. Some of the key characteristics of the streetscape are:

- *Building Orientation:* The spatial character of each block is defined by the composition, density, and position of buildings along sidewalks, and by trees fronting each street.
- *Landscape:* Vegetation frames views along each block, providing much needed shade, a physical barrier from traffic, and a safe and pleasurable pedestrian experience.
- *Pedestrian Access:* Depending on the period of construction, the once sand-clay walks throughout town are now composed of varying widths of concrete and brick-adorned sidewalks.
- *Vehicular Access:* Parking lies on both sides of Broad Street, and within off-street parking in the center of blocks.

*Important Note: Landscape or right of way utility and street work within the district may require a Certificate of Appropriateness. Contractors should consult with Planning Staff to determine if a Certificate of Appropriateness is required.*

#### Streetscapes - Recommended Practices

- ✓ Maintain historic street patterns, widths, and materials;
- ✓ Maintain planting strip between the street and sidewalks on north-south cross-streets;
- ✓ Retain the historic composition of overstory trees including but not limited to sycamore, maple, oak, cedar, longleaf pine and magnolia;
- ✓ Retain pine straw as the dominant material for mulch bedding of trees;
- ✓ Retain and renew groves of longleaf pines planted along cross streets east of Broad Street and along Ashe Street;
- ✓ Retain eclectic compositions of concrete and brick patterned sidewalks, exposed aggregate curb and gutter systems, and their varying patterns;
- ✓ Improve soil quality and size of tree planting beds during new installations;
- ✓ Select site furnishings from a range of approved benches, planters, etc.;
- ✓ Do routine maintenance, pruning, and arboricultural care of landscape material.

## HISTORIC DISTRICT DESIGN GUIDELINES





**Streetscapes - Discouraged Practices**

- × Planting a monoculture or single variety of street tree (except for Ashe Street pine groves);
- × Re-grading that alters the topography within the public right-of-way;
- × Using modern interlocking concrete pavers, patterned concrete or patterned asphalt paving.

**COMMERCIAL LOTS AND CIVIC BUILDING LANDSCAPES**

The relationship of commercial lots one to another establishes the civic feel of the downtown. Listed below are some of the key items to think about when considering the landscape of commercial lots and civic buildings:

- *Building Orientation:* Most commercial buildings along Broad Street front public sidewalks with little or no setback; properties along the cross-streets to the east and west of Broad Street include front and side yards, and plantings that contribute to the scenic quality of the district.
- *Pedestrian Access:* Circulation for ingress and egress ranges from pedestrian entries along Broad Street, to pedestrian walks, and off-street parking lots and private drives for commercial properties along cross streets.
- *Landscape:* The entry yard of commercial lots, whose buildings are set back from the road historically included a pairing of large evergreen and deciduous shade trees, with and understory of small flowering trees and large evergreen shrubs.
- *Significant Buildings:* It is important to acknowledge the significance of several commercial or civic properties within the district whose landscapes were designed to reflect the architectural character of the buildings. The plantings, paving layout, and small-scale features of these properties are well-documented to the historic period and represent an important era in design and character. Individual properties of significance include:
  - ✓ The Citizens Bank and Trust Building - 132 N.W. Broad Street
  - ✓ Stevens Building – 118 N.W. Broad Street
  - ✓ U.S. Post Office – 190 S.W. Broad Street
  - ✓ Former Southern Pines Library (Town Offices) – 180 S.W. Broad Street
  - ✓ The Jefferson Inn - 150 W. New Hampshire Ave



*Early view of the courtyard on Broad Street of one of Southern Pines signature commercial buildings by Amar Embury II (Photo courtesy of Moore County Historical Society)*





**Commercial Lots and Civic Building Landscapes - Recommended Practices**

- ✓ Preserve and restore composition of historic landscapes associated with properties of significance;
- ✓ Retain the historic composition of overstory trees, with small flowering trees, and large evergreen shrubs;
- ✓ Retain pine straw as the dominant material for mulch bedding of trees;
- ✓ Retain eclectic compositions of concrete and brick patterned walks;
- ✓ Locate and screen mechanical units within rear yards;
- ✓ Conduct routine maintenance, pruning, and arboricultural care of landscape material.

**Commercial Lots and Civic Building Landscapes - Discouraged Practices**

- × Planting a monoculture or single variety of trees
- × Planting only small flowering trees
- × Planting only deciduous shrubs along foundations, and streets
- × Using modern interlocking concrete pavers, patterned concrete or patterned asphalt paving
- × Locating mechanical units within front yards.

