



**HISTORIC PRESERVATION COMMISSION
SEPTEMBER 23, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM**

- I. Call to Order
- II. Approval of Minutes
 - A. 08-26-2021 Regular Meeting Minutes
- III. Review of Normal Maintenance and Minor Work items
 - A. Minor Work COA's Issued 8/20/2021 - 9/16/2021
- IV. New Business
 - A. Discuss Staff Recommended Changes to the Historic District Guidelines/Standards
Staff will present recommended changes to the Historic District Guidelines/Standards document.

Topics to be discussed include;
 - 1. Major, Minor, and Basic Work Re-Classification
 - 2. Format and Editorial Recommendations
Attached to this agenda item is a table with the staff recommended changes for the Board to consider.
Staff will provide examples of some recommended formatting, editorial and organizational changes to the document at the meeting.
- V. Other Business
 - A. Discuss and Consider Recommending Changes to the Historic District Guidelines
- VI. Next Meeting Date
 - A. 10-28-2021 Regular Meeting
- VII. Comments from Attendees
- VIII. 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.



**08-26-2021 REGULAR MEETING MINUTES
ADDITIONAL AGENDA DETAILS:**

FROM:

Shannon Konstantinou

CC:

Alex Cameron; Alexandria Rye

DATE OF MEMO:

9/15/2021

MEMO DETAILS:

Attached you will find a copy of the 08-26-2021 Regular Meeting minutes for your review.

ATTACHMENTS:

Description

▣ 08-26-2021 Regular Meeting Minutes



**HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
AUGUST 26, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM**

Members Present:

Eric Von Salzen, Chair
Tom Schroeder, Vice-Chair
Terry Lurtz
Anne Lucey
Richard Vincent
John Taylor

Members Absent:

David Herring

Staff Present:

Alex Cameron, Lead Planner
Alexandria Rye, Senior Planner
Shannon Konstantinou, Clerk to the Board

Approximately 13 members of the public in attendance.

I. Call to Order

Mr. Von Salzen called the Regular Meeting to order at 04:00 PM and explained the purpose of this meeting for the Historic Preservation Commission.

Commission member Mr. John Taylor joined the meeting at 04:02 PM.

II. Approval of Minutes

A. 07-22-2021 Regular Meeting Minutes

Mr. Schroeder moved to approve the amended minutes of the July 22nd, 2021 Regular Meeting. Seconded by Mr. Lurtz. Approved by a vote of 6-0.

III. Public Hearing

Mr. Vincent moved to recess the Regular Meeting and open the Public Hearing. Seconded by Mr. Schroeder. Approved by a vote of 6-0.

All Commission members stated they had visited all sites with no ex parte communication.

A. COA 2021-00122 (44 McKenzie Rd)

Mr. Mitchell Harris was sworn into the public hearing.

Senior Planner Ms. Alexandria Rye was sworn into the public hearing and testified as follows:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for exterior renovations, including window replacement, structure addition, golf cart storage, and enclosed screened porch addition at 44 McKenzie Road. The property is identified by Moore County PID Number 855200786193. The property owner and applicant is Philip and Emily McCarty.

Ms. Rye discussed the proposed work and submitted into evidence the Staff Report, the Staff Presentation, Application, Applicant's Material, Photos / Site Plans, and Findings of Fact. Mr. Von Salzen accepted the material submitted by Ms. Rye into evidence.

The Commission, Mr. Harris and Ms. Rye discussed the setbacks, brick color, window style and shutter style of the proposed work. Mr. Harris stated the roofing material on the porch is not metal but rather shingle and will be left as shingle. Mr. Harris and the Commission discussed the replacement of the lap siding with brick from the foundation to the roof line. Mr. Harris and the Commission looked at samples of the products to be used and discussed the colors to be used for the proposed work. The Commission and Mr. Harris discussed the functionality and size of the shutters to be used.

Mr. Von Salzen asked whether any member of the public wished to present evidence whether in support of or in opposition to the Application. None requested to speak.

Mr. Taylor moved that the Historic Preservation Commission **approve** a Certificate of Appropriateness and find the proposed Major Work at: **55 Shaw Rd SE** **congruous** with the Pinehurst Historic District and **consistent** with Historic District Guidelines, based on the testimony given, the material submitted and the findings of fact. Seconded by Mr. Lurtz. Approved by a vote of 6-0.

B. COA 2021-00123 (55 Shaw Rd SE)

Ms. Kathleen Connelly and Mr. Peter Connelly were sworn into the public hearing.

Senior Planner Ms. Rye testified as follows:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for exterior renovations, primarily the change of a prior design which was a fireplace plan for guest house where the existing door is located, now being proposing with the intent to replace garage door with ingress/egress doors at 55 Shaw Road. The property is identified by

Moore County PID Number 855212951773. The property owner and applicant is William and Kathleen Connelly.

Ms. Rye discussed the proposed work and entered into evidence the Staff Report, the Staff Presentation, Application, Applicant's Material, Photos / Site Plans, and Findings of Fact. Mr. Von Salzen accepted the material submitted by Ms. Rye into evidence.

