



planning elements

Visioning , Strategies and Recommendations

Element 1

Local Historic Overlay District which controls existing and future architecture.

Element 2

Defined boundaries of the Beach Cottage Row Historic District which include historic properties as well as the adjacent land.

Element 3

The Town of Nags Head will obtain undeveloped property when possible to ensure the

development will facilitate the direction of the Local Historic District Plan.

Element 4

Public Improvements.

Element 5

Maintenance recommendations will be included in the Local Historic District.

Element 6

The Local Historic District will include guidelines applying to

improvements.

Element 7

Design standards will be required for all buildings located in the Local Historic District.

Element 8

The Local Historic District will include guidelines applying to new construction and additions.

Element 9

The Local Historic District will regulate demolition.

Element 1

Local Historic Overlay District which controls existing and future architecture.

A local historic overlay district for Beach Cottage Row will compliment the existing zoning ordinance without changing the zoning controls or land use plan for the area. This district will facilitate the community in controlling the type of future development, redevelopment and demolition that takes place in the historic area. Design Controls will apply to both commercial and residential buildings.

Element 2

Defined boundaries of the Beach Cottage Row Historic District which include historic properties as well as the adjacent land.

The defined boundaries of the Local Historic District will include much of the undeveloped land in close proximity to the historic properties. The boundary will also include the properties which are visible from the historic area. This

boundary includes all the properties and land listed in the national district as well as the land directly adjacent to this strip of land to the west of US-158. This boundary will protect the existing architectural buildings and regulate any new development in the undeveloped land on both sides of US-12 (see figures). The design of the commercial activity to the west of US-12 will be controlled to compliment the consistency of the adjacent historic cottages.

Element 3

The Town of Nags Head will obtain undeveloped property when possible to ensure the development will facilitate the direction of the Local Historic District Plan.

The State of North Carolina assists localities with funding involving the acquisition of property which is important to community planning.

Element 4

Public Improvements.

SIGNS

Well designed signs which identify Beach Cottage row as a distinct historic area will facilitate the Local Historic District Plan in giving the area recognition and “physiological boundaries.”

Signs will be located at entry and exit points on the north and south boundaries of the district along bypass US-12 and US-158. Signs will be visible from the road and have design to compliment the neighborhood.

STREET LIGHTING

Street lighting should honor the architectural character of the district. Roadway lighting should be differentiated from walkway lighting.

LANDSCAPING

Landscaping design will enhance the streetscape and contribute a strong aesthetic along the street frontages. Appropriate landscaping will buffer the visual severity of surface parking lots from view.

Element 5

Maintenance recommendations will be included in the Local Historic District.

Property owners within the historic district will be expected to maintain properties to comply with the district’s character and identity.

Element 6

The Local Historic District will include guidelines applying to improvements.

All improvements made to existing buildings will be subject to an architectural review which uses the codes indicated in the Local Historic District document.

Element 7

Design standards will be required for all buildings located in the Local Historic District.

For this planning element, it is important to include the fundamental design elements which give this district its unique

character. Design standards will require property owners with property within the district to comply with design codes for existing buildings.

Element 8

The Local Historic District will include guidelines applying to new construction and additions.

For this element of the plan, it is important to determine the appropriate infill for this Local Historic District. New construction should compliment the existing historic buildings rather than be duplicates of them. Fundamental aspects of appropriate infill and new construction include scale, height, width, proportion and massing, materials, colors, doors and windows.

Element 9

The Local Historic District will regulate demolition.

The demolition of any structure in the Local Historic District will be subject to review by the Local

Historic District Commission. The Commission will not issue a Certificate of Appropriateness for demolition of any building within the district unless the applicant can show that there are no feasible alternatives to demolition.

The commission will only approve requests for demolition when:

- 1) There are not alternatives to the proposed demolition. Property owner should first examine the execution of rehabilitation or re-sale of the property to an individual committed to suitable rehabilitation or relocation.
- 2) A building or structure is deemed not to be a part of the historic character of the Local Historic District.
- 3) The Commission deems that a building or structure has deteriorated beyond the point of feasible rehabilitation.