*Important Note: Landscape or right of way utility and street work within the district may require a Certificate of Appropriateness. Contractors should consult with Planning Staff to determine if a Certificate of Appropriateness is required.*





## DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS

## LANDSCAPE

### RESIDENTIAL YARDS

The quaint community feel of Southern Pines is visible in the composition of residential yards facing public streets within the district. The parceling of lots for residential use historically supported the erection of seasonal cottages, Inns, and Boarding Houses within the downtown. Over time these structures transitioned to full-time residential use. Some of the important items to consider in landscaping residential yards are:

- *Yard Elements:* Today, residences continue their historic composition within cross street blocks, and along Ashe Street in both residential uses, and low-intensity commercial uses. Residential yards include front yards with walks, and plantings, narrow side yards with drives and more private rear yards.
- *Landscape Elements:* Trees fronting public streets and sidewalks were historically of a similar scale and massing along each block. Today the most cohesive grouping of residential yards is along Ashe Street, viewed through the groves of longleaf pines planted between the curb and sidewalk.

#### Residential Yards - Recommended Practices

- ✓ Retain the historic composition and comparable massing and scale of plantings on each block;
- ✓ Retain the historic composition of overstory trees, with small flowering trees, and large evergreen shrubs;
- ✓ Retain pine straw as the dominant material for mulch bedding of trees;
- ✓ Retain eclectic compositions of concrete and brick patterned walks;
- ✓ Locate and screen mechanical units within rear and side yards;
- ✓ Construct fences and walls from approved fence/ wall standards;
- ✓ Conduct routine maintenance, pruning, and arboricultural care of landscape material.

#### Residential Yards - Discouraged Practices

- ✗ Planting a monoculture or single variety of trees;
- ✗ Planting only small flowering trees;
- ✗ Planting only deciduous shrubs along foundations, and streets;
- ✗ Using modern interlocking concrete pavers, patterned concrete or patterned asphalt paving;
- ✗ Locating mechanical units within front yards.



*Above: Early view of residential yard at the corner of Connecticut and North Bennett Street  
(Photo courtesy of Moore County Historical Society)*

*Below: Residential yard in historic district today*



### HISTORIC DISTRICT DESIGN GUIDELINES





**SITE DEVELOPMENT GUIDELINES - COMMERCIAL & RESIDENTIAL**

Together, the commercial and residential landscapes of downtown Southern Pines establish an inviting, public and community feel. The buildings (including both primary and secondary structures) are supported by a rich landscape setting that softens each building, and contributes to the character of the historic district. The site or landscape of each property includes hard-surface materials for drives, and walks, walls, and accessory structures such as fences, as well as landscape plantings. The following additional design guidelines apply to commercial and residential site development.

**PARKING AND UTILITY STRUCTURES**

Southern Pines is fortunate to have excellent on-street parking serving the downtown business district. This is a successful arrangement for both businesses and customers, providing easy access along inviting landscaped streets. Several blocks have interior-block parking lots, or service lots that provide parking and service access to the rear of the buildings.

Since parking areas and pavement can have a dramatic effect on the visual character of a property and the historic district, design guidance is important. Commercial businesses may need additional parking or accessible areas for employees, customers, or service areas. In addition, Southern Pines is a high quality watershed that has strict requirements for stormwater quality and impervious pavement.

Some businesses, such as restaurants, require additional utility structures for waste dumpsters, mechanical equipment, or similar items to better facilitate use and function of the historic building. The siting, location and construction of utility structures are important to retaining historic setting. Utility structures should be carefully sited, typically to rear yards and service areas to minimize views from the street and neighboring properties.

**Parking and Utility Structures - Recommended Practices**

- ✓ Limit impervious surfaces for parking and drives within the district;
- ✓ Limit the width of driveways, accessing parking areas;
- ✓ Locate off-street parking behind buildings where possible;
- ✓ Plant native landscape trees and shrubs to partially screen and shade parking areas;
- ✓ Provide clear routes for pedestrians from parking areas to public sidewalks;
- ✓ Locate utility structures to the rear or service yards;





## DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS

## LANDSCAPE

- ✓ Screen utility structures from neighboring views and primary street views;
- ✓ Encourage use of shared parking.