The Commission and Staff discussed the fact that the prior proposal, which was approved, will no longer be acted upon. The Commission and Mr. Connelly discussed the replacement of the garage door with entry doors and whether or not the entry doors would fill the entire space currently occupied by the garage door or if logs would be used to fill the space. Mr. Vincent asked for clarification from Mr. Connelly on what type of material would be used as trim. Mr. Connelly stated the type of trim would be the same type of cedar that is used on the rest of the property and is very similar to the type of trim that would have been used 100 years ago.

Mr. Von Salzen asked whether any member of the public wished to present evidence whether in support of or in opposition to the Application. None requested to speak.

Mr. Lurtz moved that the Historic Preservation Commission **approve** a Certificate of Appropriateness and find the proposed Major Work at: **55 Shaw Rd SE** **congruous** with the Pinehurst Historic District and **consistent** with Historic District Guidelines, based on the testimony given, the material submitted and the findings of fact. Seconded by Mr. Taylor. Approved by a vote of 6-0.

C. COA 2021-00127 (10 Village Green Rd)

Mr. Travis Wallace was sworn into the public hearing.

Senior Planner Ms. Rye testified as follows:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District to change an existing rear door to a three panel French door to the home at 10 Village Green Road. The property is identified by Moore County PID Number 00024527. The property owner is Dion Arthur and the applicant is Travis Wallace with Wallace General Contracting.

Ms. Rye discussed the proposed work and entered into evidence the Staff Report, the Staff Presentation, Application, Applicant's Material, Photos / Site Plans, and Findings of Fact. Mr. Von Salzen accepted the material submitted by Ms. Rye into evidence.

Mr. Wallace and the Commission intent of the proposed work and the style of the new doors and lights to be installed.

Mr. Von Salzen asked whether any member of the public wished to present evidence whether in support of or in opposition to the Application. None requested to speak.

Mr. Vincent moved that the Historic Preservation Commission **approve** a Certificate of Appropriateness and find the proposed Major Work at: **10 Village Green Rd** **congruous** with the Pinehurst Historic District and **consistent** with Historic District Guidelines, based on the testimony given, the material submitted and the findings of fact. Seconded by Mr. Taylor. Approved by a vote of 6-0.

D. COA 2021-00128 (1 Carolina Vista)

Mr. Calvin Burkley was sworn into the public hearing.

Senior Planner Ms. Rye testified as follows:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for a roof material change from flat rubber membrane to red metal roof on the 91st Hole of the main Clubhouse at 1 Carolina Vista. The property is identified by Moore County PID Number 00025800. The property owner and applicant is Calvin Burkley with Pinehurst Resort and Country Club.

Ms. Rye discussed the proposed work and entered into evidence the Staff Report, the Staff Presentation, Application, Applicant's Material, Photos / Site Plans, and Findings of Fact. Mr. Von Salzen accepted the material submitted by Ms. Rye into evidence.

The Commission and Mr. Burkley discussed the extent of the roof replacement and Mr. Burkley presented a sample of the roofing material to be installed.

Mr. Von Salzen asked whether any member of the public wished to present evidence whether in support of or in opposition to the Application. None requested to speak.

Mr. Schroeder moved that the Historic Preservation Commission **approve** a Certificate of Appropriateness and find the proposed Major Work at: **1 Carolina Vista** **congruous** with the Pinehurst Historic District and **consistent** with Historic District Guidelines, based on the testimony given, the material submitted and the findings of fact. Seconded by Mr. Lurtz. Approved by a vote of 6-0.

Mr. Von Salzen asked Ms. Rye whether the following two separate cases should be discussed together. Ms. Rye stated both Agenda Item E (COA 2021-00129) and

Agenda Item F (COA 2021-00131) proposed for 80 Carolina Vista would be discussed together but considerations and determinations need to be made separately and each proposal needs to be voted on separately. Mr. Burkley would be testifying before the Commission for the two cases at 80 Carolina Vista and agreed with the recommendation of the Commission and Ms. Rye to hear both cases together.

E. COA 2021-00129 (80 Carolina Vista- Veranda) and F. COA 2021-00131 (80 Carolina Vista – Plaza)

Ms. Veronica Ledford and Mr. Daniel Murrow were sworn into the public hearing.

Senior Planner Ms. Rye testified as follows:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for exterior modifications including expanding the porch of the Ryder Cup Lounge porch at 80 Carolina Vista. The property is identified by Moore County PID Number 00025808. The property owner and applicant is Calvin Burkley with Pinehurst Resort and Country Club.

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for exterior modifications including a new outdoor plaza/patio and sittingwall at 80 Carolina Vista. The property is identified by Moore County PID Number 00025808. The property owner and applicant is Calvin Burkley with Pinehurst Resort and Country Club.

