



**HISTORIC PRESERVATION COMMISSION  
SEPTEMBER 24, 2020  
ASSEMBLY HALL  
395 MAGNOLIA RD.  
PINEHURST, NORTH CAROLINA  
4:00 PM**

I. Call to Order

II. Approval of Minutes

- A. 09-10-2020 Special Meeting Minutes
- B. 08-27-2020 Regular Meeting Minutes

III. Public Hearing

A. COA 2020-00123

*This public hearing is to consider a request within the Pinehurst Historic District for multiple exterior modifications to a primary structure within the Historic District at 30 Caddell Road. The exterior modifications include replacement of multiple windows, replacement of siding material, removal and replacement of existing decking, and painting of the exterior of the structure. The property can be identified in the Moore County Tax Registry by Moore County PIN Number #855212972275. The property owner and applicant is Amy Nicholas.*

B. COA 2020-00126

*This public hearing is to consider a request within the Pinehurst Historic District for the demolition of a primary structure within the Historic District at 125 Kelly Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 856205089506. The property owner and applicant is Robert Wiltshire.*

IV. General Business

- A. Discussion on Historic District Guideline Updates

V. Review of Normal Maintenance and Minor Work items

- A. Staff Approvals From August 15, 2020 to September 18, 2020

VI. Next Meeting Date

- A. Regular Meeting on October 22, 2020 at 4:00 pm

VII. Motion to Adjourn

*Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.*

*Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.*

*Values: Service, Initiative, Teamwork, and Improvement.*



**09-10-2020 SPECIAL MEETING MINUTES  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Kelly Brown

**CC:**

Darryn Burich & Peter Hughes

**DATE OF MEMO:**

9/17/2020

**MEMO DETAILS:**

Attached are the draft minutes of the 09-10-2020 special HPC meeting for your review.

**ATTACHMENTS:**

Description

📎 09-10-2020 Special Meeting Minutes



**HISTORIC PRESERVATION COMMISSION  
SPECIAL MEETING  
SEPTEMBER 10, 2020  
ASSEMBLY HALL  
395 MAGNOLIA ROAD  
PINEHURST, NORTH CAROLINA  
4:30 PM**

**Members Present:**

Tom Schroeder, Vice-Chair  
Eric Von Salzen  
Richard Vincent  
Anne Lucey  
David Herring  
Terry Lurtz

**Members Absent:**

Eric Von Salzen, Chair  
John Taylor

**Staff Present:**

Peter Hughes, Senior Planner  
Kelly Brown, Administrative  
Specialist

**I. Call to Order**

Vice-Chair Tom Schroeder called the meeting to order at 4:30 pm and confirmed a quorum was present. Chair Eric Von Salzen recused himself from the meeting due to a conflict of interest.

All Commissioners present stated they conducted a site visit to 190 Linden Road and had no ex parte communication with the applicants.

**II. Public Hearing**

**A. COA 2020-00113 (190 Linden Road)**

Mr. Herring moved to recess the regular meeting and open the public meeting. Seconded by Mr. Vincent. Motion carried unanimously by a vote of 5-0.

Senior Planner Peter Hughes and applicants Cassandra and Brett Dunson were sworn into the public hearing.

Mr. Hughes stated the purpose of the public hearing was to consider a request within the Pinehurst Historic District for multiple exterior modifications at 190 Linden Road. The modifications include the following: replacement of siding, replacement of windows, replacement of roofing shingles, new garage doors, an addition of a chimney, and a front addition to the structure. The property can be further identified in the Moore County Tax Registry by Moore County PIN Number #855211557878. The property owners are James Williford and Michelle Maurer and the applicants are Brett and Cassandra Dunson. Mr. Hughes provided background on the property from the staff report. He entered the following evidence into the record: staff report, presentation, application, applicant's materials, photos/site plans, findings of fact, and addendum to the staff report.

Upon question by Ms. Lucey, Ms. Dunson clarified that they are not doing demolition of the structure, but exterior modifications. Ms. Dunson stated due to the L-shape of the home and how it



was placed on the lot, there was no choice but to bring the addition toward the front in order to be compliant with setbacks. She stated the existing windows are 3-over-3 and they are proposing 1-over-1 windows with no dividers. Ms. Dunson stated they are proposing to change the existing roofing material from a flat shingle to a dimensional shingle. They proposed to paint the main body of the house, including the brick and hardie board, Sherwin Williams Drift of Mist. Ms. Dunson presented pictures of seven homes located in the Historic District with similar L-shaped configurations. This additional exhibit is located in the docket file for this hearing.

Mr. Dunson stated they are proposing to remove a total of nine trees; five trees in the front to accommodate the proposed addition and four that are too close to the main structure and/or are diseased. An additional exhibit showing the location of the trees is located in the docket file for this meeting. Ms. Dunson confirmed the existing chimney will be torn down and they proposed either a new painted brick chimney or boxed hardie board chimney. Ms. Dunson stated the proposed window material will either be wood or aluminum clad, and will be painted black. They are not putting shutters back on. Mr. Dunson stated it will be a three car garage and it will have paneled rolling doors made of material congruous with the front door. Mr. Herring and applicants discussed the alignment of the windows.

Mr. Lurtz moved that, upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes as follows:

*That the project as proposed is not in conformity with the guidelines, nevertheless the applicant has satisfied the burden of persuasion and the project subject to any conditions imposed by the Commission is deemed congruous with the Pinehurst Historic District.*

Motion died due to lack of second.

The Commission discussed congruity of the proposed modifications and potential conditions.

Mr. Vincent moved that, upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes as follows:

*That the project as proposed is **not in conformity** with the guidelines, insofar as the proposed addition protrudes into the front of the property toward Linden Road and the applicant has proposed painting existing brick, as well as new brick, nevertheless the applicant has satisfied the burden of persuasion and the project subject to any conditions imposed by the Commission is deemed **congruous** with the Pinehurst Historic District.*

Motion seconded by Mr. Lurtz. Mr. Herring moved to amend the motion to add the following conditions:

- Transom windows will be set such as they can be built with a header
- Top of all windows, with the exception of the transom window, will align horizontally
- Roof slope of the front gable will match the rest of the roofline, and may be raised so as to
- Garage doors are sectional
- Bathroom windows are not double-hung

Amendment was seconded by Mr. Lurtz. Roll call vote was taken and the amendment failed by a vote of 4-1. Mr. Vincent withdrew his original motion.

#### **Roll Call**

|           |    |
|-----------|----|
| Mr. Lurtz | No |
| Ms. Lucey | No |

|               |     |
|---------------|-----|
| Mr. Herring   | Yes |
| Mr. Vincent   | No  |
| Mr. Schroeder | No  |

Mr. Vincent moved that, upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes as follows:

That the project as proposed is **not in conformity** with the guidelines, insofar as the new addition protrudes toward the front of the house toward Linden Road and the existing and new brick will be painted, as well as the boxing in the of the chimney with hardie siding, nevertheless the applicant has satisfied the burden of persuasion and the project subject to any conditions imposed by the Commission is deemed **congruous** with the Pinehurst Historic District.

Seconded by Ms. Lucey. Mr. Herring moved to amend the motion by adding a condition: the applicants shall submit updated elevations to represent their testimony. Mr. Vincent seconded the amendment. Both motions passed by a vote of 4-0 with one abstention.

#### Roll Call

|               |         |
|---------------|---------|
| Mr. Lurtz     | Abstain |
| Ms. Lucey     | Yes     |
| Mr. Herring   | Yes     |
| Mr. Vincent   | Yes     |
| Mr. Schroeder | Yes     |

The Commission adopted a Finding of Facts and approved a Certificate of Appropriateness for 190 Linden Road.

### III. Next Meeting Date

#### A. Regular Meeting on September 24, 2020 at 4:00 pm

### IV. Motion to Adjourn

Mr. Herring moved to adjourn the regular meeting. Seconded by Ms. Lucey. Motion carried unanimously by a vote of 5-0 at 5:48 pm.

Respectfully Submitted,

Kelly Brown  
Administrative Specialist  
Village of Pinehurst

A videotape of this meeting is available on the Village website at [www.vopnc.org](http://www.vopnc.org)

*Vision: The Village of Pinehurst is a charming, vibrant community, which reflects our rich history and traditions. Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors. Values: Service, Initiative, Teamwork, and Improvement.*



**08-27-2020 REGULAR MEETING MINUTES  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Kelly Brown

**CC:**

Darryn Burich & Peter Hughes

**DATE OF MEMO:**

9/17/2020

**MEMO DETAILS:**

Attached are the draft minutes from the 08-27-2020 regular HPC meeting for your review.

**ATTACHMENTS:**

Description

📎 08-27-2020 Regular Meeting Minutes



**HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING  
AUGUST 27, 2020  
ASSEMBLY HALL  
395 MAGNOLIA ROAD  
PINEHURST, NORTH CAROLINA  
4:00 PM**

**Members Present:**

Eric Von Salzen, Chair  
Tom Schroeder, Vice-Chair  
Richard Vincent  
John Taylor  
Anne Lucey  
David Herring

**Members Absent:**

Terry Lurtz

**Staff Present:**

Peter Hughes, Senior Planner  
Kelly Brown, Administrative  
Specialist

**I. Call to Order**

Chair Von Salzen called the meeting to order at 4:00 pm and confirmed a quorum was present.

**II. Approval of Minutes**

- A. 07-23-2020 Regular Meeting Minutes**
- B. 08-12-2020 Work Session Minutes**

Mr. Schroeder moved to approve to approve the minutes of the August 12, 2020 work session.  
Motion carried unanimously by a vote of 6-0.

Mr. Taylor moved to approve to approve the minutes of the July 23, 2020 regular meeting.  
Motion carried unanimously by a vote of 6-0.

**III. Public Hearing**

**A. COA 2020-00098 (55 Shaw Road)**

Mr. Schroeder moved to recess the regular meeting and open the public meeting. Seconded by  
Mr. Taylor. Motion carried unanimously by a vote of 6-0.

All Commissioners present disclosed they conducted site visits to all six sites and had no ex parte communication, with the exception of Mr. Taylor who did not visit 190 Saville Row. Senior Planner Peter Hughes and representative Andrew Wilkinson of 40 Pine Vista Drive were sworn into the meeting. An additional email exhibit was entered into the record giving Mr. Wilkinson permission to represent the applicant/property owner at the meeting.

Mr. Hughes stated the purpose of the public hearing was to consider a request within the Pinehurst Historic District for multiple exterior modifications at 55 Shaw Road. The modifications include the following: replacement of existing siding, removal (thinning) of multiple trees, a rear yard addition, replacement of windows with different material, and re-roof the structure. The property can be further identified in the Moore County Tax Registry by Moore County PIN Number # 855212951773. The property owners are Peter and Kathleen Connelly and the applicant is Kathleen Connelly. Mr. Hughes provided background on the property from the staff report. He entered the following evidence into the record: staff report, presentation, application, applicant's materials, photos/site plans, findings of fact, and addendum to the staff report.

Mr. Wilkinson stated the applicants propose to remove 27 trees for the following purposes: accommodating a relocated driveway entrance, thinning for tree health and the establishment of a ground grass cover, removing trees immediately overhanging the residence, and trees impeding the proposed rear addition. He stated eleven or twelve of those trees are mature.

Mr. Wilkinson stated the applicants are considering either metal roofing or asphalt shingle roofing. He confirmed the red color of the asphalt shingles will match the color of the existing roof material. He stated the applicants are leaning toward using asphalt shingles. Mr. Wilkinson stated the green color of the proposed metal roof will match the approved color palette. He stated they will not install gutters and intend to find older brick to match the existing chimney. Mr. Wilkinson confirmed the applicants intend to use the aluminum clad windows, not wood windows, and they will be green in color. He confirmed they are installing a double door as shown on the rear elevation.

The Board discussed needing further detail of the materials being used. Mr. Hughes stated the applicants would like both proposed roof materials and colors approved.

Mr. Herring moved that, upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes as follows:

*That the applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission is congruous with the Pinehurst Historic District and consistent with Historic District Guidelines.*

1. Applicants must match the red of the existing red asphalt shingles; the metal roof must match the approved color of green within the Historic District Color Palette
2. The details and dimension of the new windows must match the existing dimension and details of the existing windows. The muntin design as proposed in the submitted elevation may remain.

Seconded by Mr. Taylor. Motion carried unanimously by a vote of 6-0.

The Commission adopted a Finding of Fact and approved a Certificate of Appropriateness for 55 Shaw Road.

#### **B. COA 2020-00099 (41 Shaw Road)**

Applicant Jennifer Stoddard was sworn into the public hearing.

Mr. Hughes stated the purpose of this public hearing was to consider a request within the Pinehurst Historic District for a modification to a previously approved Certificate of Appropriateness at 41 Shaw Road. He stated the property was formally addressed as 60 Blue Road. The property can be further identified in the Moore County Tax Registry by Moore County PIN Number # 855212756729.

The property owners are Jennifer Stoddard and Kevin Drum and the applicant is Jennifer Stoddard. Mr. Hughes provided background on the property from the staff report. He entered the following evidence into the record: staff report, presentation, application, applicant's materials, photos/site plans, findings of fact, and addendum to the staff report.

Ms. Stoddard requested approval for an already completed project, specifically reducing the fenestration on the rear side of the cottage. Mr. Hughes confirmed that the change was consistent with the guidelines.

Mr. Taylor moved that, upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes as follows:

*That the applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission **is congruous** with the Pinehurst Historic District and **consistent** with Historic District Guidelines.*

Seconded by Mr. Vincent. Motion unanimously carried by a vote of 6-0.

The Commission adopted a Finding of Fact and issued a Certificate of Appropriateness for 41 Shaw Road.

#### **C. COA 2020-00101 (310 Dundee Road)**

Applicant Margit Elo was sworn into the public meeting.

Mr. Hughes stated the purpose of this public hearing was to consider a request within the Pinehurst Historic District for the modification to a previously approved COA for a detached garage at 310 Dundee Road. The property can be further identified in the Moore County Tax Registry by Moore County PIN Number # 856200298252. The property owners are Margit Elo and Peter Genthner, and the applicants are Margit Elo and Cribbs Construction. Mr. Hughes provided background on the property from the staff report. He entered the following evidence into the record: staff report, presentation, application, applicant's materials, photos/site plans, and findings of fact.

Ms. Elo confirmed they are requesting to add three windows and a door to the rear elevation, add a window to the front elevation, remove one window from the left elevation, modify the size of the window on the right elevation, and change the siding of the gable from shake to Dutch lap siding. She stated the rear elevation of the garage faces the house and they wanted a means of ingress and egress from the house to the garage, as well as a more visually interesting appearance.

Mr. Vincent moved that, upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes as follows:

*That the applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission **is congruous** with the Pinehurst Historic District and **consistent** with Historic District Guidelines.*

Seconded by Ms. Lucey. Motion unanimously carried by a vote of 6-0.

The Commission adopted a Finding of Fact and approved a Certificate of Appropriateness for 310 Dundee Road.

Mr. Taylor was excused from the meeting; Mr. Von Salzen confirmed a quorum was still present.

**D. COA 2020-00102 (105 Azalea Road)**

Applicants Carice and Corey Rice were sworn into the public meeting. Designers Mark Parson and Amanda Jacoby were sworn in the public meeting.

Mr. Hughes stated the purpose of this public hearing is to consider a request within the Pinehurst Historic District for multiple exterior modification at 105 Azalea Road. The modifications include the following: garage and breezeway addition, side entrance expansion, new pool and pavilion, demolition of an existing pool, reconfiguration of a patio, replacement of existing windows, and reconfiguration of a driveway. The property can be further identified in the Moore County Tax Registry by Moore County PIN Number # 855212856749. The property owners are Corey and Carice Rice and the applicant is Corey Rice. Mr. Hughes provided background on the property from the staff report. He entered the following evidence into the record: staff report, presentation, application, applicant's materials, photos/site plans, and findings of fact.

Ms. Carice stated they want to bring the house back to what it should have been, and improve the appearance. Ms. Carice stated the new windows will be the same size as the existing windows. She stated you will not see the fencing from the street. Mr. Rice stated the proposed windows will be aluminum clad and will be in similar style of the Holly Inn. The muntin pattern will be two-over-two. Ms. Rice stated the color of the muntins will be black. They stated one holly tree will be removed as it is interfering with the foundation.

Ms. Lucey moved that, upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes as follows:

*That the applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission is congruous with the Pinehurst Historic District and consistent with Historic District Guidelines.*

1. The submission of revised elevations to staff is required. The revised elevation must illustrate the desired window design of two-over-two window panes.

Seconded by Mr. Schroeder. Motion carried unanimously by a vote of 5-0.

The Commission adopted a Finding of Fact and issued a Certificate of Appropriateness for 105 Azalea Road.

**E. COA-2020-00105 (105 Graham Road)**

Applicant Kraig Decker was sworn into the public meeting.

Mr. Hughes stated the purpose of this public hearing was to consider a request within the Pinehurst Historic District for an exterior modification at 105 Graham Road. The proposed modification is the addition of solar panels on the rear roof. The property can be further identified in the Moore County Tax Registry by Moore County PIN Number # 855200883244. The property owners are Onyinyechi Agbara and Kraig Decker and the applicant is Kraig Decker. Mr. Hughes provided background on the property from the staff report. He entered the following evidence into the record: staff report, presentation, application, applicant's materials, photos/site plans, and findings of fact.

Mr. Decker stated he ordered solar panels to match the black color of the shingles. He stated the trees to be planted along the rear property line will be 12-15' in height and will shield the view of the solar panels from McCaskill Road. He stated the solar panels will be matte in color and will not

be raised more than 6” off the roof. Ms. Lucey asked if he needed all panels on all three sections of the roof. Based on the expected usage of house, Mr. Decker stated he needed all of the proposed panels. Mr. Decker could not confirm the address of one of the submitted applicant photos. Mr. Decker confirmed the panels would not be reflective. Mr. Decker stated that upon installation of the trees, the boughs would be touching.

Mr. Vincent moved that, upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes as follows:

*That the applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission is **congruous** with the Pinehurst Historic District and **consistent** with Historic District Guidelines.*

1. The proposed landscaping along McCaskill Road shall fully screen the solar panels from view.

Seconded by Mr. Schroeder. Motion carried unanimously by a vote of 5-0.

The Commission adopted a Finding of Fact and issued a Certificate of Appropriateness for 105 Graham Road.

#### **F. COA-2020-00106 (190 Saville Row)**

Kevin Bartlett of Bartlett Construction was sworn into the public meeting.

Mr. Hughes state the purpose of this public hearing was to consider a request within the Pinehurst Historic District for the construction of a new single family home at 190 Saville Row. The property can be further identified in the Moore County Tax Registry by Moore County PIN Number #855200363578. The property owner is Jeff Carroll and the applicant will be Bartlett Construction. Mr. Hughes provided background on the property from the staff report. He entered the following evidence into the record: staff report, presentation, application, applicant’s materials, photos/site plans, and findings of fact.

Mr. Bartlett stated the proposed siding is fiber cement lap siding and each panel is 7” in width. He stated the garage doors are proposed not to have windows. Mr. Bartlett stated he would categorize the style of the house as Georgian Colonial. Mr. Bartlett stated the proposed windows are clear glass with no muntins. Mr. Hughes confirmed the proposed garage is set in front of the principal façade and is not set back at least ten feet from the front elevation. The Commission discussed the congruity of the proposed project within the Historic District.

Mr. Von Salzen moved that, upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes as follows:

*That the project as proposed is **not in conformity** with the guidelines, nevertheless the applicant has satisfied the burden of persuasion and the project subject to any conditions imposed by the Commission is deemed **congruous** with the Pinehurst Historic District.*

Seconded by Mr. Schroeder. Motion carried by a vote of 4-1



### **Roll Call**

|                |     |
|----------------|-----|
| Mr. Vincent    | Yes |
| Mr. Schroeder  | Yes |
| Mr. Herring    | Yes |
| Ms. Lucey      | No  |
| Mr. Von Salzen | Yes |

The Commission adopted a Finding of Fact and issued a Certificate of Appropriateness for 190 Saville Row.

Mr. Schroeder moved to close the public hearing. Second by Mr. Vincent. Motion passed unanimously by a vote of 5-0.

#### **IV. Review of Normal Maintenance and Minor Work Items**

##### **A. Minor Works Approved by Staff for July 16 to August 15, 2020**

Mr. Hughes clarified the staff report by stating the minor changes to a previously issued COA was approved for 105 Graham Road, and a rear yard patio was approved for 215 Kelly Road.

#### **V. Next Meeting Date**

##### **A. Special Meeting on September 10, 2020 on at 4:30 pm**

#### **VI. Motion to Adjourn**

The Commission moved to adjourn the regular meeting. Motion carried unanimously by a vote of 5-0 at 6:40 pm.

Respectfully Submitted,

Kelly Brown  
Administrative Specialist  
Village of Pinehurst

*A videotape of this meeting is available on the Village website at [www.vopnc.org](http://www.vopnc.org)*

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## **COA 2020-00123**

### **ADDITIONAL AGENDA DETAILS:**

*This public hearing is to consider a request within the Pinehurst Historic District for multiple exterior modifications to a primary structure within the Historic District at 30 Caddell Road. The exterior modifications include replacement of multiple windows, replacement of siding material, removal and replacement of existing decking, and painting of the exterior of the structure. The property can be identified in the Moore County Tax Registry by Moore County PIN Number #855212972275. The property owner and applicant is Amy Nicholas.*

#### **FROM:**

Peter Hughes

#### **CC:**

Darryn Burich

#### **DATE OF MEMO:**

9/17/2020

#### **MEMO DETAILS:**

This request is before the Commission because the resurfacing or replacement of existing siding with different material is considered Major Work.

#### **ATTACHMENTS:**

##### Description

- ☐ 30 Caddell Road Staff Report
- ☐ 30 Caddell Road Application and Material
- ☐ 30 Caddell Road Findings of Fact
- ☐ Notification Map of Adjacent Property Owners
- ☐ 30 Caddell Road Mailing Labels
- ☐ 30 Caddell Mailed Noticed to Adjacent Property Owners



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## PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

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**To:** Historic Preservation Commission  
**From:** Peter Hughes, Senior Planner  
**CC:** Darryn Burich, Planning and Inspections Director  
Kelly Brown, Administrative Specialist  
**Date:** September 16, 2020  
**Subject:** Major COA Request for 30 Caddell Road (COA-2020-00123)

|                           |                                      |
|---------------------------|--------------------------------------|
| <b>Applicant:</b>         | Amy Nicholas                         |
| <b>Owners:</b>            | Amy Nicholas                         |
| <b>Professional:</b>      | Charles Brother Construction Company |
| <b>Property Location:</b> | 30 Caddell Road                      |
| <b>Zoning:</b>            | R-10 (Medium Density Residential)    |
| <b>Current Land Use:</b>  | Single Family Residence              |
| <b>Proposed Land Use:</b> | Single Family Residence              |
| <b>PID#</b>               | 855212972275                         |

### **Request and Background:**

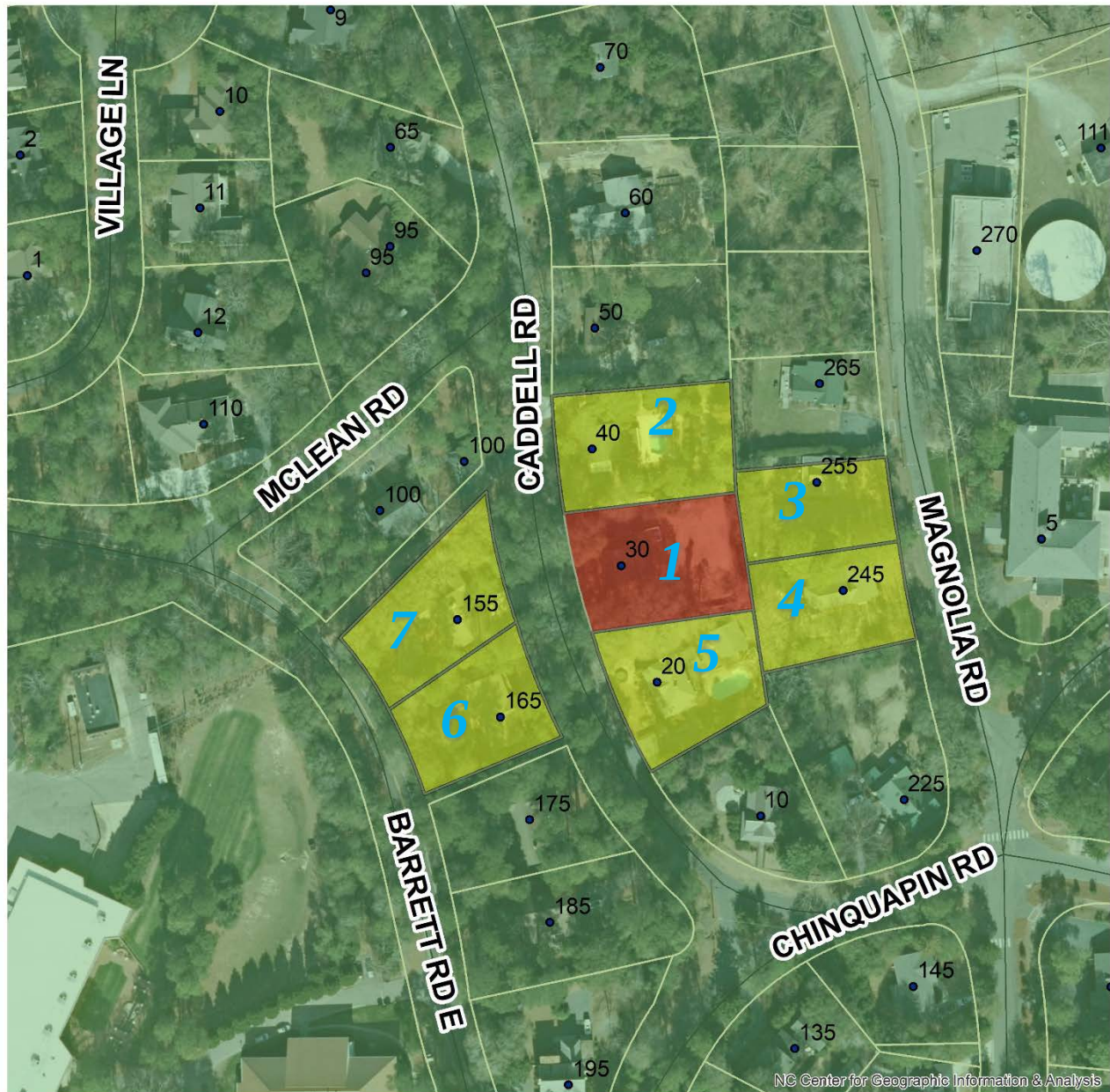
Amy Nicholas is requesting a Certificate of Appropriateness for multiple exterior modifications to a residence located within the Pinehurst Historic District at 30 Caddell Road. The exterior modifications include replacement of wood siding with a fiber cement product, replacement of four windows, replacement of existing decking, and repainting of the exterior. The property can be further identified in the Moore County Tax Registry by Moore County PIN Number #855212972275. The property owner and applicant is Amy Nicholas.

| Previous COA Issued |                |                                               |
|---------------------|----------------|-----------------------------------------------|
| Year                | Major or Minor | Project Scope                                 |
| 2007                | Major          | Replacement of Windows                        |
| 2018                | Minor          | Replace Paver Driveway with Crushed Bluestone |

According to the National Historic Landmark Survey, the primary structure at 30 Caddell Road is a contributing structure. Most of the adjacent properties within the public hearing notification area are also listed as contributing structures. The table below includes the brief histories of each property from the 1996 Landmark Survey and map on the following page shows the adjacent properties that were notified.

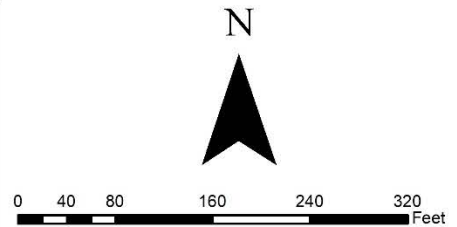
| <b>National Historic Landmark Survey Table for COA 2020-00123</b>                     |                |                   |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------|----------------|-------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>#*</b>                                                                             | <b>Address</b> | <b>Year Built</b> | <b>Contributing</b> | <b>Structure History</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1                                                                                     | 30 Caddell     | 1915              | Yes                 | German siding covers this one-and-a-story frame bungalow. Other features include a steep gable roof, a five-bay shed dormer across the front, interior chimneys, and an inset front porch.                                                                                                                                                                                                                                                         |
| 2                                                                                     | 40 Caddell     | 1915              | Yes                 | This two-story, German-sided frame house features a gable roof, two-over-two sash windows, and a one-story shed porch with replacement posts and balustrade across the three-bay facade.                                                                                                                                                                                                                                                           |
| 3                                                                                     | 255 Magnolia   | 1910              | No                  | Although built during Pinehurst's historic period of significance, this one-story frame worker's cottage has been greatly altered and no longer retains its architectural integrity. The combination of vinyl siding, replacement windows, replacement front porch, and added rear shed substantially disguise its early 20th century origin.                                                                                                      |
| 4                                                                                     | 245 Magnolia   | 1914              | Yes                 | S. T. Ritter purchased this property September 18, 1914, and by 1915 the house is shown on a village map. Local tradition claims it was built from part of the old bowling alley. The one-story worker's cottage had a gable roof, German siding, a three-bay facade, and a screened front porch,                                                                                                                                                  |
| 5                                                                                     | 20 Caddell     | 1911              | Yes                 | This two-story frame house was built for Mrs. Fred C. Crutchfield. In 1920 it was sold to J. M. Brown, and in 1944 to Sylvester Roosevelt Ransdell, with whose family it has remained. In 1980 Ransdell's granddaughter named the house "The S. Roosevelt." The double-pile house is sheathed in German siding, has a hipped roof with a center front cross gable, a five-bay facade, and a wrap-around porch with turned posts and sawn brackets. |
| 6                                                                                     | 165 Barrett    | Late 20 C.E.      | No                  | This is a one-story ranch house clad in brown brick.                                                                                                                                                                                                                                                                                                                                                                                               |
| 7                                                                                     | 155 Barrett    | Late 20 C.E.      | No                  | Tan brick and a front ell characterize this one-story ranch house.                                                                                                                                                                                                                                                                                                                                                                                 |
| *The numbers refer to the location of each property on the following notification map |                |                   |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## 30 Caddell Road Major COA Notification Map



### Legend

- ADDRESS
- 30 Caddell
- Adjacent Properties 30 Caddell Road
- LHD
- STREETS



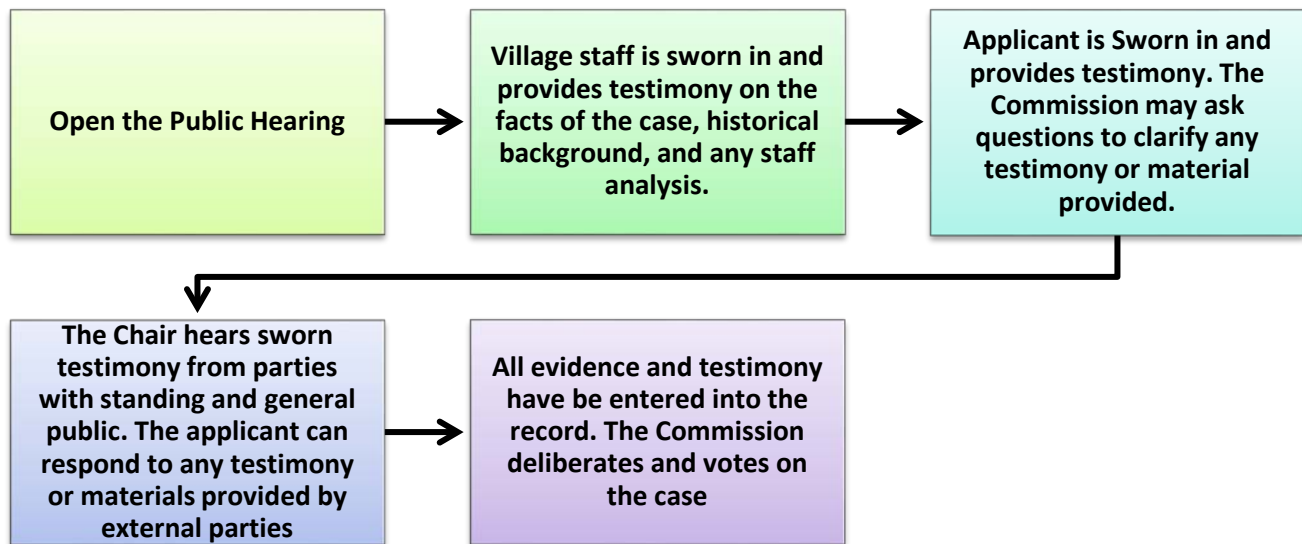


### **Evidentiary Hearing Process:**

The purpose of an evidentiary hearing is to gather factual evidence, not hearsay or public opinion about the popularity of the proposed project.

The hearing will begin with a staff presentation of the case, which explains ordinance requirements, the application, any information on file about the property (previous COAs issued), and any staff analysis that has been made. Following staff's presentation, the applicant will be asked by the Commission to provide additional testimony. The Commission may ask questions during an applicant's testimony to clarify any testimony provided or any material that has been submitted into the record.

The Commission will also hear testimony from parties with standing or general public, at the discretion of the Chair. The applicant has the right to respond to any testimony or material submitted by external parties. When all of the evidence is in, the Commission moves to deliberation and decision of the case. All of this is done in a public hearing



### **Roles:**

Staff acts as the initial witness providing a brief overview of the case and factual information as it relates to the application, and Historical District Guidelines. Staff, like any other witness, must be sworn in and is subject to cross-examination.

The Chair is responsible for calling witnesses, following established procedures, ensuring that witnesses present relevant evidence only, and limits repetitious testimony.

Board Members listen and ask relevant questions, assess the credibility of all testimony, remain impartial, and vote on the case.

The applicant, or other witnesses, provide factual testimony for the Commission to consider before ruling on the outcome of the case. All witnesses need to be sworn in by the Chair.

**Action by the Historic Preservation Commission:**

In considering the application, the Historic Preservation Commission shall review the application materials, the general purpose and standards set forth in the relevant sections of the Historic Guidelines for the granting of COAs, all testimony and evidence received at the public hearing, and most importantly the congruency of the proposal with the Historic District.

After conducting the public hearing, the Commission may:

- (1) Have the authority to subpoena witnesses and may request additional information;
- (2) Continue the public hearing;
- (3) Conduct an additional public hearing on the application;
- (4) Grant the requested COA with conditions. In granting a COA, the Commission may attach appropriate conditions, provided that the conditions are reasonably related to the request.
- (5) Deny the requested COA.