The commission has the authority to consider three factors in arriving at decisions involving proposed demolitions:

L O C A L H I S T O R I C D I S T R I C T P L A N

1) The historic and architectural value of a building. The Secretary of the Interior’s Standards for Rehabilitation define a building to be historic if it is at least 50 years old. However, this does not mean that any building or structure less than 50 years old does not have historic or architectural value. Buildings or structures built more recently than 50 years ago can be significant architecturally if associated with

a significant building style or exhibit relation to a historical event or contribute to the historic character of the district.. The commission has the discretion to decide on a case-by-case basis, if a building is an appropriate candidate for demolition.

2) The effect that demolition will have on the surrounding neighborhood. Individual buildings are significant contributing elements to the immediate area in which they

are located. Removal of that building may have a positive or negative effect on the neighborhood.

3) The type and quality of the project that will replace the demolished building. When demolition requests are made in conjunction with designs for a replacement structure, the overall quality of the new design is an appropriate factor in determining the merits of demolition.



L O C A L H I S T O R I C D I S T R I C T P L A N

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Maintenance and Repair Recommendations.

PAINT MAINTENANCE

Paint protects exterior materials (i.e. wood and metal) from deterioration. Routine paint maintenance is essential. Specific to Beach Cottage Row, paint should only be used on doors, door frames and window frames. Shingle siding on cottages should not be painted.

Recommendations

Scrape away loose, peeling paint gently to the next sound layer. Hand scraping and sanding are the preferred techniques for wood.

Sandblasting or high-pressure washing to remove paint from wood should be avoided.

Carefully test chemical cleaning to insure that the level of mixed ingredients will not cause surface damage.

Do not use an open flame to remove paint.

Remove dirt, grease and grime using a soft bristle brush before painting.

WOOD MAINTENANCE

Cracked or warped boards may result from long-term exposure to the extremes of weather or from pressure stresses. Removal and replacement with sound boards is often the only solution.

Recommendations

Routine inspection is necessary to inspect signs of water saturation, rot or pest infestation of wood.

Repair of leaking roofs, gutters and downspouts will mitigate problems associated with excessive moisture.

Removal of vegetation that grows too close to wood will improve the breathability of the wood.

WINDOW TREATMENTS

Property owners are advised to not replace existing windows with smaller ones in an attempt to increase energy efficiency and reduce maintenance. The use of storm windows is strongly encouraged.

PORCH MAINTENANCE

Recommendations

Wood of porches and entrances should be inspected for signs of rust, peeling paint, wood deterioration, open joints around around frames, old putty and inadequate caulking.

Painted surfaces should be kept painted, and caulk and glazing putty should be intact and in good condition.

Doors should be weather-stripped. Joints should be sealed to prevent water infiltration.

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Design Guidelines for Improvements

SUBSTITUTE MATERIALS

The use of synthetic materials that will alter the appearance, proportion and details of a structure is strongly discouraged. Substitute materials should not be used unless there is an unavailability of historic materials, there is an unavailability of skilled craftsmen, or the original materials are of poor quality.

PAINT

Color palette will be reviewed by staff on a case-by-case basis. Paint colors are determined by the architectural style of the structure.

It is important that color selections blend with and complement the overall color schemes on the street.

Fluorescent and obtrusive colors should not be used because these

were not the traditional colors used on the historic structures. Numbers and variety of colors should be limited.

Individual architectural detailing should not be emphasized with an additional color.

Doors and shutters can be painted a different color than the walls and trim.

Enamel paint should be used only on doors and trim.

Cottage siding should be left unpainted. Painting previously unpainted materials is historically inaccurate and is not permitted.

Varnishing building surfaces that have not historically been varnished is not appropriate.

ROOFS

Substitute materials may be used if using the same kind of material is neither technically or economically

feasible. Substitute materials should mimic the original style and form as much as possible. New elements such as vents or skylights should not be added to the front facade of a roof.

Original chimneys should be retained, as their removal could alter the overall character of the structure.

WINDOWS

Windows should only be replaced when they are missing or beyond repair.

The number, location, or size of windows should not be changed by cutting new openings or blocking out windows.

PORCH AND ENTRANCE

Entrances and porches important in defining the building's overall historic character should not be removed.

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The entire porch should only be replaced if it is too deteriorated to repair or is completely missing; replacements should match the original as much as possible.

Existing entrances or porches should not be removed.

The addition of a new entrance to a primary dwelling elevation is strongly discouraged.