### Parking and Utility Structures - Discouraged Practices

- ✗ Demolishing contributing buildings or landscapes to make way for new surface parking;
- ✗ Adding large expansive off-street parking areas to the district;
- ✗ Off-street parking located in front of the building (approved for residential properties)

### *Did You Know?*

*All parking areas must comply with the Southern Pines Unified Development Ordinance, which gives specific guidance related to parking and landscape.*

**HISTORIC DISTRICT  
DESIGN GUIDELINES**



*For More Information*

*National Park Service  
Preservation Brief 32, Making  
Historic Properties Accessible,  
provides guidance for accessibility  
to your historic property*

*[http://www.nps.gov/hps/tps/briefs/  
brief32.htm](http://www.nps.gov/hps/tps/briefs/brief32.htm)*

**SITE DEVELOPMENT GUIDELINES - COMMERCIAL & RESIDENTIAL****PEDESTRIAN WALKWAYS AND ACCESSIBILITY**

A pleasant pedestrian experience is an important measure of a viable, walkable historic district. Paving of pedestrian walkways can have a dramatic affect on how pedestrians view the comfort, safety, and setting of the district. Many commercial buildings in the downtown have a zero setback from town sidewalk; thus, the paving material is already established by the concrete and brick-patterned sidewalks along the public streets. However, some buildings have larger setbacks and utilize walks or paved plazas for pedestrian entries. Traditional paving materials for walkways on commercial properties set back from the sidewalks include concrete and brick walks.

Accessibility within the district is important and must work with the character-defining features of the building and the site. Historic buildings rarely were constructed to be readily accessible for people with differing levels of mobility. Today, state and local codes provide guidance for achieving uniform access to publicly accessible buildings. While the guidance provided in these *Historic District Design Guidelines* do not place restrictions or mandates on accessibility, we recommend owners of publicly accessible historic properties consider the following:

- Thoroughly record and assess the historic integrity and character-defining features of the property;
- Identify and evaluate accessibility options that do little harm to historic integrity of the building and the spatial character and integrity of the historic site;
- When making modification to improve accessibility, use traditional materials that work with the historic character of the building and site.



*The basketweave brick pattern of this plaza reflects the traditional vocabulary of the district. The accessible ramp is subtle and serves as the main route to the building entry.*



**Pedestrian Walkways and Accessibility - Recommended Practices**

- ✓ Use poured-in-place concrete for walkways that use local aggregates for exposed aggregate finishes and local sand to reinforce a timeless appearance;
- ✓ Use brick paving in herringbone, basketweave, or running bond pattern on smaller-scaled commercial properties;
- ✓ Use large native stone pavers laid in a flagstone pattern;
- ✓ Regular maintenance pedestrian ways;
- ✓ Provide accessible routes to publicly accessible buildings through raised grade of walks where feasible.

**Pedestrian Walkways and Accessibility - Discouraged Practices**

- ✗ Using non-traditional materials, interlocking pavers, stamped asphalt, stamped concrete, or brightly-colored, white, or smooth-finish concrete;
- ✗ Using residential-scale applications of stone laid in turf as stepping stones (approved for residential properties);
- ✗ Building ramps or wheelchair lifts that are not the primary route of ingress for all users.





**SITE DEVELOPMENT GUIDELINES - COMMERCIAL & RESIDENTIAL**

**WALLS, FENCES, AND GATES**

Historic patterns of walls, fences, and gates for commercial properties define ownership boundaries, welcome users into a property’s yard or courtyard, and screen utilities and service uses between buildings.

Brick is the dominant material used for freestanding walls in downtown. Brick walls are used most frequently to screen alleys and service areas. Often with cast or wrought iron gates, these walls define and separate public areas from side and backyard service areas.

Traditional materials for fences include wood picket fencing set back from the road.

**Walls, Fences, and Gates - Recommended Practices**

- ✓ Maintain and retain historic fences that define property boundaries;
- ✓ Keep front yards open if possible;
- ✓ Locate and construct new fencing that is appropriate for the style of the historic building; construct fences of wood pickets for residential buildings and commercial buildings that were initially residential; wood fences should be painted;
- ✓ Choose wood picket fencing that is historically appropriate for Southern Pines;
- ✓ Employ brick construction for freestanding and retaining walls, including service-area screening;
- ✓ Pair iron gates with brick walls;
- ✓ Screen service alleys with wood picket or brick walls and gates, set back at least 5’ from the front building façade;
- ✓ Locate backyard privacy fencing so that it is not visible from the front street view;
- ✓ Provide regular maintenance and upkeep of fences, walls, and gates.