Any approval or denial of the request shall be by motion during the public hearing, accompanied by written findings of fact that the COA request meets or does not meet each of the standards set forth in Historic Guidelines.

This staff report along with material submitted by the applicant shall also be included as submitted evidence and made part of the record.

### Standards of Review

This request is before the Commission because according to the Historic District Guidelines replacement of siding or resurfacing an exterior wall with a different material than existing is considered Major Work. All Major Work must be approved by the Commission.

The applicant's full request includes replacement of existing and deteriorating wood siding with a fiber cement product, paint the exterior of the structure with a different color that is consistent with Village of Pinehurst Color Palette, replacement of existing decking with comparable material, and replacement of four windows with like for like material. Typically, repainting with a compliant color, replacement of windows with like for like material, and replacement of decking with comparable material are reviewed by Staff as a Minor COA. This applicant has included these minor works with the Major Work request and the Commission shall consider them in their decision.

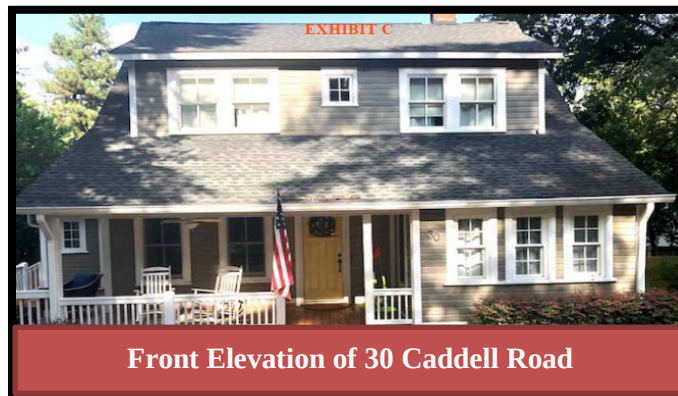
The Commission shall not approve a Certificate of Appropriateness until the evidence presented meets the standards within the Historic District Guidelines and satisfies the burden of proof that the proposed request is congruous with the Historic District.

### Applicable Guidelines Requirements:

#### EXTERIOR WALLS AND TRIM

1. Section III.B.1 - Any changes or additions to an exterior wall, such as windows or door openings, bays, vents, balconies or chimneys, must be compatible with the architecture of the structure and **must be congruous** with the character of the Pinehurst Historic District.

*The applicant is proposing to resurface the existing structure with a fiber cement product. The applicant stated in the application that the existing wood siding is deteriorating. Based on the application and submitted product samples, the applicant intends to match the design of the existing lap siding.*



|                                                                                     |                                                                                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>DESIGN GOAL</b></p> <p>Replace materials in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.</p> |
| <p>Image from the Village of Pinehurst Historic District Guidelines</p>             |                                                                                                                                                       |



2. Section III.B.5 - Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, is **not appropriate**.

*The applicant is not proposing to cover any wall material with coatings or materials such as vinyl or aluminum siding*

## WINDOWS AND DOORS

1. Section III.C.4 - If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
  - a. Wooden windows on street-facing elevations should be replaced in kind.
  - b. If windows are repaired or replaced, the muntins, mullions, lintels and sills of the new Installation should be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
  - c. Windows should have true or simulated divided lights.
  - d. Snap-in muntins are **not appropriate**.

*The applicant has proposed to replace a total of four existing windows, two second story windows on the rear and two second story windows on the left side of the home. The applicant intends to match the style of the replacement windows to the windows on the front elevation. The proposed window material is wood clad, double hung windows. It is unclear from the submitted material if snap-in muntins will be used.*



2. Section III.C.11 - Glass Block windows are **not permitted** on street-facing elevations.

*Glass Block Windows have not been proposed.*

3. Section III.C.12 - Painted, tinted or filmed glass on windows or doors is **not appropriate** on street-facing elevations.

*Painted, tinted or filmed glass has not been proposed.*

## WOOD

1. Section III.K.1 - New wooden features or details or replacement of a missing feature or detail or element **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.

*The applicant has proposed replacement windows that are wood. The replacement materials would appear to be compatible with the other existing wooden windows.*

2. Section III.K.5 Vinyl, aluminum, Masonite or similar engineered wood product **must** not cover a wooden detail, element, or feature.

*The applicant is proposing to replace all existing siding with an engineered wood product, and if approved would not be covering any wooden details.*

3. Section III.K.6 - Wooden surfaces and features **must** be painted or stained and should be in colors that are in the Village of Pinehurst Color Palette.

*The applicant is proposing to paint the siding Yarmouth Blue (HC-150) which is in the Village of Pinehurst Color Palette.*



4. Section III.K.7 - Use of vertical siding or authentic board and batten should be limited to accents and not be a primary siding. Plywood siding is not permitted.

*Vertical siding and plywood siding have not be proposed.*

## PAINT

1. Section N.I.3 - Paint and stain colors for exterior walls, architectural elements or details, decks, and porches must be compatible with the architectural character of the structure, must be congruous with the Pinehurst Historic District, and should be in the Village of Pinehurst Color Palette. Darker colors are recommended for trim and accents only.

*Cottages and houses in the Colonial Revival style are usually painted white or soft colors such as gray or yellow with the trim painted a complementary color. The proposed paint is Yarmouth Blue which is a soft, greyish, blue color.*

## **Applicable Recommendations from the Historic District Guidelines:**

### **EXTERIOR WALLS AND TRIM**

1. Section III.B.4 - Repair or replacement of an entire exterior wall or wooden feature or deteriorated detail or element should be limited to the minimal amount necessary and should be replaced in kind or with a substitute material matching the original in composition, dimension, size, shape, color, pattern, texture and profile, but using the original material is preferred.

*As previously stated, the applicant is requesting to resurface the entire exterior of the structure. Based on the application and submitted product samples, the applicant intends to match the design of the existing lap siding.*

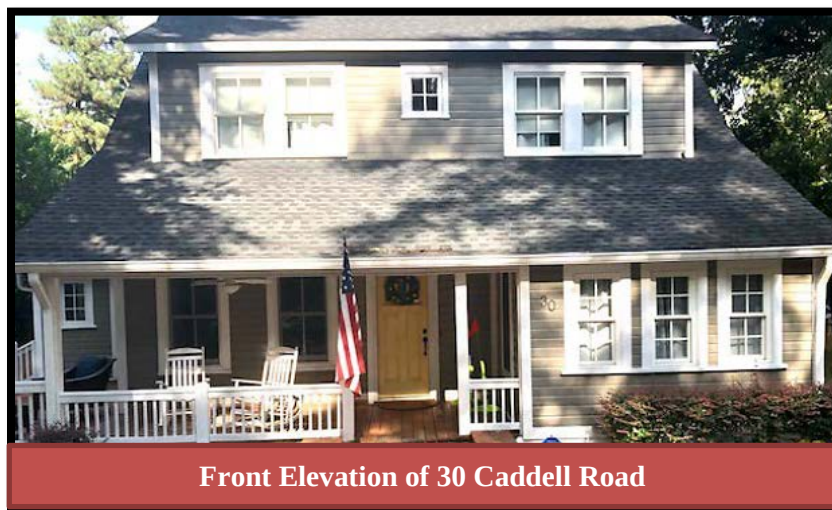
### **WINDOWS AND DOORS**

1. Section III.C.5 Windows and doors of existing structures should retain their original size and dimension, except as may be modified to accommodate code compliance and accessibility.

*Based on the submitted application materials, it appears that the proposed replacement windows will retain the existing size and dimension.*

2. Section III.C.7 - The number and size of panes, mullions, and muntins, and all window and door hardware should be compatible with those of the existing windows and doors.

*The applicant has indicated the intent to match the window style of the front elevation windows. The front elevation windows are 2 over 2 and 4 over 4 double hung windows.*



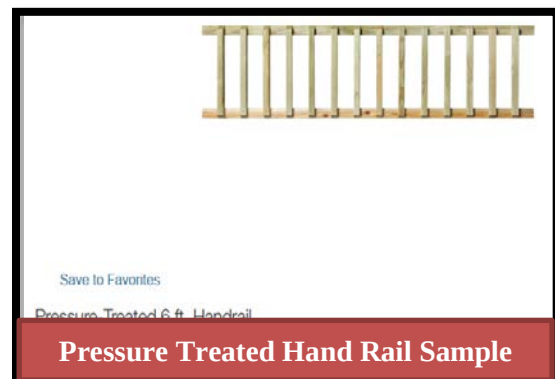
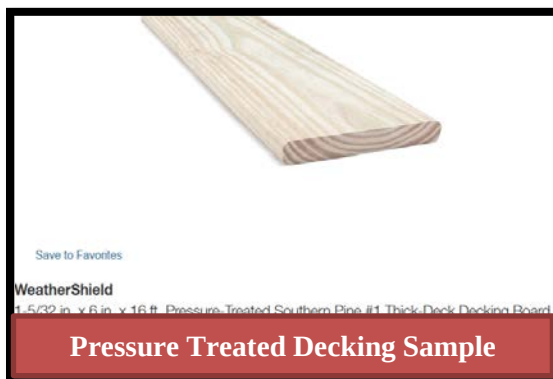
3. New windows and doors easily visible from the street should be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and detail.

*The proposed windows on the left elevation would be visible from the street. The proposed replacement windows, as previously stated, will match the style of windows on the front elevation.*

## PORCHES, ENTRANCES AND BALCONIES

1. Section III.G.5 - If repair or replacement of an entire porch, entrance or balcony or a feature or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in height, scale, proportion, roof shape, detail, material and color. Any substitute materials used should match the original in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.

*The applicant is proposing to replace the existing decking material of the front porch. Based on the application and materials, the applicant intends to match the existing details of the porch. The applicant has not indicated that the footprint of the decking/porch will be increased. In addition to a COA, a deck permit would be required based on the level repair/replacement.*



## DECKS AND PATIOS

1. No applicable Guidelines

*The applicant has proposed to replace decking on the side and rear elevation of the structure. None of the deck/patio Guidelines address replacement or repair of decks.*

## WOOD

1. Section III.K.2 - Wooden features that contribute to the overall character of a structure and a site, including such functional and decorative elements as siding, shingles, cornices, architraves, brackets, pediments, columns, balustrades, and architectural trim should be retained and preserved.

*The applicant is proposing to replace the existing wood lap siding with a fiber cement product that would simulate the wood appearance. The benefit of fiber cement products is the durability and longevity of the product. The Commission has previously approved the resurfacing of structures with engineered products.*



2. Section III.K.3 - If a wooden feature is completely missing and is to be replaced, it should be replaced with a new feature based on an original feature or a new design compatible in scale, size, material, texture, and color with the structure.

*The applicant is proposing a fiber cement replacement that should simulate the existing wood appearance. The proposed paint color of the replacement siding is Yarmouth Blue (HC-150).*

3. Section III.k.4 - If repair or replacement of an entire wooden feature, deteriorated detail, or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
  - a. Substitute material should match the original material in composition, dimension, size, shape, color, pattern, texture and profile.
  - b. Painted wooden siding that is sound should not be replaced or covered.

*The proposed replacement siding would appear to simulate the existing wood composition and match the dimension, size, texture, and profile. Based on the submitted photos and submitted color swatch, it does not appear that the existing paint color will be matched, however the Yarmouth Blue color selection is compliant with the Village of Pinehurst Color Palette.*

## PAINT

1. Section N.I.3 - Replacement gutters and downspouts should be coated with paint or a baked-on enamel finish in the Village of Pinehurst Color Palette, unless they are made of copper.

*New gutters have not been proposed based on the application and submitted materials.*

**Staff Comments:**

*The proposed modifications to the historic structure are all consistent with the Historic District Guidelines. The applicant is proposing to preserve and maintain the historic home by replacing the existing wood siding with a fiber cement product that will simulate the look of wood with the added benefit of increased durability and longevity. The applicant has indicated the intent to match the existing dutch lap siding design, which is mentioned in the National Historic Landmark Survey. The applicant is proposing to replace wood clad window with wood clad windows, a like for like replacement, which the Guidelines encourage. The applicant is proposing to replace the existing decking and match the existing design. The proposed paint color, Yarmouth Blue, is within the Village of Pinehurst Color Palette. The applicant has submitted a complete application and is proposing modifications that ensure the continued preservation of the existing structure. The proposed project is consistent with the Historic District Guidelines.*



## EXHIBIT A

Record Id: [COA-2020-00123](#)  
File Date: 9/2/2020  
Application Status: In Review  
Application Type: Historic Certificate of Appropriateness - Major  
Description of Work: Replacement of exterior siding, trim, and decking/handrails  
Application Name: Exterior Home Restoration  
Address: 30 CADDELL Rd, PH 28374  
Owner Name: NICHOLAS, AMY  
Owner Address: 30 CADDELL ROAD PINEHURST PINEHURST NC 28374  
Parcel No: 00023675

### Contact Info:

Name: Amy Nicholas  
Organization Name:  
Contact Type: Applicant  
Contact Primary Address: 30 CADDELL ROAD PINEHURST NC 28374

### Licensed Professionals Info:

Primary: N  
License Number:  
License Type:  
Name:  
Business Name :  
Business License#:  
Job Value: 0.00  
Total Fee Assessed: 500.00  
Total Fee Invoiced: 500.00  
Balance: 0.00

### Custom Fields:

#### GENERAL INFORMATION

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |               |                           |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------|
| Description of Changes to the Structure: | Removal and disposal of existing deteriorated wood siding and boxing. Replacement of siding, per material approval from the Village of Pinehurst (desired product: Nichia Fiber Cementitious Siding and Miratec Trim) Removal and replacement of 4 windows Removal of existing front and rear decking and handrail and replacement with new treated decking and PVC handrail and pickets Painting of new exterior siding , boxing, door and window trim | Type of Work: | Alteration                |
| Existing Use:                            | Single Family Low Density                                                                                                                                                                                                                                                                                                                                                                                                                               | Proposed Use: | Single Family Low Density |

EXHIBIT A

Includes  
Demolition:        Yes

Estimated Cost  
of Construction:    59350

*PERMIT*  
*DATES*

---

Application  
Expiration Date:

Permit Issued  
Date:

Permit Expiration  
Date:

Includes  
Tree        No  
Removal:

COA  
Number:



## EXHIBIT A

### Front Elevation

| Existing Material | Proposed Material                | Proposed Color |
|-------------------|----------------------------------|----------------|
| Wood Siding       | Nichia Fiber Cementitious Siding | Grey           |

### Rear Elevation

| Existing Material | Proposed Material                | Proposed Color |
|-------------------|----------------------------------|----------------|
| Wood siding       | Nichia Fiber Cementitious Siding | Grey           |

### Right Elevation

| Existing Material | Proposed Material                | Proposed Color |
|-------------------|----------------------------------|----------------|
| Wood siding       | Nichia Fiber Cementitious Siding | grey           |

### Left Elevation

| Existing Material | Proposed Material                | Proposed Color |
|-------------------|----------------------------------|----------------|
| Wood siding       | Nichia Fiber Cementitious Siding | Grey           |

### Trim

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
| Wood trim         | Miratec Trim      | white          |

### Windows

| Existing Material | Proposed Material  | Proposed Color |
|-------------------|--------------------|----------------|
| Aluminum          | aluminum-clad wood | white          |

### Chimney

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Foundation

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Front Door

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Shutters

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

## EXHIBIT A

### Garage Door

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Roof

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Roof Exhaust Vents

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Front Porch

| Existing Material    | Proposed Material    | Proposed Color |
|----------------------|----------------------|----------------|
| wood railing/pickets | wood railing/pickets | white          |

### Deck

| Existing Material          | Proposed Material     | Proposed Color |
|----------------------------|-----------------------|----------------|
| rear deck-wood deck boards | composite deck boards | grey           |

### Patio

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Sidewalk

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Sky Lights

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Driveway

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### House Number

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

### Other

| Existing Material | Proposed Material | Proposed Color |
|-------------------|-------------------|----------------|
|-------------------|-------------------|----------------|

*Charles Brothers Construction Company*

*Construction / Construction Management Services*

704.609.4557

803.985.9448

August 26, 2020

Mrs. Amy Nicholas

30 Caddell Street

Pinehurst, NC 28374

Re: Siding Removal and Replacement

30 Caddell St, Pinehurst, NC

Mrs. Nicholas:

First of all, I would like to thank you for meeting with me for the opportunity to provide construction services for your home. It was a pleasure meeting you and you have a beautiful Home. It would be my pleasure to perform this work for you.

I have visited the site and have observed the conditions of the siding. The house siding appeared to be deteriorating and need of replacement. The age of the home appears to be of some age approximately 100 years. Thus, the existing siding will have dated materials that may contain lead paint and will need to be addressed and abated accordingly. Replacement will need to be performed in stages to insure protection of your interior walls. I have developed a plan to provide coverage and protection from the elements while ongoing work is in progress. Scaffolding will be utilized for adequate accessibility while removing and installing the siding. Additionally, protection will be provided on the ground level to prevent any lead paint debris from collecting in the soil areas around the perimeter of the house. Protective gear will be provided and utilized for accommodation of the lead painted siding abatement and disposal.

Upon removal of the siding, observation will be made for identification of deteriorated or damaged areas in need of repair or replacement. These occurrences are considered outside of

## EXHIBIT B

this proposal, due to unforeseen conditions, and will be immediately identified and cost of repair will be addressed, prior to action.

This proposal includes the removal and disposal of the existing siding and boxing and replacement with new siding, as approved by the Village of Pinehurst. All labor material and equipment are included in the proposal. Charles Brothers Construction will be responsible for Disposal of all waste. A container will be provided on site for debris removal.

Scope of work includes:

Removal and disposal of existing siding and boxing.

Replacement of siding, per material approval from the Village of Pinehurst.

Product: (Nichia Fiber Cementitious Siding and Miratec Trim)

Window removal and replacement w new YKK windows (4)

Removal of existing decking and handrail and replacement with new treated decking and PVC handrail and pickets

Painting exterior siding, boxing, door and window trim,

Building protections and scaffolding.

Ground protection for debris collection.

Disposal Container on site for debris removal.

Any extra work not stated above will be priced upon discovery.

Note : This proposal does not include installation of substrate sheathing or insulation replacement. These are unforeseen conditions and will be addressed upon exposure, and priced accordingly.

We hereby propose to provide the services listed in the above Scope of Work Description for Fifty Nine Thousand Three Hundred Fifty Dollars and no Cents (\$59,350.00).

Payment schedule as follows:

|     |                          |                                       |
|-----|--------------------------|---------------------------------------|
| 35% | Deposit (\$20,770.00)    | Upon execution of contract / start up |
| 35% | First Draw (\$20,770.00) | Upon Completion of Phase I            |

## EXHIBIT B

30% Final Draw (\$17,810.00)

Upon Completion of Phase II

Accepted: \_\_\_\_\_ (Owner)      Date: \_\_\_\_\_

Thank you again for the opportunity to provide you with construction services for your home.

Sincerely,

*John E. Charles*

Charles Brothers Construction Company

Managing Partner



EXHIBIT C





EXHIBIT D





## EXHIBIT E





EXHIBIT F



EXHIBIT G



EXHIBIT H





# MIRATEC TREATED EXTERIOR COMPOSITE TRIM



Made from the patented TEC™ process, MiraTEC Treated Exterior Composite trim combines the eye-catching beauty of authentic woodgrain with the long-lasting performance of an engineered product. Because it is not hardboard, MiraTEC trim

will not delaminate, is moisture, rot and termite resistant, and is backed by a 50-year limited warranty.

MiraTEC Treated Exterior Composite Trim is the first and only wood composite trim to earn an evaluation report from ICC Evaluation Service (ICC-ES). To view ESR-3043, visit the ICC website at: [http://www.icc-es.org/reports/pdf\\_files/ICC-ES/ESR-3043.pdf](http://www.icc-es.org/reports/pdf_files/ICC-ES/ESR-3043.pdf)

Competitive and long term performance testing shows MiraTEC resists moisture, rot and termites and outperforms the competition in several key areas:

- **Moisture resistant:** As measured by ASTM D1037 for water absorption and thickness swelling.
- **Rot resistant:** Tested per AWP A E16 Field Test for Evaluation of Wood Preservatives to be Used Out of Group Contact: Horizontal Lap-Joint Method.
- **Termite resistant:** As measured by AWP A E7 Standard Method of Evaluating Wood Preservatives by Field Tests with Stakes.





---

1 2 Next

MIRATEC RESISTS  
MOISTURE, ROT AND  
TERMITES – UNLIKE WOOD

MIRATEC WON'T WARP,  
SPLIT OR CHECK – UNLIKE  
WOOD

MIRATEC IS ONE SOLID  
PIECE (NO FINGER JOINTS,  
NO LAMINATION) WITH  
UNIFORM DENSITY AND  
CONSISTENT  
PERFORMANCE IN EVERY  
PIECE

MIRATEC IS LOW  
MAINTENANCE; 50-YEAR  
LIMITED WARRANTY



EXHIBIT J



[Our Message on Coronavirus/COVID-19\(/notifications/covid19-response\)](#)

[WHERE TO BUY \(/EN-US/WHRE-TO-BUY\)](#)

[GET HELP ON YOUR PROJECT \(/EN-US/GET-HELP?JWCT\\_GETHELP=UTILITYLINKS\)](#)

[FOR INVESTORS USA](#)

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[\(HTTP://INVESTORS.JELD-WEN.COM/\)](http://investors.jeld-wen.com/)



**SEARCH**

## Siteline® Clad-Wood Window: Double-Hung Pocket



### Model Overview

#### PROJECT TYPE

New construction and replacement

#### MAINTENANCE LEVEL

Moderate

#### WARRANTY

20 Year Warranty

#### COLORS & FINISHES

27 Exterior Colors

28 Interior Finish Options

#### SCREEN & TRIM OPTIONS

2 Exterior Trim Options

#### FRAME OPTIONS

Pocket Replacement Window

#### GLASS

Energy efficient, tinted, textured and protective.

#### DIVIDED LITES

Grilles between the glass.

#### HARDWARE

1 Lock Option in 9 finishes

#### CONSTRUCTION

Tilt Sash

#### MATERIALS

1 Wood Option



### **Grilles Between the Glass**

Add architectural interest with our divided lite options. Enjoy increased visual appeal and decreased maintenance with our grilles between the glass, which consist of a spacer bar placed between the panes of the insulating glass. They are an ideal choice because they require no upkeep and will not interfere with window cleaning. We offer 5/8" or 7/8" flat grilles, as well as 5/8" or 1" contour grilles in several grille patterns. These grilles are available in the color that matches the exterior color of the patio door you choose.

### **FULL-SURROUND REMOVABLE WOOD GRILLES**

---



### **Full-Surround Removable Wood Grilles**

Add architectural interest to your windows with our divided lite options. Our full-surround wood grilles are a convenient way to achieve the look of divided lites. These grilles are positioned on the interior glass and can be removed for easy cleaning. Grilles are available in 7/8", 1-1/8" and 1-3/8" widths in several grille patterns.

## SIMULATED DIVIDED LITES

---



### Simulated Divided Lites

Add architectural interest to your windows with our divided lite options. These options include simulated divided lites (SDL) for an authentic look. They feature grilles that are permanently attached to both the interior and exterior glass (aluminum for clad exteriors, wood for wood exteriors), metal bars placed between the panes of insulating glass to provide design detail.

## GRILLE DESIGNS

---



Colonial Grille



No Grille



Prairie Grille





EXHIBIT L



EXHIBIT M





EXHIBIT N





EXHIBIT O





EXHIBIT P



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1-5/32 in. x 6 in. x 16 ft. Pressure-Treated Southern Pine #1 Thick-Deck Decking Board

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-

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EXCLUSIVE

\$109.00

★★★★☆ 19

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**Deckorators** Grab and Go Stair White Composite Deck Rail Kit with Balusters

Item #1223163 Model #346701

Includes a top rail, bottom rail, rail brackets and covers, square balusters, support block and hardware

Use with 40-in upper and 48-in lower composite post sleeve kits (item #346702 and #354352)

Extra brackets are model #356156

—  +  
Qty

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**Delivery**  
Available



## Overview

The Deckorators Grab and Go Stair Railing Kit is deck railing made easy. The parts have already been pre-packaged so all you have to do is build the stair railing. This is a perfect outdoor project for a DIY-er. Made with a durable composite material, this kit contains 1 top rail, 1 bottom rail, 4 rail brackets and covers, balusters, 1 support block and hardware. This kit is backed by a 25-year limited warranty.

- Includes a top rail, bottom rail, rail brackets and covers, square balusters, support block and hardware
- Use with 40-in upper and 48-in lower composite post sleeve kits (item #346702 and #354352)
- Extra brackets are model #356156
- White composite stair rail kit for 36-in stair rail height
- Stair angle brackets are set to 35 degrees
- Measures 68-in between posts
- Measures 3-Ft x 5.67-Ft assembled
- Assembly required



[Installation Guide](#)  
PDF



[Warranty Guide](#)  
PDF



[CA Prop 65](#)  
PDF

CA Residents: [Prop 65 Warning\(s\)](#) [↗](#)

## Specifications

Rating & Reviews ★★★★★ 19

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How to Get It

|                                                                                                   |                                                                           |                                                                                                       |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <div><div>✓</div><div><b>Store Pickup</b><br/>Available<br/>(38.8 mi)<br/><b>FREE</b></div></div> | <div><div><b>Ship to Home</b><br/>Not available for this item</div></div> | <div><div><b>Scheduled Delivery</b><br/>As soon as<br/><b>Tomorrow</b><br/><b>\$35.00</b></div></div> |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|

Not in stock at Fayetteville.  
**17** in stock at **Fuquay Varina** (38.8 mi away).  
[Curbside pickup available.](#)  
[Check Nearby Stores](#)

⚠

Due to order volume, this item may not be available for pickup until **tomorrow**.





## SAVE YOUR COLORS

To save this color selection, share it or send yourself an email. Take it to your nearest Benjamin Moore retailer below to find the right style and finish.



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**Yarmouth Blue**  
**HC-150 >**  
**SHOP NOW >**



To find the best paint & finish for your project, talk with your local Benjamin Moore retailer.

To save this color palette, share it.



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FINAL ORDER  
VILLAGE OF PINEHURST  
HISTORIC PRESERVATION COMMISSION  
COA 2020-000123 30 Caddell Road  
*Introduction*

This matter was heard by the Village of Pinehurst Historic Preservation Commission on September 24, 2020. Having heard the evidence and reviewed any relevant documents submitted by the parties, the Commission now makes the following findings and conclusions.

**Order**

The Historic Preservation Commissioner may at times determine that a proposed change or design which does not meet the Guidelines is, in fact, more congruous with the special character of the Pinehurst Historic District than if the property owner had followed the Guidelines. Conversely, an application meeting the Guidelines could be determined to be incongruous with the character of the District. Strict adherence to the Guidelines in those cases is not required if the Historic Preservation Commission clearly states on the record the reasons why the proposed design or improvements are congruous or incongruous before issuing or denying a Certificate of Appropriateness.

Upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes the following:

- ☐ That the applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission is congruous with the Pinehurst Historic District and consistent with Historic District Guidelines. Or
- ☐ That the project as proposed is not in conformity with the guidelines, nevertheless the applicant has satisfied the burden of persuasion and the project subject to any conditions imposed by the Commission is deemed congruous with the Pinehurst Historic District. Or
- ☐ That the applicant has not satisfied the burden of persuasion and the project as proposed is not congruous with the Pinehurst Historic District.

Hereby ordered the \_\_\_\_\_ of \_\_\_\_\_, 2020.

Clerk to the Historic Preservation Commission

Chair of the Historic Preservation Commission

Attachments: Attach application, map, description of significance (if available)

Attachment A  
Final Order  
30 Caddell Road

The Historic Preservation Commission of the Village of Pinehurst has determined that the following additional findings are relevant to a decision for 30 Caddell Road:

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The following conditions apply to approval of the Certificate of Appropriateness for 30 Caddell Road:

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The Historic Preservation Commission of the Village of Pinehurst has determined that a Certificate of Appropriateness should be granted for 30 Caddell Road based on the following:

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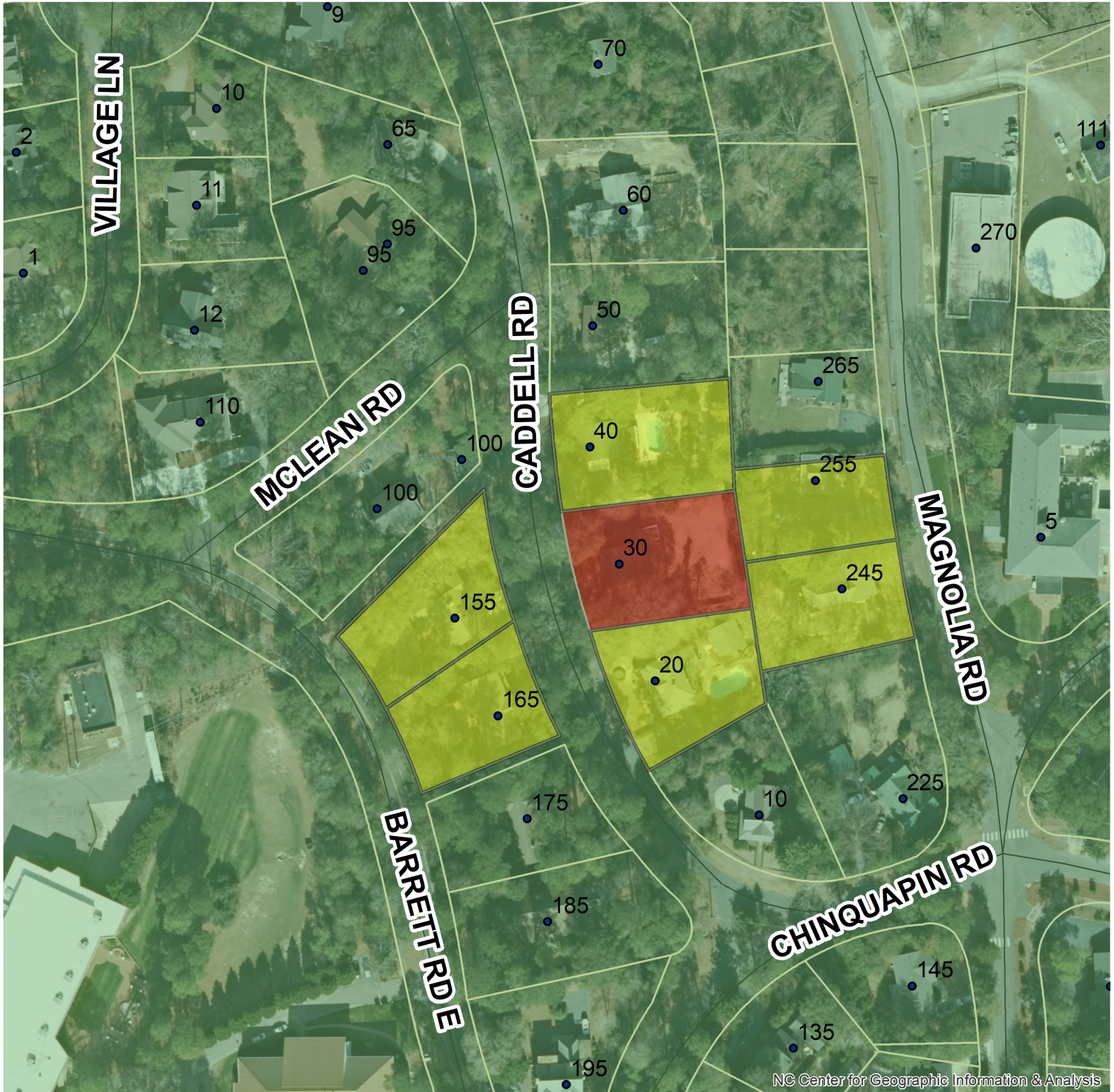
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# 30 Caddell Road Major COA Notification Map



## Legend

- ADDRESS  
 30 Caddell  
 Adjacent Properties 30 Caddell Road
- LHD  
 STREETS





MARCUM, BETTYE MCCASKILL & JOHN  
MILLS  
126 CENTER ST APT B6  
JUPITER, FL 33458-4373

GERARDOT, MATTHEW & MICHELLE  
165 E BARRETT ROAD  
PINEHURST, NC 28374

NICHOLAS, AMY  
30 CADDELL ROAD  
PINEHURST, NC 28374

HALL, BERTRAM B  
155 BARRETT ROAD  
PINEHURST, NC 28374

SNEAD, YVONNE RAY SNEAD, DAWN  
MICHELLE  
3331 SEVEN LAKES WEST  
WEST END, NC 27376

ACRES, RANDY L PHAN, SOEK YIE  
55 PALMETTO ROAD  
PINEHURST, NC 28374

WETZEL, SCOTT L WETZEL, THERESA A  
20 CADDELL RD  
PINEHURST, NC 28374



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

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September 11, 2020

Dear Property Owner(s),

The Village of Pinehurst Historic Preservation Commission will hold a public hearing on:

Thursday September 24, 2020  
At 4:00 p.m.  
At Pinehurst Village Assembly Hall  
395 Magnolia Rd. Pinehurst, NC 28374

*This public hearing is to consider a request within the Pinehurst Historic District for multiple exterior modifications to a primary structure within the Historic District at 30 Caddell Road. The exterior modifications include replacement of multiple windows, replacement of siding material, removal and replacement of existing decking, and painting of the exterior of the structure. The property can be identified in the Moore County Tax Registry by Moore County PIN Number #855212972275. The property owner and applicant is Amy Nicholas.*

As an owner of property adjacent to the subject lot, you are receiving formal notification of this public hearing. Information on this request is available for public review at Village Hall, 395 Magnolia Road, Pinehurst, North Carolina during regular business hours. Information on the hearing will be posted online the week of the meeting at: <https://pinehurst.novusagenda.com/agendapublic/>.

The meeting will be streamed in real-time on the Village's website, at [www.vopnc.org/live](http://www.vopnc.org/live). All persons wishing to be heard should be present during the public hearing so that the facts presented are made a matter of record.

For more information, please call (910) 295-8659 or email [phughes@vopnc.org](mailto:phughes@vopnc.org).

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PLANNING & INSPECTIONS

395 Magnolia Road • Pinehurst, NC 28374 • Telephone (910) 295-2581 • Fax (910) 295-1396 • [www.vopnc.org](http://www.vopnc.org)



## **COA 2020-00126**

### **ADDITIONAL AGENDA DETAILS:**

*This public hearing is to consider a request within the Pinehurst Historic District for the demolition of a primary structure within the Historic District at 125 Kelly Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 856205089506. The property owner and applicant is Robert Wiltshire.*

#### **FROM:**

Peter Hughes

#### **CC:**

Darryn Burich

#### **DATE OF MEMO:**

9/17/2020

#### **MEMO DETAILS:**

This request is before the Commission because according to the Historic District Guidelines the demolition of a primary structure is considered Major Work. All Major Work must be approved by the Commission.