A primary entrance should not be altered to give an appearance that was not originally intended.

FENCES AND WALLS

New, street-front fences and walls are not recommended, except in cases where new infill construction occurs adjacent to a historic property with a fence or wall.

Rear-yard privacy fences should mimic traditional fence designs.

[Fundamental Design Elements for Existing Buildings](#)

PAINT

A paint palette will be available to guide property owners in color selection.

Paint colors are determined by the architectural style of the structure.

WINDOWS

With historic buildings, original windows should be retained.

Boarded windows should be uncovered.

Wood shutters should be functional, and not nailed to the wall.

Metal and vinyl shutters should not be used.

PORCHES

Elements that are damaged or loose should be repaired to match the detail of the existing original fabric.

Hardware and locks that are original should be reused.

Whenever possible, repair and replacement of a porch is preferable to complete replacement.

FENCES

Original fences should be retained and maintained if possible.

If not original to a site, new street front fences and walls are not recommended.

MATERIALS

Maintain and preserve historic building materials and details that contribute to the character of the building and the significance of the district as a whole.

Repair historic building materials and details matching the original in regard to size, shape, design, scale, color, texture, and material.

It is inappropriate to paint historically unpainted elements.

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ROOFS

Maintain and preserve historic roof forms and materials.

Repair or replace significant roof features.

DOORS

Preserve and maintain historic doors as well as historic materials, details and features of the doors that contribute to the character of the historic building and district.

HISTORIC STOREFRONTS

Maintain and preserve historic storefronts and their significant features including entrances, display windows, upper-story windows and signs.

It is inappropriate to replace historic building materials that are in sound condition with new or substitute materials.

It is inappropriate to replace clear

window glass with textured, tinted, stained, colored, or opaque glass.

Fundamental Design Elements for New Construction.

SCALE

New construction should maintain the existing human scale of the Local Historic District for both residential use and commercial use.

New additions and infill structures should incorporate human-scale elements such as porches into their design.

HEIGHT, WIDTH, PROPORTION AND MASSING

New construction should respect the typical height of surrounding houses and commercial structures.

New structures should have the same number of stories as the majority of structures on the block.

New construction should respect the vertical orientation typical of commercial and residential properties in the Local Historic District.

New structures should avoid the use of staggered setbacks, towers or elaborate balconies.

MATERIALS, COLORS AND DETAILS

New construction should not cover or destroy original architectural elements.

Materials in new construction should be compatible with original materials used throughout the surrounding neighborhood.

Paint colors for new additions should compliment those of the primary structure. Paint colors used should be similar to the historically appropriate colors found in the neighborhood.

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DESIGN

Design new construction to be contemporary in design; it is not appropriate to create a false sense of history through replication.

DOORS AND WINDOWS

The size, proportion and spacing patterns of door and window openings on a new addition should follow patterns established by the original structure.

SITING

Additions should be subordinate in size to the main structure and as inconspicuous as possible. Locating them at the rear of a structure is preferred.

New infill construction should respect the prevailing setback patterns of the surrounding block faces. The minimal setbacks evident in most districts reinforce the traditional street wall.

New structures should face the

most prominent street bordering the site.

New infill structures should be spaced within 20% of the average distance between existing houses on the block

FORM

New construction should use a building form compatible with that found elsewhere in the neighborhood. The appropriate building form refers to the specific combination of massing, size, symmetry, proportions, projections and roof shapes that facilitate an identity to a structure.

New construction should be contemporary in style with surrounding historic structures.

NEW OUTBUILDINGS

Outbuildings should be compatible with the design of major buildings on the site in the degree of roof slope and materials used.

Outbuildings should respect the

siting, massing, roof profiles, materials and colors of existing outbuildings in the neighborhood.

Outbuildings should be smaller than the main residence.

Outbuildings should be easy to remove without being destructive to historic structures.

General Guidelines for Additions

Design and construct new additions so that there is a minimum loss of historic materials and other character defining features of the historic building.

Design and construct new additions to have minimal impact on site features.

Design and construct new additions in a smaller scale than the historic building so that it does not detract from the significant scale.

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NEXT STEPS

Implementation Strategies

The implementation of a Local Historic District Plan relies most heavily on the compliance and cooperation of three fundamental entities - the community, the local government and the state. The cohesion of these three entities is crucial in implementing a Local Historic District. The following are recommended steps in meeting this requirement.