Ms. Rye discussed the proposed work and entered into evidence the Staff Report, the Staff Presentation, Application, Applicant's Material, Photos / Site Plans, and Findings of Fact. Mr. Von Salzen accepted the material submitted by Ms. Rye into evidence.

Mr. Burkley presented additional site photos and plans for 80 Carolina Vista o Veranda to the Commission and Staff for consideration as additional evidence in support of the proposed work.

Ms. Ledford stated the intent of the proposed work is to bring the Carolina back to a more accurate historic style and to correct some of the past mistakes that were made when work was done on the property. The Commission, Mr. Murrow and Ms. Ledford discussed the proposed Veranda work for 80 Carolina Vista.

Mr. Von Salzen asked whether any member of the public wished to present evidence whether in support of or in opposition to the Application. None requested to speak.

Ms. Lucey moved that the Historic Preservation Commission **approve** a Certificate of Appropriateness (COA 2021-00129) and find the proposed Major Work at: **80 Carolina Vista - Veranda congruous** with the Pinehurst Historic District and **consistent** with Historic District Guidelines, based on the testimony given, the material submitted and the findings of fact. Seconded by Mr. Lurtz. Approved by a vote of 6-0.

Mr. Jim Compton and Mr. Josh Karric were sworn into the public hearing.

Mr. Compton and the Commission discussed the proposed work to be done at the Plaza and Entry area to the hotel. Mr. Compton presented samples of the materials to be installed and discussed the colors of the materials. The Commission and Mr. Compton discussed further the work proposed for the Entry area of the Carolina and viewed additional exhibit slides.

Mr. Von Salzen asked whether any member of the public wished to present evidence whether in support of or in opposition to the Application. None requested to speak.

Mr. Taylor moved that the Historic Preservation Commission **approve** a Certificate of Appropriateness (COA 2021-00131) and find the proposed Major Work at: **80 Carolina Vista - Plaza congruous** with the Pinehurst Historic District and **consistent** with Historic District Guidelines, based on the testimony given, the material submitted and the findings of fact. Seconded by Mr. Vincent. Approved by a vote of 6-0.

G. COA 2021-00126 (85 McIntyre Rd)

Ms. Lori Davis was sworn into the public hearing.

Senior Planner Ms. Rye testified as follows:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the removal of multiple trees at 85 McIntyre Road. The property is identified by Moore County PID Number 856205087736. The property owner is Lifestyle Property Partner and the applicant is Scott Lincicome.

Ms. Rye stated the second tree mentioned in the application is actually located in the Right of Way, which involves a different procedure for removal, and that the applicant has moved forward with the separate process for having the second tree removed from the Right of Way. The only tree removal the Commission is to consider is the first tree mentioned in the application.

Ms. Rye discussed the proposed work and entered into evidence the Staff Report, the Staff Presentation, Application, Applicant's Material, Photos / Site Plans, and

Findings of Fact. Mr. Von Salzen accepted the material submitted by Ms. Rye into evidence.

Ms. Davis stated the reasons for seeking removal of the first tree mentioned in the application. The Commission and Ms. Davis discussed the vegetation and landscaping currently present on the property and what the vegetation and landscaping would be post tree removal. Ms. Davis stated a landscape plan will be submitted for approval at a later time and a landscape architect is currently working on finalizing the plan for submittal. The Commission debated what constitutes a canopy according to the Historic District Guidelines and the justification for removal of the tree as proposed. Mr. Vincent and Ms. Davis discussed if the tree removal was influenced by a fence that will be submitted for approval at a later date. Ms. Davis stated the fence could be built around the tree and the fence is not the motivation for seeking approval for the tree removal.

Mr. Von Salzen asked whether any member of the public wished to present evidence whether in support of or in opposition to the Application. None requested to speak.

Mr. Schroeder moved that the Historic Preservation Commission **approve** a Certificate of Appropriateness and find the proposed Major Work at: **85 McIntyre Rd** is **not consistent** with the Historic District Guidelines, nevertheless is deemed **congruous** with the Pinehurst Historic District, based on the testimony given, the material submitted and the findings of fact, for the following reasons given: *The proposed removal of one tree appears to be within the Historic District. Given the details of what has been submitted for review, the proposal appears to be compatible with other residential lots within the Historic District.* Seconded by Mr. Taylor. Approved by a vote of 6-0.

The Commission discussed the use of the term “compatible” and that going forward the justification of removing a tree based on safety should be supported by more specific evidence.

Mr. Schroeder moved to close the Public Hearing. Seconded by Mr. Vincent. Approved by a vote of 6-0.

H. Review of Normal Maintenance and Minor Work Items

Staff Approvals August 2021 Meeting

I. Next Meeting Date

Regular Meeting September 23rd, 2021 at 4:00 pm

J. Comments from Attendees

None

The Commission and Staff discussed the need for a work session and the timeline for the presentation of the Standards changes to the Historic District Guidelines. Mr. Cameron discussed the coming meeting's agenda and stated there is a possibility of a work session meeting on September 14th, 2021 with Village Council. The Commission discussed the content and desired outcome of the joint work session with Village Council.