#### **ATTACHMENTS:**

##### Description

- ☐ 125 Kelly Road Staff Report
- ☐ 125 Kelly Road Application and Materials
- ☐ 125 Kelly Road Finding of Facts
- ☐ 125 Kelly Mailed Notification to Adjacent Property Owners
- ☐ 125 Kelly Road Mailing Labels
- ☐ 125 Kelly Road Notification of Adjacent Property Owners Map



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## PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

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**To:** Historic Preservation Commission  
**From:** Peter Hughes, Senior Planner  
**CC:** Darryn Burich, Planning and Inspections Director  
Kelly Brown, Administrative Specialist  
**Date:** September 16, 2020  
**Subject:** Major COA Request for 125 Kelly Road

|                           |                                   |
|---------------------------|-----------------------------------|
| <b>Applicant:</b>         | Robert Wiltshire                  |
| <b>Owners:</b>            | Robert Wiltshire                  |
| <b>Professional:</b>      | TBD                               |
| <b>Property Location:</b> | 125 Kelly Road                    |
| <b>Zoning:</b>            | R-10 (Medium Density Residential) |
| <b>Current Land Use:</b>  | Single Family Residence           |
| <b>Proposed Land Use:</b> | Single Family Residence           |
| <b>PID#</b>               | 856205089506                      |

### **Request and Background:**

Robert Wiltshire is requesting a Certificate of Appropriateness in order to demolish the primary structure located at 125 Kelly Road. The property owner is Robert Wiltshire and the property can be further identified in the Moore County Tax Registry by Moore County PIN Number #856205089506

One Major COA and zero Minor COAs have been granted for 125 Kelly Road. In February of 2020, a Major COA was granted for multiple exterior modification, which included additions to the rear and front of the structure, the removal of a front porch, and the resurfacing of the stucco siding.

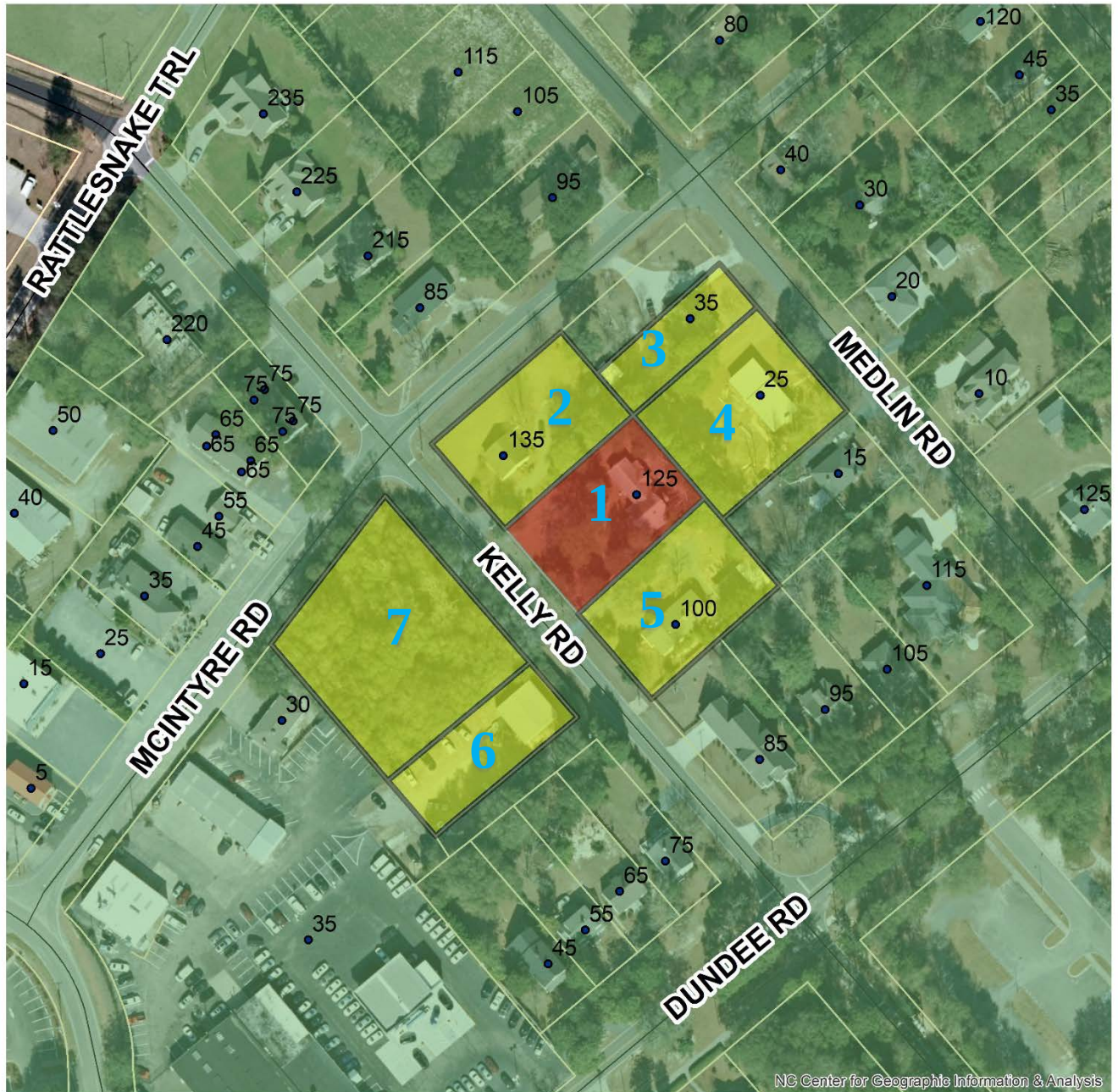
According to the National Historic Landmark Survey, the structure at 125 Kelly Road is not a contributing structure and there is not a single Kelly Road or Medlin Road address that is listed as contributing. According to Moore County Tax Records, the structure at 125 Kelly Road was originally constructed in 1950. The table and map on the following pages show additional information about the adjacent properties:

# National Historic Landmark Survey Table for COA 2020-00126

| #                                                                                                                                                            | Address                | Year Built | Contributing | Structure History                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|--------------|--------------------------------------------------------------------------------------------|
| 1                                                                                                                                                            | 125 Kelly              | 1950       | No           | The National Historic Landmark Survey does not include any information about this property |
| 2                                                                                                                                                            | 135 Kelly              | 1950       | No           | The National Historic Landmark Survey does not include any information about this property |
| 3                                                                                                                                                            | 35 Medlin              | 1971       | No           | The National Historic Landmark Survey does not include any information about this property |
| 4                                                                                                                                                            | 25 Medlin              | 1960       | No           | The National Historic Landmark Survey does not include any information about this property |
| 5                                                                                                                                                            | 100 Kelly              | 1940       | No           | The National Historic Landmark Survey does not include any information about this property |
| 6                                                                                                                                                            | 00018470<br>Vacant Lot | NA         | No           | The National Historic Landmark Survey does not include any information about this property |
| 7                                                                                                                                                            | 00022244<br>Vacant Lot | NA         | No           | The National Historic Landmark Survey does not include any information about this property |
| <p><i>*The year built dates are from Moore Count Parcel Data</i></p> <p><i>** The numbers in the first column correspond to the map on the next page</i></p> |                        |            |              |                                                                                            |

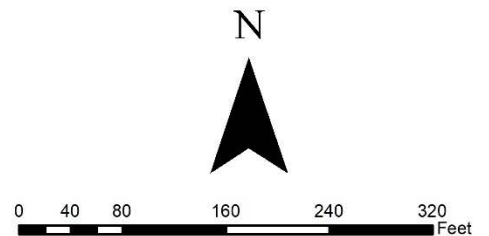


## 125 Kelly Road Major COA Notification Map



### Legend

- ADDRESS
- 125 Kelly Road
- Adjacent Properties 125 Kelly Road
- LHD
- STREETS

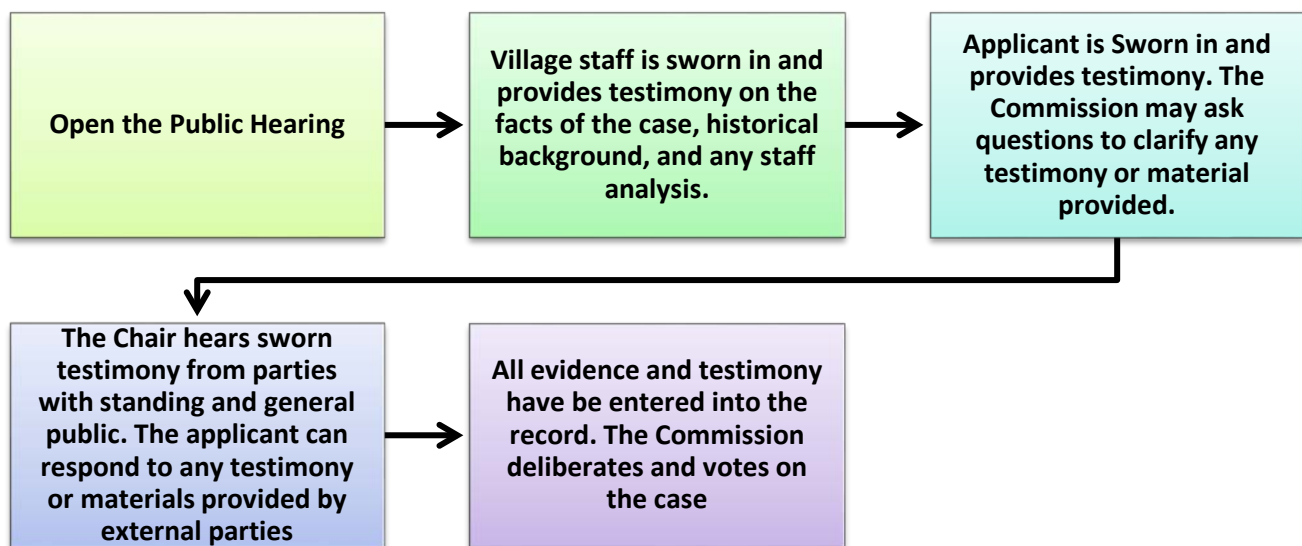


### **Evidentiary Hearing Process:**

The purpose of an evidentiary hearing is to gather factual evidence, not hearsay or public opinion about the popularity of the proposed project.

The hearing will begin with a staff presentation of the case, which explains ordinance requirements, the application, any information on file about the property (previous COAs issued), and any staff analysis that has been made. Following staff's presentation, the applicant will be asked by the Commission to provide additional testimony. The Commission may ask questions during an applicant's testimony to clarify any testimony provided or any material that has been submitted into the record.

The Commission will also hear testimony from parties with standing or general public, at the discretion of the Chair. The applicant has the right to respond to any testimony or material submitted by external parties. When all of the evidence is in, the Commission moves to deliberation and decision of the case. All of this is done in a public hearing.



### **Roles:**

Staff acts as the initial witness providing a brief overview of the case and factual information as it relates to the application, and Historical District Guidelines. Staff, like any other witness, **must** be sworn in and is subject to cross-examination.

The Chair is responsible for calling witnesses, following established procedures, ensuring that witnesses present relevant evidence only, and limits repetitious testimony.

Board Members listen and ask relevant questions, assess the credibility of all testimony, remain impartial, and vote on the case.

The applicant, or other witnesses, provide factual testimony for the Commission to consider before ruling on the outcome of the case. All witnesses need to be sworn in by the Chair.

**Action by the Historic Preservation Commission:**

In considering the application, the Historic Preservation Commission shall review the application materials, the general purpose and standards set forth in the relevant sections of the Historic Guidelines for the granting of COAs, all testimony and evidence received at the public hearing, and most importantly the congruency of the proposal with the Historic District.

After conducting the public hearing, the Commission may:

- (1) Have the authority to subpoena witnesses and may request additional information;
- (2) Continue the public hearing;
- (3) Conduct an additional public hearing on the application;
- (4) Grant the requested COA with conditions. In granting a COA, the Commission may attach appropriate conditions, provided that the conditions are reasonably related to the request.
- (5) Deny the request COA.

Any approval or denial of the request shall be by resolution, accompanied by written findings of fact that the COA request meets or does not meet each of the standards set forth in Historic Guidelines.

This staff report along with material submitted by the applicant shall also be included as submitted evidence and made part of the record.

## **Standards of Review**

This request is before the Commission because demolition of a historic structure greater than 120 square feet is considered a Major Work Item, according to the Village of Pinehurst Historic District Guidelines. The applicant is requesting to demolish the existing structure at 125 Kelly Road and has submitted the required demolish documents. All Major Work must be approved by the Commission.

The Commission shall not approve a Certificate of Appropriateness until the evidence presented meets the standards within the Historic District Guidelines and satisfies the burden of proof that the proposed request.

### **Pinehurst Development Ordinance:**

8.3.2.7 (A) - An application for a Certificate of Appropriateness authorizing the demolition, removal, or destruction of a building structure or site within a Historic District may not be denied. However, the effective date of such a certificate may be delayed for a period of up to three hundred sixty-five (365) days from the date of approval. The Commission shall reduce the period of delay if it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the delay. During the delay period, the Commission shall negotiate with the owner in an effort to find a means of preserving the building, structure, or site. If the Commission finds that a building, structure, or site has no special significance or value toward maintaining the character of a District, it shall waive all or part of such period of delay and authorize earlier demolition or removal;

*The Commission cannot deny the demolition of structures within the Historic District. The Commission may delay the demolition, but for a period not to exceed 365 days.*

### **Applicable Guidelines Requirements:**

#### **DEMOLITIONS**

1. Section VIII.B.3 – Prior to demolition of a primary structure, a record of the primary structure **must** be made that describes any distinctive architectural features of the structure, important landscape features and any archaeological significance of the site. This documentation **must** be provided to Village Staff before the public hearing.

*The applicant has submitted responses to all Demolition standards listed within the Historic District Guidelines.*

2. Section VIII.B.6 - After demolition, all debris **must** be removed from the site within 30 days.

*The applicant has indicated in their submitted response to the demolition standards, that they will meet this requirement.*

### Applicable Guidelines Recommendations:

#### DEMOLITION

1. Section VIII.B.1 – Prior to demolition, property owners should work with the Historic Preservation Commission in seeking alternatives to relocate a primary structure or important accessory building as an alternative to demolition.

*The applicant has indicated that the structural integrity of the structure is so poor that relocation is not an option.*

2. Section VIII.B.4 - Salvageable architectural materials and features should be identified along with potential buyers or recipients of salvaged materials.

*The applicant has not indicated if any material is salvageable, however has stated that if any material is salvageable that it will be.*

3. Section VIII.B.5 – Significant site features and adjacent properties should be protected during demolition. Also trees should be protected from damage due to compaction of the soil by equipment or materials.

*The applicant has indicated in their submitted response to the demolition standards, that they will meet this requirement.*

### **Staff Comments**

*The proposed demolition of 125 Kelly Road was not the original plan for this historic property. Mr. Wiltshire in February of 2020, was granted a Major COA and issued building permits to conduct a comprehensive remodel and restoration of the property. During the light demo phase, Mr. Wiltshire encountered multiple issues with the structure. In the submitted application package Mr. Wiltshire states the following:*

1. *The second floor roofline was supported by 2X6 floor joist on 24” centers and to meet code would require 2X10 joist that would decrease head height. The solution would be to remove existing roof and increase the height.*
2. *There are multiple cracks in load bearing block walls.*
3. *The existing kitchen floor was a floating 2X8 floor and to replace it would require a new slab floor to be poured*
4. *Concrete mix was not used in the block cell foundation nor was any rebar added for structural support*

*Based on the submitted photos and the multiple code and structural issues staff believes that this request for demolition to be reasonable and consistent with the Historic District Guidelines.*





## Historic Certificate of Appropriateness (COA)

### Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 02/2020)

|                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Major Work <span style="margin-left: 100px;"><input type="checkbox"/> Minor Work</span> |
|-----------------------------------------------------------------------------------------------------------------------------|

### Certificate of Appropriateness Information

Section 8.3.2.3 of the Pinehurst Development Ordinance (PDO) indicates that any erection, alteration, restoration, relocation, or demolition of an exterior portion of any building, structure, or signage within the Historic Preservation Overlay District shall require a Certificate of Appropriateness (COA).

Guidelines that property owners must comply with in order to obtain a **Certificate of Appropriateness (COA)** are described in the Village of Pinehurst Historic District Guidelines. A map of the Local Historic District and the Historic District Guidelines can be accessed at [www.vopnc.org/historicdistrict](http://www.vopnc.org/historicdistrict).

This application must be completed in full and submitted with the associated fee listed in the Village's Fees and Charges Schedule, which can be accessed at [www.vopnc.org/Home/ShowDocument?id=10100](http://www.vopnc.org/Home/ShowDocument?id=10100).

### Intake Information

| Property Address      |               |
|-----------------------|---------------|
| Street Address        | 125 Kelly Rd  |
| City, State, Zip Code | Pinehurst, NC |
| Parcel ID #           |               |

| Owner Information     |                        |                  |              |
|-----------------------|------------------------|------------------|--------------|
| Name                  | Robert Wiltshire       | Home Phone #     |              |
| Street Address        | 60 Canter Ln           | Mobile Phone #   | 910-986-2969 |
| City, State, Zip Code | Pinehurst, NC 28374    | Business Phone # |              |
| Email                 | WiltshireGRP@gmail.com |                  |              |

| Applicant      |  |                       |  |
|----------------|--|-----------------------|--|
| Name           |  | Other Phone #         |  |
| Email          |  | Street Address        |  |
| Mobile Phone # |  | City, State, Zip Code |  |



# Historic Certificate of Appropriateness (COA)

## Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 02/2020)

| Licensed Professionals (Optional)                                                      |  |
|----------------------------------------------------------------------------------------|--|
| (License #s must include all letters and numbers as filed with the NC Licensing Board) |  |
| License #                                                                              |  |
| Name                                                                                   |  |
| Street Address                                                                         |  |
| City, State, Zip                                                                       |  |
| Phone #                                                                                |  |
| Email                                                                                  |  |

### General Information

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Description of Changes to the Structure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><i>Complete Removal of Structure &amp; Foundation.</i></p> <ul style="list-style-type: none"> <li>- No way to meet codes with existing structure</li> <li>- Walls cracked beyond repair</li> <li>- Foundation consists of Hollow block</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |
| Type of Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Addition                                                                                                                                                                                                                    | <input type="checkbox"/> Alteration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> New |
| Existing Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                      | Proposed Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |
| <input type="checkbox"/> Vacant<br><input checked="" type="checkbox"/> Single Family Low Density<br><input type="checkbox"/> Single Family Medium Density<br><input type="checkbox"/> Single Family High Density<br><input type="checkbox"/> Multi-Family Development<br><input type="checkbox"/> Office<br><input type="checkbox"/> Retail<br><input type="checkbox"/> Lodging<br><input type="checkbox"/> Recreational<br><input type="checkbox"/> Institutional<br><input type="checkbox"/> Medical<br><input type="checkbox"/> Industrial<br><input type="checkbox"/> Services |                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> Vacant<br><input type="checkbox"/> Single Family Low Density<br><input type="checkbox"/> Single Family Medium Density<br><input type="checkbox"/> Single Family High Density<br><input type="checkbox"/> Multi-Family Development<br><input type="checkbox"/> Office<br><input type="checkbox"/> Retail<br><input type="checkbox"/> Lodging<br><input type="checkbox"/> Recreational<br><input type="checkbox"/> Institutional<br><input type="checkbox"/> Medical<br><input type="checkbox"/> Industrial<br><input type="checkbox"/> Services |                              |
| Includes Demolition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |
| Includes Tree Removal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                      | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |
| Estimated Cost of Construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |

### Planning and Inspections Department

395 Magnolia Rd - Pinehurst, North Carolina 28374

(910) 295-8660 - Fax (910) 295-1396 - [www.vopnc.org](http://www.vopnc.org)



## Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 02/2020)

### Exterior Materials and Colors

|                    | Existing Material | Proposed Material | Proposed Color |
|--------------------|-------------------|-------------------|----------------|
| Front Elevation    |                   |                   |                |
| Rear Elevation     |                   |                   |                |
| Right Elevation    |                   |                   |                |
| Left Elevation     |                   |                   |                |
| Trim               |                   |                   |                |
| Windows            |                   |                   |                |
| Chimney            |                   |                   |                |
| Foundation         |                   |                   |                |
| Front Door         |                   |                   |                |
| Shutters           |                   |                   |                |
| Garage Door        |                   |                   |                |
| Roof               |                   |                   |                |
| Roof Exhaust Vents |                   |                   |                |
| Front Porch        |                   |                   |                |
| Deck               |                   |                   |                |
| Patio              |                   |                   |                |
| Sidewalk           |                   |                   |                |
| Sky Lights         |                   |                   |                |
| Driveway           |                   |                   |                |
| House Number       |                   |                   |                |
| Other: _____       |                   |                   |                |

### Required Documents

- |                                                                                             |                                                                                          |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Site Plan/Survey or Sketch<br><input type="checkbox"/> Floor Plans | <input type="checkbox"/> Elevation Drawings<br><input type="checkbox"/> Landscaping Plan |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|

### Certification

I hereby certify that the information contained in this application is accurate and complete. I also confirm that I have read and understand the requirements that must be met in order to receive a Historic Certificate of Appropriateness (COA).

Applicant Signature: \_\_\_\_\_

Date: 9 Sept 2020

Property Owner Signature: \_\_\_\_\_

Date: 9 Sept 2020

### Planning and Inspections Department

395 Magnolia Rd - Pinehurst, North Carolina 28374  
 (910) 295-8660 - Fax (910) 295-1396 - [www.vopnc.org](http://www.vopnc.org)

Demolition Request for 125 Kelly Rd, Pinehurst NC

From the Pinehurst Demolition Regulation:

*1. Prior to demolition, property owners should work with the Historic Preservation Commission in seeking alternatives to relocate a primary structure or important accessory building as an alternative to demolition.*

Structure is unable to be disassembled or relocated due to construction

*2. Demolition guidelines apply to all structures and site features within the Pinehurst Historic District, except those specified under Minor Works*

Understood

*3. Prior to demolition of a primary structure, a record of the primary structure **must** be made that describes any distinctive architectural features of the structure, important landscape features and any archaeological significance of the site. This documentation **must** be provided to Village Staff before the public hearing.*

There are no distinctive architectural features of the structure, important landscape features or any archaeological significance at this site.

*4. Salvageable architectural materials and features should be identified along with potential buyers or recipients of salvaged materials.*

Materials will be retained by the owner or demo crew for use in future projects.

*5. Significant site features and adjacent properties should be protected during demolition. Also, trees should be protected from damage due to compaction of the soil by equipment or materials.*

No other buildings or trees will be damaged during removal. Great care will be taken to retain the existing trees on site.

*6. After demolition, all debris **must** be removed from the site within 30 day*

Understood

Respectfully,

Robert Wiltshire



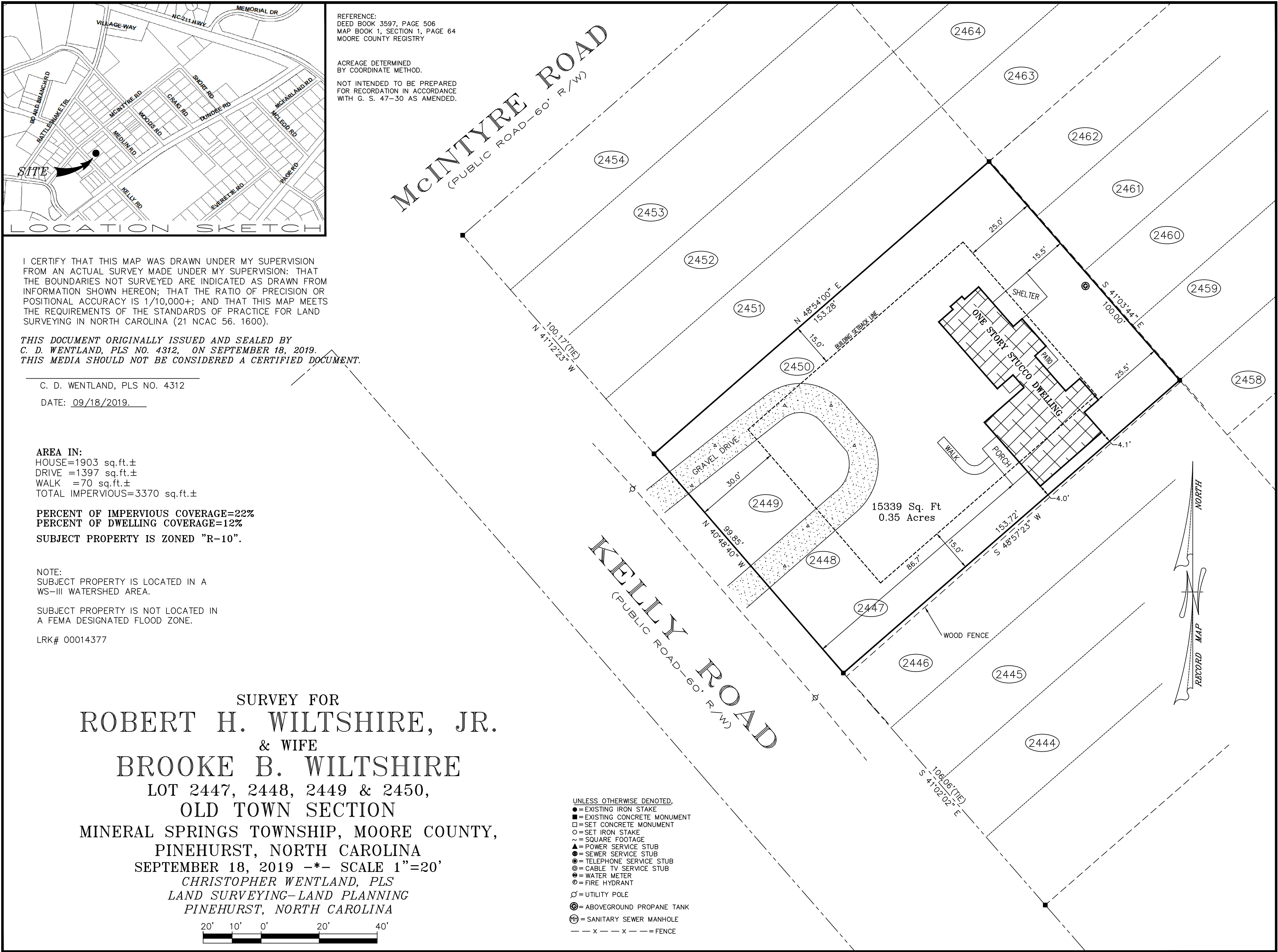




EXHIBIT C

Photos from the February 2020 HPC Meeting



EXHIBIT C



Photos from the February 2020 HPC Meeting



EXHIBIT C

Photos from the February 2020 HPC Meeting



EXHIBIT C

Photos from the February 2020 HPC Meeting



EXHIBIT C

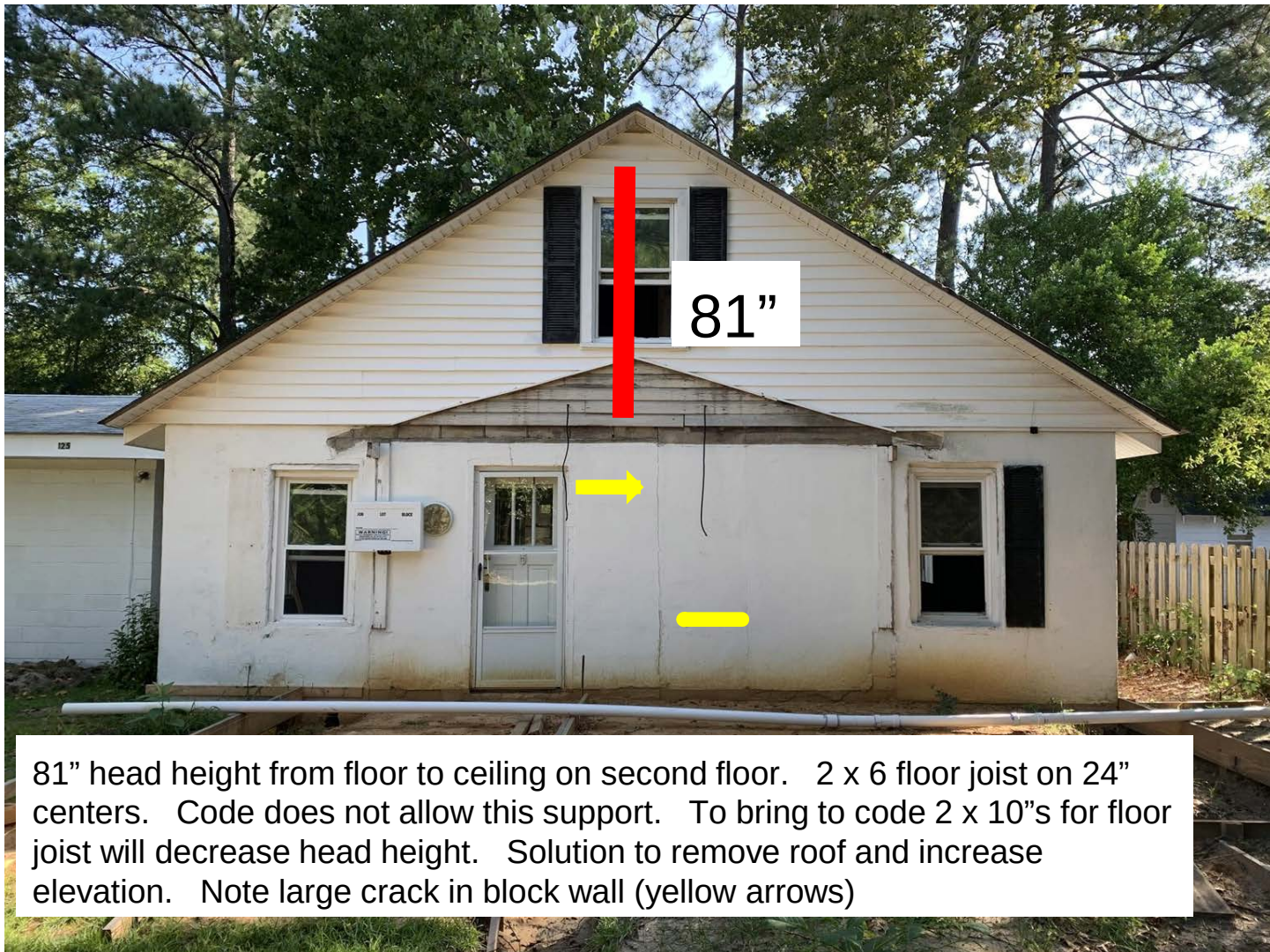
Photos from the February 2020 HPC Meeting



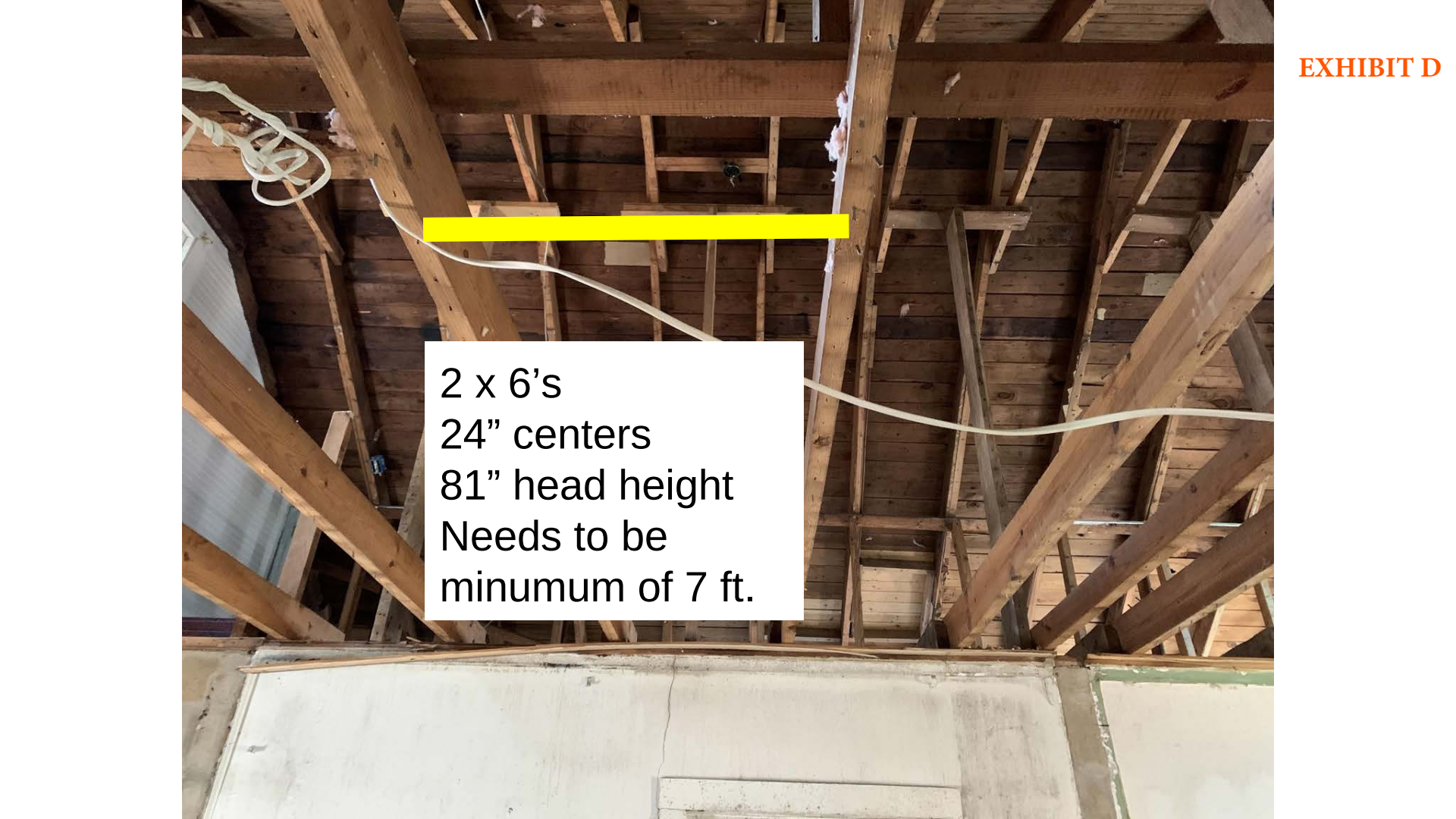
EXHIBIT C

Photos from the February 2020 HPC Meeting





81" head height from floor to ceiling on second floor. 2 x 6 floor joist on 24" centers. Code does not allow this support. To bring to code 2 x 10"s for floor joist will decrease head height. Solution to remove roof and increase elevation. Note large crack in block wall (yellow arrows)



2 x 6's  
24" centers  
81" head height  
Needs to be  
minumum of 7 ft.