Step 1

Community participation.

Step 2

Establishment of the Historic Preservation Commission.

Step 3

Adopt Rules of Procedure.

Step 4

Design Guidelines.

Step 5

Procedure for designation of historic district.

Step 6

Acquisition and Management of Historic Properties.

Step 1

Community participation.

Local Historic Districts must reflect the needs, desires, and values of the local community therefore it is mandatory that an overwhelming majority of the community has involvement in the plan.

Community involvement will take place in five distinct phases (visioning and recognition of need, direction setting, plan formulation, implementation, and monitoring, reviewing and revising). These phases can take place in any number of meetings.

Community Workshops

Community workshops which are facilitated by the town government will provide an opportunity for citizens to learn about planning tools and strategies and form a cohesive vision and direction.

Community workshops are to be lead by a person who is educated in planning elements, visioning and strategies. During these meetings, all community residents will be given the opportunity to contribute. Community

workshops can be held before, after and/or during the planning process.

Visioning/Recognition of Need

A visioning session will take place in order for the town government and planning facilitator to gain an understanding of the community’s needs. At this point, a presentation with existing conditions and ideas will be given to the community by the planning facilitator. Following the presentation, the community will be encouraged to contribute. Ideas and input will be collected and recorded throughout this session.

Direction Setting

This phase of the planning process will produce a clear direction with goals and objectives. Public citizens will have an input and be a part of in this process.

Plan Formulation

During this phase, ideas from community members, planning technicians and local government

members will be solidified into a clear plan of action

Plan Implementation

Community members will be informed on implementation strategies and provided with information regarding implementation.

Monitoring, Reviewing, and Revising

Community workshops will be provided to the public after plan implementation. This will give the town the chance to gather input and feedback on the success of the plan and will give the community the opportunity to express itself.

Step 2

Establishment of the Historic Preservation Commission.

(The following section is based on the public information distributed by Preservation North Carolina, State Historic Preservation Office, Division of Archives and History, and North Carolina Department of Cultural Resources).

The local governing board may establish a historic preservation commission by adopting an ordinance.

This ordinance must be consistent with state law, which specifies the composition, powers, and responsibilities of a historic preservation commission. In establishing a historic preservation commission, a local governing board may choose to designate a local planning board as its historic preservation commission.

Ordinance Establishing the Commission

COMPONENTS OF ORDINANCE

- ▶ The commission’s purpose and composition.
- ▶ Requirements for commission meetings, attendance, and administration.
- ▶ The commission’s powers and responsibilities.
- ▶ The criteria and procedures for designating historic districts.
- ▶ The procedures for reviewing applications for certificates of

appropriateness.

- ▶ The exterior features that the commission must consider in reviews.
- ▶ The procedures for appeals from the commission’s actions.
- ▶ The ways in which conflict with other laws is to be resolved.

The ordinance should be specific and detailed. To ensure that the ordinance conforms with state law, it should use the language of the state enabling legislation wherever possible.

The ordinance is drafted by the city attorney, in close consultation with the local government’s elected officials and staff.

THE COMMISSION’S PURPOSE

Historic preservation commissions are established so that local governing boards can preserve the district and promote the use and conservation of the district for education of the residents of the community.

THE COMMISSION’S COMPOSITION

- ▶ A commission must have at least three members.
- ▶ A commission member’s term can be no more than four years.
- ▶ The majority of commission members must have demonstrated special interest, experience, or education in history, architecture, archaeology, or related fields.
- ▶ All commission members must reside within the territorial jurisdiction of the local governing board.

Step 3

Adopt Rules of Procedure.

Once a historic preservation commission is established, it must adopt rules of procedure. These rules describe how the commission operates. These rules must comply with state statutes and the local ordinance establishing the commission.

A historic preservation commission functions as both an advisory body to the local governing board and as a quasi-judicial body that makes decisions about proposed changes to properties in the historic district.

The commission is acting in an advisory way when it recommends designation of landmarks or districts, or revocation of designation, by the local governing board. The commission acts as a quasi-judicial body when it reviews and decides on applications for certificates of appropriateness from property owners who wish to make changes to properties in the historic district.