K. Motion to Adjourn

Mr. Von Salzen made a motion to adjourn the meeting. Seconded by Mr. Schroeder.
Approved by a vote of 6-0 at 5:40 PM.

Respectfully Submitted,

Shannon Konstantinou
Clerk to the Board &
Planning Administrative Specialist
Village of Pinehurst

A videotape of this meeting is available on the Village website at www.vopnc.org.

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PLANNING AND INSPECTIONS DEPARTMENT

TO: Pinehurst Historic Preservation Commission
FROM: Alexandria Rye, Senior Planner
DATE: 9/16/2021
SUBJECT: Minor Work COA's Issued

**REPORT OF STAFF APPROVALS
SEPTEMBER , 2021 MEETING
8/20/2021 - 9/16/2021**

Record #	Nature of Work	Application Date	Issued Date	Address	Property Owner
COA-2021-00145	Restriping and paving at the Carolina Hotel	9/9/2021	9/15/2021	80 Carolina Vista Drive	Pinehurst Resort
COA-2021-00140	Replace and extend fencing, install brick path, remove rear trees, move hedges, add covered storage area at PCC Clubhouse	9/3/2021	9/3/2021	1 Carolina Vista Drive	Pinehurst Resort
COA-2021-00141	Replacing existing stone driveway with concrete	9/3/2021	9/8/2021	65 Magnolia Road	Ronald Milton



DISCUSS STAFF RECOMMENDED CHANGES TO THE HISTORIC DISTRICT GUIDELINES/STANDARDS

ADDITIONAL AGENDA DETAILS:

Staff will present recommended changes to the Historic District Guidelines/Standards document.

Topics to be discussed include;

1. Major, Minor, and Basic Work Re-Classification
2. Format and Editorial Recommendations

Attached to this agenda item is a table with the staff recommended changes for the Board to consider. Staff will provide examples of some recommended formatting, editorial and organizational changes to the document at the meeting.

FROM:

Alexandria Rye

CC:

Alex Cameron & Darryn Burich

DATE OF MEMO:

9/16/2021

ATTACHMENTS:

Description

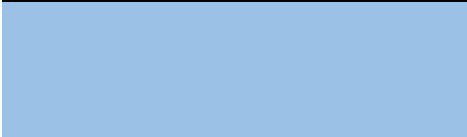
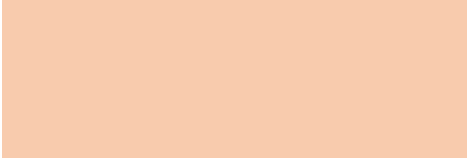
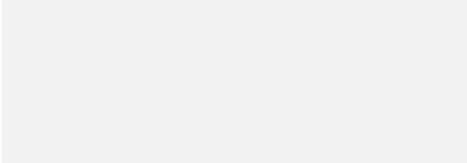
- ▣ Major, Minor, and Basic Work Re-Classification
- ▣ COA Chart 2017 - 2021

**Staff recommended changes to
HPC document.**

**Major, Minor, and Basic Work Re-
Classification**

September 23, 2021

COLOR KEY

Color	Meaning
	Work Classification Separation
	Proposed to be Moved to New Work Classification
	Proposed to be Removed
	Proposed Combined Line Items
	No Proposed Changes
	Simplification of Verbiage

BASIC WORK

	EXISTING BASIC WORK	PROPOSED BASIC WORK	STAFF COMMENTS
1	Installation of address numbers and mailboxes	Installation of address numbers and mailboxes	No Change
2	Replacement of broken or damaged glass, as long as the replacement matches the existing glass	Replacement of broken or damaged glass, as long as the replacement matches the existing glass	No Change
3	Caulking and weather stripping	Caulking and weather stripping	No Change
4	Repair in-kind of gutters and downspouts	Repair gutters and downspouts	Simplified
5	Replacement of gutters and downspouts where replacement materials match the existing materials in detail and color	Replacement of gutters and downspouts where replacement materials match the existing materials in detail and color	No Change
6	Replacement of light fixtures with new fixtures that are compatible with the primary structure	Replacement of light fixtures with new fixtures that are compatible with the primary structure	No Change
7	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 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	No Change
8	Installation of foundation vents and replacement of access doors	Installation of foundation vents and replacement of access doors	No Change
9	Replacement of mechanical equipment, including HVAC units, that does not change from existing location/appearance/screening	Replacement of mechanical equipment, including HVAC units, that does not change from existing location/appearance/screening	No Change
10	Removal of existing fencing	Removal of existing fencing	No Change
11	Repairs to fences, decks, and driveways as long as replacement materials match the existing materials in detail, style, dimensions, and color	Repairs to fences, decks, and driveways as long as replacement materials match the existing materials in detail, style, dimensions, and color	No Change
12	Repairs to walks and patios, as long as the replacement matches the existing walks and patios	Repairs to walks and patios, as long as the replacement matches the existing walks and patios	No Change
13	Repair of existing street and/or yard lighting	Repair of existing street and/or yard lighting	No Change