## EXHIBIT D

Cracks in load bearing  
block walls (Yellow).  
No lintels above windows  
Plates are anchored  
Intermittently with anchors  
(Red).

Concrete cells for most part  
are hollow, no concrete in cells.  
Anchoring new plate will present  
many challenges





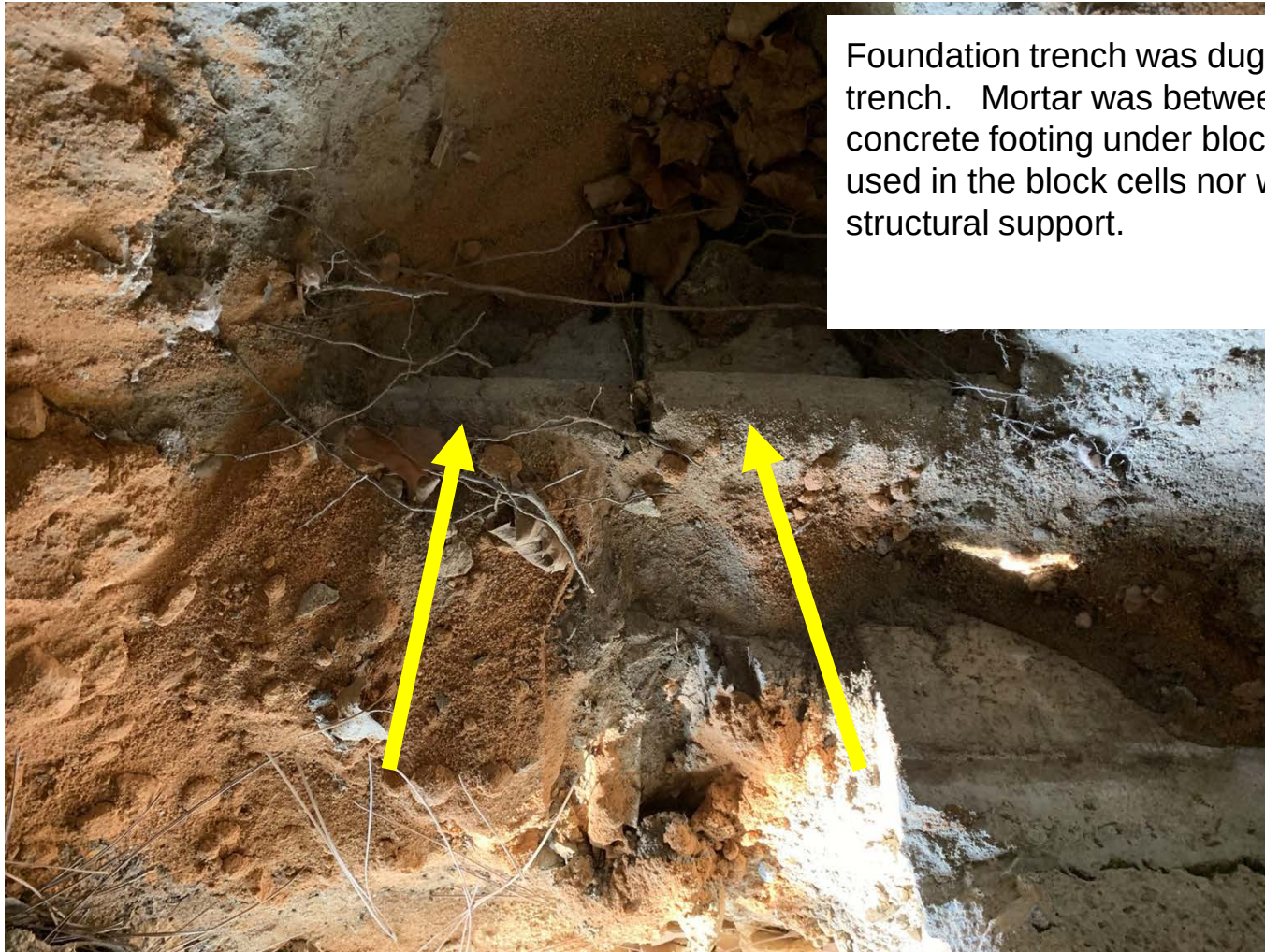
Floor in old kitchen was a floating 2 x 8" floor, not pressure treated lumber. New slab floor will need to be poured for kitchen and dining area.

**EXHIBIT D**



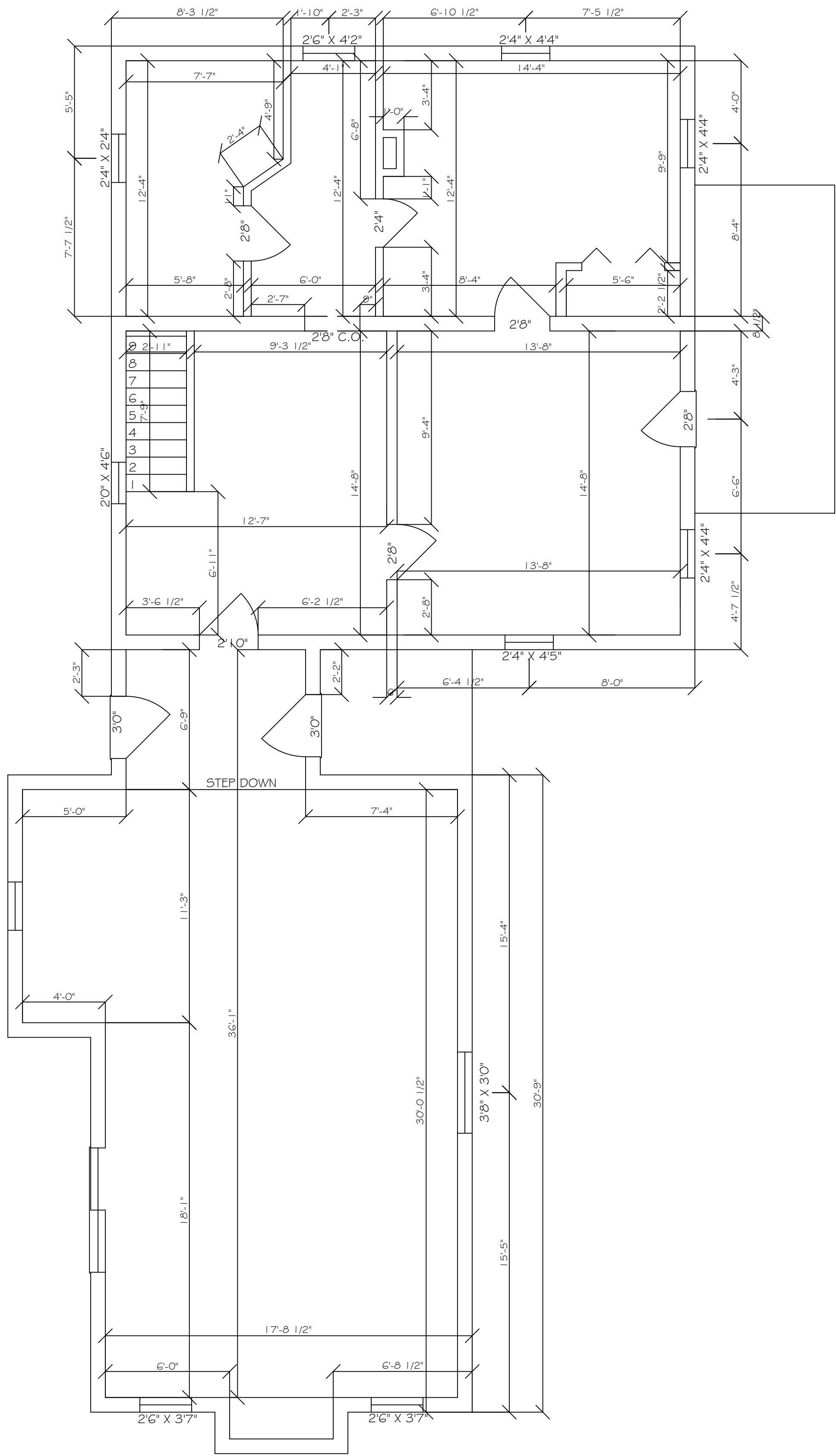
Foundation trench was dug and block was inserted in trench. Mortar was between block, but not in cells. No concrete footing under block. No concrete mix was used in the block cells nor was any rebar added for structural support.

**EXHIBIT D**

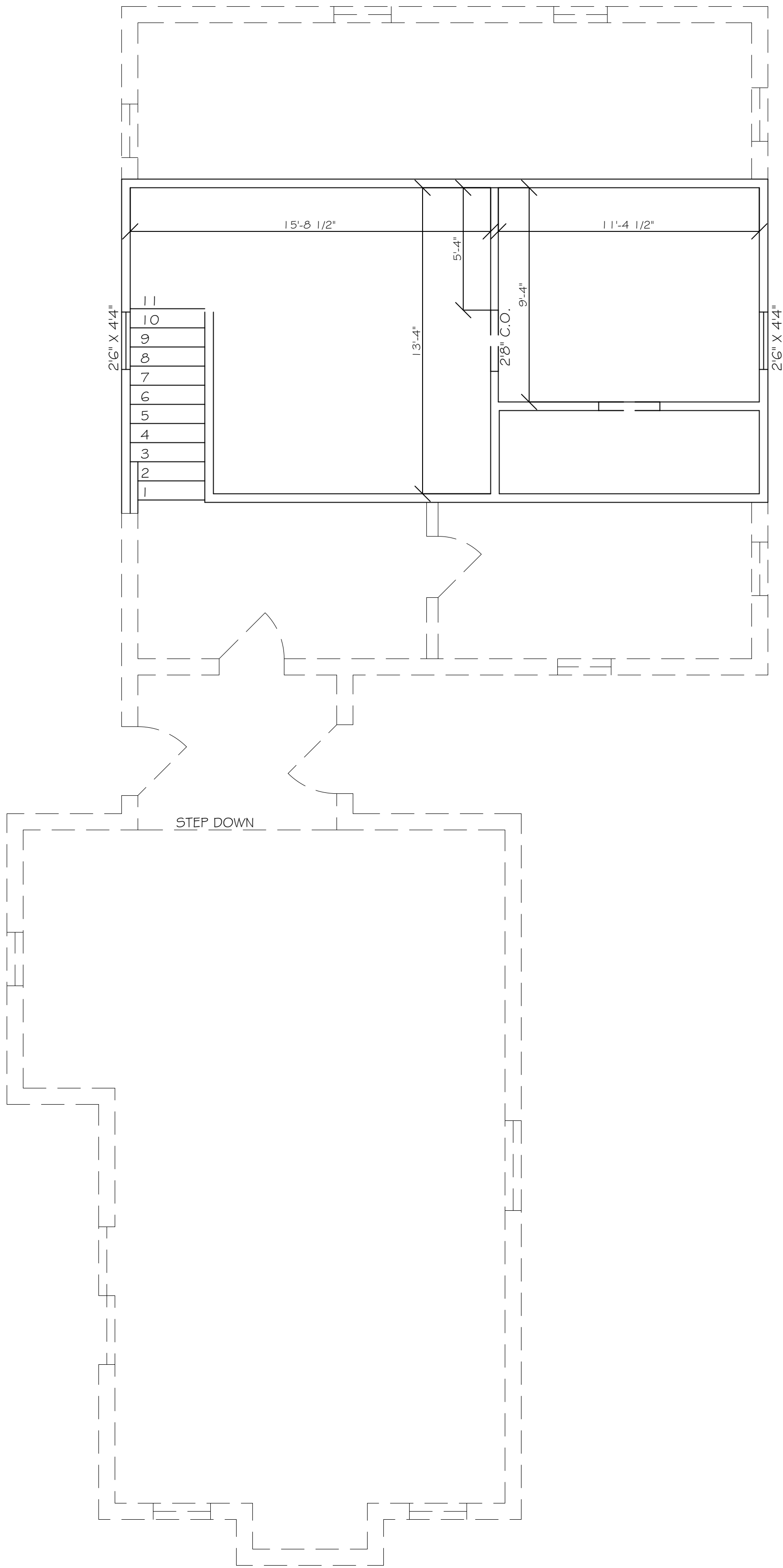




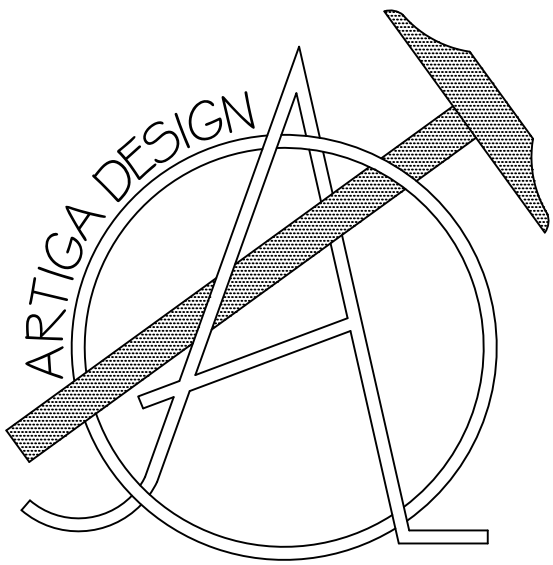
NOTE:  
1) FINAL DIMENSIONS ARE TO BE VERIFIED ON SITE  
NO CUT LIST SHOULD BE DONE BASED ON THIS PLAN  
MEMBER AND WALL SIZES ARE TO BE  
CONFIRM AND ADJUST ACCORDINGLY ON SITE.



EXISTING FLOOR PLAN



EXISTING SECOND PLAN



Enrique J. Artiga  
(910)-637-0350

Client: Mr. Robert Wiltshire  
Mrs. Brooke Wiltshire  
125 Kelly Rd.  
Pinehurst, NC 28374

- Notes:
- 1) ALL FINAL MATERIALS ARE TO BE CHOSEN BY HOME OWNER AND/OR BUILDER.
  - 2) FINAL NUMBER OF EXTERIOR STEPS WILL BE DECIDED ON CONSTRUCTION SITE
  - 3) CONTRACTOR MUST VERIFY ALL MEASUREMENTS AND DETAILS BEFORE CONSTRUCTION BEGINS. ALL WORK MUST MEET OR EXCEED BUILDING CODES.
  - 4) DESIGNER ASSUMES NO RESPONSIBILITY FOR CHANGES MADE TO THESE PLANS BY OTHERS, DURING CONSTRUCTION.
  - 5) FOR SECURITY PURPOSES PLANS SHOULD BE REVIEWED BY A STRUCTURAL ENGINEER BEFORE CONSTRUCTION COMMENCES.

Footage Totals:

|              |               |
|--------------|---------------|
| FIRST FLOOR  | 1,498 SQR. FT |
| SECOND FLOOR | 347 SQR. FT   |

HEATED TOTAL 1,845 SQR. FT.

ALL NUMBERS ARE TO FRAME

Issue Date: EJA 02/07/20

Drafting By: THS 08/21/19

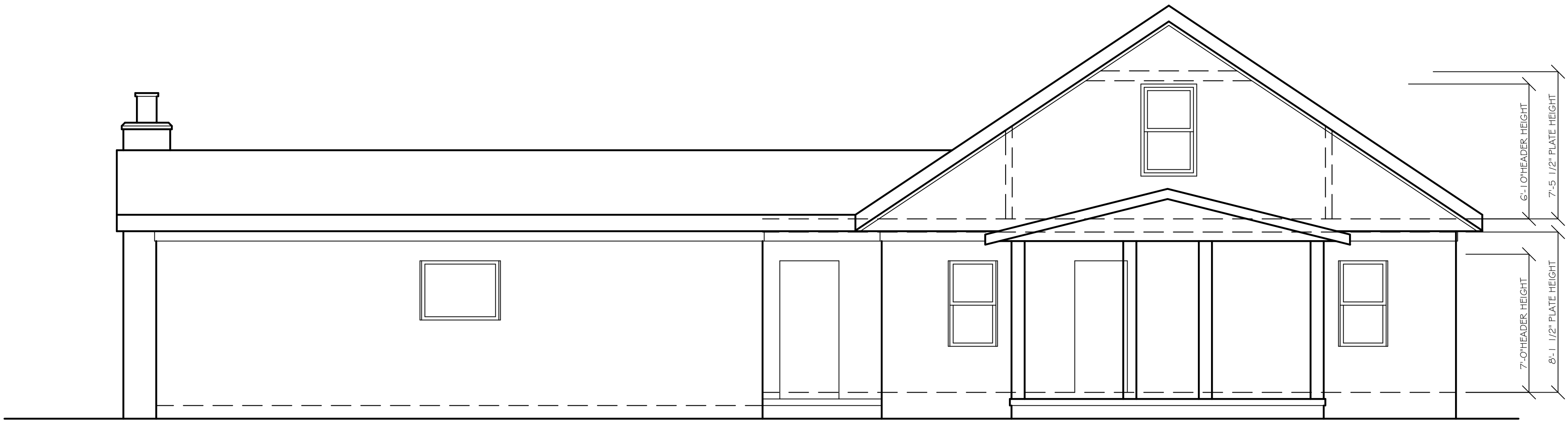
Sheet Name: EXISTING FLOOR PLAN

Scale: 1/4"= 1'0"

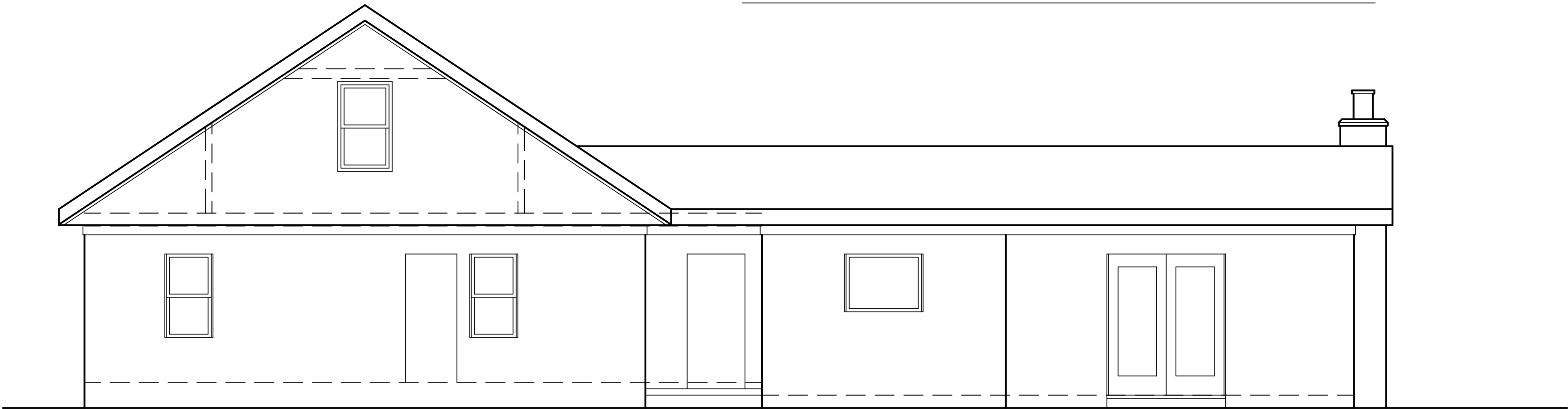
Sheet Number:



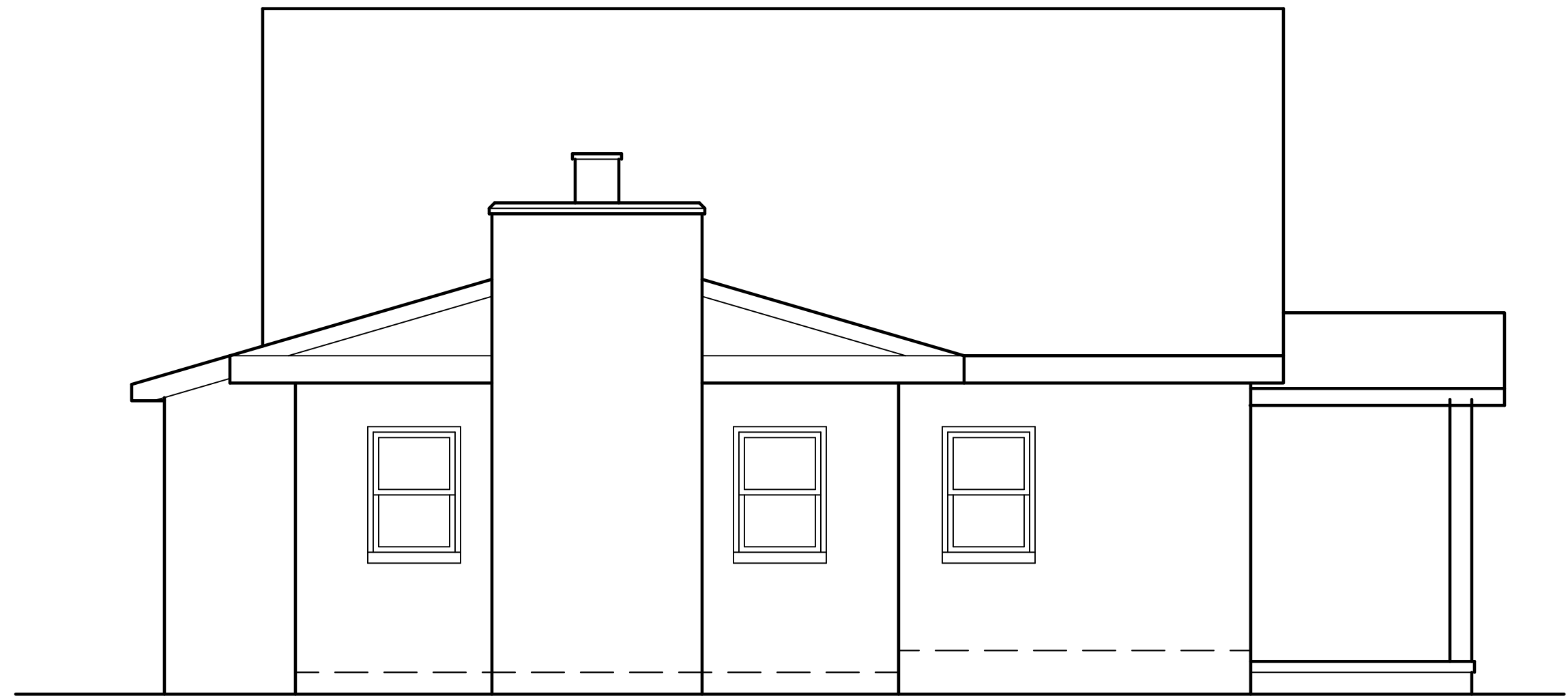
NOTE:  
1) FINAL DIMENSIONS ARE TO BE VERIFIED ON SITE  
NO CUT LIST SHOULD BE DONE BASED ON THIS PLAN  
MEMBER AND WALL SIZES ARE TO BE  
CONFIRM AND ADJUST ACCORDINGLY ON SITE.



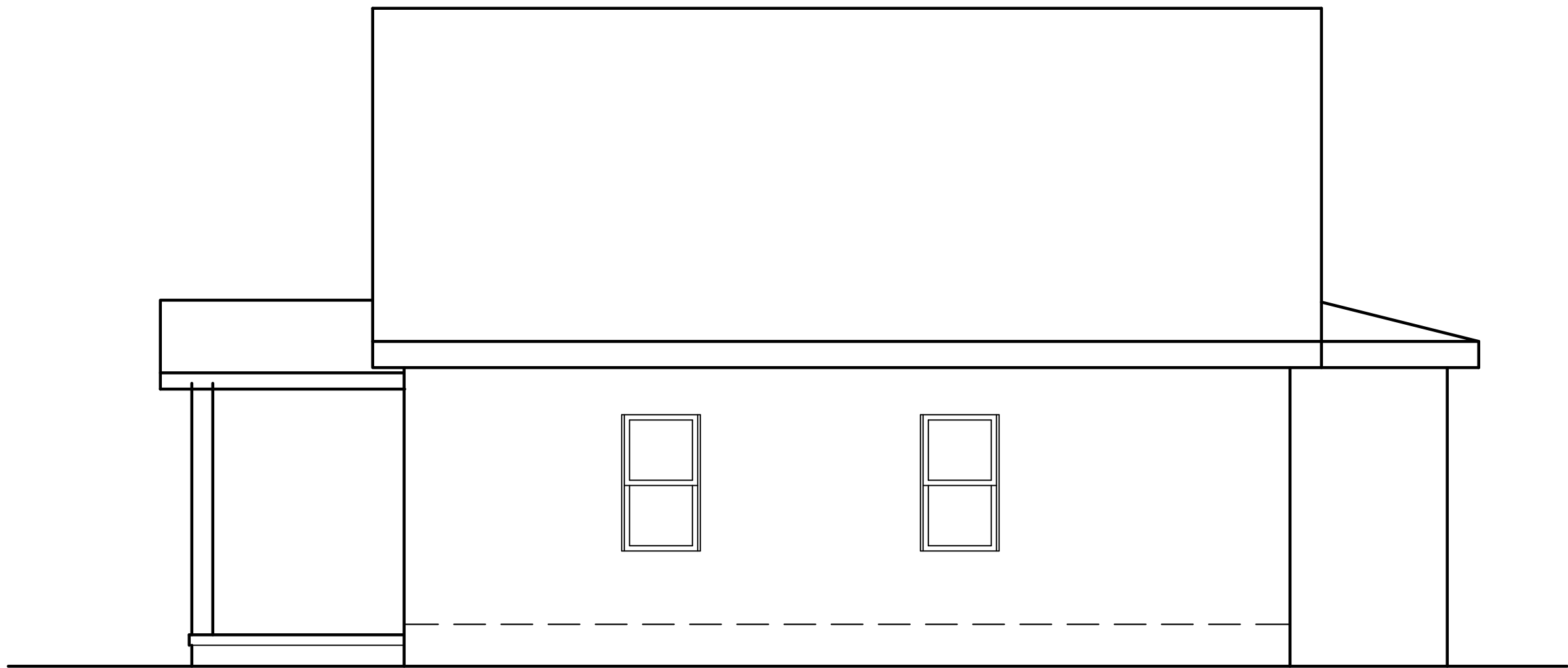
EXISTING FRONT ELEVATION



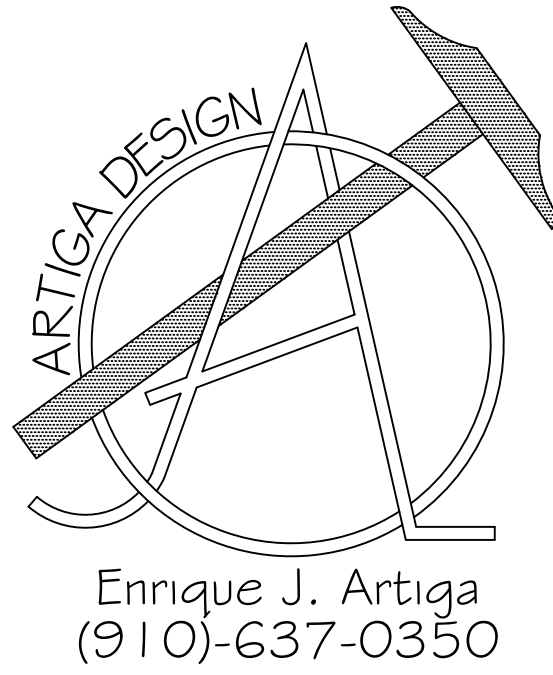
EXISTING REAR ELEVATION



EXISTING LEFT SIDE ELEVATION



EXISTING RIGTH SIDE ELEVATION



Client: Mr. Robert Wiltshire  
Mrs. Brooke Wiltshire  
125 Kelly Rd.  
Pinehurst, NC 28374

Notes:  
1) ALL FINAL MATERIALS ARE TO BE CHOSEN BY HOME OWNER AND/OR BUILDER.  
2) FINAL NUMBER OF EXTERIOR STEPS WILL BE DECIDED ON CONSTRUCTION SITE  
3) CONTRACTOR MUST VERIFY ALL MEASUREMENTS AND DETAILS BEFORE CONSTRUCTION BEGINS. ALL WORK MUST MEET OR EXCEED BUILDING CODES.  
4) DESIGNER ASSUMES NO RESPONSIBILITY FOR CHANGES MADE TO THESE PLANS BY OTHERS, DURING CONSTRUCTION.  
5) FOR SECURITY PURPOSES PLANS SHOULD BE REVIEWED BY A STRUCTURAL ENGINEER BEFORE CONSTRUCTION COMMENCES.

Footage Totals:

|              |               |
|--------------|---------------|
| FIRST FLOOR  | 1,498 SQR. FT |
| SECOND FLOOR | 347 SQR. FT   |

HEATED TOTAL 1,845 SQR. FT.

ALL NUMBERS ARE TO FRAME

Issue Date:  
EJA 02/13/20

Drafting By:  
THS 08/21/19  
EJA 02/07/20

Sheet Name: EXISTING ELEVATIONS

Scale: 1/4"= 1'0"

Sheet Number:





## MATERIAL LIST FROM FEBRUARY 2020 MAJOR COA REQUEST

## Historic Certificate of Appropriateness (COA)

## Major and Minor

(Revised 04/01/19)

## Exterior Materials and Colors

|                    | Existing Material    | Proposed Material | Proposed Color |
|--------------------|----------------------|-------------------|----------------|
| Front Elevation    | Cinder Blocks/Stucco | Stucco/Hardie     | White          |
| Rear Elevation     | "                    | "                 | "              |
| Right Elevation    | "                    | "                 | "              |
| Left Elevation     | "                    | "                 | "              |
| Trim               | Vinyl                | Wood              | White          |
| Windows            | Vinyl                | Vinyl             | White          |
| Chimney            | Brick                | Brick             | White          |
| Foundation         | Slab / Sub           | Slab              |                |
| Front Door         | Wood                 | Metal             | Black          |
| Shutters           | Vinyl                | Wood              | Black          |
| Garage Door        | —                    |                   |                |
| Roof               | Shingle              | Shingle           | Black          |
| Roof Exhaust Vents | None                 | Ridge             | Black          |
| Front Porch        | Being Removed        | Rain ledge        | —              |
| Deck               | —                    |                   |                |
| Patio              | —                    | Pavers            |                |
| Sidewalk           | Brick                | Paver             |                |
| Sky Lights         | —                    | None              | —              |
| Driveway           | Crushed Stone        | Crushed Stone     | Stone Gray     |
| House Number       | Mailbox              | Metal             | Black          |
| Other:             |                      |                   |                |

MATCH  
EXISTING  
MATCH  
EXISTINGMATCH  
EXISTING

## Required Documents

- ☐ Site Plan/Survey or Sketch  
☐ Floor Plans

- ☐ Elevation Drawings  
☐ Landscaping Plan

## Certification

I hereby certify that the information contained in this application is accurate and complete. I also confirm that I have read and understand the requirements that must be met in order to receive a Historic Certificate of Appropriateness (COA).

Applicant Signature: \_\_\_\_\_

Date: 3 Feb 20



FINAL ORDER  
VILLAGE OF PINEHURST  
HISTORIC PRESERVATION COMMISSION  
COA 2020-000126 125 Kelly Road  
*Introduction*

This matter was heard by the Village of Pinehurst Historic Preservation Commission on September 24, 2020. Having heard the evidence and reviewed any relevant documents submitted by the parties, the Commission now makes the following findings and conclusions.

**Order**

The Historic Preservation Commissioner may at times determine that a proposed change or design which does not meet the Guidelines is, in fact, more congruous with the special character of the Pinehurst Historic District than if the property owner had followed the Guidelines. Conversely, an application meeting the Guidelines could be determined to be incongruous with the character of the District. Strict adherence to the Guidelines in those cases is not required if the Historic Preservation Commission clearly states on the record the reasons why the proposed design or improvements are congruous or incongruous before issuing or denying a Certificate of Appropriateness.

Upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes the following:

- ☐ That the applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission is congruous with the Pinehurst Historic District and consistent with Historic District Guidelines. Or
- ☐ That the project as proposed is not in conformity with the guidelines, nevertheless the applicant has satisfied the burden of persuasion and the project subject to any conditions imposed by the Commission is deemed congruous with the Pinehurst Historic District. Or
- ☐ That the applicant has not satisfied the burden of persuasion and the project as proposed is not congruous with the Pinehurst Historic District.

Hereby ordered the \_\_\_\_\_ of \_\_\_\_\_, 2020.

Clerk to the Historic Preservation Commission

Chair of the Historic Preservation Commission

Attachments: Attach application, map, description of significance (if available)

Attachment A  
Final Order  
125 Kelly Road

The Historic Preservation Commission of the Village of Pinehurst has determined that the following additional findings are relevant to a decision for 125 Kelly Road:

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The following conditions apply to approval of the Certificate of Appropriateness for 125 Kelly Road:

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The Historic Preservation Commission of the Village of Pinehurst has determined that a Certificate of Appropriateness should be granted for 125 Kelly Road based on the following:

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HISTORY, CHARM, AND SOUTHERN HOSPITALITY

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September 11, 2020

Dear Property Owner(s),

The Village of Pinehurst Historic Preservation Commission will hold a public hearing on:

Thursday September 24, 2020  
At 4:00 p.m.  
At Pinehurst Village Assembly Hall  
395 Magnolia Rd. Pinehurst, NC 28374

*This public hearing is to consider a request within the Pinehurst Historic District for the demolition of a primary structure within the Historic District at 125 Kelly Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 856205089506. The property owner and applicant is Robert Wiltshire.*

As an owner of property adjacent to the subject lot, you are receiving formal notification of this public hearing. Information on this request is available for public review at Village Hall, 395 Magnolia Road, Pinehurst, North Carolina during regular business hours. Information on the hearing will be posted online the week of the meeting at: <https://pinehurst.novusagenda.com/agendapublic/>.

The meeting will be streamed in real-time on the Village's website, at [www.vopnc.org/live](http://www.vopnc.org/live). All persons wishing to be heard should be present during the public hearing so that the facts presented are made a matter of record.

For more information, please call (910) 295-8659 or email [phughes@vopnc.org](mailto:phughes@vopnc.org).