The commission’s rules of procedure need to conform with the state historic preservation enabling legislation and the local ordinance establishing the commission.

COMPONENTS OF RULES

- ▶ Selection of officers and duties of members and officers.
- ▶ Scheduling and notice of

- ▶ meetings and hearings.
- ▶ Conduct of business at meetings.
- ▶ Recommendation of designation of district.
- ▶ Recommendation that the designation be revoked.
- ▶ Application for a certificate of appropriateness and review of applications.
- ▶ Appeals from commission decisions.
- ▶ Record keeping and reporting.
- ▶ Amendment of the rules of procedure.

Step 4

Design Guidelines.

The commission cannot regulate or review exterior changes to the exterior appearance of properties in the historic district until design guidelines have been adopted. When reviewing applications for certificates of appropriateness, the commission must use its established design guidelines to determine whether proposed changes in appearance in keeping

with the special character of the district. Guidelines tell property owners in advance how proposed changes to their properties will be judged. Use of guidelines helps ensure that all property owners are treated equally. Guidelines systematize the decision-making process, helping the commission function.

Design guidelines cover each item, and type of change listed in the ordinance establishing the commission.

FEATURES COVERED BY DESIGN GUIDELINES

- ▶ architectural style
- ▶ general design
- ▶ general arrangement of the exterior of a building or other structure
- ▶ kind and texture of building material
- ▶ size and scale of the building
- ▶ type and style of all windows, doors, and fixtures.
- ▶ color

In the development of design guidelines, the commission should draw on the expertise of its own members and its staff as much as possible.

FEATURES OF NEW CONSTRUCTION

spacing, positioning, scale, and orientation

- ▶ distance between adjacent buildings
- ▶ ratio between building widths and spaces between buildings
- ▶ setback: the distance from the lot line to the building
- ▶ lot coverage: the percentage of lot area covered by primary structures
- ▶ building height
- ▶ size of units of construction and architectural details in relation to the size of people
- ▶ relationship of the building mass to adjoining open space and

- ▶ nearby structures
 - ▶ orientation of the building and facade to the street
- shape and proportions*

- ▶ shape of the facade
- ▶ relationship between the height and width of the facade
- ▶ directional character of the facade: vertical, horizontal, or non-direction
- ▶ distribution and proportion of window and door elements
- ▶ relationship of strong to weak elements in the facade
- ▶ use of protruding elements such as porches, bays, dormers, and balconies
- ▶ proportion and spacing of entrance or porch projections
- ▶ ratio between facade area and the width of horizontal projections
- ▶ roof form: shape, direction, pitch, and

arrangement
materials, colors, and architectural features

- ▶ dominant materials, textures, and colors
- ▶ the manner in which materials are used and the way in which architectural elements are combined
- ▶ appurtenant fixtures

Step 5

Procedure for designation of historic district.

Historic district designation is a type of zoning that applies to a group of properties. It provides controls on the appearance of existing buildings and new construction within the district. The historic preservation commission recommends designation, and the local governing board designates a historic district by adopting or amending a zoning ordinance.

To be considered for designation as a historic district, an area must have a concentration of properties that are historically, visually, or culturally related either by plan or by physical development.

Overlay Districts

When historic districts are treated as overlay districts, the boundaries of existing zoning districts are not changed. The historic district is laid over the underlying use and dimension zones. The historic district designation does not affect the uses to which the land within the district may be put; the pre-existing zoning determines what use can be made of each property in the district.

STEPS FOR DESIGNATION OF HISTORIC DISTRICT

- ▶ An investigation is made of the historical, architectural, and cultural significance of the area proposed for designation.

- ▶ A report of this investigation, including a description of the proposed district's boundaries, is submitted to the State Historic Preservation Office.
- ▶ The State Historic Preservation Office has the opportunity to review the report and to make recommendations.
- ▶ The local governing board may refer the report and boundaries description to other bodies for recommendations.
- ▶ The commission may recommend to the local governing board that it designate the proposed district.
- ▶ The local governing board may designate the district by following the procedure for adopting or amending a zoning ordinance. Public hearings will be a part of this procedure.

Step 6

Acquisition and Management of Historic Properties.

A historic preservation commission may acquire, dispose of, restore, preserve, manage, and operate property in historic districts.

In Appreciation

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Works

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