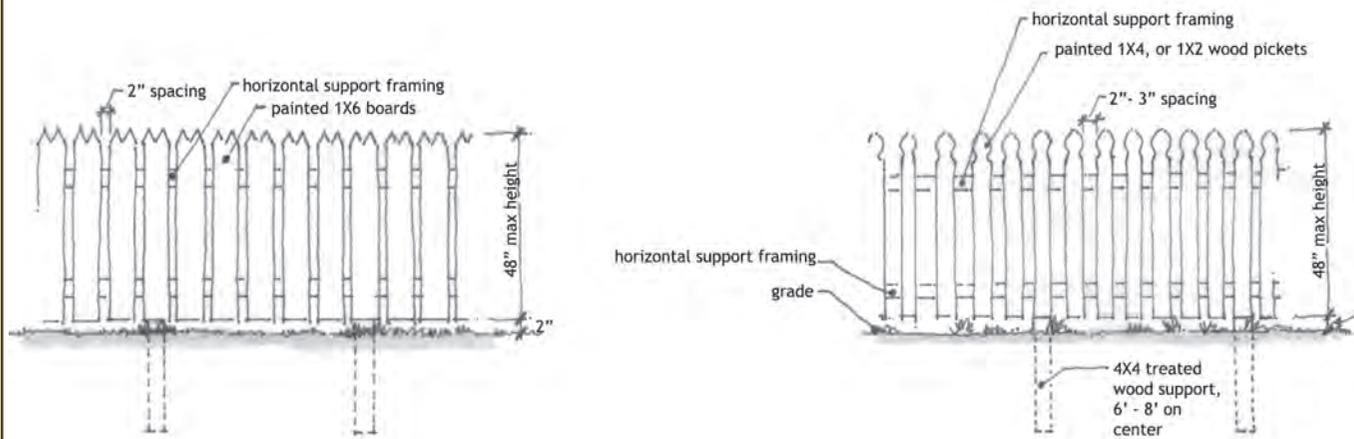




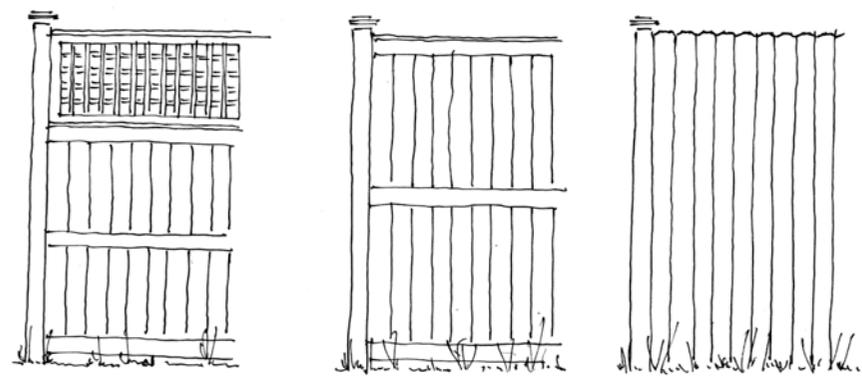
**DESIGN GUIDELINES: FEATURES AND DESIGN RECOMMENDATIONS** **LANDSCAPE**

**Walls, Fences, and Gates - Discouraged Practices**

- × Using non-traditional materials, including vinyl fencing material and interlocking concrete wall systems;
- × Erecting utility screens between buildings, constructed flush with the front building façade;
- × Constructing fences, piers, or columns between the sidewalk, and the curb.



*Examples of fences for front and side yards (top) and rear privacy fences (at right)*



*Longleaf pine trees with pine straw mulch are a key character-defining feature in downtown.*

**HISTORIC DISTRICT DESIGN GUIDELINES**



**Important Tip!**

*The Southern Pines Unified Development Ordinance includes placement regulations and an approved list of site furnishings.*



*Pedestrian-scaled furnishings enliven the streetscape.*

## HISTORIC DISTRICT DESIGN GUIDELINES

## SITE DEVELOPMENT GUIDELINES - COMMERCIAL & RESIDENTIAL

### SITE FURNISHINGS

The many pedestrian-scaled furnishings throughout the historic district add detail and provide opportunities for color and comfort. The town has its own approved palette of benches, trash cans, and light posts that line public streets and walkways. Commercial properties can provide additional site specific furnishings to reinforce their brand and attract customers.

- Traditional styles of wood benches, metal settee chairs and bistro tables, and planted pots and urns provide interest and create a vibrant, active streetscape.
- These privately furnished features are typically placed directly adjacent to the commercial building, out of the way of pedestrian traffic.
- These features should be simple and reinforce the use of traditional materials that emphasize architectural style.

The following practices relate primarily to site furnishings for commercial properties, unless otherwise noted. Generally, residential properties reflect the tastes and style of the homeowner, and are less of a design consideration in the historic district.

#### Site Furnishings - Recommended Practices

- ✓ Use simple traditional materials and finishes for seating (wood stains and black painted metal);
- ✓ Select urns and pots that reinforce the architecture of the building;
- ✓ Keep furnishings in good repair.

#### Site Furnishings - Discouraged Practices

- ✗ Placing any furnishing on public sidewalks without town approval;
- ✗ Using furnishings that are out of character with the dominant architectural style of the building; (For example, do not use a colored Art Deco pot or a Grecian urn planter at the entrance of a Colonial Revival building.)
- ✗ Placing furnishing within the main path of pedestrian sidewalks or between the sidewalk and the street.