---

PLANNING & INSPECTIONS

395 Magnolia Road • Pinehurst, NC 28374 • Telephone (910) 295-2581 • Fax (910) 295-1396 • [www.vopnc.org](http://www.vopnc.org)



MEAD, DONALD MEAD, VALERIE  
100 KELLY ROAD  
PINEHURST, NC 28374

GRAHAM, LARRY DANE GRAHAM, IRENE  
35 MEDLIN ROAD  
PINEHURST, NC 28374-1082

HUFFSTETLER, WILLIAM M & NELDA C  
25 MEDLIN ROAD  
PINEHURST, NC 28374

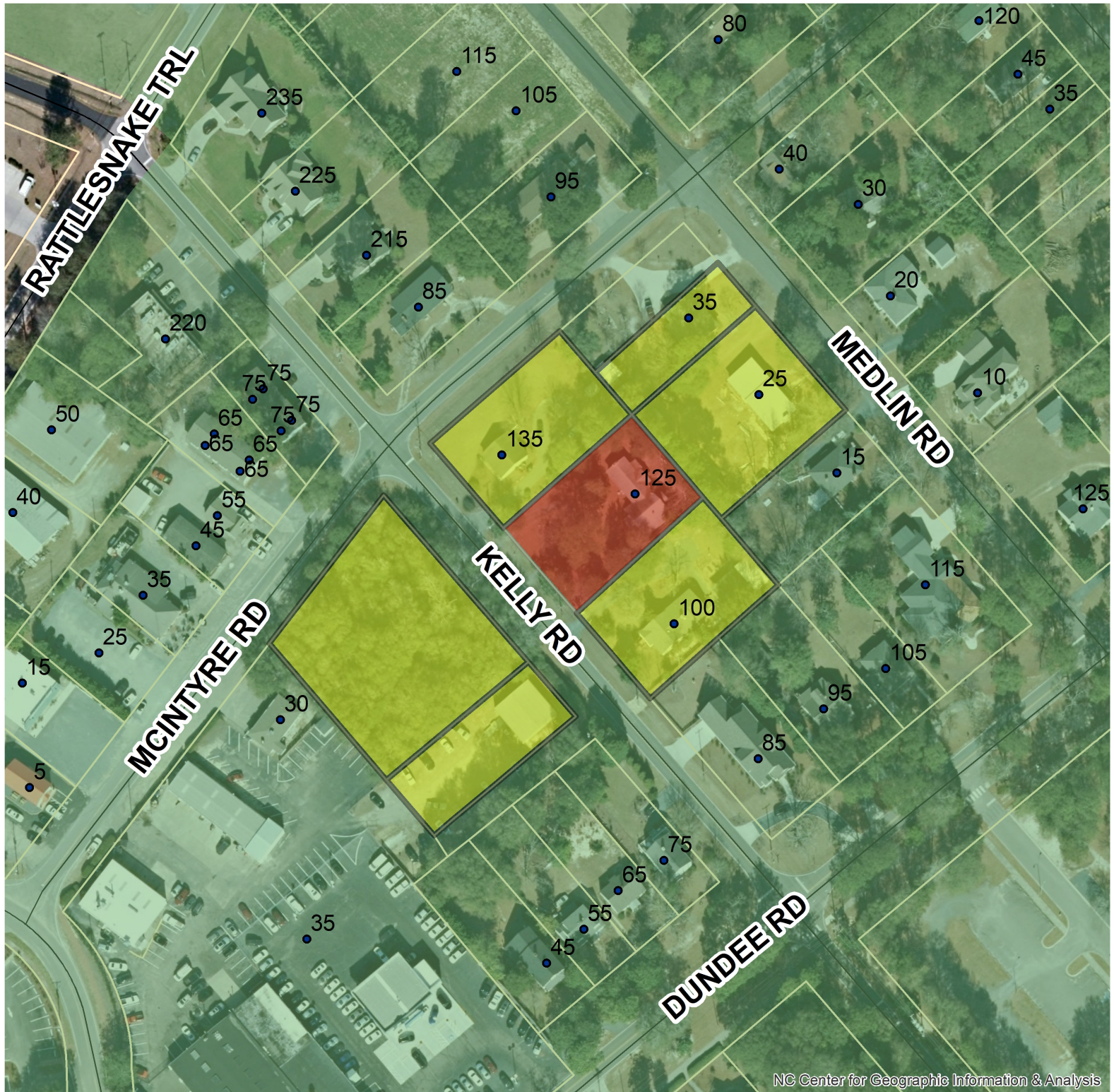
DAWKINS, PRENTICE KELLY DAWKINS,  
JANE CLAIRE & OTHER  
40 WOODS ROAD  
PINEHURST, NC 28374

CLARK CHEVROLET-CADILLAC  
PO BOX 1890  
PINEHURST, NC 28374-1890

WILTSHIRE, ROBERT H JR WILTSHIRE,  
BROOKE B  
60 CANTER LANE  
PINEHURST, NC 28374

FRYE, MELVIN FRYE, HELEN  
2951 PLANK RD  
ROBBINS, NC 27325

# 125 Kelly Road Major COA Notification Map



NC Center for Geographic Information & Analysis

## Legend

- ADDRESS
- 125 Kelly Road
- Adjacent Properties 125 Kelly Road
- LHD
- STREETS

N



0 40 80 160 240 320 Feet



**DISCUSSION ON HISTORIC DISTRICT GUIDELINE UPDATES  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Peter Hughes

**CC:**

Darryn Burich

**DATE OF MEMO:**

9/18/2020

**MEMO DETAILS:**

Commissioners, please see the attached redline copy of the Historic District Guidelines. The proposed changes (redlines) are based discussions from the August 12, 2020 Historic Preservation work session.

The proposed updates include changes to the basic, minor, and major work sections, updates to be compliant with state statutes, and minor content changes throughout the document.

**ATTACHMENTS:**

Description

- ▢ Historic District Guidelines Proposed Redline Changes





# Village of Pinehurst

## Historic District ~~Guidelines~~Standards



*Adopted on January 28, 2020*



# ~~Guidelines~~Standards

## **Village of Pinehurst Council Members**

John Strickland, Mayor  
Judy Davis, Mayor Pro-Tem  
Lydia Boesch, Treasurer  
Kevin Drum  
Jane Hogeman

## **Historic Preservation Commission Commissioners**

~~Molly Gwinn~~ Eric Von Salzen, Chair  
Anne Lucey ~~Jim McChesney~~  
Richard Vincent  
Tom Schroeder  
John Taylor  
David Herring ~~Eric Von Salzen~~  
Terry Lurtz

## **2016-18 Pinehurst Historic District Guidelines Revision Committee**

Historic Preservation Commission (HPC) Chairman, Jim Lewis; HPC Vice-Chair, Jack Farrell  
HPC Commissioners: Judy Davis, Molly Gwinn, and Jim McChesney  
Planning and Zoning Board Member, Leo Santowasso  
Architect, Christine Dandeneau  
Village of Pinehurst Business Owner, Kevin Drum  
Home Builder, Wayne Haddock  
Village of Pinehurst Staff, Stephanie Goodrich and Alex Cameron

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## I. INTRODUCTION

**The Pinehurst Historic District ~~Standards~~ Guidelines** for the Village of Pinehurst is a resource for property owners, architects, building contractors, Realtors® and other real estate professionals planning to make changes to the exterior of existing buildings or to construct new buildings in the Pinehurst Historic District. Demolitions and relocations of existing structures are also addressed in this document.

This document is the guide by which the Village Planner and the Historic Preservation Commission evaluate applications for Certificates of Appropriateness (COA) which must be approved before projects in the Pinehurst Historic District can commence. To determine whether a property is in the Pinehurst Historic District, consult the map in Appendix B, *Map of the Pinehurst Historic District*.

The main body of this document focuses on design ~~standards~~ guidelines that property owners must consider in planning changes or additions to their properties, or in designing new construction projects in the Pinehurst Historic District. Other important information can be found in the Appendices.



## A. THE SPECIAL CHARACTER OF THE PINEHURST HISTORIC DISTRICT

The special character of the Pinehurst Historic District evolved directly from the founding of the Village of Pinehurst in 1895 by James Walker Tufts of Boston. It was owned and managed by Mr. Tufts, his sons and grandsons from 1895 until 1970. During this 75-year period the essential character of Pinehurst was preserved even as the community expanded beyond its central core of cottages, inns, and shops. The Tufts vision for a New England Village around a wooded village green endures today as the special character of Pinehurst.

To implement his vision in 1895, Tufts hired the landscape architecture firm of Frederick Law Olmsted who designed a system of curvilinear streets and lush landscaping around the village green. The first cottages were small and reflected a combination of Queen Anne and Colonial Revival styles. By the 1920s, the Olmsted plan of curving streets spread to the west of Beulah Hill Road where properties were larger and substantial homes were built by private owners in a variety of architectural styles, displaying Colonial Revival, Mediterranean Revival, Cape Cod and Period Cottage characteristics. During the same period, the neighborhood to the east of the Village core expanded in a grid pattern to accommodate more modest housing for resort staff. The neighborhood includes cottages in a range of popular national styles from different eras, for example Ranch, Cape Cod, and Modernist dwellings. Also located in the neighborhood are the elementary school, a church, a car dealership, and a few businesses.

The Village of Pinehurst today retains its historic character due to the careful preservation of original structures from the late 19th and early 20th centuries and the cultivation of its lush landscapes. The village is protected by Pinehurst Historic Overlay District, which was established by the Village Council in 2006, in accordance with North Carolina General Statute 160A-400 ~~[current statute NC G.S. 160D-940(1)]~~, to "safeguard its heritage by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory." At the same time, the Village Council appointed the Historic Preservation Commission to develop and administer the ~~Guidelines~~Standards that would maintain the special character of the properties and landscapes within the district.

## B. THE HISTORIC PRESERVATION COMMISSION

The mission of the Historic Preservation Commission (HPC) is to “preserve and approve that which is congruous with the special character of the Village of Pinehurst Historic District.” The ~~Guidelines~~Standards -in this document beginning in Section III provide the HPC and Village of Pinehurst Planning Staff with tools to assess whether a proposed change, addition, or new construction will be congruous with the special character of the Pinehurst Historic District.

In addition, the ~~Guidelines~~Standards -are intended to inform property owners and to help them understand how changes or additions to their property will contribute to the preservation of the Pinehurst Historic District. A fundamental objective is to ensure that changes and additions to existing structures are congruous with the Pinehurst Historic District. Likewise, new construction should be congruous with the District.

Owners, architects and builders are encouraged to consider and comply with all the ~~Guidelines~~Standards. The strongest recommendations contain the words “**must**,” “**must not**,” or “**it is not appropriate**.” For example:

- Any changes or additions to the configuration an existing roof **must** be compatible with the structure and **must** be congruous with the Pinehurst Historic District
- **It is not appropriate** to introduce new windows or door openings if they will compromise the architectural integrity of the structure.

Other ~~guidelines~~standards -contain the word should. For example:

- Changes or additions to the configuration of any existing roof should be compatible with the existing structure.

All ~~guidelines~~standards -contribute to the standard of congruity with the special character of the Pinehurst Historic District by which the HPC evaluates applications for changes, additions, demolitions, relocations, and new construction. In short, a project must meet the overarching requirement that it is congruous with the special character of the Pinehurst Historic District in order to be approved and issued a Certificate of Appropriateness.

The Historic Preservation Commission may at times determine that a proposed change or design which does not meet the ~~Guidelines~~Standards-is, in fact, more congruous with the special character of the Pinehurst Historic District than if the property owner had followed the ~~Guidelines~~Standards. Conversely, an application meeting the ~~Guidelines~~Standards-could be determined to be incongruous with the character of the District. Strict adherence to the ~~Guidelines~~Standards -in those cases is not required if the Historic Preservation Commission clearly states on the record the reasons why the proposed design or improvements are congruous or incongruous before issuing or denying a Certificate of Appropriateness.

## C. PRINCIPLES OF PRESERVATION

The [GuidelinesStandards](#) are not meant to be a comprehensive preservation manual. There are *additional resources* listed in Appendix G, which may be used to supplement these [GuidelinesStandards](#).

- A major source of materials are The Preservation Briefs published by the National Park Service.
- Owners of historic properties should give special consideration to the Secretary of Interior's Standards for Rehabilitation. Those offer excellent guidance for property owners who are committed to the preservation or restoration of their historic property.
- An application form for work which will require a Certificate of Appropriateness is available from the Village of Pinehurst Planning Department, and may also be downloaded from the Village website.
- Many of the terms found in these [GuidelinesStandards](#) have very specific meanings. Applicants have the responsibility to review and understand these definitions and how they may affect their application. Appendix H contains a comprehensive glossary of relevant terms.

**Based on the Secretary of the Interior *Standards for the Treatment of Historic Properties*, the Pinehurst Historic District [GuidelinesStandards](#) are not meant to be a comprehensive preservation manual, but a starting point for making design or restoration decisions. While working on historic structures within the Pinehurst Historic District, applicants should keep the following principles in mind:**

### **Identify, Retain, and Preserve Historic Features and Materials**

Character-defining materials and features should be repaired rather than replaced. If a material (i.e.: asbestos siding) is no longer available, it should be replaced with a material that is a close match to the original in texture, shape and color.

### **Maintain, Stabilize and Protect Historic Materials and Features**

Attempts should be made to stabilize and repair deteriorated features and materials before replacement. Proper maintenance and weatherization will serve to protect a structure or building within the district. There are several technical bulletins on the National Park Service, Technical Preservation Services website that can help assist in maintaining a historic resource.

### **Replace Deteriorated Component That Are Beyond Repair With "In Kind" or Compatible Materials**

All effort should be made to replace the historic fabric of the building using the same material as the original construction. That includes the type of materials, the design, dimensions, mass, scale, orientation, color detailing and texture.

Substitute materials can be used if the original material is no longer available. Substitute materials should match the historic materials as closely as possible, physically and visually. This does not apply to hidden structural components.

Use of replacement materials should be limited in scope to only the elements that are deteriorated beyond repair. Missing historic features can be replaced if documented by historic photographs or physical evidence shows that the feature was once there.

## D. FREQUENTLY ASKED QUESTIONS

Following are typical questions about the Pinehurst Historic District, the kinds of projects requiring a Certificate of Appropriateness (COA), and the process for securing approval. Consult the appropriate sections of the ~~Guidelines~~Standards for additional information.

### **Q1. What is the Pinehurst Historic District? When was it created and on whose authority? Is it the same as the National Historic Landmark District?**

- A. The Pinehurst Historic Overlay District was established by the Pinehurst Village Council in 2006 under authority cited in North Carolina General Statute 160A-400 [~~current statute~~ NC G.S. 160D-940(1)], which grants a municipality the authority to “safeguard its heritage by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory.” The entire statute can be found on the North Carolina General Assembly legislation webpage. At the same time, the Pinehurst Village Council appointed the seven-member Pinehurst Historic Preservation Commission (HPC), for the purpose of developing and administering the Historic ~~Guidelines~~ that would maintain the character of properties and landscapes of the district.

The Pinehurst Historic District is not the same as the National Historic Landmark (NHL). The NHL is an honorary designation that was awarded to the Village of Pinehurst by the National Park Service in 1996. The boundaries that define the area included in the NHL are not the same as the boundaries of the local Pinehurst Historic District. The Pinehurst Historic District includes properties that are included in the NHL, but also includes several other streets and many other properties.

### **Q2. How do I know if my property is in the Pinehurst Historic District?**

- A. A map of the Pinehurst Historic District can be found in Appendix B. More detailed maps can be found on the Village of Pinehurst website ([www.vopnc.org](http://www.vopnc.org)). If you have any question about whether a property is in the Pinehurst Historic District, contact the Village Planner at 910-295-1900.

If your home is in the Pinehurst Historic District, property owners are encouraged to consult the Tufts Archives at 150 Cherokee Road as it houses a number of old photographs of historic homes. Referencing these photos may assist in design decisions.

### **Q3. My house is not historic, but it is located in a Historic District. Why am I required to follow the Historic ~~Guidelines~~Standards?**

- A. The Pinehurst Historic District boundary is based on the architectural character of the residences and streetscapes that contribute to the overall historic nature of the Village and its special character. The early vision for the Village of Pinehurst was a group of buildings in a designed landscape that closely resembled a New England town. That vision remains in focus in neighborhoods that have preserved a unity of overall design, scale, setting, materials, workmanship, feeling, and association. Your house may be fairly new, but



its location in a neighborhood that contributes to the character of the Village warrants its inclusion in the Pinehurst Historic District. All renovations, as well as new construction, in the Pinehurst Historic District provide an opportunity for the continued evolution of historical architecture in the District.

**Q4. Do the ~~Guidelines~~Standards and the HPC require the use of historic materials in every case or are contemporary substitutes allowed?**

- A. The ~~Guidelines~~Standards are written to promote retention of architectural character without necessarily requiring the use of historic building materials. Original materials are preferred when making repairs or additions, but many modern materials, which have the appearance and texture of original materials, are appropriate and allowed. These ~~Guidelines~~Standards and the Historic Preservation Commission that administers them try to maintain a balance between preserving the special character of the Pinehurst Historic District and recognizing that advances in materials may accomplish the same goal. Since new materials are frequently introduced, the HPC has the flexibility and authority to approve materials that achieve congruity within the Pinehurst Historic District.

**Q5. How do the Pinehurst Historic District ~~Guidelines~~Standards differ from the Pinehurst Development Ordinance?**

- A. The Pinehurst Development Ordinance (PDO) applies to the entire Village of Pinehurst while the Pinehurst Historic District ~~Guidelines~~Standards only apply to properties located within the local Historic District. The PDO is far more detailed and addresses many issues that are not covered in the Pinehurst Historic District ~~Guidelines~~Standards. All construction projects in Pinehurst that require a building permit and/ or zoning approval **must** satisfy the provisions of the PDO. In the Pinehurst Historic District, a Certificate of Appropriateness (COA) is required for Minor and Major Work as defined in Section II, Chapters C and D. ~~Guidelines~~Standards in the Pinehurst Historic District may be, and in some cases are, stricter than those in the PDO.

**Q6. What is the purpose of the Historic Preservation Commission?**

- A. The purpose of the Historic Preservation Committee (HPC) is to approve Certificates of Appropriateness for new construction or Major Work, and to do so by conducting hearings and findings of fact when applications come before it. The HPC's mission is to take no action except to preserve and approve that which is congruous with the special character of the Pinehurst Historic District.

**Q7. When and where does the HPC meet?**

- A. The HPC meets regularly on the fourth Thursday of every month, except November and December when it meets on the third Thursday. The HPC Chairman may call a special meeting if needed to accommodate a time-sensitive application. Meeting dates are posted on the Village of Pinehurst website and are held in the Village Hall at 395 Magnolia Road. The meetings are quasi-judicial public hearings. Participants may give sworn testimony to provide competent, relevant and material evidence on an application to the HPC.

In making its decision, the HPC is required to adopt findings of fact based on sworn testimony presented to the board during the hearing.

**Q8. If I don't agree with the decision of the HPC, how can I appeal?**

- A. If a Certificate of Appropriateness application is denied by the HPC, the property owner may appeal to the Board of Adjustment within 30 days. Objections to approved projects may also be appealed to the Board of Adjustment within 30 days. Subsequent appeals are heard by the NC Superior Court. Applications for appeals can be found on the Village's website.

**Q9. Who is on the HPC? Can I apply to join the HPC?**

- A. The HPC is comprised of seven citizen volunteers who are appointed by the Village Council to two-year terms. They may be reappointed to serve a maximum of three terms. Commissioners should have demonstrated a special interest, experience, or education in history, architecture, and/or archaeology. All commissioners must reside in the Village of Pinehurst. Any qualified resident is invited to apply. Volunteer applications forms are available at Village Hall and also on the Village's website at [www.vopnc.org](http://www.vopnc.org).

**Q10. What projects require approval from the Historic Preservation Commission?**

**Can I make changes to my property without anyone's approval?**

- A. Not all projects require approval from the HPC. Please review the definitions in Section II to correctly identify the type of approval your project requires.

**Q11: How are the terms "congruous" and "compatible" defined and how are these terms applied?**

- A. The HPC bases its decision to approve or deny a COA application on whether the project is congruous with the historic character of the Pinehurst Historic District. A project, including a renovation, addition, or new construction, must be in harmony or congruous with the character, density, scale, and setting of the surrounding properties.

**Congruous** means appropriate, harmonious, compatible or consistent

**Incongruous** means inappropriate, incompatible, or not in keeping with the character of the property or the Pinehurst Historic District

Changes or additions to an existing building must be sufficiently **compatible** with the primary structure and **congruous** with the Pinehurst Historic District. New buildings must be sufficiently **congruous** with the special character of the Pinehurst Historic District.

**Q12: "The field of play" what does it mean?**

- A. "The term "Field of Play" shall mean the area within the Recreational Development (RD) zoning district where golf activity occurs. With the exception of buildings, property located within the area known as the "field of play" is excluded from these. For example, repair, relocation or addition of compatible signage, landscaping, and/or cart paths on property within the "field of play" are excluded from these regulations."

## II. PINEHURST HISTORIC DISTRICT ~~GUIDELINES~~STANDARDS -AND OVERVIEW

The Historic Preservation Commission meets monthly. The Village Planner is available to assist property owners or their designees – for example, an architect or builder – in interpreting the ~~Guidelines~~Standards appearing in Sections III to IX and their applicability to the project prior to design review by the Commission, as well as during project implementation.

### A. APPROVAL REQUIREMENTS

Projects can be approved two ways, depending on the extent of the work and possible alteration of historic features. Some repairs and minor replacements or improvements can be approved at the staff level. For major work, typically additions and new construction, a public hearing before the HPC is required. The following sections provide guidance to enable the property owner to determine what type of approval, if any, must be obtained before beginning work.

If there is any doubt whether a project requires a Certificate of Appropriateness (COA) or what level of approval is required, consult with the Village Planner at (910) 295-1900. If changes to a previously issued Certificate of Appropriateness are requested, the application must be amended and approved based upon the ~~Guidelines~~Standards. The nature of the work will determine whether the change requires staff or Commission approval. The discontinuance of work or the lack of progress toward achieving compliance with a COA for a period of one year shall be considered as a failure to comply with a COA and may require a new application and approval; see additional details in Sections C and D below.

Projects fall into one of three types as defined below.

- 1. Basic Work and Routine Maintenance**
- 2. Minor Work**
- 3. Major Work**



## B. BASIC WORK AND ROUTINE MAINTENANCE

**Basic Work and Routine Maintenance require no approval** from the Village Planner or Historic Preservation Commission. Basic Work and Routine Maintenance includes, but is not limited to the following:

- Installation of address numbers and mailboxes
- Replacement of broken or damaged glass, as long as the replacement matches the existing glass
- Replacement or refinishing of existing signage to match existing
- Caulking and weather stripping
- Repair in-kind of gutters and downspouts
- Replacement of gutters and downspouts where replacement materials match the existing materials in detail and color
- Replacement of light fixtures with new fixtures that are compatible with the primary structure
- Installation of life safety equipment (e.g., automated external defibrillators, fire extinguishers, etc.) or items for special events (e.g., tents, displays, storage pods, etc.) ~~that are congruous with the Pinehurst Historic District~~
- Installation of foundation vents and replacement of access doors
- Replacement of mechanical equipment, including HVAC units, that does not change from existing location/appearance/screening
- Removal of existing fencing
- Repairs to fences, decks, and driveways as long as replacement materials match the existing materials in detail, style, dimensions, and color
- Repairs to walks and patios, as long as the replacement matches the existing walks and patios
- Repair of existing street and/or yard lighting
- Repair or replacement of masonry foundations where the existing foundation material is retained or where new material matches the existing foundation
- Repointing and other masonry repairs when the color and composition of the mortar matches the existing mortar and new brick or stone matches the existing masonry as closely as possible
- Removal of lighting
- Removal of storm windows and storm doors
- Minor landscaping, including vegetable and flower gardens, and shrubbery
- Removal of screening from screened-in porches
- Removal of dead or diseased trees along the street front that are not in the right-of-way

## C. MINOR WORK

**Minor Work projects require a Certificate of Appropriateness** issued by the Village Planner. The category of Minor Work includes projects in which the visual character of a structure or site is not significantly altered. Minor Work projects **that meet the requirements of the Historic ~~Guidelines~~Standards** can be approved by the Village Planner.

The Village Planner may meet with the property owner at the site if necessary and determine if the proposed work is Major or Minor. If the proposed work is Minor and approved, a Certificate of Appropriateness can be issued by the Village Planner. If the Village Planner or designee does not or cannot approve the proposed work, an application for a Certificate of Appropriateness will need to be presented to and reviewed by the Historic Preservation Commission.

As Minor Work projects do not have a material effect on neighboring properties, the Village of Pinehurst does not require that the adjacent property owners be notified. Normally they can be approved fairly quickly. In some cases, the Village Planner may elect to refer a Minor Work case to the HPC for consideration. **Minor Work projects must meet all applicable requirements.**

**Minor Work** includes, but is not limited to, the following:

- Installation of additional mechanical and utility equipment in a new location including, but not limited to, heating and air conditioning units and private well enclosures and associated tanks that are screened from view with shrubbery or appropriate fencing.
- Installation of small/micro cell wireless facilities that meet the ~~guidelines~~standards
- Replacement or removal of siding that covers original material, such as removal of asbestos (which must have an asbestos report submitted to the building inspector), asphalt, or other artificial siding when the original siding beneath is to be repaired and repainted or stained
- New parking areas, walks, and driveways
- Addition of shutters and awnings
- Addition of fences, walls, and columns
- Addition of decks and patios that will be located in the rear yard
- Installation of accessibility ramps and exterior fire exits
- Construction of an arbor, water feature (not including pools), pergola and/or trellis that will be located in the rear yard
- Addition of new and/or replacement signage
- Screening-in an existing side or rear porch that is not visible from the street
- New installation of gutters and downspouts
- Painting a surface a different color that is consistent with Village of Pinehurst Color Palette

## C. MINOR WORK CONTINUED

- Installation of structures or features that are short-term (less than 1 year) or intermittent in nature (e.g., construction trailer, television, temporary cellular facilities, mobile units, etc.).
- Replacement of existing siding, trim, porch flooring, steps, shutters, awnings, etc., as long as replacement materials match or are comparable to the original or existing materials in detail and color
- Replacement of roofing material of the same style, size, and color
- Replacement of doors and windows that are the same style, material, size, and color as the existing doors and windows
- Replacement of missing details, including missing or deteriorated siding and trim, porch floors, ceilings, columns, balustrades, or other architectural details, with new materials that are compatible with existing details
- Installation of storm windows and doors
- Installation of skylights and solar panels not visible from the street
- Installation of accessory buildings with no dimension greater than 12 feet
- Demolition of small outbuildings that are ~~120~~144 square feet or less
- Six-month extension of an approved Certificate of Appropriateness
- Renewal of an expired Certificate of Appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the certificate was initially approved
- Minor work changes to an approved COA prior to the work being completed, except in cases when those changes fall under the category of Major Work
- Pool demolition and infill

## D. MAJOR WORK

**Major Work projects must be approved by the Historic Preservation Commission** in a public hearing before a Certificate of Appropriateness can be issued. In general, these are projects which involve a change in the appearance of a structure or landscape, are more substantial in nature than Minor Work projects, or Minor Work not approved by Planning Staff.

Certificate of Appropriateness applications for Major Work requiring HPC approval include, but are not limited to, the following:

- New construction or additions not considered to be Minor Work
- Relocation, removal or demolition of any structural part of a primary structure including accessory buildings or accessory structures that exceed ~~120-144~~ square feet
- Replacement of architectural details that changes the design ~~or materials~~ from ~~the~~ existing details
- Changes to street facing or principal façade roof lines
- Replacement of windows and doors that are not compatible with the existing window(s) and/or door(s)
- Eliminating or adding windows and/or doors on street facing or principal facade
- ~~Resurfacing buildings with different materials from that which was removed~~Resurfacing buildings with materials that are not compatible or comparable to the material which was removed
- ~~Replacement roofing with a different material or style from that being replaced~~Replacement of roofing with a material that is not compatible or comparable to existing material or replacement that changes the existing style from that being replaced
- Installation of structures that are not temporary and expected to be in place for one (1) year or greater, or potentially longer-term structures or features that may not be permanently affixed to the structure (e.g., modular units)
- Removal of trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a residence
- Installation of in ground swimming pools
- Installation of freestanding ATMs or kiosks
- Installation of small/micro cell wireless facilities
- Minor Work items not approved by the Village Planner



## E. HOW TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

The ~~Guidelines~~Standards -detailed in Sections III to IX apply to existing properties and new construction projects, whether residential or commercial. The process for submitting an application for Minor or Major Work begins with the Village Planner. The Planner can provide details on the schedule for review from the Historic Preservation Commission, if appropriate, as well as the level of documentation and number of copies required. The Planner can assist property owners or their designees, such as an architect or builder, in interpreting the ~~Guidelines~~Standards -and their applicability to the projects prior to design review.

In addition, the process for submitting an application is detailed in Appendix C and illustrated in the Certificate of Appropriateness (COA) Flow Chart on page 15. The term “applicant” denotes the property owner, or designee, who is requesting the change or new construction. Contact the Village Planner with any questions about how to proceed at (910) 295-1900.

Major Work projects require review by the Historic Preservation Commission. The Commission meets on the fourth Thursday of each month, except in November and December when it meets on the third Thursday.

The deadline for receipt of completed applications for major work is three weeks before each monthly hearing. The application must be accompanied by drawings, photographs, specifications such as building height and setback distances, etc. The HPC only considers applications meeting all applicable requirements of the Pinehurst Development Ordinance once confirmed by the Village Planner. This time limit permits the Village Planning staff to prepare agenda information for each item as provided by the property owner. A checklist for property owner preparation is also included in Appendix C. Adjacent property owners are notified of the application as required by law.

The order of business for the quasi-judicial Historic Preservation Commission hearing is typically as follows:

1. Introduction of each agenda item by the Village Planner
2. Swearing in of property owners, or their designees, and witnesses
3. Testimony by the property owners, or their designees
4. Questions by Commissioners with additional testimony from property owner or designees
5. Testimony by other participants.
6. Further testimony by the property owners, or their designees, if desired
7. Additional discussion by the Commissioners
8. A motion and vote by Commissioners

There are certain situations when a Certificate of Appropriateness may be amended by The Village Planner after it has been approved by the Commission. These changes approved by Village Staff are on a case by case basis and should be submitted in writing.

## F. PUBLIC MEETINGS

The remarks and documents presented by the property owner are important because they allow the Commission to be fully informed about the project. The purpose of review by the Commission is to determine if the project is congruous with the special character of the Pinehurst Historic District. The Commission will grant or deny a COA based on findings of fact relative to the application of the ~~Guidelines~~Standards. Approval may be subject to conditions necessary for the project to meet the ~~Guidelines~~Standards.

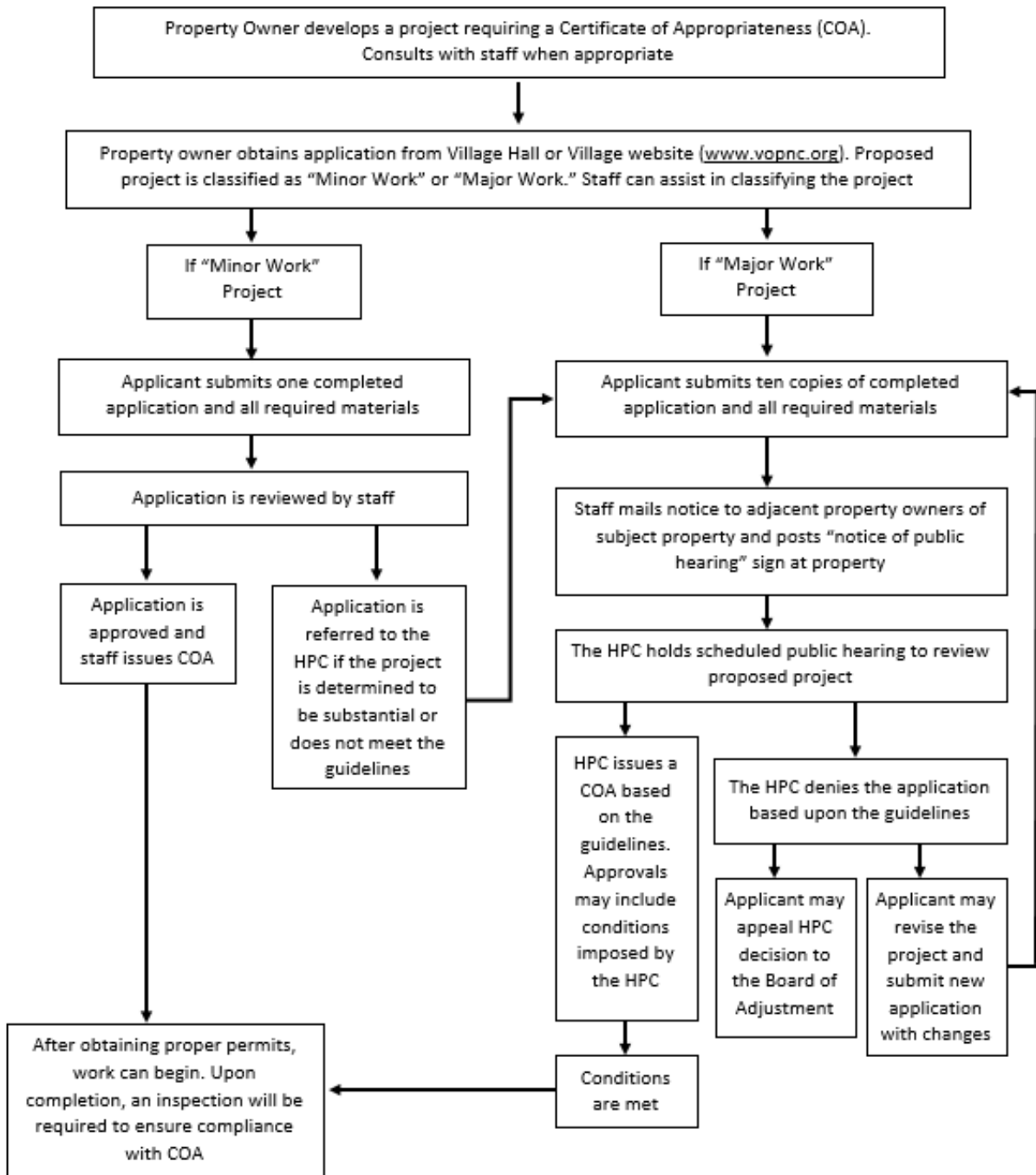
As all hearings are recorded, the video recording may be retrieved from the Village of Pinehurst website.

## G. Inspection Process

After the public hearing process and once projects requiring a COA have been completed, the Village Planner conducts an inspection to ensure that work was completed as approved in the COA. The following is the inspection process for both Minor and Major COA inspections:

1. When a historic district project is complete and ready for inspection please contact the Village's Planning Department and schedule an inspection appointment with a Planner. Typically inspections can be conducted the next day or within a reasonable amount of time.
2. The Planner will visit your project site to inspect the work performed under the permit.
  - a. During the inspection, the Planner will compare the work based on the approved plans and ensure the completed work is consistent with the approved plans.
3. If the work is consistent with what was originally submitted and approved, the Planner will approve the work and close out the COA.
4. If there are any discrepancies between the approved plans and what was built, an applicant ~~have~~has three options available to pursue:
  - a. The applicant may meet standards and/or address the discrepancies by building to the approved plan.
  - b. If the changes qualify as minor work, the applicant may apply for a minor COA
  - c. If the changes qualify as major work, the applicant may apply for a major COA and go before the Historic Preservation Commission.
5. After all the previously identified issues have been addressed, please contact the Planning Department and arrange for a re-inspection.