14	Repair or replacement of masonry foundations where the existing foundation material is retained or where new material matches the existing foundation	Repair or replacement of masonry foundations where the existing foundation material is retained or where new material matches the existing foundation	No Change
15	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	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	No Change
16	Removal of lighting	Removal of lighting	No Change
17	Removal of storm windows and storm doors	Removal of storm windows and storm doors	No Change
18	Minor landscaping, including vegetable and flower gardens, and shrubbery	Minor landscaping, including vegetable and flower gardens, and shrubbery	No Change
19	Removal of screening from screened-in porches	Removal of screening from screened-in porches	No Change
20	Removal of dead or diseased trees along the street front that are not in the right-of-way	Removal of dead or diseased trees along the street front that are not in the right-of-way	Recommend discussing this moving to Minor with standards. Possibly a certified letter of removal or notarized statement of sort. Could also remain as Basic.
21		Six-month extension of an approved Certificate of Appropriateness	This would allow applicants who are diligently working on improvements to extend via staff review for no additional fee
22		Changes to an approved COA prior to the work being completed, except in cases when those changes do not meet the standards	Recommend this be revised to include (Meets the standards) and should be moved to Basic. Otherwise changes would fall under Minor/Major

MINOR WORK

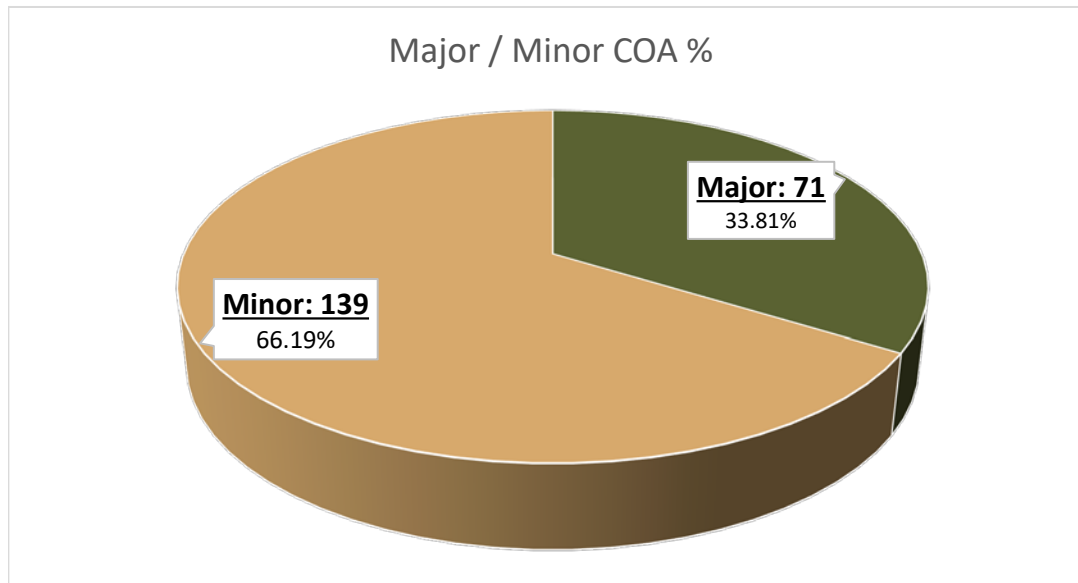
	EXISTING MINOR WORK	PROPOSED MINOR WORK	STAFF COMMENTS
1	Installation of additional mechanical and utility equipment in a new location including, but not limited to, heating and air conditioning units and private well enclosures and associated tanks that are screened from view with shrubbery or appropriate fencing.	Installation of mechanical and utility equipment	Simplified
2	Installation of small/micro cell wireless facilities that meet the guidelines	MOVED TO MAJOR	This was a duplicated classification moved to Major Work

3	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	Structural and/or architectural changes of which the design and/or materials are consistent with the standards. (examples; windows, siding, roof, shutters, exterior material, etc.)	New classification (3B) to encompass several line items
4	New parking areas, walks, and driveways	Parking areas, walks, and driveways	Simplified
5	Addition of shutters and awnings		Covered by 3B
6	Addition of fences, walls, and columns	Fences, walls, and columns	Simplified
7	Addition of decks and patios that will be located in the rear yard	Decks and patios that will be located in the rear yard	Simplified
8	Installation of accessibility ramps and exterior fire exits	Installation of life safety and accessibility features	Reworded and Simplified
9	Construction of an arbor, water feature (not including pools), pergola and/or trellis that will be located in the rear yard	New arbor, water feature, pavilion, pergola or trellis that will be located in the rear yard	Simplified
10	Addition of new and/or replacement signage	New signage	Simplified
11	Screening-in an existing side or rear porch that is not visible from the street	Screening-in an existing side or rear porch that is not visible from the street	No Changes
12	New installation of gutters and downspouts		Covered by 3B
13	Painting a surface a different color that is consistent with Village of Pinehurst Color Palette	Painting consistent with Village of Pinehurst Color Palette	Simplified
14	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.).	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.).	No Changes
15	Replacement of existing siding, trim, porch flooring, steps, shutters, awnings, etc., as long as replacement materials match the original or existing materials in detail and color		Covered by 3B
16	Replacement of roofing material of the same style, size, and color		Covered by 3B
17	Replacement of doors and windows that are the same style, material, size, and color as the existing doors and windows		Covered by 3B