### SITE DEVELOPMENT GUIDELINES - COMMERCIAL & RESIDENTIAL

#### LANDSCAPE PLANTS

**Vegetation is a key character-defining feature of the historic district.** When caring for or altering the landscape of commercial and residential properties, consider the historic composition of the individual property, and its relationship to the broader streetscape view and experience. Property owners should consider historically appropriate options for plant materials, mulch bedding, and turf treatment.

The early development of Southern Pines as a wintering resort community is reflected in the character and nature of plantings throughout town.

- Heirloom plants, including an abundance of evergreen trees and shrubs, as well as those with winter flowers or early spring interest, are the dominant composition.
- Variegated and red-colored shrubs and trees are not part of the historic plant palette and they do not compliment it.
- When considering new installations of trees, shrubs, or gardens, it is best to choose a planting style that complements the primary building and its architectural style and features.
- Historic photos of the property or of properties similar in style and age may provide information regarding historic planting arrangements.

Landscapes of commercial and residential properties are represented by two types: those whose buildings front on public sidewalks, and those set back from the road.

- The landscape of buildings fronting public sidewalks has little vegetation, principally defined by street trees and small arrangements of seasonal shrubs and color in window planters and pots.
- The dominant historic plant palette of buildings set back from the public sidewalk consists of large canopy trees (both deciduous and evergreen), supported by small flowering trees and large shrubs.

Historic trees and shrubs should receive routine maintenance and arboricultural care.

- When proceeding with a building repair, addition, or new work, plan for and protect historic plantings during your project.
- Protect the trunks and roots of plant material during construction; place fencing around the perimeter of the tree root zones (note that root systems extend outward equal to the spread of the tree canopy).
- Limit trenching and ground disturbance within the root zones. When planting new trees and shrubs, add a rich soil composition and remove and treat overly compacted soils.



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**Landscape Plants - Recommended Practices**

- ✓ Preserve and restore historic landscape plantings;
- ✓ Retain the dominant historic composition of overstory trees, supported by small flowering trees, and large shrub massings;
- ✓ Plant only trees (no shrubs) in between sidewalks and curbs (see recommended palette);
- ✓ Plant shrubs as foundation plantings that support and complement the architecture of the building;
- ✓ Plant trees, keeping in mind proper clearance from historic buildings, to limit crowding as they mature;
- ✓ Plant native, traditional, green-leaved varieties and species;
- ✓ Use mostly pine-straw mulch for planting beds and beneath trees;
- ✓ Revolve seasonal plantings in window boxes, urns and planters;
- ✓ Care for and protect historic trees and shrubs to prolong their lifespan;
- ✓ Provide routine maintenance, pruning, and arboricultural care of landscape material;
- ✓ Protect trees and shrubs during construction activities.

**Landscape Plants - Discouraged Practices**

- × Placing intricately stylized gardens in the front of buildings;
- × Damaging or removing historic trees and their roots;
- × Overusing variegated or colored trees and shrubs;
- × Placing new plantings too close to historic buildings and paving;
- × Use of mulch material other than pine straw along front yards and public streets;
- × Planting shrubs between sidewalks and curbs;
- × Planting invasive species.





*While every effort should be made to retain buildings and features in their historic setting, guidance for considering relocation and or demolition is provided in this section, with measured principles and standards.*





## RELOCATION AND DEMOLITION

### Generally

Relocation or demolition of a building or structure are considered “major works” in the historic district and require a Certificate of Appropriateness from the Historic District Commission. The Commission reviews these requests because of the architectural and/or historic significance of some buildings and their contribution to the overall historic district. While review is required, the Commission cannot deny issuing a certificate for relocation or demolition of a historic building. To assist in helping to preserve an important historic building or the overall integrity of the historic district, the Commission can delay granting the relocation or demolition for up to one year while it works with a property owner to determine alternative or potential means to preserve the building.

### Guidelines for Relocation and Demolition

In evaluating an application for the relocation or demolition of a historic building or structure, the Historic District Commission considers the following information:

- Historic significance of the individual building or the accessory structure;
- Contribution of the individual building to the overall historic district;
- Effect of relocation or demolition of the building on the historic district;
- Structural condition of the historic building.

#### *Applicant and Commission Questions for Relocation and Demolition*

- Does the building represent an important architectural style?
- Is the building of special historic or cultural significance?
- Does the building exhibit important character-defining features that are unique or not found elsewhere in the district?
- Will loss or moving of the building adversely affect the historic district or the streetscape?
- Is there a new development or use that will benefit the overall district while meeting the adopted design standards for development in the historic district?
- Have all efforts been exhausted to consider alternatives to relocation or demolition?