## H. CERTIFICATE OF APPROPRIATENESS FLOWCHART





### III. CHANGES TO EXISTING RESIDENCES



The following [GuidelinesStandards](#) apply to proposed projects that change or renovate exterior facades of existing homes in the Pinehurst Historic District.

Chapters A to J describe various building elements such as roofs, porches, and mechanical systems

Chapters K to M describe building materials such as wood, masonry, and architectural metals

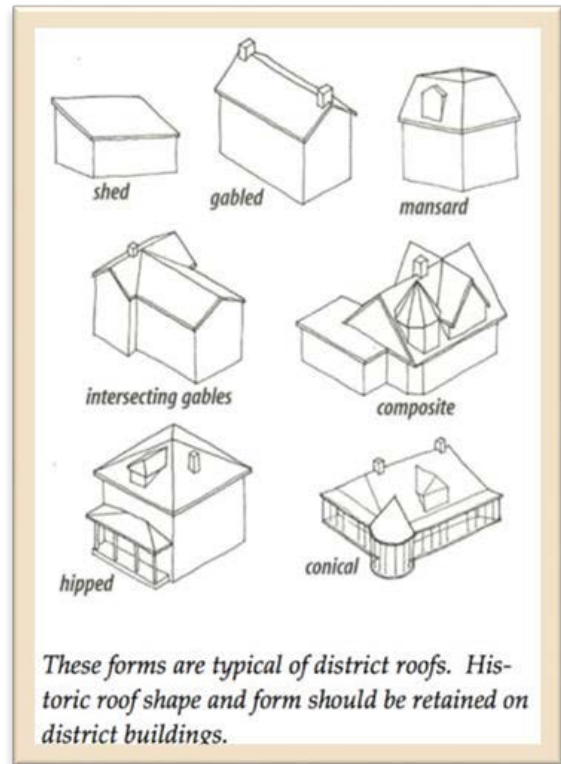
Chapter N describes the Village of Pinehurst Color Palette

Section IV addresses [GuidelinesStandards](#) -for *Residential New Construction*. Please consult Section VII *Site Features* for details on [GuidelinesStandards](#) -for such features as fences, landscaping or lighting that may be relevant to an addition or renovation project.

Many existing structures in the Pinehurst Historic District utilize materials and features that would not be approved for new construction. Property owners will be allowed to continue the use of those non-conforming materials for additions and accessory buildings.

## A. ROOFS

1. Any changes or additions to the configuration of an existing roof shall be compatible with the architectural style of the existing structure and **must** be congruous with the Pinehurst Historic District.
2. Roofs and roof forms that contribute to the overall character of a structure, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices should be retained and preserved. Likewise, roofing materials should be preserved and retained whenever possible.
3. If a roof feature, such as a dormer, is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the structure, roofline and the Pinehurst Historic District.
4. If repair or replacement of an entire roof is necessary, the new material should match the existing material in composition, dimension, size, shape, color, pattern and texture.
5. Metal roofs should be compatible with the architecture of the existing structure and the material should be copper or one of the following colors: weathered copper color, dark brown, dark bronze, dark gray, dark green, or dark silver.
6. If standing seam metal roofs are used on residences, the seams should not exceed 1 inch in height and one quarter (1/4) inch in width.
7. Vents, including soffit vents and low profile ridge vents should be installed in a manner that does not diminish the original design of the roof or destroy the character of roof details.
8. New gutters and downspouts should be installed so that character-defining architectural features of the structure are not damaged or lost.
9. Replacement gutters and downspouts should be coated with paint or a baked-enamel finish in a color in the Village of Pinehurst Color Palette, unless they are made of copper.
10. Roof ventilators, solar attic fans and solar panels should be located as inconspicuously as possible.
11. Skylights and skylight tubes should be placed as inconspicuously as possible on the rear roof surface, and should have a flat profile.



## B. EXTERIOR WALLS AND TRIM

1. Any changes or additions to an exterior wall, such as windows or door openings, bays, vents, balconies or chimneys, **must** be compatible with the architecture of the structure and **must** be congruous with the character of the Pinehurst Historic District.
2. Exterior walls that contribute to the historic form and character of a structure should be retained and preserved, including their functional and decorative features such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
3. If an existing exterior wall feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the character of the structure.
4. Repair or replacement of an entire exterior wall or wooden feature or deteriorated detail or element should be limited to the minimal amount necessary and should be replaced in kind or with a substitute material matching the original in composition, dimension, size, shape, color, pattern, texture and profile, but using the original material is preferred.
5. Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, is **not appropriate**.



### ***DESIGN GOAL***

Replace materials in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.

## C. WINDOWS AND DOORS

1. Adding new windows and door openings or altering or filling existing openings should not compromise the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.
3. If a window, door or feature is completely missing and is to be replaced, it should be replaced with a new window, door or feature based on the original or a new design compatible in scale, size, material and color with the character of the structure.
4. If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
  - a. Wooden windows on street-facing elevations should be replaced in kind.
  - b. If windows are repaired or replaced, the muntins, mullions, lintels and sills of the new Installation should be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
  - c. Windows should have true or simulated divided lights.
  - d. Snap-in muntins are **not appropriate**.
5. Windows and doors of existing structures should retain their original size and dimension, except as may be modified to accommodate code compliance and accessibility.
6. Window and door surrounds and trim should match the original door or window surrounds and trim. Replacing sash windows should not alter the original trim.
7. The number and size of panes, mullions, and muntins, and all window and door hardware should be compatible with those of the existing windows and doors.
8. New dormer windows on street-facing elevations should be compatible with the size and placement of existing windows on primary elevations and should not compromise the architecture of the structure.
9. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.
10. New windows and doors easily visible from the street should be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and detail.
11. Glass Block windows are **not permitted** on street-facing elevations.
12. Painted, tinted or filmed glass on windows or doors is **not appropriate** on street-facing elevations.
13. Sliding doors are **not permitted** on street-facing elevations.
14. Security bars should be installed in a way that avoids damages to the historic fabric. Custom security bars should align with the vertical and horizontal dividing elements of doors and windows and are preferred over standard expandable models.



## D. STORM WINDOWS AND DOORS

1. Storm windows and storm doors **must not** compromise the architectural character of the openings or casings to which they are applied and **must** be congruous with the Pinehurst Historic District.
2. Storm windows and doors should be installed inside the casing and not cover the casing.
3. Storm windows with a meeting rail should align with the meeting rail of the window to which they are applied. They should be installed so that existing windows and frames are not damaged or obscured.
4. Storm doors should have full view glass or mullions that align with the meeting rails and mullions of the door.
5. Storm windows and storm doors should be factory-finished vinyl, painted wood, or painted or baked enamel finished aluminum.
6. Storm or screen doors should be painted in a color that matches the walls or trim of the structure and the color should be in the Village of Pinehurst Color Palette.
7. It is preferable to use interior storm windows over exterior, if possible.

## E. SHUTTERS AND AWNINGS

1. New shutters **must** be compatible with the historic character of the structure and **must** be congruous with existing shutters in the Pinehurst Historic District.
2. Shutters that contribute to the overall historic form and character of a structure, including their functional and decorative features, should be retained and preserved.
3. If a shutter or awning is missing or deteriorated and replacement is desired, it should be replaced with a new shutter or awning based on the original or a new design compatible with the character of the structure.
4. Shutters should be wood or have the appearance of wood in composition and texture, and be appropriately mounted.
  - a. If the original shutter was operable, the replacement should be operable or appear to be operable.
  - b. Each shutter should be equal to the height of the window opening, and one half the width.
  - c. Shutters on arched windows ~~must~~should have an arched head as well.
  - d. Shutter color should be compatible with the structure and should be in the Village of Pinehurst Color Palette.
5. Awnings should be based on historical awning profiles, styles, and shapes and be in a scale compatible with the building.
  - a. New awnings should not obscure windows, doors, porches, or other character-defining features or damage the original material.
  - b. It is preferable that awnings be canvas or a woven fabric.
  - c. Awning colors should be compatible with the colors of the structure and ~~must~~should be in the Village of Pinehurst Color Palette.

## F. CHIMNEYS

1. New chimneys or chimney repairs and alterations should be compatible with the architectural character of the structure and **must** be congruous with chimneys in the Pinehurst Historic District.
2. Chimneys and their functional and decorative features that contribute to the overall historic form and character of a structure should be retained and preserved.
3. If an existing chimney feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the character of the structure.
4. If repair or replacement of an entire chimney, chimney feature, or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the existing in composition, dimension, size, shape, color, pattern and texture.
  - a. New mortar should match the existing color.
  - b. Compatible substitute material should match the existing in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
5. Chimneys visible from the street should be repaired or rebuilt rather than removed.
6. Chimney stacks should not have stucco applied above the foundations as a means of stabilization.
7. Exterior chimneys should have a masonry finish and should extend from grade level for additions.
8. Wooden, boxed chimneys are **not appropriate** on new construction and additions.
9. Chimney repairs and or additions should have masonry and bonding patterns, joints, texture, color, tooling profile, and details compatible with the structure and other masonry features.
10. Paint, cement coating, stucco, artificial stone, brick veneer, or other coatings should not be applied to chimneys that are not currently or were not historically covered.
11. Chimney caps should be compatible with architectural style of the structure or building.

## G. PORCHES, ENTRANCES AND BALCONIES

1. New porches, entrances, and balconies or alterations to porches, entrances, and balconies on street-facing elevations **must** be compatible with the architectural character of the structure and **must** be congruous with similar elements in the Pinehurst Historic District.
2. Front porches, entrances, and balconies that contribute to the overall historic form and character of a structure should be retained and preserved.
  - a. All architectural features that are character-defining elements of porches, entrances, and balconies, including piers, columns, pilasters, balustrades, steps, railings, brackets, floors, ceilings, soffits, and trim should be retained and preserved.
  - b. Porch, entrance, and balcony material, such as flooring, ceiling board, lattice, and trim should be retained and preserved.
  - c. An existing entrance or porch should not be removed from street-facing elevations unless historically accurate or compatible with the architectural character of the structure.
  - d. A front porch or balcony should not be enclosed in any form unless historically accurate or compatible with the architectural character of the structure.
  - e. If enclosure of a side or rear porch is required, the enclosure should be designed so the character and features of the porch are preserved.
  - f. All decorative porch posts, railings, brackets, cornices and cornice trim should remain uncovered and preserved.
3. New porches and entrances on the street-facing elevations **must** be compatible in height and architectural character with the existing structure, and based on historical evidence that a porch is appropriate to the structure or the style of structure.
  - a. The height of the porch should align with the first floor level of the structure.
  - b. Porch posts, columns, and railings should be compatible in composition, dimension, shape, color, pattern and texture with the structure.
  - c. New porches should be painted or stained in a color compatible with that of the structure and **must be** in the Village of Pinehurst Color Palette
4. If an entrance, porch or balcony feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in form, scale, proportion, roof shape, detail, material and color with the character of the structure.
5. If repair or replacement of an entire porch, entrance or balcony or a feature or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in height, scale, proportion, roof shape, detail, material and color. Any substitute materials used should match the original in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.



6. Ramps and lifts should be located on the least character-defining elevation of the structure.
  - a. Ramps should be constructed in materials, finish and scale that are compatible with the character of the structure.
  - b. Ramps that are not temporary should be screened.
  - c. Ramps should be constructed so that the original elevation can be restored when the ramp is removed.

***Did You Know?***

Porches are characteristic features of almost every architectural style found in the Village due to its early history as a health resort.

***DESIGN GOAL***

Addition of a porch will contribute to the human scale of the structure and provide a congruent and welcoming space.



## H. DECKS AND PATIOS

1. The addition of a deck or patio **must not** obscure, damage, or destroy character-defining features of a primary or accessory structure and **must** be congruous with the character of the Pinehurst Historic District.
2. Decks should be constructed so that they can be removed in the future with little damage to the existing structure.
3. Decks, posts, and railings should be compatible in scale, design, material, and detail with the structure or previously existing features.
4. The height of a deck should align with the first floor level of the structure.
5. Decks and patios should be located on the rear or least character-defining elevation of the structure.
6. Deck framing should be screened by landscaping or skirt boards.
7. Decks should be painted, stained, or have a manufactured color compatible with the color of the structure and the Village of Pinehurst Color Palette.



**Rear porch and balcony addition**

## I. ADDITIONS AND ACCESSORY BUILDINGS—CARRIAGE HOUSES, GARAGES, AND OTHER BUILDINGS

1. Additions and new accessory buildings, such as carriage houses, garages, and other buildings, **must be** compatible with the character and scale of the primary structure and **must be** congruous with the character of the Pinehurst Historic District.
2. Accessory buildings, including carriage houses, garages or other buildings and their features that contribute to the overall character of the primary structure should be retained and preserved. Removal or relocation of an accessory buildings **must** comply with the ~~guidelines~~standards -in Section VIII.
3. If a carriage house, garage or outbuilding is completely missing and replacement is desired, the replacing structure **must** comply with the ~~guidelines~~standards -for new construction.
4. Repair of a carriage house, garage or building feature or deteriorated detail or element should be limited to the minimal amount necessary and be replaced in kind.
  - a. Compatible substitute material for repair should match the original material in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
  - b. If the material used on the primary structure is non-conforming with the current Pinehurst Historic District ~~Guidelines~~Standards, the same material is permitted on additions and accessory buildings.
5. New features, such as windows or door openings, bays, vents, dormers, roof forms, balconies, chimneys, or other details should not be introduced on existing carriage houses, garages, or buildings if they are incompatible with the primary structure.

### **DESIGN GOAL**

A lower roof slope for an accessory building creates appropriate spatial definition of the two structures.

The same is true for the pediment over the door in the two illustrations on the right.



**Preferred**

House with low slope  
pediment aligned

**Not recommended**

House with equal roof  
garage and slopes and taller  
pediment above front door

6. Windows and doors in additions and accessory buildings should be similar to those in the existing primary structure in their proportions, spacing, and materials.
7. The height of an accessory building **must not** be taller than the primary structure and **must** be smaller in scale than the primary structure.
8. The foundation height of an addition or accessory building should align with that of the primary structure.
9. Additions and accessory buildings such as carriage houses, garages and other buildings **must** be located as inconspicuously as possible, in rear or side yards.
10. An addition **must not** obscure, damage, or destroy the character-defining features of an historic primary structure.
11. If building a new garage, carriage house, or other accessory building will require removal or demolition of an existing structure, that relocation or demolition **must** be approved prior to consideration of the new construction.
12. Attached or detached garages should open to the rear or side of the primary structure.
13. Multiple front-facing garages that dominate the façade are **not appropriate** in the Pinehurst Historic District.
14. Prefabricated metal or plastic storage buildings are **not permitted** in the Pinehurst Historic District.





## J. UTILITIES AND OTHER MECHANICAL SYSTEMS

1. Energy conservation features such as porches, operable windows, transoms, and louvered shutters that contribute to the overall historic form and character of a structure **must** be retained and preserved and **must** be congruous with similar elements in the Pinehurst Historic District.
2. Vents and mechanical connections through walls should be located on non-character-defining elevations or inconspicuously on side or rear walls where they will not be visible from the street and should be screened, if possible.
3. Mechanical equipment and utilities, including heating and air-conditioning units, meters, exposed pipes, and underground fuel tanks, private well covers and associated tanks should be located in the most inconspicuous area, usually along a primary structure's rear elevation, screened from view with plantings.
4. Solar panels should be installed in a manner that screens or camouflages their appearance as much as possible and should not be visible from the street.
5. Window air-conditioning units should be located only on rear or inconspicuous elevations.

## K. WOOD

1. New wooden features or details or replacement of a missing feature or detail or element **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Wooden features that contribute to the overall character of a structure and a site, including such functional and decorative elements as siding, shingles, cornices, architraves, brackets, pediments, columns, balustrades, and architectural trim should be retained and preserved.
3. If a wooden feature is completely missing and is to be replaced, it should be replaced with a new feature based on an original feature or a new design compatible in scale, size, material, texture, and color with the structure.
4. If repair or replacement of an entire wooden feature, deteriorated detail, or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
  - a. Substitute material should match the original material in composition, dimension, size, shape, color, pattern, texture and profile.
  - b. Painted wooden siding that is sound should not be replaced or covered.
5. Vinyl, aluminum, Masonite or similar engineered wood product **must not** cover a wooden detail, element, or feature.
6. Wooden surfaces and features **must** be painted or stained and ~~must be should be~~ in colors that are in the Village of Pinehurst Color Palette.
7. Use of vertical siding or authentic board and batten should be limited to accents and not be a primary siding. Plywood siding is **not permitted**.

## L. MASONRY

1. The addition of a masonry feature or the alteration of a distinctive masonry element or material **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Masonry features that contribute to the overall character of a structure and site should be retained and preserved, including walls, foundations, roofing materials, exposed chimney walls, cornices, quoins, steps, piers, columns, lintels, arches, and sills.
3. If a masonry feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible with the texture, scale, size, material and color of the historic structure.
4. Historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, block, and clay tile, as well as their distinctive construction features should be retained and preserved.
5. If replacement of a deteriorated detail, module, or element of a masonry surface or feature is necessary, only the deteriorated portion should be replaced in kind rather than the entire surface or feature.
  - a. If replacement of a large masonry surface or entire feature is necessary, it should be replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
  - b. Compatible substitute material is permitted if it matches the original material in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
6. Manufactured stone should have the appearance of natural stone in scale, size, texture and color.
7. Traditionally exposed brick or stone surfaces should not be parged or covered with materials like stucco, concrete, wood, or a synthetic material.
8. Masonry elements and terra cotta surfaces that contribute to the character of a structure should not be painted or coated. Painting a brick surface is **not appropriate** unless the surface was previously painted. If painted brick is allowed it **must be** within the Village of Pinehurst Color Palette.
9. New mortar should duplicate the original in strength, color, texture, and composition and match existing mortar joints in width and profile and composition of mortar.
10. Pressure washing can be done in limited areas to clean or remove an applied coating or staining. It is recommended that an inconspicuous area be tested on a low pressure setting prior to wholesale cleaning. Sandblasting is not recommended.

## M. ARCHITECTURAL METALS

1. Architectural metal features **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Architectural metal features such as copper, tin, brass, cast iron, wrought iron, lead, and terne plate that contribute to the overall character of a structure and a site should be retained and preserved.
3. If an architectural metal feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible with the scale, size, material, texture and color of the structure.
4. If a deteriorated detail, module, or element of an architectural surface or feature is to be replaced, only the deteriorated portion should be replaced in kind rather than the entire surface or feature. Compatible substitute material should match the original material in composition, dimension, size, shape, color, pattern, texture and profile, but using the original material is preferred.
5. Architectural metal surfaces and features ~~must be~~ should be painted in the Village of Pinehurst Color Palette, unless it is a copper surface.



## N. PAINT

Paint color plays an important role in defining the special character of homes and structures in the Pinehurst Historic District. An appropriate color, when applied with complementary accent colors, can enhance a structure's architectural style and accentuate its defining features. Because of the variety of architectural styles in the Pinehurst Historic District, a range of color schemes are appropriate as described below.

- Cottages and houses in the Colonial Revival style are usually painted white or soft colors such as gray or yellow with the trim painted a complementary color.
- Craftsman bungalows, on the other hand, are characterized by a mix of exterior materials, including shingles, brick, and stucco, which may be stained or, in the case of brick, left unpainted. Any wood trim is usually painted white, gray, or an earth tone, to contrast with the darker wall materials.
- The ornate style of Queen Anne Victorian houses permits the most exuberant use of color for decorative accents like brackets and the moldings of window and door surrounds.

### DESIGN GOAL

**A simple color scheme will allow the building's features to shine.** Choose three colors: the most muted and palest color for the walls, a major complementary color for the trim, and a more intense minor accent color for the front door. Consider the roof material as the fourth color.

**Muted colors of lighter value are suitable for walls and trim; intense colors and those of darker value should be limited to minor accents.** The intensity of a color depends on the purity of hue; the value of a color depends on the amount of white mixed into the color.

**The color scheme should be congruous with the paint colors on the surrounding properties.**

*The Village of Pinehurst Color Palette* includes approved colors for the Historic District. Appendix D provides a listing of the approved paint colors with manufacturer reference numbers. The catalogue with samples is available for viewing at Village Hall.

✓ Choose a simple color scheme. Most houses require no more than four colors:

- roof color,
- wall color,
- major accent color for trim areas such as porch, cornice, and window frames and sashes, and
- minor accent color for the front door, small decorative details, and, window sashes.



■ roof ■ wall ■ major trim ■ minor trim / accent

*Color is directly related to a building's style. Color schemes for most buildings, regardless of style, usually require no more than four colors.*

In the case of most architectural styles, the following principles should guide the choice of color.

1. Paint and stain colors for exterior walls, architectural elements or details, decks, and porches **must** be compatible with the architectural character of the structure, **must** be congruous with the Pinehurst Historic District, and ~~must be~~ should be in the Village of Pinehurst Color Palette. Darker colors are recommended for trim and accents only.
2. Historic painted surfaces and materials that contribute to the character of the structure should be retained and preserved.
3. Replacement gutters and downspouts should be coated with paint or a baked-on enamel finish in the Village of Pinehurst Color Palette, unless they are made of copper.
4. Exterior storm windows should be the same color as the window sash or trim.
5. Painting copper and terra cotta surfaces is **not appropriate**.

PLEASE SEE APPENDIX D ON PAGE 70 FOR APPROVED PAINT COLORS.

## IV. RESIDENTIAL NEW CONSTRUCTION



The following [GuidelinesStandards](#) apply to building new homes in the Pinehurst Historic District.

- Chapter A cites prevalent architectural styles of homes
- Chapter B describes general points such as scale, relationship to surroundings and color
- Chapters C and D address windows, doors and shutters
- Chapter E describes accessory buildings such as garages
- Chapter F outlines appropriate building materials

Review of Section III *Changes to Existing Residences* may provide additional guidance when designing the proposed project. Please consult Section VII *Site Features* for details on [GuidelinesStandards](#) for such features as fences, landscaping or lighting that may be relevant to new construction projects.

## A. CHARACTERISTIC ARCHITECTURAL STYLES

### DESIGN GOAL

The Village of Pinehurst is not frozen in time. It continues to evolve by:

- *Respecting the character-defining features of the Pinehurst Historic District when designing a new residence*
- *Promoting compatible new construction that blends comfortably with existing historic structures*
- *Showing respect for the site's topography and character-defining site features*

Within the Pinehurst Historic District, the following seven architectural styles are prevalent for homes

| STYLE                                                                                                                                                                                                                                                                                                                                       | EXAMPLE                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Craftsman Bungalow</b> <ul style="list-style-type: none"> <li>• Low-pitched roof</li> <li>• Wide eave overhang</li> <li>• Braces under gables</li> <li>• Porch with square or tapered columns</li> <li>• Stone chimneys</li> <li>• Gabled or shed dormers</li> <li>• Exposed rafters under eaves</li> <li>• Broad front porch</li> </ul> |   |
| <b>Cottage</b> <ul style="list-style-type: none"> <li>• Sloping, uneven roof</li> <li>• Brick, stone or stucco siding</li> <li>• Steep gables</li> <li>• Prominent brick or stone chimney</li> <li>• Casement windows with small panes</li> <li>• Small dormer windows</li> </ul>                                                           |  |



| STYLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | EXAMPLE                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p><b>Colonial Revival</b></p> <ul style="list-style-type: none"> <li>• Rectangular overall house shape</li> <li>• Gable or hip roof</li> <li>• Overhanging second floor</li> <li>• Classical pillars and columns</li> <li>• Multi-pane, double-hung windows with shutters</li> <li>• Dormers</li> <li>• Temple-like entrance: porticos topped by pediment</li> <li>• Paneled doors with sidelights and topped with transoms or fanlights</li> <li>• Chimneys</li> </ul>                                                              |    |
| <p><b>Georgian Revival</b></p> <ul style="list-style-type: none"> <li>• Square, symmetrical shape</li> <li>• Paneled front door at center</li> <li>• Decorative crown over front door</li> <li>• Flattened columns on each side of door</li> <li>• 5 or more windows on house front façade</li> <li>• Paired chimneys</li> <li>• Medium-pitched roof</li> <li>• Minimal roof overhang</li> <li>• Nine or twelve small window panes in each window sash</li> <li>• Dental molding (square, tooth-like cuts) along the eaves</li> </ul> |   |
| <p><b>Federal Revival</b></p> <ul style="list-style-type: none"> <li>• Hip or gable roof</li> <li>• Prominent end chimneys</li> <li>• Corner boards</li> <li>• 6 on 6 or 12 on 12 windows</li> <li>• Portico</li> <li>• Fanlight above door and side lights</li> <li>• Often brick or wood construction</li> <li>• Shutters</li> </ul>                                                                                                                                                                                                |  |



| STYLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | EXAMPLE                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <p><b>Queen Anne or Folk Victorian</b></p> <ul style="list-style-type: none"> <li>• Rambling, asymmetrical silhouette</li> <li>• Corner towers or turrets</li> <li>• Steep gable or hipped roof with dormers</li> <li>• Verandas and balconies</li> <li>• Contrasting materials and colors</li> <li>• Second-story overhangs</li> <li>• Gable ends decorated with half-timbering or stylized relief decoration</li> <li>• Ornate trim and brackets</li> <li>• Stained-glass window accents</li> </ul> |   |
| <p><b>Ranch</b></p> <ul style="list-style-type: none"> <li>• Single story</li> <li>• Low pitched gable roof</li> <li>• Deep-set eaves</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |  |

## B. GENERAL ~~GUIDELINES~~STANDARDS

### **DESIGN GOAL**

**Scale is an important consideration** in assessing whether an addition, accessory building, or new construction is congruous with the Pinehurst Historic District.

Several relevant factors are used by the HPC to assess scale including:

- Total square feet
- Height and square footage of the front or street facing façades
- Footprint
- Mass
- Impact on adjacent structures and the relationship to its immediate surroundings

New construction should not visually overpower nearby structures.

1. New residential primary structures **must** be congruous in size, scale, proportion, style, materials, and architectural character with the range of existing structures within the Pinehurst Historic District.
2. All construction **must** be compliant with the Pinehurst Development Ordinance and adhere to the relevant ~~Guidelines~~Standards-herein as appropriate to specific projects.
3. Color schemes ~~must~~should comply with the Village of Pinehurst Color Palette as described in Section III, Chapter N, PAINT, and should be compatible with the architecture of the structure.
4. Detailing on new primary structures should be compatible with its overall architectural style.
5. On the front and street facing elevations, posts and columns should be of dimensions, shapes and styles that are compatible with the architecture and size of the main structure.
6. Roof forms should be congruous with the Pinehurst Historic District.
7. A simple roofline frequently features gable, gambrel, or hip roof forms.

***Did You Know?***

Traditional, turn-of-the-century homes typically had simple, pitched rooflines to minimize leaks. Simpler rooflines contribute to a harmonious streetscape in Pinehurst and are less expensive.

***DESIGN GOAL***

The houses to the right have the same floor plan. The one on the far right with multiple pitches may seem more interesting, yet the roofs serve no purpose to support the structure. The house on the left reflects a simple, well-proportioned house that is compatible with the Pinehurst Historic district.



***Preferred***

A well-proportioned design with simple lines

***Not Recommended***

A house with overly decorative, complex roof lines

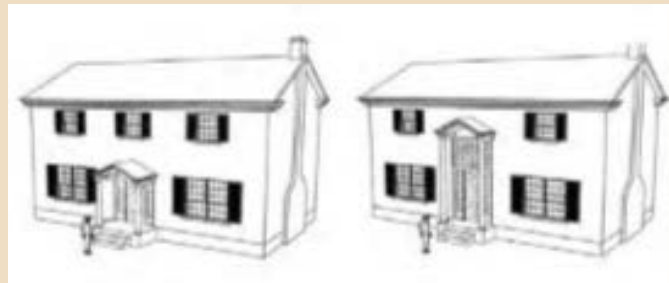


***DESIGN GOAL***

While variety has value, residences too large or too small will appear out of place and scale when compared to nearby homes.

***DESIGN GOAL***

The proportions of a front porch should be compatible in size and scale with the structure.



***Preferred***

***Not Recommended***

## C. WINDOWS AND DOORS

1. Window and door openings **must** be congruous with other primary structures in the Pinehurst Historic District in terms of proportion, shape, position, location, pattern, and size.
2. Windows should feature true divided or simulated divided lights and muntins or windows with interior fixed muntins. Snap-in muntins are **not appropriate**.
3. Glass block windows are **not allowed** on street-facing elevations.
4. Applying paint, tint or darkening film to window or door panes is **not appropriate** on street-facing elevations.
5. Sliding doors are **not allowed** on street-facing elevations in the Pinehurst Historic District.

### ***Did You Know?***

In early construction, taller windows were more economical to build. A narrower window meant a smaller lintel (the extra wood in framing on the top of a window to support the wall above) and therefore less money. Tall, rather than horizontal windows, also provide a better chance of catching the movement of the sun.

### ***DESIGN GOAL***

Vertical windows are usual in the Historic District.



A house with all horizontal windows



A house with vertical windows

## D. SHUTTERS

1. Shutters **must** be congruous with existing shutters in the Pinehurst Historic District in style, material, design, and color.
2. Shutters should be wood or have the appearance of wood in composition and texture, and be appropriately mounted. Operable shutters are recommended.
3. Each shutter should be equal to the height of the window opening and one half the width.
4. Shutters on arched windows ~~must~~should match and have an arched head as well.



### ***Did You Know?***

Historically shutters were operable and often used to block light while letting in air. Pre-air conditioning, old houses always had space on both sides of the window for the shutter to be locked open, and shutters were sized to completely cover the window and sit within the window frame.

### ***DESIGN GOAL***

Use the “shutter rule”. Whether or not a structure has shutters, make sure there is space on each side of the window for shutters of appropriate dimensions. Shutters that are too narrow to cover the window often appear skimpy and detract from the facade.

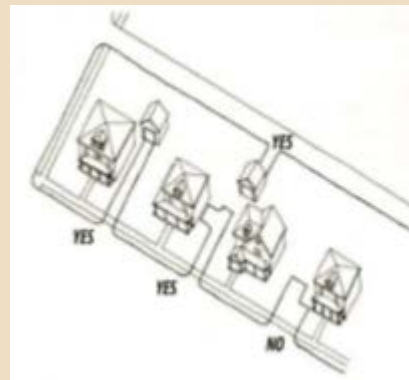


## E. ACCESSORY FEATURES AND STRUCTURES

1. All proposed site features and accessory buildings, including garages, and other buildings, as well as other structures such as gazebos, patios, arbors, and pergolas, **must** be compatible with features of the principal structure and **must** be congruous with other accessory structures in the Pinehurst Historic District.
2. Accessory buildings **must** be equal or lower in height than the primary structure and the roof should have an equal or lower slope than the primary structure.
3. Multiple front-facing garages that dominate the façade are **not appropriate** in the Pinehurst Historic District.
4. Attached garages should not be prominent on the street-facing elevation and should be set behind the front facade of the primary structure. Every effort should be made to position garages so that the garage doors open to the rear or side of the dwelling.
5. Detached garages and other accessory buildings for new residential construction **must** be set behind the front facade of the primary structure.
6. Detached garages should be positioned so that the garage doors open to the rear or side of the residence when possible.
7. A garage that opens toward the front should be set back at least 10 feet from the front elevation of the residence.

### ***DESIGN GOAL***

The garages are set back in both examples, including an alley entrance.



## F. BUILDING MATERIALS

1. The predominant materials and finishes for proposed new primary structures **must** be congruous with the historic materials and finishes in the Pinehurst Historic District in terms of composition, scale, pattern, detail, texture, finish, and color.
2. Clapboard, stucco, brick, stone, wood, shingles, or combinations of these are some of the characteristic materials in the Pinehurst Historic District and are recommended.
3. The following materials and treatments are **not permitted** for new residential construction in the Pinehurst Historic District.
  - a. Asphalt or asbestos siding or shingles, including those stamped or embossed with a brick or stone pattern, for walls
  - b. Sheets of plywood siding
  - c. Vinyl siding or aluminum siding
  - d. Plastic, sheet metal, or a similar material used as siding or panels
  - e. Any treatment of material that imparts a glossy or reflective finish to the material
  - f. Concrete, cinderblock, or glass block.
  - g. Boxed chimneys

Please also note the ~~guidelines~~standards in Section III for existing materials when considering your project. There are also many tips and helpful treatments available in the Secretary of the Interior's Standards for the Treatment of Historic Properties.

## V. CHANGES TO EXISTING COMMERCIAL STRUCTURES



The following [GuidelinesStandards](#) apply to proposed projects that change or renovate exterior facades of existing commercial structures in the Pinehurst Historic District.

- Chapter A describes general points about preserving facades and architectural details
- Chapter B describes similar details for storefronts
- Chapter C addresses signage and awnings
- Chapter D reviews additions as well as free-standing kiosks

Directions on building elements and building materials as reviewed in Section III *Changes to Existing Residences* will provide additional guidance regarding the proposed project. Please consult Section VII *Site Features* for details on [GuidelinesStandards](#) for such features as fences, landscaping or lighting that may be relevant to an addition or renovation project.

## A. GENERAL ~~GUIDELINES~~STANDARDS

1. Any changes or additions to a commercial building, including alterations in roofline, fenestration, architectural details, and materials, **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Commercial buildings and their facades, including fenestration and architectural details such as cornices, string courses, wall finishes, pilasters, and other decorative elements, should be retained and preserved.
3. Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, is **not appropriate**.
4. Paint colors ~~must~~should be in the Village of Pinehurst Color Palette.
5. If a portion of or the entire facade element has deteriorated, only the deteriorated section should be repaired and replaced in kind or with compatible substitute materials.
6. Clear display glass should not be replaced with non-transparent or tinted materials.
7. Wall murals are **not permitted** in the Pinehurst Historic District.

## B. STOREFRONTS

1. Any changes or additions to the storefront or facades of commercial buildings **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Storefronts should be retained and preserved along with their functional and decorative features, including entrances, display windows, transoms, bulkheads, pilasters, columns, signs, awnings, upper story windows, cornices, and details.
3. Deteriorated storefront feature(s) should be repaired rather than replaced and should match the original in size, scale, proportion, material, texture and detail.
4. If replacement of the entire storefront is necessary, the new design should be based on the original or a design that is compatible in size, scale, proportion, material, texture and detail with the building.
5. Display windows should not be reduced in size.
  - a. Snap-in muntins are **not appropriate**.
  - b. Reopening covered or infilled glass transoms is recommended.
6. Substitution of inappropriate contemporary materials such as vinyl or aluminum panels for traditional materials is **not appropriate**.