18	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		Covered by 3B
19	Installation of storm windows and doors	Installation of storm windows and doors	No Changes
20	Installation of skylights and solar panels not visible from the street	Installation of skylights and solar panels not visible from the street	No Changes
21	Installation of accessory buildings with no dimension greater than 12 feet	New accessory buildings and structures in the rear yard only	Change to allow for rear accessory structures to be approved by staff. This can be further clarified via revised standards.
22	Demolition of small outbuildings that are 120 square feet or less	Demolition of small outbuildings or pool infill that are 120 square feet or less	Staff recommended this classification be re-reviewed. Specifically language or standards around the structure size.
23	Six-month extension of an approved Certificate of Appropriateness	MOVED TO BASIC WORK	This would allow applicants who are diligently working on improvements to extend via staff review for no additional fee
24	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	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	No Changes
25	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	MOVED TO BASIC WORK	Recommend this be revised to include (Meets the standards) and should be moved to Basic. Otherwise changes would fall under Minor/Major
26		Enclosure of rear non-street facing porches	Based on the location and lack of building footprint expansion, there would be minimal impact on historic character. This is an opportunity for staff to approve under Minor work. Staff recommend to determine and adopt and appropriate "porch" definition.
27		Installation of in ground swimming pools and spa/hot tubs that are consistent with the standards	Moving this to Minor due to the current HPC and PDO standards. Projects that cant meet these standards will have to apply for Major Work approval
MAJOR WORK			
	EXISTING MAJOR WORK	PROPOSED MAJOR WORK	STAFF NOTES

1	New construction or additions not considered to be Minor Work	New construction or additions not considered to be a Minor Work	No Changes
2	Relocation, removal or demolition of any structural part of a primary structure including accessory buildings or accessory structures that exceed 120 square feet	Relocation, removal or demolition of any structural part of a primary structure including accessory buildings or accessory structures that exceed 120 square feet	Recommend changing the sq. ft. cap. Maintain consistency with minor work.
3	Replacement of architectural details that changes the design or materials from the existing details	Structural and/or architectural changes of which the design and/or materials are not consistent with the standards. (examples; windows, siding, roof, shutters, exterior material, etc.)	New classification (3B) to encompass several line items
4	Changes to roof lines		Covered by 3B
5	Replacement of windows and doors that are not compatible with the existing window(s) and/or door(s)		Covered by 3B
6	Eliminating or adding windows and/or doors		Covered by 3B
7	Resurfacing buildings with different materials from that which was removed		Covered by 3B
8	Replacement roofing with a different material or style from that being replaced		Covered by 3B
9	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)	REMOVE	Recommend doing away with this classification due to the redundant nature. This is covered by the specification in Minor Work
10	Removal of trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a residence	Removal of trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a property	No Changes
11	Installation of in ground swimming pools	MOVE TO MINOR	MOVE TO MINOR, remove from Major list due to redundant nature.
12	Installation of freestanding ATMs or kiosks	REMOVE	Recommend doing away with this classification due to the redundant nature. This is covered by the specification in Minor Work and the PDO
13	Installation of small/micro cell wireless facilities	Installation of small/micro cell wireless facilities	No Changes
14	Minor Work items not approved by the Village Planner	Minor Work items not approved by the Village Planner	No Changes