### *Did you Know?*

*Relocation or demolition requires review by the Historic District Commission.*

*While review is required, the Commission cannot deny issuing a Certificate of Appropriateness; however, it can delay granting the request for up to one year while working with the property owner to try to preserve the property.*



**Relocation and Demolition - Recommended Practices**

- ✓ Make every effort to preserve a building rather than relocate or demolish it;
- ✓ Evaluate multiple rehabilitation and use alternatives;
- ✓ Seek assistance from the Historic District Commission or other preservation interests to determine opportunities for alternative uses, funding, etc.;
- ✓ Consider sale of the property to other interested investors;
- ✓ Document the building in photographs and plans for archival purposes;
- ✓ Salvage important architectural features or historic materials;
- ✓ Stabilize and restore the site of the building so that it does not detract from the historic district;
- ✓ Use a licensed building professional when moving a historic building;
- ✓ Identify a relocation site that is similar in physical characteristics and context to the original site and retain the original orientation of the building in the new location.

**Relocation and Demolition - Discouraged Practices**

- ✗ Demolishing a historic building without considering options for preservation or sale;
- ✗ Moving a stable historic building to another location;
- ✗ Demolishing or moving a historic building without documenting the property.





*This section provides useful resources for preservation, rehabilitation, as well as a glossary of architectural terminology, and a list of appropriate plants.*







## APPENDIX

### RESOURCES FOR REFERENCE

#### LOCAL HISTORY RESOURCES

Alexander, Ann C. *Perspective On A Resort Community: Historic Buildings Inventory*, Southern Pines, North Carolina. Southern Pines: Town of Southern Pines, 1981.

Huttenhauer, Helen G. *Young Southern Pines*. Southern Pines: Morgan/Hubbard, 1980.

Lindau, Betsy. *The First Hundred Years*. Southern Pines: Town of Southern Pines, 1987.

Microfilm files of the Southern Pines Tourist, Sandhills Citizen, and The Pilot.

Moore County Deeds. Register of Deeds, Carthage, North Carolina.

Moore County Maps. Register of Deeds, Carthage, North Carolina. "Obituaries-Aymar Embury II," *Progressive Architecture*, Vol. 48, No. 1 (January 1967), p. 46.

Powell, William S., ed. *Dictionary of North Carolina Biography*, vol. 1, A-C. Chapel Hill: University of North Carolina Press, 1979. S. v. "Boyd, James," by David E. Whisnant.

Sanborn Map Company. *Insurance Maps of Southern Pines, North Carolina*. 1909, 1915, 1924.

Vertical Files, Moore County Public Library, Carthage, N. C.

Whitehead, Russell J. "Some Work of Aymar Embury II in the Sand Hills of North Carolina," *Architectural Record*, June 1924, pp. 505-568.

Helpful Website Links





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### OTHER TECHNICAL RESOURCES

Burden, Ernest. *Illustrated Dictionary of Architecture*. New York: McGraw Hill Companies. 2002.

Historic Preservation Education Foundation. *The Window Handbook: Successful Strategies for Rehabilitating Windows in Historic Buildings*.

Historic Preservation Education Foundation. *Window Rehabilitation Guide for Historic Buildings*.

Mouzon, Stephen A. *Traditional Construction Patterns: Design and Details Rules-of-Thumb*. New York: McGraw-Hill Companies. 2004.

### ONLINE RESOURCES

NPS, Technical Preservation Services, Weatherization of Historic Buildings  
<http://www.nps.gov/tps/sustainability/energy-efficiency/weatherization.htm>

NPS, Technical Preservation Brief, Improving Energy Efficiency in Historic Buildings  
<http://www.nps.gov/history/hps/tps/briefs/brief03.pdf>

NPS, Technical Preservation Services, *New Technology and Historic Buildings*  
<http://www.nps.gov/tps/sustainability/new-technology.htm>

NPS, Technical Preservation Services, *Historic Tax Credits* (Federal)  
<http://www.nps.gov/tps/tax-incentives/before-you-apply.htm>

NPS, Secretary of the Interior Standards for the Treatment of Historic Properties  
<http://www.nps.gov/tps/standards/four-treatments/treatment-guidelines.pdf>

NPS, Secretary of the Interior Standards for the Treatment of Cultural Landscapes  
<http://www.nps.gov/tps/standards/four-treatments/landscape-guidelines/>





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NPS, Technical Preservation Services, *Solar Panels on Historic Buildings*  
<http://www.nps.gov/tps/sustainability/new-technology/solar-on-historic.htm>