## C. AWNINGS

1. Awnings mounted above display windows **must** be compatible with the architectural character of the building and **must** be congruous with the Pinehurst Historic District. Any lettering should be placed along the bottom flap only.
2. Awnings should be compatible with the colors of the structure and ~~must should~~ be in the Village of Pinehurst Color Palette.

## D. ADDITIONS

1. Additions to commercial buildings **must** be compatible with the architectural character of the structure, including significant materials, features, fenestration, texture, proportions, mass, and scale and **must** be congruous with the Pinehurst Historic District.
2. Only minor changes should be made to public or primary elevations. To minimize the loss of materials and features, additions should be placed on secondary elevations.
3. Additions should be avoided on primary elevations and placed in the least conspicuous location.
4. Rooftop additions should be avoided but, if necessary, they **must** be compatible with the character of the building.

## VI. COMMERCIAL NEW CONSTRUCTION



The following [GuidelinesStandards](#) apply to building new commercial structures in the Pinehurst Historic District.

- Chapter A describes typical architectural styles found among businesses in the Village Center
- Chapter B describes general points such as scale, building materials, windows and roofs
- Chapter C defines use of franchise architecture
- Chapter D details provisions for utilities and service areas

Direction on building elements and building materials as described in Section V: Changes to Existing Commercial Structures, may provide additional guidance regarding the proposed project. Please consult Section VII Site Features for details on [GuidelinesStandards](#) for such features as signage, landscaping or lighting, as well as the Pinehurst Development Ordinance, which may be relevant to new commercial construction projects.

### **DESIGN GOAL**

Design of a new commercial, mixed use, or multi-family structure should:

- Respect the historic development pattern in the Village of Pinehurst
- Establish a sense of human scale
- Reflect typical historic lot and building widths

If a new building is wider than was historically typical, it should incorporate design features that divide the structure into smaller modules to suggest the underlying historic lot pattern.

## **A. CHARACTERISTIC COMMERCIAL ARCHITECTURAL STYLES**

Within the Pinehurst Historic District, two typical styles are found for commercial structures

1. Brick, one or two-story historic storefront
2. White clapboard, one or two-story Colonial or Greek Revival buildings

Property owners are encouraged to consider selecting one of these styles as they contemplate new commercial construction projects.



**2 Story Colonial Style**



**Greek Revival Style**

## B. GENERAL ~~GUIDELINES~~STANDARDS

1. New commercial construction **must** be congruous with the existing commercial buildings in the Pinehurst Historic District and should follow the architectural tradition of one and two-story structures.
2. New commercial construction should reflect the character of existing commercial buildings in the Pinehurst Historic District in terms of human scale, fenestration, articulation, massing and materials.
3. Windows should be of similar styles found on existing commercial buildings in the Pinehurst Historic District.
4. Glass curtain walls, reflective glass, and painted or darkly tinted glass are **not permitted**.
5. Facade materials should consist of brick, shake, wood clapboard, or a similar compatible substitute material.
6. Entrances should reflect the character found on existing commercial buildings in the Pinehurst Historic District.
7. Roof forms should be congruous with those on existing commercial buildings in the Pinehurst Historic District.
8. New buildings ~~must~~ should be painted in colors that are in the Village of Pinehurst Color Palette.

### **DESIGN GOAL**

Reflect typical historic lot and building widths.

A new building should incorporate design features that divide it into smaller modules. Changes in building height and materials, as well as architectural moldings and wall offsets can be used to express typical historic building widths to help a larger structure fit into the surrounding historic context.



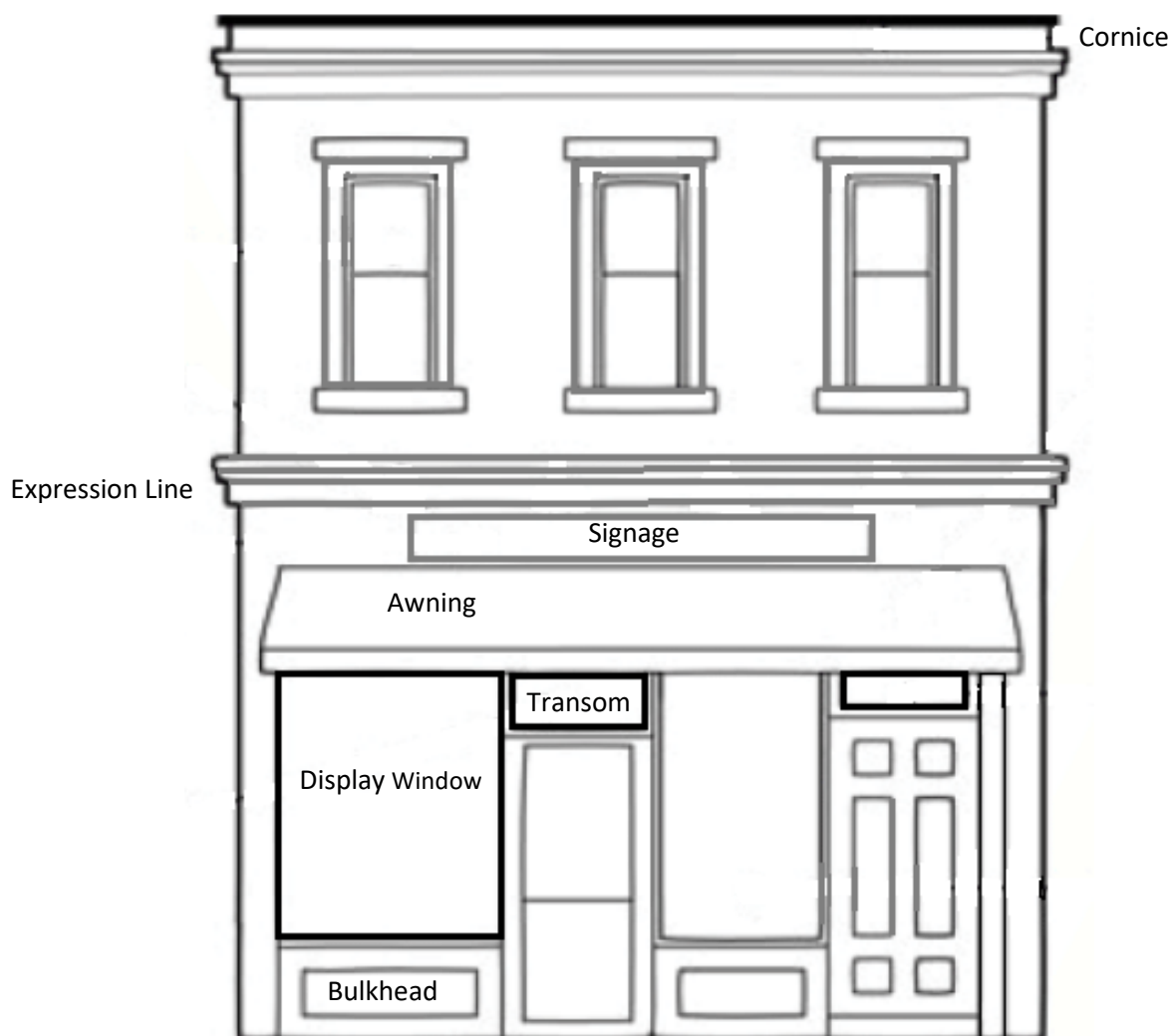
### **DESIGN GOAL**

Establish a sense of human scale

A building's overall design and its architectural parts relate to human dimensions and proportion with the use of design features – windows, awnings, balconies – that visually delineate human-scale spaces. Pedestrians experience a series of stimulating, appropriately scaled locations.



### A typical storefront



#### **DESIGN GOAL**

The street-level storefront is the most noticeable portion of a commercial building's facade. Its function is to:

- Allow goods to be displayed to the public
- Provide daylight to the shop interior
- Offer a welcoming entry for shoppers

These functions rely on large glass display windows, glass transoms, and doors to make the storefront transparent. Distinctive entry paving, bulkheads of contrasting material, decorative storefront cornices, awnings, and other features often add architectural interest to a storefront.



## C. FRANCHISE ARCHITECTURE

1. Franchise or prototype architecture **must** comply with ~~guidelines~~standards for new commercial construction.
2. ATMS and Kiosks should be designed in a way that does not obscure a character-defining feature of the building.
3. Freestanding ATMS and Kiosks should be placed in a location that does not disrupt the historic streetscape.

## D. UTILITIES AND SERVICE AREAS

1. All roof and wall-mounted mechanical, electrical, skylights and solar panels, as well as vent pipes, **must** be screened from the public view.
2. Required service areas for a building should blend with the building and be screened so that they do not draw attention to the functionality of the area.



**Screened commercial utility area**

## VII. SITE FEATURES



The Site Features ~~Guidelines~~Standards -apply to proposed projects whether changes to existing residences or commercial buildings in the Pinehurst Historic District, or new residential or commercial construction in the Pinehurst Historic District.

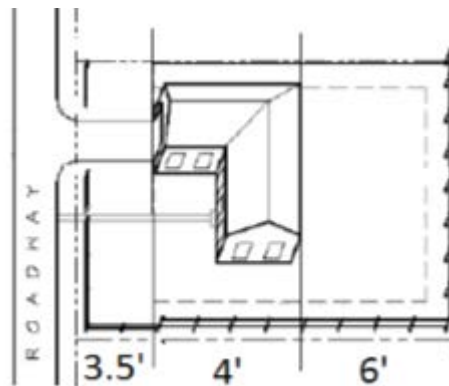
- Chapter A details fences and walls including building materials and specifications
- Chapter B addresses driveways and off-street parking provisions
- Chapter C describes appropriate landscaping and vegetation
- Chapter D lists provisions for swimming pools
- Chapter E addresses both residential and commercial signage
- Chapter F addresses Micro-wireless facilities
- Chapter G describes provisions to meet health and safety code requirements

## A. FENCES AND WALLS

1. The Village of Pinehurst traditionally considers streetscapes as a community asset, one that provides open views and vistas and creates a natural setting. Front yard fences are not recommended, but if fencing is desired, the resulting fence **must** be compatible in style, material, decorative elements, and features such as gates, pillars, and hardware, with the character of the Pinehurst Historic District.
  - a. Historic fences and walls that contribute to the character of the Pinehurst Historic District should be retained and preserved.
  - b. All architectural features that are character-defining elements of existing fences and walls, including gates, pillars, hardware, decorative pickets, and rails should be retained and preserved.
2. If repair or partial replacement of an existing fence or wall is necessary, new material should match the existing material in composition, size, shape, color, pattern and texture if available. If a non-conforming fence is replaced, the replacement **must** comply with the Pinehurst Historic District ~~Guidelines~~Standards and the Pinehurst Development Ordinance.
3. Residential street side fences should be wood picket, brick or wrought iron or metal (aluminum) that resembles wrought iron. White wood picket fences are the preferred residential street-facing fence type.
4. New picket fences should be substantially open in character. The pickets should not be less than two inches nominal nor wider than four inches nominal, with a minimum of two inches (see PDO) and a maximum of four inches between pickets, and pickets **must** be at least one inch nominal thickness.
5. All other wooden fences should be stained, painted, or have a clear finished coating. Painting, staining or other finish **must** be completed within six (6) months of installation.
6. Metal fences should be painted to resemble wrought iron.
7. Brick and stacked stone walls are permitted.
8. Existing unpainted brick walls or fences should not be painted or otherwise coated.
9. Vinyl and chain link fencing are **not permitted** on residential properties.
10. Solid wooden fences are **only permitted** in the Pinehurst Historic District when the fence is located entirely in the rear yard. ~~Solid wooden fences are **not permitted** in the Pinehurst Historic District.~~

11. When measuring fence dimensions, consider all fence elements including posts.
  - a. Front yard fences **must not** be taller than three and a half (3.5) feet in height, side yard fences **must not** be taller than six feet ~~4 feet~~ in height and rear yard fences **must not** be taller than six feet in height.
    - i. An exception is to screen a private residence from a commercial or institutional building or parking lot. In this case, the screening fence **must not** extend beyond the front corner of the structure.
    - ii. Fences **must not** be placed on a golf course or lake fronting side of a property, unless required to fence in a pool.
  - b. Brick and stacked stone walls on the street sides of the property **must not** be taller than two and a half (2.5) feet in height.
  - c. Shadow box fences **must** have vertical board width of not less than four inches nominal and not more than ten inches nominal with a maximum overlap of one inch, and boards **must** be at least three-quarter (3/4) inch nominal thick.

Examples of appropriate wooden picket fences for the Historic District.



Fence Height Limitations

## A. DRIVEWAYS AND OFF-STREET PARKING

1. The historic configuration and materials of existing driveways and alleys should be retained and preserved whenever possible.
2. New driveways should be located so that a minimum of alteration to historic site features, such as landscaping, walkways, and retaining walls, is necessary.
3. Existing mature trees on the property should be incorporated into new street-front parking areas whenever possible, and new trees introduced to re-establish the tree canopy over time.
4. Commercial off-street parking areas should not be located in front yards or rights-of-ways.
5. Concrete driveway color should be earth-tone tints or coloring that blends with the natural environment in which the property is located.



## C. LANDSCAPING AND VEGETATION

1. Additions or alterations to the existing landscape, including plant material, hardscape, and accessory structures, **must** be compatible with the architectural character of the primary structure and congruous with the Pinehurst Historic District.
2. Landscaping that contributes to the character of the Pinehurst Historic District should be retained and preserved as much as possible.
  - a. Specific landscape features that are character-defining elements of the Pinehurst Historic District, including large trees, hedges, foundation plantings, grassy lawns, ground cover, trellises, patios, terraces, fountains, and gardens, should be retained and preserved as much as possible.
  - b. Trees and shrubbery characteristic of the Pinehurst Historic District and native to the Pinehurst area should be preserved if possible.
  - c. Please refer to the Village Planting Guide for a list of plants that will thrive in this, their native environment. The full guide with the cover depicted below can be found on the Village of Pinehurst website.
3. Existing large trees and other significant landscape elements should be incorporated into plans for additions and new construction.
  - a. Existing brick and stone pavers should be preserved.
  - b. Edging materials that are incongruous with the character of the Pinehurst Historic District, such as exposed landscaping timbers, are **not appropriate**.
  - c. Pre-cast landscape cement block of a commercial nature are **not appropriate** in residential areas.
  - d. Arbors, trellises, and pergolas should be constructed in a manner that is compatible with the architecture of the primary structure.
4. Removal of trees twelve (12) inches in diameter at breast height (DBH) and larger **must not** unreasonably compromise the existing tree canopy and the historic appearance of the landscape.
  - a. New construction should minimize the impact on existing mature trees and their root systems, both on and adjacent to the construction site, including additions, driveways, and accessory buildings.
  - b. Tree removal within the Village's right-of-way is regulated by Village Staff. Please call (910) 295-1900 to arrange a site visit.
5. Mechanical equipment such as air conditioners or heat pumps, should be located on non-character-defining elevations of the structure whenever possible. These systems should be screened by the use of planted material or appropriate fencing if they are easily visible from the street.
6. Clay paths were an important part of the planned community design that renowned landscape architects Frederick Law Olmstead, Sr. and Warren Manning created and implemented. These paths are located within the Village of Pinehurst right of way and **must not** be altered without permission of Village Staff.



1920s Photo of clay paths and street-scaping

#### D. SWIMMING POOLS

1. New in-ground swimming pools **must** be congruous with the landscape of the Pinehurst Historic District.
2. In-ground swimming pools **must not** be easily visible from the street.
3. Above ground pools are **not permitted** in the Pinehurst Historic District.

## E. SIGNAGE

Early photographs of the Village of Pinehurst's commercial district show a great variety of commercial signs, some of which may serve as prototypes for new commercial signage. Occasionally, an antique sign may even be restored for contemporary use. Awnings provide an opportunity for commercial signage, as do storefront display windows and transoms. Gold leaf, for example, on windows and signage is a simple way to make existing and new signage more congruous with the Pinehurst Historic District.

### ***DESIGN GOAL***

While all signage **must** conform to the requirements of the Village of Pinehurst Development Ordinance, below are additional considerations to encourage signage plans that contribute to the "sense of place" of the Pinehurst Historic District.

- Signs should be viewed as part of an overall graphics system for the building. They do not have to do all the "work" by themselves. The building's form, name and outstanding features, both decorative and functional, also support the advertising function of a sign. Signs should work with the building, rather than against it.
- New signs should respect the size, scale and design of the historic building. Often features or details of the building will suggest a motif for new signs.
- Sign placement is important: new signs should not obscure significant features of the historic building.
- New signs should also respect neighboring buildings. They should not shadow or overpower adjacent structures.
- Sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.
- New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and sign loads should be properly calculated and distributed.

1. Significant historic signs within the district or landmark properties should be preserved and maintained.
2. Original signage incorporated into the architectural detail of commercial buildings should also be preserved.
  - a. Signs in the Village Center and other commercial areas can reflect the era and the character of the building and the Pinehurst Historic District. They can also incorporate contemporary design and materials if their scale and location are historically appropriate.
  - b. Signage on residential and commercial buildings **must be** congruous with the Pinehurst Historic District.
3. Signage color should be in the Village of Pinehurst Color Palette and should be muted in hue.
  - a. New signage should be composed of materials characteristic of the Pinehurst Historic District, such as wood, stone, or metal. Any substitute materials should present an authentic look and texture.
  - b. New signage should reflect the character of the Pinehurst Historic District.
4. Signage **must** be attached in a manner that does not cause permanent damage to the facade of the structure. Flush-mounted signs should be installed in appropriate locations that do not conceal architectural features or details.

## F. INSTALLATION OF SMALL/MICRO WIRELESS FACILITIES

Introduction of new telecommunications facilities may be needed to accommodate the growing demand for wireless telecommunications services. These facilities should have minimal visual aesthetic impacts and preserve the special character of the Pinehurst Historic District. The following ~~Standards~~guidelines apply to the installation of such facilities within the Pinehurst Historic District including right-of-ways and alleys.

1. All installations **must** comply with the requirements of the PDO in order to be considered for a Certificate of Appropriateness (COA) in the Pinehurst Historic District.
2. All new facilities, including those added to existing structures and poles, **must** be congruous with the special character of the Pinehurst Historic District.
3. All new poles or structures **must** be compatible in design, materials, height, and scale with existing street lighting and traffic light installations in the Pinehurst Historic District.
4. Such facilities **must not** be installed on flagpoles.
5. Wherever possible, these facilities should be located on existing structures.

## G. ACCESSIBILITY, HEALTH AND SAFETY

1. Accessibility, health and safety code requirements should be met in ways that do not diminish character-defining features, materials, and details of the building or site and implemented such that character-defining features are preserved.
2. Changes to a building, accessibility and life-safety code characteristics or features **must not** compromise the building's character.
3. Fire doors, exterior fire stairs, access ramps, or elevator additions should be designed to be compatible in character, material, scale, proportion, location, detail and finish with the building and existing doors.



## VIII. RELOCATION AND DEMOLITIONS

Relocations and demolitions are approved by the Historic Preservation Commission for properties within the Pinehurst Historic District.

### A. RELOCATIONS

1. Relocation of a primary structure or important accessory building within the Pinehurst Historic District will be considered only when all other preservation options have been exhausted.
2. Before any existing primary structure within the Pinehurst Historic District may be moved or relocated, its original setting and context should be fully documented. Please consult with Village Staff.
3. ~~Guidelines~~Standards for new construction apply to all structures moved into or within the Pinehurst Historic District including primary structures, or accessory buildings.
4. Any damage to character-defining elements and significant architectural features during relocation should be repaired.

### B. DEMOLITIONS

1. Prior to demolition, property owners should work with the Historic Preservation Commission in seeking alternatives to relocate a primary structure or important accessory building as an alternative to demolition.
2. Demolition ~~guidelines~~standards apply to all structures and site features within the Pinehurst Historic District, except those specified under Minor Works
3. Prior to demolition of a primary structure, a record of the primary structure **must** be made that describes any distinctive architectural features of the structure, important landscape features and any archaeological significance of the site. This documentation **must** be provided to Village Staff before the public hearing.
4. Salvageable architectural materials and features should be identified along with potential buyers or recipients of salvaged materials.
5. Significant site features and adjacent properties should be protected during demolition. Also trees should be protected from damage due to compaction of the soil by equipment or materials.
6. After demolition, all debris **must** be removed from the site within 30 days.

## APPENDICES

### A. History of Pinehurst

### B. Map of the Pinehurst Historic District

### C. Certificate of Appropriateness Checklist

### D. Village of Pinehurst Color Palette

### E. Village of Pinehurst Planting Guide

### F. Relevant Statutes and Resolutions

- North Carolina Statute for Historic Districts and Landmarks
- Village of Pinehurst Resolution Creating the Pinehurst Historic District
- Village of Pinehurst Resolution Creating Historic Preservation Commission

### G. Resources

- The Secretary of the Interior's Standards for Rehabilitation
- Resources for Technical Information from the National Park Service
- Preservation from the National Park Service

### H. Glossary

## A. History of Pinehurst

### Development of Pinehurst 1895-2018

The Village of Pinehurst today retains its historic character as a golf resort due to the careful preservation of original structures from the late 19th and early 20th centuries and the cultivation of its lush landscape. The core of wooded village green, hotels, shops, churches, and cottages spreads outward along curving and concentric roads to include the larger estates of the 1910s and 1920s. Throughout, mature landscaping envelops the various parts into a unified whole. On the south side of the village, manicured golf courses, tennis courts, a swimming pool complex, and an equine sports facility provide the physical setting for the resort's primary recreational activities.

#### 1895

Pinehurst began in 1895 when James Walker Tufts, a manufacturer from Boston, Massachusetts, and head of the American Soda Foundation, purchased the first parcel of land for his health resort in the Pine Barrens of North Carolina. He had long envisioned a beautiful, healthful, New England-style village, where those suffering from respiratory and other ailments, could come with family and friends to recuperate in the land of sparkling water, abundant sunshine, and oxygen-producing pine trees.

For his project, Tufts ultimately assembled 5,980 acres of mostly cut timber lands at a cost of \$7,400. While he was still acquiring the land, he hired the Brookline, Massachusetts-based landscape architecture firm of Olmsted, Olmsted and Eliot to create a "General Plan for the Village of Pinehurst and a Diagram for the Location of Hotel and Cottages." Though Frederick Law Olmsted, Sr. was responsible for the conceptual plan, the major design work and implementation were carried out by one of Olmsted's assistants, Warren H. Manning. Manning was involved from the beginning and continued to work with Pinehurst for several decades, as well as to advise numerous property owners on their own private cottage grounds and gardens.

Manning himself described the landscaping task at Pinehurst in an article for the December 10, 1897 issue of *The Pinehurst Outlook*. The site selected for the village was characterized by "wide sweeping slopes and valleys that suggested a broad treatment and required a curvilinear system of roads." The central feature was "the Village Green, located in a broad, shallow amphitheater-like valley and designed to be the heart of the village, with the inn, the hall, the store and casino sites at its head on the main street and along the line of the electric tracks. The homes for the residents were along the sides of the green and on the streets radiating from it."

By December of 1895, Tufts had built the Holly Inn and more than 25 cottages. For the 1897 season, a total of 38 cottages and boarding houses had been built, in addition to the Department Store, the Casino (where meals were taken for a modest fee), the old Village Hall, the school building, and the Pinehurst Museum. In 1900, the Carolina Hotel was built and it comprised a major addition to the architecture of the village. All these early buildings display a combination of Queen Anne and Colonial Revival architectural styles that were typical of the time. The early cottages were well-built and tasteful, but not lavish, for the Tufts were marketing their health resort to a middle-class clientele. Buildings were predominantly wood frame, and many were clad in wood shingles to create the ambience of a New England village in the North Carolina Sandhills. Thirty-two of the original cottages survive.

Along with the Tufts' aggressive program of building, the implementation of the Olmsted landscape design transformed the village center into an "oasis in the desert." During the first two years, a nursery of exotic and native plants was established and more than 225,000 plants were set out, the majority of which were native materials. Evergreens and winter flowering shrubs were used primarily to create a green village in the winter. Today, pines, hollies, magnolias, laurels, and a range of evergreen shrubs fulfill the requirements.

In 1897 Tufts had to scrap his plan for a health resort as a result of new research on consumption and by the end of the 1897 season, he had banned consumptives from the property. As a result, the focus of the resort shifted to recreation and led to the construction of the golf links and golf club house on the south side of the village. In the fall of 1900, golf course architect Donald James Ross came to Pinehurst and took over the golfing operations, a position he would retain until his resignation in 1946. He worked constantly to improve the courses according to new theories and methods and today Course No. 2 survives as one of the best preserved Ross-designed courses in America.

### **1900s and 1910s**

In the following decades Pinehurst continued to grow at a rapid pace under the guidance of James Tufts and, and after his death in 1902, his son Leonard Tufts took over the management of the Village. In the 1900s and 1910s, the majority of building was done in the Village core by Tufts. Winter guests rented cottages for the season or, if coming for a shorter visit, would stay in the many hotel rooms and boarding houses in the Village. However, as Pinehurst continued to establish itself as an ideal winter resort, adding more golfing opportunities, a harness track, and other recreational elements, the nature of development changed. By the mid-1910s and throughout the 1920s, the Olmsted plan of curving streets spread to the west of Beulah Hill Road where properties were larger and substantial homes were built by private owners in a variety of architectural styles. Such designs were in contrast to the earlier and more modest cottage construction completed under the Tufts' supervision. Also in the 1920s, Midland Road was built as the first divided two lane highway in the state, and houses extended eastward along this landscaped boulevard. In 1922, the Pinehurst Country Club was greatly enlarged and remodeled, taking on a Mediterranean feeling with its rough concrete walls, varied roof forms, and a terrace with Tuscan colonnade overlooking the golf courses.

### **1930s**

Events in the 1930s further cemented Pinehurst's role in American golf and gave the resort a much needed boost during the Depression. In 1935, the resort installed its first grass greens (the earlier greens had been sand) and in the fall of 1936, the Professional Golfers' Association of America (PGA) tournament was played on Pinehurst No. 2. The PGA tournament and the North and South Opens were important steps toward positioning Pinehurst as a venue for major professional events in the future.

Despite the drop in the resort business during the 1930s, Pinehurst emerged competitive with other resorts in the southeast that had similarly modernized courses, with watered fairways and grass greens. The war years brought another round of challenges to the Village generally and to golf in particular, which was thought to be a frivolous activity in wartime. Because of its proximity to Camp (later Fort) Bragg, Pinehurst was threatened with an influx of military troops in need of housing. The Village inns and hotels were never occupied, but the surrounding area was more than once the site of massive U.S. Army maneuvers.

## Post World War II

In 1945, Pinehurst celebrated its 50th anniversary. In 1946, Richard Sise Tufts, who had been given responsibility for managing the resort by his father Leonard, announced a series of changes. At the center of these modifications was a reorganization of the company's stock and a restructuring of company management. As a result of these changes, Donald Ross resigned. Ross was one of the cohort of men who had run the resort for four decades after the death of the founder, James Walker Tufts. Leonard Tufts had died a year earlier in 1945. Ross himself died in 1948. Finally, Frank Maples, superintendent of the golf courses and a Pinehurst employee since 1902, died in 1949.

Between 1948 and 1960, Pinehurst continued to operate as a seasonal resort; hotels, golf courses, and stores were open only during the season, from late September through May. The resort lifestyle was reflected in the activities of villagers, including sporting events and social gatherings, and in the building that was resumed during the post-war years. Most homes were built northeast of the Village along Midland, Page, and Everette Roads. They were designed by architects who, like their owners, were knowledgeable about popular styles, though many still incorporated elements of the New England architecture favored by Tufts. A handful of homes were also constructed in an employee housing neighborhood on Medlin and Kelly Roads.

Also during this era, the number of full-time Village residents increased, which required the construction of a public school on Kelly Road and public recreational facilities such as parks, swimming pools, and a library. To handle the increased volume of traffic in the area, the traffic circle was constructed in the mid-1950s at the junction of Highways 15/501, NC 211, and NC 2. In addition, more of the Village's inns remained open during the summer months and added amenities like air conditioning and their own swimming pools.

## The Diamondhead Years

Effective December 31, 1970, the Diamondhead Corporation became owners of the Pinehurst Resort. The \$9.2 million purchase price included the Carolina Hotel, the Holly Inn, the Pinehurst Country Club, five golf courses, the garage, race track and stables, service facilities, and several thousand acres of undeveloped land surrounding the resort. In Diamondhead's plans for making improvements to the property, the difference between their vision for the resort and that of the Tufts became clear.

By the 1970s demand for housing in Pinehurst was high and homes located on the edges of golf courses, a concept that was in practice in other fashionable resorts in the country, were highly desirable.

Diamondhead's management chose to cut away areas between the greens and develop them as subdivisions for condominiums and single family homes. This pro-development approach was intensified by the systematic selling off of the thousands of "buffer" acres that surrounded the Village and the resort. These lands were sold off in large tracts and developed as sizable subdivisions. As a result of these development choices, and the loss of vast open spaces, the face of Pinehurst was forever changed.

An opposition movement of residents who were unhappy with Diamondhead's pro-growth strategies and changes to beloved golf courses and traditions led to a suit and court settlement in 1973. Essentially the "Settlement Agreement" gave the residents some power to control Diamondhead by establishing rules for land use and construction. However, not until 1980 did Pinehurst become incorporated as a municipality by order of the state Municipal Board of Control. For good measure the Board also drafted a Charter under which the Village would operate.



### **ClubCorp to Today**

As Diamondhead slowly lost control of the Village and alienated many long-time residents, it was also failing economically. In 1984, the resort was purchased by ClubCorp of America (CCA), a corporation that managed resorts and clubs, with very different priorities from Diamondhead. Once again Pinehurst was “back in the resort and golf business,” and out of the real estate business. The creator and chief executive of ClubCorp was Robert Dedman, who built his management business to operate and, in some cases own, approximately 200 country clubs, golf courses, and other private clubs and resorts. Under Dedman, Pinehurst became CCA’s premier property. Facilities like the Carolina Hotel and Holly Inn were modernized and restored to their former glory. Two new golf courses were added. Finally, professional events returned to Pinehurst No. 2, including the PGA in 1991 and 1992, the U.S. Seniors Open in 1994, and the Men’s U.S. Open Championship in 1999, 2005, and 2014, as well as the Women’s U.S. Open Championship in 2014.

The man who had done the most to restore Pinehurst after the Diamondhead era, Robert Dedman, died in 2002. ClubCorp itself was sold in 2006, but Pinehurst remained in the Dedman family. Today Robert Dedman, Jr., continues his father’s legacy as CEO and owner of the Pinehurst resort.



## C. Certificate of Appropriateness Checklist

- ☐ Completed Local Historic District Application with detailed explanation of proposed project and material/color list
- ☐ If proposed project is considered Minor Work, staff can approve and only 1 copy is needed
- ☐ If proposed project is considered Major Work, the HPC must approve and 10 copies are needed to be submitted 3 weeks prior to the scheduled meeting. Reduced sized drawings (11"x17") are acceptable if they are legible. The HPC generally meets on the 4<sup>th</sup> Thursday of each month.
- ☐ Sketch/site plan including setbacks, right-of-ways, existing structures, impervious calculations (if applicable) and proposed work – For projects including fences, decks/patios, additions, etc.
- ☐ Existing features and details – Include current photos especially of relevant views and details.
- ☐ Building materials, product information sheets and color samples (may include photographs, brochures, etc.)
- ☐ Samples of significant materials proposed in the project, i.e., roofing, siding, windows, doors, brick/stone, composite material, etc.
- ☐ Supplemental documentation supporting the proposed project(s) including structural issues, damaged features, historical documentation, etc.
- ☐ Letter from owner acknowledging this application, in the case of submission by an applicant or lessee (an email will be accepted).
- ☐ If the applicant is considering, but has not yet purchased the property associated with the project, provide a statement with that information.

## D. Village of Pinehurst Color Palette

Paint color plays an important role in defining the special character of homes and structures in the Pinehurst Historic District. An appropriate color, when applied with complementary accent colors, can enhance a structure's architectural style and accentuate its defining features. Because of the variety of architectural styles in the Pinehurst Historic District, a range of color schemes are appropriate as described below.

- Cottages and houses in the Colonial Revival style are usually painted white or soft colors such as gray or yellow with the trim painted a complementary color.
- Craftsman bungalows, on the other hand, are characterized by a mix of exterior materials, including shingles, brick, and stucco, which may be stained or, in the case of brick, left unpainted. Any wood trim is usually painted white, gray, or an earth tone, to contrast with the darker wall materials.
- The ornate style of Queen Anne Victorian houses permits the most exuberant use of color for decorative accents like brackets and the moldings of window and door surrounds.

**In the case of most architectural styles, the following principles should guide the choice of color.**

|                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>A simple color scheme will allow the building's features to shine.</b> Choose three colors: the most muted and palest color for the walls, a major complementary color for the trim, and a more intense minor accent color for the front door. Consider the roof material as the fourth color.</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Muted colors of lighter value are suitable for walls and trim; intense colors and those of darker value should be limited to minor accents.</b> The intensity of a color depends on the purity of hue; the value of a color depends on the amount of white mixed into the color.</li> </ul>               |
| <ul style="list-style-type: none"> <li>• <b>The color scheme should be compatible with the paint colors on the surrounding properties.</b></li> </ul>                                                                                                                                                                                                 |

|                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Village of Pinehurst Color Palette</i> includes samples of approved colors for the Pinehurst Historic District.</p> <p>The catalogue is available in the Planning and Inspections Department at Village Hall.</p> | <p>If an individual wishes <b>to reproduce a building's original color</b> scheme, the Tufts Archives may contain documentation or an analysis of paint scrapings may help determine the color history of the structure.</p> <p>Architectural conservators and professional preservationists, such as those on the staff of the North Carolina State Historic Preservation Office, can assist in this process.</p> <p><b>A color other than one found in the <i>Color Palette</i> that is historically characteristic</b> of the building may be used with documentation provided to the Village Planner or designee.</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The Village of Pinehurst Color Palette is a list of approved exterior and trim colors for structures located within the Pinehurst Historic District. Produced by Benjamin Moore, the listing is on the next page. Over 240 colors can be used exclusively or as a guide to select a paint matched by another manufacturer. A catalog is available for reviewing at Village Hall Monday to Friday from 8:30 AM to 5:00 PM. For help determining if a color is within the color palette, please contact the Village Planner at (910) 295-1900.