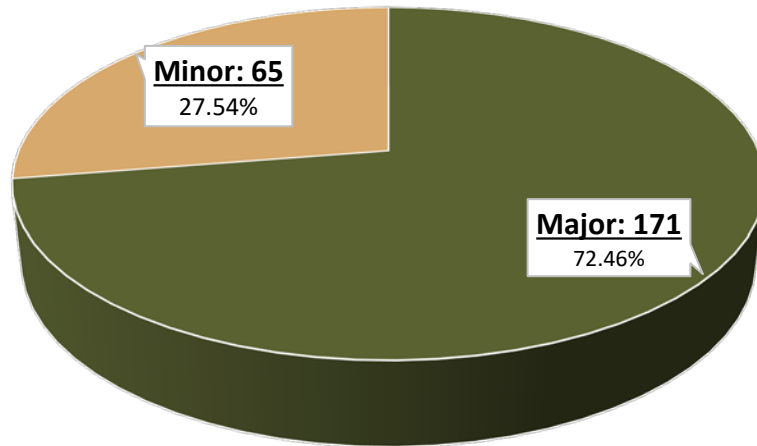
COA Applications 2017-2018



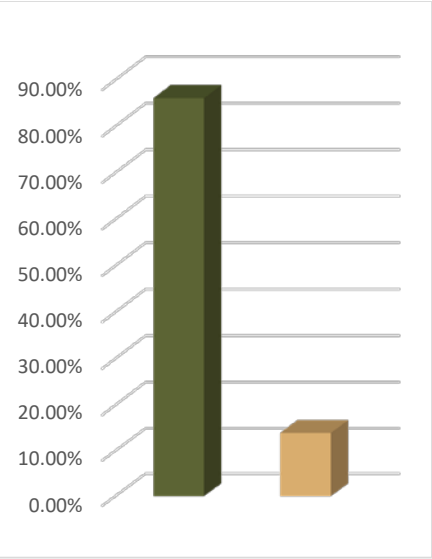
% OF TOTAL COA'S		
MAJORS	71	33.81%
MINORS	139	66.19%
TOTAL	210	100.00%

COA Applications December 2019 - May 2021

Major / Minor COA %

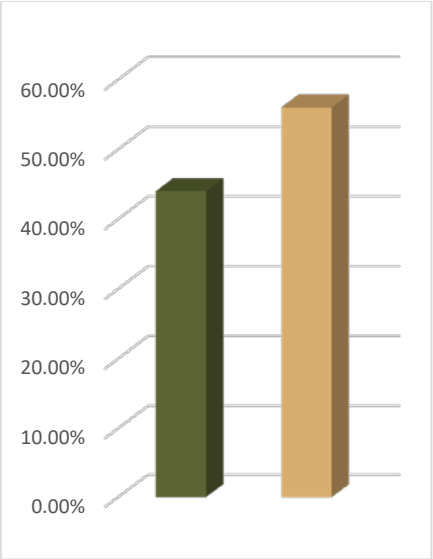


% OF TOTAL COA'S		
MAJORS	171	72.46%
MINORS	65	27.54%
TOTAL	236	100.00%



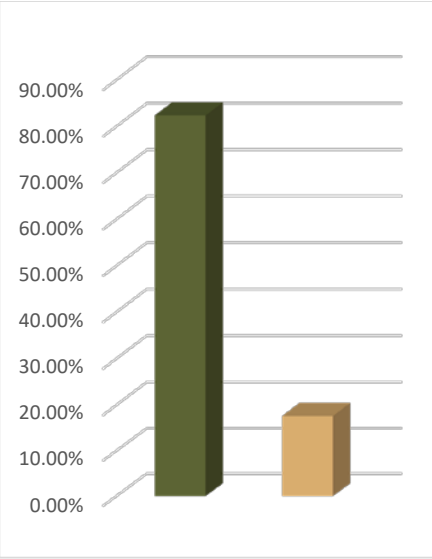
Doors & Windows COA'S		
MAJOR	37	86.05%
MINOR	6	13.95%

- *Exterior Doors
- *Garage Door/Garage
- *Windows



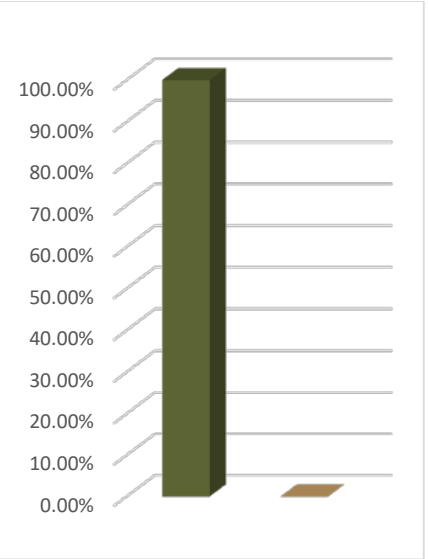
Fencing COA'S		
MAJOR	8	44.00%
MINOR	10	56.00%

- *Fencing
- *Roofing/Shingles

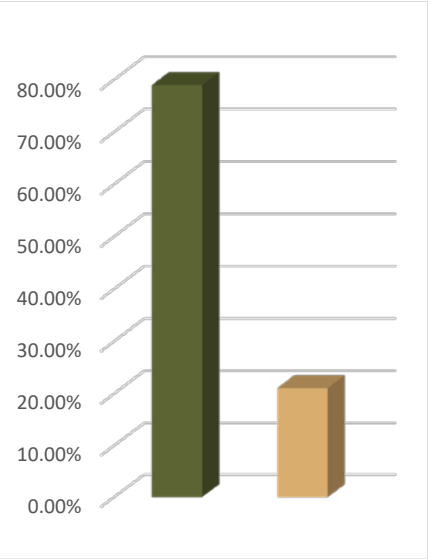


Accessory Structures COA'S		
MAJOR	14	82.35%
MINOR	3	17.65%

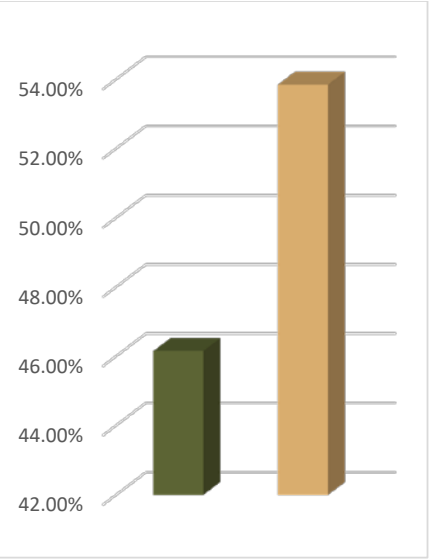
- *Pavillion
- *Arbor
- *Pergola
- *Shed
- *Accessory Structure