NPS, Technical Preservation Brief 2, *Repointing Mortar Joints in Historic Buildings*  
<http://www.nps.gov/history/hps/tps/briefs/brief02.htm>

NPS, Technical Preservation Brief 8, *Aluminum and Vinyl Siding on Historic Buildings*  
<http://www.nps.gov/history/hps/tps/briefs/brief08.htm>

NPS, Technical Preservation Brief 17, *Architectural Character, Identifying the Visual Aspects of Historic Buildings*  
<http://www.nps.gov/history/hps/tps/briefs/brief17.htm>

NPS, Technical Preservation Brief 24, *Heating Ventilation and Cooling of Historic Buildings: Problems and Approaches*  
<http://www.nps.gov/history/hps/tps/briefs/brief24.htm>

NPS, Technical Preservation Brief 9, *Repair of Historic Wooden Windows*  
<http://www.nps.gov/history/hps/tps/briefs/brief09.htm>

NPS, Technical Preservation Brief 4, *Roofing for Historic Buildings*  
<http://www.nps.gov/history/hps/tps/briefs/brief04.htm>

NPS, Technical Preservation Brief 10, *Exterior Paint Problems on Historic Woodwork*  
<http://www.nps.gov/history/hps/tps/briefs/brief10.htm>

NPS, Technical Preservation Brief 11, *Rehabilitating Historic Storefronts*  
<http://www.nps.gov/history/hps/tps/briefs/brief11.htm>

NPS, Technical Preservation Brief 36, *Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes*  
<http://www.nps.gov/history/hps/tps/briefs/brief36.htm>

NPS, Technical Preservation Brief 44, *Use of Awnings on Historic Buildings*  
<http://www.nps.gov/history/hps/tps/briefs/brief44.htm>

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NPS, Technical Preservation Services, Free Publications List  
<http://www.nps.gov/tps/education/free-pubs.htm>

NPS, Technical Preservation Services 32, *Making Historic Buildings Accessible*  
<http://www.nps.gov/history/hps/tps/briefs/brief32.htm>

NPS, Technical Preservation Services 47, *Maintaining the Exterior of Small and Medium Sized Historic Buildings*  
<http://www.nps.gov/history/hps/tps/briefs/brief47.pdf>

NPS, *Federal Tax Credits for Rehabilitation Historic Main Street Commercial Buildings*  
<http://www.nps.gov/tps/tax-incentives/taxdocs/intro-main-street.pdf>

National Alliance of Preservation Commissions  
<http://napc.uga.edu/>

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### HISTORICALLY APPROPRIATE PLANT LIST

*(Based on observation of extant species over fifty years old)*

When considering planting new trees, shrubs, and gardens within the district, property owners are encouraged to select species that were historically common to Southern Pines, such as those listed below:

#### Trees

Tall dense canopies of pine and shade trees have graced town streets since Southern Pines early establishment. These tall canopies were supported by understory native and adaptive species of limited variety. Observed historic varieties encouraged for consideration include:

<i>Latin Name</i>	<i>Common Name</i>
Acer rubrum	Red Maple
Cedrus deodara	Deodar Cedar
Cornus florida	Dogwood
Ilex opaca	American Holly
Juniperus virginiana	Eastern Red Cedar
Magnolia glauca	Sweetbay Magnolia
Magnolia grandiflora	Southern Magnolia
Metasequoia glyptostroboides	Dawn Redwood
Pinus paulustris	Longleaf Pine
Platanus occidentalis	Sycamore
Prunus x subhirtella	Higan Cherry
Quercus laurifolia	Water Oak/ Laurel Oak
Quercus phellos	Willow Oak
Quercus virginiana	Live Oak
Ulmus americana	American elm (Dutch elm disease-resistant cultivars)



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### Shrubs

Large flowering shrubs frequented the town scene, as well as the front yards of residences. Traditional green-leaved vegetation that blooms during the winter, and early spring predominate. Evergreen shrubs were used to reinforce the architecture of the buildings during the winter season, and provided a base for additional, yet sparse summer interest. Observed historic varieties encouraged for consideration include:

#### *Latin Name*

Berberis species  
 Buxus sempervirens  
 Camellia sasanqua  
 Cotoneaster microphyllus  
 Euonymus fortune  
 Hypericum calycinum  
 Jasminum nudiflorum  
 Lyonia lucida  
 Mahonia aquifolium  
 Mahonia japonica  
 Mahonia bealei  
 Poncirus trifoliata  
 Prunus caroliniana  
 Pyracantha coccinea  
 Rhododendron Species  
 Rhododendron azaleas  
 Rosa species  
 Yucca filamentosa