## D. Village of Pinehurst Color Palette

Benjamin Moore Paint Colors—Approved Exterior Colors

| Code         | Color Name     | Code         | Color Name        | Code          | Color Name          |
|--------------|----------------|--------------|-------------------|---------------|---------------------|
| <b>OC-1</b>  | Natural Wicker | <b>OC-39</b> | Timid White       | <b>OC-77</b>  | Colonial Cream      |
| <b>OC-2</b>  | Pale Almond    | <b>OC-40</b> | Albescent         | <b>OC-78</b>  | Parchment           |
| <b>OC-3</b>  | Lambskin       | <b>OC-41</b> | French Canvas     | <b>OC-79</b>  | Old Fashioned Peach |
| <b>OC-4</b>  | Brandy Cream   | <b>OC-42</b> | Old Prairie       | <b>OC-80</b>  | Pirates Cove Beach  |
| <b>OC-5</b>  | Maritime White | <b>OC-43</b> | Overcast          | <b>OC-81</b>  | Evening White       |
| <b>OC-6</b>  | Feather Down   | <b>OC-44</b> | Misty Air         | <b>OC-82</b>  | Pompeii             |
| <b>OC-7</b>  | Creamy White   | <b>OC-45</b> | Swiss Coffee      | <b>OC-83</b>  | Antique White       |
| <b>OC-8</b>  | Elephant Tusk  | <b>OC-46</b> | Halo              | <b>OC-84</b>  | Crème Caramel       |
| <b>OC-9</b>  | Ballet White   | <b>OC-47</b> | Ashwood           | <b>OC-85</b>  | Mayonnaise          |
| <b>OC-10</b> | White Sand     | <b>OC-48</b> | Hazy Skies        | <b>OC-86</b>  | White Blush         |
| <b>OC-11</b> | Clay Beige     | <b>OC-49</b> | Titanium          | <b>OC-87</b>  | Capri Coast         |
| <b>OC-12</b> | Muslin         | <b>OC-50</b> | November Rain     | <b>OC-88</b>  | Indian White        |
| <b>OC-13</b> | Soft Chamois   | <b>OC-51</b> | Intense White     | <b>OC-89</b>  | Butter Pecan        |
| <b>OC-14</b> | Natural Cream  | <b>OC-52</b> | Gray Owl          | <b>OC-90</b>  | Vanilla Ice Cream   |
| <b>OC-15</b> | Baby Fawn      | <b>OC-53</b> | Horizon           | <b>OC-91</b>  | Ivory Tusk          |
| <b>OC-16</b> | Cedar Key      | <b>OC-54</b> | White Wisp        | <b>OC-92</b>  | Mannequin Cream     |
| <b>OC-17</b> | White Dove     | <b>OC-55</b> | Paper White       | <b>OC-93</b>  | Sugar Cookie        |
| <b>OC-18</b> | Dove Wing      | <b>OC-56</b> | Moonshine         | <b>OC-94</b>  | Windswept           |
| <b>OC-19</b> | Seapearl       | <b>OC-57</b> | White Heron       | <b>OC-95</b>  | Navajo White        |
| <b>OC-20</b> | Pale Oak       | <b>OC-58</b> | White Ice         | <b>OC-96</b>  | Gentle Cream        |
| <b>OC-21</b> | Winter White   | <b>OC-59</b> | Vanilla Milkshake | <b>OC-97</b>  | Cream Froth         |
| <b>OC-22</b> | Calm           | <b>OC-60</b> | Icicle            | <b>OC-98</b>  | Bare                |
| <b>OC-23</b> | Classic Grey   | <b>OC-61</b> | White Diamond     | <b>OC-99</b>  | Deserted Island     |
| <b>OC-24</b> | Winds Breath   | <b>OC-62</b> | Baby's Breath     | <b>OC-100</b> | Palace White        |
| <b>OC-25</b> | Cloud Cover    | <b>OC-63</b> | Winter Snow       | <b>OC-101</b> | Desolate            |
| <b>OC-26</b> | Silver Satin   | <b>OC-64</b> | Pure White        | <b>OC-102</b> | Devon Cream         |
| <b>OC-27</b> | Balboa Mist    | <b>OC-65</b> | Chantilly Lace    | <b>OC-103</b> | Antique Yellow      |
| <b>OC-28</b> | Collingwood    | <b>OC-66</b> | Snow White        | <b>OC-104</b> | Antique Lace        |
| <b>OC-29</b> | Floral White   | <b>OC-67</b> | Ice Mist          | <b>OC-105</b> | Calming Cream       |
| <b>OC-30</b> | Gray Mist      | <b>OC-68</b> | Distant Gray      | <b>OC-107</b> | Antiquity           |
| <b>OC-31</b> | Fog Mist       | <b>OC-69</b> | White Opulence    | <b>OC-108</b> | Pale Moon           |
| <b>OC-32</b> | Tapestry Beige | <b>OC-70</b> | Whitewater Bay    | <b>OC-109</b> | Lemon Chiffon       |
| <b>OC-33</b> | Opaline        | <b>OC-71</b> | Sand Dollar       | <b>OC-110</b> | Milkyway            |
| <b>OC-34</b> | Marble White   | <b>OC-72</b> | Pink Damask       | <b>OC-111</b> | Corinthian White    |
| <b>OC-35</b> | Spanish White  | <b>OC-73</b> | Opal              | <b>OC-112</b> | Goldtone            |
| <b>OC-36</b> | Niveous        | <b>OC-74</b> | Onyx White        | <b>OC-113</b> | Powder Sand         |
| <b>OC-37</b> | Glacier White  | <b>OC-75</b> | Pristine          | <b>OC-114</b> | Lemon Ice           |
| <b>OC-38</b> | Acadia White   | <b>OC-76</b> | Old Country       | <b>OC-115</b> | Cream Silk          |



## Benjamin Moore Paint Colors—Approved Exterior Colors

| Code   | Color Name          | Code   | Color Name            | Code   | Color Name          |
|--------|---------------------|--------|-----------------------|--------|---------------------|
| OC-116 | Pale Celery         | HC-25  | Quincy Tan            | HC-114 | Saybrook Sage       |
| OC-117 | Simply White        | HC-26  | Monroe Bisque         | HC-117 | Hancock Green       |
| OC-118 | Snowfall White      | HC-27  | Monterey White        | HC-140 | Prescott Green      |
| OC-119 | Cloud nine          | HC-28  | Shelburne Buff        | HC-141 | Hollingworth Green  |
| OC-120 | Seashell            | HC-29  | Dunmore Cream         | HC-144 | Palladian Blue      |
| OC-121 | Mountain Peak White | HC-30  | Philadelphia Cream    | HC-146 | Wedgewood Gray      |
| OC-122 | Cotton Balls        | HC-31  | Waterbury Cream       | HC-147 | Woodlawn Blue       |
| OC-123 | Bavarian Cream      | HC-32  | Standish White        | HC-149 | Buxton Blue         |
| OC-124 | Alpine White        | HC-33  | Montgomery White      | HC-150 | Yarmouth Blue       |
| OC-125 | Moonlight White     | HC-34  | Wilmington Tan        | HC-169 | Coventry Gray       |
| OC-126 | Easter Lily         | HC-35  | Powell Buff           | HC-170 | Stonington Gray     |
| OC-127 | White Chocolate     | HC-36  | Hepplewhite Ivory     | HC-171 | Wickham Gray        |
| OC-128 | Minced Onion        | HC-38  | Decatur Buff          | HC-172 | Revere Pewter       |
| OC-129 | Alabaster           | HC-39  | Putnam Ivory          | HC-173 | Edgecomb Gray       |
| OC-130 | Cloud White         | HC-40  | Greenfield Pumpkin    | HC-174 | Lancaster Whitewash |
| OC-131 | White Down          | HC-41  | Richmond Gold         | HC-176 | Annapolis Gray      |
| OC-132 | Grand Teton White   | HC-44  | Lenox Tan             | HC-179 | Platinum Gray       |
| OC-133 | Ancient Ivory       | HC-45  | Shaker Beige          | HC-180 | Cliffside Gray      |
| OC-134 | Meadow Mist         | HC-46  | Jackson Tan           | AC-1   | Coastal Fog         |
| OC-135 | Cream Cloak         | HC-47  | Brookline Beige       | AC-7   | Adobe Beige         |
| OC-136 | Celery Salt         | HC-48  | Bradstreet Beige      | AC-22  | Nantucket Fog       |
| OC-137 | Sebring White       | HC-53  | Hathaway Peach        | AC-25  | Harbor Gray         |
| OC-138 | White Drifts        | HC-54  | Jumel Peachstone      | AC-28  | Smoke Embers        |
| OC-139 | Sea Wind            | HC-55  | Winthrop Peach        | AC-31  | Hot Spring Stones   |
| OC-140 | Morning Dew         | HC-56  | Georgetown Pink Beige | AC-34  | Cape Hatteras Sand  |
| OC-142 | Sail Cloth          | HC-57  | Sheraton Beige        | AC-37  | Big Bend Beige      |
| OC-144 | Lancaster White     | HC-59  | Odessa Pink           | AC-38  | North Hampton Beige |
| OC-150 | Brilliant White     | HC-60  | Queen Anne Pink       | AC-40  | Glacier White       |
| HC-1   | Castleton Mist      | HC-78  | Litchfield Gray       | AC-41  | Acadia White        |
| HC-2   | Beacon Hill Damask  | HC-80  | Bleeker Beige         | AC-42  | Grand Teton White   |
| HC-3   | Greenmount Silk     | HC-81  | Manchester Tan        |        |                     |
| HC-4   | Hawthorne Yellow    | HC-82  | Bennington Gray       |        |                     |
| HC-5   | Weston Flax         | HC-83  | Grant Beige           |        |                     |
| HC-6   | Windham Cream       | HC-90  | Crown Point Sand      |        |                     |
| HC-12  | Concord Ivory       | HC-92  | Wheeling Neutral      |        |                     |
| HC-15  | Henderson Buff      | HC-93  | Carrington Beige      |        |                     |
| HC-17  | Summerdale Gold     | HC-95  | Sag Harbor Gray       |        |                     |
| HC-18  | Adams Gold          | HC-96  | Richmond Gray         |        |                     |
| HC-21  | Huntington Beige    | HC-99  | Abingdon Putty        |        |                     |
| HC-22  | Blair Gold          | HC-105 | Rockport Gray         |        |                     |
| HC-23  | Yorkshire Tan       | HC-108 | Sandy Hook Gray       |        |                     |
| HC-24  | Pittsfield Buff     | HC-111 | Nantucket Grey        |        |                     |

## Benjamin Moore Paint Colors - Approved Trim Colors

| Code           | Color Name         | Code          | Color Name          |
|----------------|--------------------|---------------|---------------------|
| <b>2070-10</b> | Tulsa Twilight     | <b>HC-71</b>  | Hasbrouck Brown     |
| <b>2072-20</b> | Black Raspberry    | <b>HC-78</b>  | Litchfield Gray     |
| <b>2082-10</b> | Chestnut           | <b>HC-80</b>  | Bleeker Beige       |
| <b>2094-20</b> | Copper Mine        | <b>HC-84</b>  | Elmira White        |
| <b>2096-40</b> | Gaucho Brown       | <b>HC-92</b>  | Wheeling Neutral    |
| <b>2102-30</b> | Pueblo Brown       | <b>HC-102</b> | Clarksville Gray    |
| <b>2106-50</b> | Driftscape Tan     | <b>HC-23</b>  | Kennebunkport Green |
| <b>2107-60</b> | Sea Froth          | <b>HC-134</b> | Tarrytown Green     |
| <b>2110-30</b> | Saddle Soap        | <b>HC-137</b> | Mill Springs Blue   |
| <b>2111-40</b> | Taos Taupe         | <b>HC-142</b> | Stratton Blue       |
| <b>2111-50</b> | Stone Harbor       | <b>HC-157</b> | Narragansett Green  |
| <b>2113-20</b> | Pine Cone Brown    | <b>HC-158</b> | Newburg Green       |
| <b>2123-20</b> | Caribbean Teal     | <b>HC-171</b> | Wickham Gray        |
| <b>2126-30</b> | Anchor Gray        | <b>HC-172</b> | Revere Pewter       |
| <b>2128-30</b> | Evening Dove       | <b>HC-175</b> | Briarwood           |
| <b>2139-10</b> | River Rock         | <b>HC-177</b> | Richmond Bisque     |
| <b>2139-50</b> | Silver Marlin      | <b>HC-186</b> | Charleston Brown    |
| <b>2140-40</b> | Storm Cloud Gray   | <b>HC-182</b> | Classic Burgundy    |
| <b>2141-40</b> | Creeside Green     | <b>HC-187</b> | Black Forest Green  |
| <b>2141-50</b> | Horizon Gray       | <b>HC-190</b> | Black               |
| <b>2143-40</b> | Camouflage         |               |                     |
| <b>2143-60</b> | Moonlight White    |               |                     |
| <b>2148-50</b> | Sandy White        |               |                     |
| <b>2153-50</b> | Desert Tan         |               |                     |
| <b>2160-50</b> | Oklahoma Wheat     |               |                     |
| <b>2161-40</b> | Acorn Yellow       |               |                     |
| <b>2163-10</b> | Log Cabin          |               |                     |
| <b>2165-60</b> | Durango Dust       |               |                     |
| <b>2166-50</b> | Collingwood        |               |                     |
| <b>2166-60</b> | Pale Oats          |               |                     |
| <b>2167-60</b> | Sweet Salmon       |               |                     |
| <b>2173-30</b> | Salmon Stream      |               |                     |
| <b>2174-20</b> | Cinnamon           |               |                     |
| <b>2174-30</b> | Sedona Clay        |               |                     |
| <b>AC-12</b>   | Copper Mountain    |               |                     |
| <b>HC-39</b>   | Putnam Ivory       |               |                     |
| <b>HC-40</b>   | Greenfield Pumpkin |               |                     |
| <b>HC-45</b>   | Shaker Beige       |               |                     |
| <b>HC-66</b>   | Garrison Red       |               |                     |
| <b>HC-69</b>   | Whitall Brown      |               |                     |

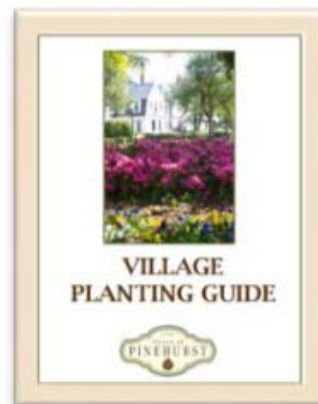
## E. Village Planting Guide

From its beginning in 1895, Pinehurst has been known for its picturesque landscapes. Two renowned landscape architects, Frederick Law Olmsted, Sr., and Warren Manning, worked with the Tufts family to design the layout of winding streets, sandy paths, and informal plantings that gave the landscape the charm of a “wild garden.” Their vision of a naturalistic and romantic landscape has been preserved through the decades and the village was awarded National Historic Landmark status in 1996, as an example of resort and community planning.

The original landscapers chose to plant Pinehurst with native species like hollies, magnolias, cedars, and evergreen trees as well as exotic plants collected from around the world. They created appealing spaces not with structures, but with plants that gave the environment year-round character through color, texture, and seasonal change. Today it is possible to maintain the historic integrity of Olmsted’s and Manning’s designs by following their naturalistic approach in planting new gardens and selecting plants that are compatible with their original selections.

The **Village of Pinehurst Planting Guide** was compiled from Manning’s original plant list and the Plant Database created by the North Carolina State University Cooperative Extension. It is divided into sections including the categories below.

Tall trees  
Small trees/shrubs  
Small shrubs  
Vines and groundcover  
Herb and wildflowers  
Ornamental grasses  
Bulbs  
Summer annuals



In addition, plants are identified by both common and Latin names, and accompanied by soil and light requirements, drought tolerance, deer resistance, and wildlife value. Plants from Manning’s original plant list are marked with an asterisk (\*).

**The Planting Guide** is available in two formats:

1. In hard copy and available at Village Hall, 395 Magnolia Road, Pinehurst.
2. On the Village of Pinehurst website, [vopnc.org](http://vopnc.org). On the website, type planting guide in the search box. The 24-page document above will appear in PDF form. Browse online or print for review.

## F. Relevant Statutes and Resolutions

- **The State of North Carolina statute for Historic Districts and Landmarks that establishes the roles of the Historic Preservation Commission and its limitations:**

[https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_160D/GS\\_160D-940.pdf](https://www.ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_160D/GS_160D-940.pdf)[https://www.ncleg.net/enactedlegislation/statutes/html/bychapter/chapter\\_160a.html](https://www.ncleg.net/enactedlegislation/statutes/html/bychapter/chapter_160a.html) & **NC G.S. 160D-940(1)§ 160A-400.1, thru § 160A-400.15.**

- **Village Of Pinehurst Resolution Creating the Pinehurst Historic District:**

Resolution #13-37, updated August 23, 2013. Available at Village Hall or on [www.vopnc.org](http://www.vopnc.org).

- **Village Of Pinehurst Resolution Creating the Historic Preservation Commission:**

Resolution #06-05, updated March, 2006. Available at Village Hall or on [www.vopnc.org](http://www.vopnc.org).

## G. Resources

- **The Secretary of the Interior's Standards for Rehabilitation**

The Secretary of the Interior, through the National Park Service has published *The Secretary of the Interior's Illustrated Guidelines for Rehabilitating Historic Buildings*

They can be found on [www.nps.gov](http://www.nps.gov). They offer suggestions and standards that are the basis for the Pinehurst Historic District [GuidelinesStandards](#).



- **Resources for Technical Information from the National Park Service:**

Along those same lines there are several documents provided under Preservation Briefs and Preservation Tech Notes that provide guidance on a variety of topics and materials.

- **Tax Credits:**

The North Carolina State Historic Preservation Office may be able to help a property owner obtain tax credits for qualifying rehabilitation or restoration. They can be researched at [www.hpo.ncdr.gov](http://www.hpo.ncdr.gov).



## H. Glossary

Words contained in this Appendix are those having an applied meaning and relative to the purpose of these ~~Guidelines~~Standards.

Words not listed in this chapter are defined by reference to:

- The latest version of the Pinehurst Development Ordinance (PDO),
- The latest edition of the State of North Carolina Building Code, or if not defined therein, or
- The latest edition of Webster's New International Dictionary, unabridged.

### A

**ACCESSORY BUILDING:** A building that is located on the same parcel of property as the primary or principal structure and the use of which is incidental to the use of the primary structure. Examples of common accessory buildings include, but are not limited to, carports, carriage houses, garages, storage sheds, cabanas, and pergolas.

**ACCESSORY STRUCTURE:** Any structure not roofed over and enclosed that is not considered an accessory building, which is incidental to that of the main building. Examples of accessory structures include, but are not limited to, fences, decks, gazebos, arbors, retaining walls, barbeque pits, detached chimneys, tree houses, playground equipment, yard sculpture, etc.

**ADDITION (to an existing building):** An extension or increase in the floor area or height of an existing structure, including porches and other additions that change the volume, area or building footprint. Additions share a contiguous wall or floor with the existing structure.

**AFTER-THE-FACT APPROVAL:** Application for approval of work that has already been completed.

**ALUMINUM SIDING:** Sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and 1960s.

**APPROPRIATE:** Suitable for, or compatible with, a property, based on accepted standards of historic restoration. The appropriateness of a design for new construction is based on compatibility with the architectural character of the Historic District.

**ARCH:** A curved and sometimes pointed structural member used to span an opening. A rounded arch represents classical or Romanesque influence whereas a pointed arch generally denotes Gothic influence.

**ASBESTOS SIDING:** A dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied in large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.

**ASPHALT SHINGLE/SIDING:** A shingle or siding manufactured from saturated roofing felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to weather.

**ATM:** Self-service machines used by banking customers for financial institutions, including deposits, withdrawals, and fund transfers, without face-to-face contact with financial institution personnel. These machines may be located at or within banks, or in other locations.

**AWNINGS:** An architectural projection that provides weather protection, identity and/or decoration, and is wholly supported by the building to which it is attached, and is comprised of a lightweight, rigid, or retractable skeleton over which an approved cover is attached.

## **B**

**BALUSTRADE:** A series of balusters or uprights connected on top by a handrail and sometimes on the bottom by a bottom rail to provide an ornamental and protective barrier along the edge of a stair, roof, balcony, or porch.

**BAY:** A window or windows built to project outward from an exterior wall. A bay can also refer to an opening or division along the face of a structure. For example, a wall with a door and two windows is three bays wide.

**BOARD AND BATTEN:** Closely applied vertical boards, the joints of which are covered by vertical narrow wooden strips; usually found on Gothic Revival-style buildings.

**BOLLARD:** A sturdy, short, vertical post. Although it originally described a post on a ship or quay used principally for mooring boats, the word is now used to describe posts installed to control road traffic and posts designed to prevent ram raiding and car ramming attacks.

**BOND:** A brick masonry pattern. Masonry bond is essential to brickwork when wire reinforcement is not used.

**BRACKET:** A projecting support member found under eaves or other overhangs; it may be plain or decorated. Brackets were used extensively in Victorian architecture and gave rise to a style known as Bracketed Victorian.

**BRICK VENEER:** An outer covering, usually for a wooden frame building, consisting of a single layer of brick attached to the load-bearing walls with ties.

**BULKHEAD (as pertains to storefronts):** The area below the display windows on the front façade of a commercial storefront.

## **C**

**CANOPY TREE:** A large tree whose total height and spread at maturity is greater than thirty (30) feet. Species native to the Sandhills of North Carolina include maple, hickory, holly, sweet gum, magnolia, and pine trees.

**CEMENTITIOUS BOARD:** A material composed of cement, sand, and cellulose fiber; first introduced in the early 20th century as a substitute for slate. Today cementitious board has a variety of uses including exterior siding and roofing.

**CERTIFICATE OF APPROPRIATENESS:** A document allowing a property owner to proceed with a proposed alteration, demolition, or new construction of a property in a designated area or site, following the determination of the proposal's suitability according to the Design [GuidelinesStandards](#).

**CHARACTER-DEFINING:** A feature or element of a structure that is essential to its architectural or historical significance. Character-defining elements include the overall shape of the structure, its materials, craftsmanship, and decorative details, as well as the various aspects of its site and environment. Examples of features that could be considered character-defining include openings, roofs and related features, projections (porch, balcony, and chimneys), trim, and windows.

**CLAPBOARD:** Horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than six (6) inches wide. Clapboard was a common outer face of 19th and early 20th century buildings.

**COLONIAL REVIVAL:** A style popular in the late 19th and early 20th centuries. The style features a rectangular house shape with a gable roof and overhanging second story; a symmetrically balanced front façade with an accented front entry, often framed by a portico and pediment; and multi-pane, double-hung windows with shutters. Siding is typically clapboard or brick.

**COLUMN:** A vertical shaft or pillar that supports or appears to support a construction above. In classical architecture, the column has three (3) parts: base, shaft, and capital.

**COMPATIBILITY:** The state of being harmonious or agreeable when integrated with other elements in a structure or environment.

**CONGRUOUS:** The quality or fact of being in agreement with. As used in the [GuidelinesStandards](#), the term refers to a project that corresponds to the historic character of a structure and the Historic District. A design that is appropriate and harmonious to the existing environment.

**CONTEXT:** The overall relationship of the building to its surroundings.

**CORNICE:** An ornamental molding, usually of wood or plaster, running around the walls of a room just below the ceiling; the molding forming the top member of a door or window frame; or the exterior trim of a structure at the meeting of the roof and the wall. In classical architecture, the upper projecting section of an entablature.

**COTTAGE STYLE:** The style of a small, quaint house, historically found in rural or semi-rural locations. Characteristics include a sloping, uneven roof with steep gables; prominent brick or stone chimneys; small dormer windows and casement windows small panes; and clapboard, brick, stone or stucco siding.

**CRAFTSMAN BUNGALOW STYLE:** An early 20th Century style that grew out of the arts and crafts movement of the 19th century. The basic characteristics are long, low profiles; overhanging bracketed eaves; wide, engaged porches with square, squat brick piers supporting wood posts; gabled dormers and four-over-one or six-over-one sash windows. Siding is typically brick, stone, or stucco.

**CRESTING:** Ornamental ironwork used to embellish the ridge of a gable or the upper cornice of a mansard roof.

**CUPOLA:** A small structure built on top of a roof or building to complete a design and to provide a source of light and a means of ventilation. The structure can be square or spherical in shape with a mansard or conical roof.

## **D**

**DECK:** An uncovered porch, usually at the rear of a building; popular in modern residential design.

**DEMOLITION:** The razing or destruction, whether entirely or in significant part, of the exterior of a building, structure, or site. Demolition includes the removal of a building or structure from its site or the removal, stripping, concealing, or the destruction of the façade or any significant exterior architectural features which are integral to the character of the resource, for whatever purpose, including new construction or reconstruction.

**DORMER:** A structure projecting from a sloping roof usually housing a window (or windows) or a ventilating louver.

## **E**

**EAVE:** The lower edge of a roof extending beyond the exterior wall.

**ELEVATION:** A scaled drawing that illustrates the view of a side of a building.

**ENTABLATURE:** In classical architecture, the horizontal members immediately above the column capitals; divided into three major parts or layers: architrave (bottom), frieze (middle), and cornice (top).

## **F**

**FAÇADE:** The exterior face of a building.

**FEDERAL REVIVAL STYLE:** A revival of the architectural style popular from the Revolution through the early 19th century. The style is characterized by a hipped roof with prominent end chimneys; fanlights and side lights framing the front door; and six-on-six or twelve-on-twelve windows with shutters. Buildings are of brick or wood construction.

**FENESTRATION:** The arrangement of windows and doors and their openings in a building.

**FIELD OF PLAY:** The term “Field of Play” shall mean the area within the Recreational Development (RD) zoning district where golf activity occurs. With the exception of buildings, property located within the area known as the “field of play” is excluded from these. For example, repair, relocation or addition of compatible signage, landscaping, and/or cart paths on property within the “field of play” are excluded from these regulations.

**FINIAL:** A formal ornament at the top of a canopy, gable, pinnacle, street light, etc.

**FRANCHISE ARCHITECTURE:** A building design that is trademarked, branded, or easily identified with a particular chain or corporation and is ubiquitous in nature.

**FRONT YARD:** A yard across the full width of the lot, extending from the farthest projection of the structure including, but not limited to, steps, eaves, porches, terraces or patios (excluding, however, steps and overhangs permitted to project into the front yard) to the front property and/or right-of-way line.

## **G**

**GABLE:** The vertical triangular portion of the end of a building having a double sloping roof, from the level of the cornice or eaves to the ridge of the roof.

**GAMBREL ROOF:** A gable roof with two slopes of different pitch on either side of the ridge. The slopes that meet at the ridge have a shallower pitch.

**GEORGIAN REVIVAL STYLE:** A revival of the prevailing 18th century style in Great Britain and the Colonies. The characteristics are a square symmetrical shape with paired chimneys; a centered front door framed by a decorative crown and pilasters; and nine-on-nine or twelve-on-twelve windows. Siding is typically brick.

## **H**

**HIPPED ROOF:** A roof that slopes upward from all four sides of the building, requiring a hip at each corner.

**HUMAN SCALE:** A combination of qualities in architecture or the landscape that provides an appropriate relationship to human size, enhancing rather than diminishing the importance of people.

## **L**

**LIGHT:** A pane of glass.

**LINTEL:** A beam of wood or stone that spans an opening; in masonry construction it frequently supports the masonry above the opening.

## **M**

**MANSARD ROOF:** A roof with two slopes on all four sides, the lower one being much steeper than the upper.

**MANUFACTURED STONE:** A contemporary manufactured material that resembles stone and is uniform in color and substance throughout the block.



**MASS:** The volume or physical bulk of a building, as defined by its length, width, and height. Mass also refers to the size and shape of a structure relative to others in the immediate proximity.

**MEETING RAIL:** A horizontal divider between the upper and lower sashes of a double hung window.

**MOLDING:** A decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as trim around windows, doors and other openings.

**MULLION:** A vertical member dividing a window area, such as two casements, and forming a part of a window frame.

**MUNTIN:** A divider in a window. Muntins fix the lights of a window into position and determine the number of sidelights.

**MUTED COLOR:** A color that has tinted, subdued shades and is not bright or reflective. Muted colors are less intense in hue and often lighter in value.

## **N**

**NEIGHBORHOOD:** An area of a community with characteristics that distinguish it from other areas and may be identified by distinct aesthetic, architectural, landscape, or historic characteristics.

## **O**

**OFF-STREET PARKING SPACE:** A space which is designated for parking or temporary storage of one automobile, and is located outside of the dedicated street right-of-way.

**ORIGINAL:** A term designating a structure, including its elements, features, and details, at the time it was constructed. In fact, very few buildings in the Pinehurst Historic District are original. As the term is used in the [GuidelinesStandards](#), it refers to features of a building that have been in place for a significant period of time.

## **P**

**PARGE:** A thin coating of plaster or mortar.

**PEDIMENT:** A triangular gable bounded on all sides by a continuous cornice. This form is characteristic of classical architecture.

**PILASTER:** A flat or half-round decorative member applied to a wall suggesting a column; sometimes called an engaged column.

**PORTICO:** A small entrance porch or covered walk consisting of a roof supported by open columns.

**PRIMARY STRUCTURE:** The main structure on a lot in which the principal use of that lot is conducted, i.e. a residence if the property is residential.

**PROPORTION:** A harmonious relationship between structures or parts of structures with respect to comparative size, quantity, or degree. An effect of harmony and balance is achieved when the architectural elements of a structure are in proportion to each other and to the structure as a whole.

## **Q**

**QUEEN ANNE/VICTORIAN STYLE:** One of a variety of eclectic styles introduced into British and American architecture during the reign of Queen Victoria (1837-1901). The characteristics of the Queen Anne style include a steep gable or hipped roof with dormers; a rambling asymmetrical silhouette often with turrets, towers, balconies, and verandas; and decorative accents on gable ends, eaves and overhangs. Windows are often accented with stained glass. Siding can be mixed in a single structure.

**QUOIN:** Ornamental blocks of wood, stone, brick, or stucco placed at the corners of a building and projecting slightly from the front of the façade.

## **R**

**RIDGE:** The horizontal line of meeting of the upper slopes of a roof.

**RIGHT-OF-WAY:** An area owned or maintained by the Village, the State of North Carolina, a public utility, a railroad, or a private concern for the placement of such utilities and/or facilities for the passage of vehicles or pedestrians, including roads, pedestrian walkways, utilities, or railroads.

## **S**

**SASH:** Any framework of a window; it may be movable or fixed; it may slide in a vertical plane (as in a double-hung window) or may pivot (as in a casement window).

**SCALE:** The relationship of a building to those around it.

**SETBACK:** The minimum distance from the property line to the farthest projection of the exterior face of buildings, walls, or any other form of construction (i.e. decks, landings, terraces, porches, and patio on grade). Setbacks for buildings within a block or neighborhood should be consistent to maintain the character of the neighborhood.

**SHEET METAL:** A flat rolled-metal product, rectangular in cross-section and form; when used as a roofing material, usually terne- or zinc-plated.

**SHUTTER DOG:** A tie-back used to keep shutters in an open position.

**SIDE YARD:** An open space on the same lot with a building (steps, eaves, and uncovered porches, terraces, and patios are considered part of the main building), and the side line of the lot extending through from the front building line to the rear yard or to the rear line of the lot, where no rear yard is required.

**SMALL CELL WIRELESS:** Those defined in N.C.G.S. 106A-400.51.

**SOFFITT:** The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.

**STREETSCAPE:** The distinguishing character of a particular street within a pedestrian's view as created by the dimensions and materials of the road and walkways, the design of street furniture, the setback, spacing, and scale of structures, their architectural features and materials, and the presence of vegetation (especially trees) along the curb or sidewalk.

**STRING COURSE:** A decorative horizontal band on the exterior wall of a building. Such a band, either plain or molded, is usually formed of brick or stone.

**STUCCO:** An exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement.

**SURROUND:** The border or casing of a window or door opening, sometimes molded.

## **T**

**TERRA COTTA:** Hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used a surface finish for buildings in the Art Deco style.

**TERNE:** An alloy coating that was historically made of lead and tin used to cover steel, in the ratio of 20% tin and 80% lead. Until the year 2012, lead had been replaced with the metal zinc and was used in the ratio of 50% tin and 50% zinc.

**TEXTURE:** The physical material and architectural features and details of a building that create character; also the fabric of a building, structure, or town, connoting an interweaving of component parts.

TRANSOM: A glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation at ceiling level.

## **V**

VILLAGE CENTER: The original commercial center of Pinehurst.

VINYL CLAD/ALUMINUM CLAD: The exterior cladding of wooden window frames and sashes and of wooden doors with factory- finished vinyl or aluminum.

VINYL SIDING: Sheets of thermal, plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard, posts, or rails.

## **W**

WATER TABLE: The plain or molded ledge or projection of an exterior wood wall, usually at the first floor level, that protects the foundation from rain running down the wall of a building. In masonry buildings, the water table refers to the belt course that differentiates the foundation from the exterior wall.



**STAFF APPROVALS FROM AUGUST 15, 2020 TO SEPTEMBER 18, 2020  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Peter Hughes

**CC:**

Darryn Burich

**DATE OF MEMO:**

9/18/2020

**MEMO DETAILS:**

For the period of 8/16/2020 to 9/18/2020 staff approved six minor work items. See the attached document for additional details.

**ATTACHMENTS:**

Description

- ▣ Staff Approvals From August 16, 2020 to September 18, 2020





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**PLANNING AND INSPECTIONS DEPARTMENT**

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**TO:** Pinehurst Historic Preservation Commission  
**FROM:** Peter Hughes, Senior Planner  
**DATE:** 9/16/2020  
**SUBJECT:** Staff Approvals of Minor Work

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**STAFF APPROVALS REPORT for LOCAL HISTORIC DISTRICT**  
**September 24, 2020 MEETING**  
**8/16/2020 TO 9/18/2020**

**MINOR WORK – COA ISSUED**

| <b>Nature of Work</b>                           | <b>COA Number</b> | <b>Application Date</b> | <b>Approval Date</b> | <b>Address</b>    | <b>Property Owner</b> |
|-------------------------------------------------|-------------------|-------------------------|----------------------|-------------------|-----------------------|
| Fence                                           | COA 2020-00122    | 9/1/2020                | 9/2/2020             | 55 Shaw           | Kathleen Connelly     |
| Replacement of windows with like for like       | COA 2020-00124    | 9/8/2020                | 9/14/2020            | 35 Carolina Vista | Richard Kruse         |
| Replacement of garage siding with like for like | COA 2020-00126    | 9/8/2020                | 9/14/2020            | 90 Village Green  | James Goodman         |
| Minor changes to a previously approved COA      | COA-2020-00119    | 8/27/2020               | 9/1/2020             | 41 Shaw Road      | Kevin Drum            |
| Rear Deck                                       | COA-2020-00114    | 8/17/2020               | 8/19/2020            | 310 Dundee        | Margit Elo            |
| Rear Patio                                      | COA-2020-00120    | 8/28/2020               | 9/18/2020            | 80 McCaskill      | Travis Wallace        |