#### *Common Name*

Barberry  
 American Boxwood  
 Yultide Camellia  
 Littleleaf Cotoneaster  
 Wintercreeper  
 St. John's Wort  
 Winter Jasmine  
 Fetterbush  
 Oregon Grape-holly  
 Japanese Mahonia  
 Leatherleaf Mahonia  
 Trifoliata Orange  
 Cherry Laurel  
 Pyracantha  
 Rhododendron  
 Azaleas  
 Rose species  
 Yucca





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### SOUTHERN PINES HISTORIC DISTRICT

#### HOW TO GET YOUR PROJECT APPROVED - APPLICANT CHECKLIST

- 1. Describe Project Work to be done and assemble applicable Documentation**
  - a. What do you want to do?
  - b. Clearly describe in text and supporting documents what you intend to do
  - c. Include pictures of the historic building
  - d. Include building plans and sketches showing the proposed work
  - e. Include illustrated, descriptive sample sheets for any new materials or products
- 2. Review Adopted Design Guidelines and Code Requirements**
  - a. Review Work Requiring Review Table
  - b. Review Procedures and Guidelines
  - c. Review specific sections for Commercial or Residential Design Guidelines for the work that you want to do
- 3. Meet with HDC Staff for Discussion of Project and Needed Information**
  - a. Schedule preliminary meeting to go over proposed project to identify general requirements and information needed
  - b. Review adopted Design Guidelines with staff
- 4. Complete Application for Certificate of Appropriateness**
  - a. Prepare application and attach supporting materials needed for review
  - b. For a major work, meet with HDC staff to ensure completeness of application, understand review process, and identify meeting dates for HDC review
  - c. For a minor work, meet with HDC staff to ensure completeness of application, allow staff review of application, and identify when approval can be expected for work to proceed
- 5. Proceed with Project based on issued Certificate of Appropriateness and any other applicable building or development code requirements**
  - a. Ensure that project work is done in accordance with the approved plans;
  - b. Changes that may be required during construction must be coordinated with HDC staff and approved prior to undertaking any work;

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### GLOSSARY

*baluster* - the upright elements supporting a handrail

*balustrade* - the whole assembly of a railing, including the top rail, balusters, and bottom rail

*bulkhead* - the bottom, opaque wall portion of a storefront supporting one or more display windows

*capital* - the uppermost part of a column or pilaster; it is often embellished with classical ornament

*character-defining features* - the prominent elements or distinctive aspects, qualities, or characteristics of a property that contribute significantly to its physical character

*column* - a round, vertical support consisting of a base, shaft and capital

*coping* - a protective cap or top of a brick wall or chimney, often of cast-concrete or stone; it protects the masonry below from water penetration

*corbelling* - brickwork projecting successively more in each course to support or meet a structure above

*cornice* - decorated trim work where the roof meets the wall

*dentils* - small, closely-spaced blocks projecting from a cornice

*dormer* - structural element protruding from the roof plane that creates additional space in the top floor

*eave* - the projecting overhang of a roof

*efflorescence* - a crystalline or powdery deposit of salt and other minerals on concrete or masonry surfaces, caused by water seepage

*elevation* - the wall face of any side of a building

*entablature* - the decorative elements forming the wide band at the top of a wall or above a row a columns.

*façade* - the front wall face of a building

*fascia* - a plain, wide horizontal band between the cornice and the roof of a building

*fenestration* - the arrangement of windows in the façade of a building





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*flashing* - a continuous piece of metal or other material installed at an angle or joint to prevent water seepage

*frieze* - the wide central section of the entablature

*gable* - the triangular upper part of a wall formed by a pitched roof

*glazing* - glass in a window

*lintel* - the horizontal block that spans between two supports

*mullion* - a structural element dividing adjacent window units

*munтин* - strips of wood separating and holding panes of glass within a window sash

*parapet* - the portion of a building face extending above the roofline

*pilaster* - a half-column attached to a wall

*portico* - a small covered entrance to a building, consisting of a roof that is often topped with a pediment and supported by columns

*rafter* - a wood beam supporting the roof, often exposed beneath the eave in traditional roof styles

*repoint* - to replace deteriorated mortar joints in masonry construction to prevent moisture penetration

*riser* - vertical elements of a stair, or the space between one step and the next

*sash* - the wood frame of a window in which the glass panes are set

*sill* - the horizontal element at the base of a window

*soffit* - the flat underside of a roof overhang

*spalling* - the deterioration of masonry or concrete due to freezing and thawing, resulting in small pieces chipping or breaking off

*stile* - vertical boards extending the full height of a door on the left and right sides

*surround* - the framework and associated trim around a door or window

*transom* - the window or opening above a door or window



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