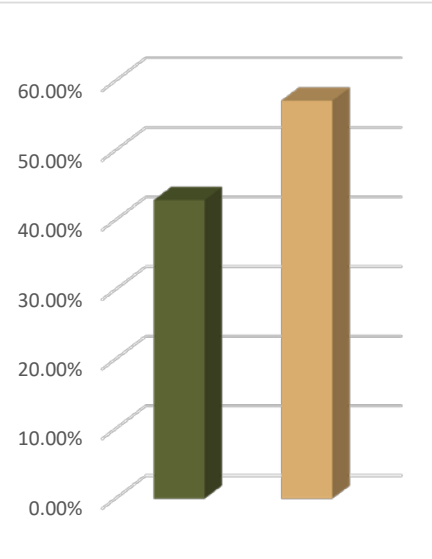
Pool COA'S		
MAJOR	4	100.00%
MINOR	0	0.00%



Siding COA'S		
MAJOR	15	78.95%
MINOR	4	21.05%



Paint COA'S		
MAJOR	6	46.15%
MINOR	7	53.85%



Roofing COA'S		
MAJOR	9	42.86%
MINOR	12	57.14%



**DISCUSS AND CONSIDER RECOMMENDING CHANGES TO THE
HISTORIC DISTRICT GUIDELINES
ADDITIONAL AGENDA DETAILS:**

FROM:

Alex Cameron

CC:

Darryn Burich, Alexandria Rye

DATE OF MEMO:

9/16/2021

MEMO DETAILS:

During the June 17, 2021 work session, the Board discussed proposed changes to the Historic District Guidelines presented by staff and others raised by various Board members. The Board agreed to ask staff to prepare the discussed changes to the Guidelines and present those back to Board for consideration that will be forwarded to Council for action. These changes will provide consistency with terminology and references to the new land planning statutes Chapter 160D. Other proposed changes are mainly editorial and provide clarity to the document users.

Attached to this agenda item is a copy of the proposed changes in red with strikethrough for deletions and underline for additions.

The Board may recommend these changes to Village Council for adoption by simple motion and majority vote of the Board.

ATTACHMENTS:

Description

- ▣ Proposed Changes to Historic District Guidelines/Standards

~~Guidelines~~Standards

Village of Pinehurst Council ~~Members~~

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

Historic Preservation Commission (~~HPC~~) ~~Commissioners~~

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

2016-18 Pinehurst Historic District Guidelines Revision Committee

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

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~~ North Carolina General Statute 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~~and landscapes within the district. ~~By amendment of the Statue effective 2021, the Guidelines were renamed as Standards.~~

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 particular proposed change or design which does not meet the ~~Guidelines~~Standards is, in fact, ~~more as~~ congruous with the special character of the Pinehurst Historic District ~~than as~~ 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~~ finds that the proposed design or improvements are congruous or incongruous ~~before when~~ issuing or denying a Certificate of Appropriateness.

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~~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-Standards~~ 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). 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~~the 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, a vision that continues. 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 ~~and~~ 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 substitute~~ materials, which have the appearance and texture of original materials, ~~are~~ may be 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- It is the mission of the HPC 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~~Chair 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

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. A party who objects to the decision of the HPC on granting of a Certificate of Appropriateness may also be appealed to the Board of Adjustment within 30 days. Subsequent appeals are to be heard by the NC Moore County Superior Court. Applications for appeals can be found on the Village's website. Appeals can involve technical requirements and legal issues. A person deciding whether to take an appeal should consider retaining knowledgeable legal counsel.~~

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.

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 Standards. 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.~~ may be made without seeking approval from the HPC.

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

The Historic Preservation Commission meets monthly to decide on applications for Certificates of Appropriateness. 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.

~~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, Minor Work projects 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 to be approved by staff.~~

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 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 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
- Resurfacing buildings with different materials from that which was removed
- Replacement roofing with a different material or 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 ~~M~~major ~~W~~work is ~~three~~ four weeks before each monthly hearing. The application must be accompanied by drawings, elevations, material specifications, photographs, specifications such as building height and setback distances, etc. where applicable, and be sufficient enough for the HPC to make a determination. 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. Proposed changes shall be submitted to the Village Planner for review. Village Staff may only approve changes that are not considered Major Work. ~~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 and other witnesses and participants in the hearing 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.

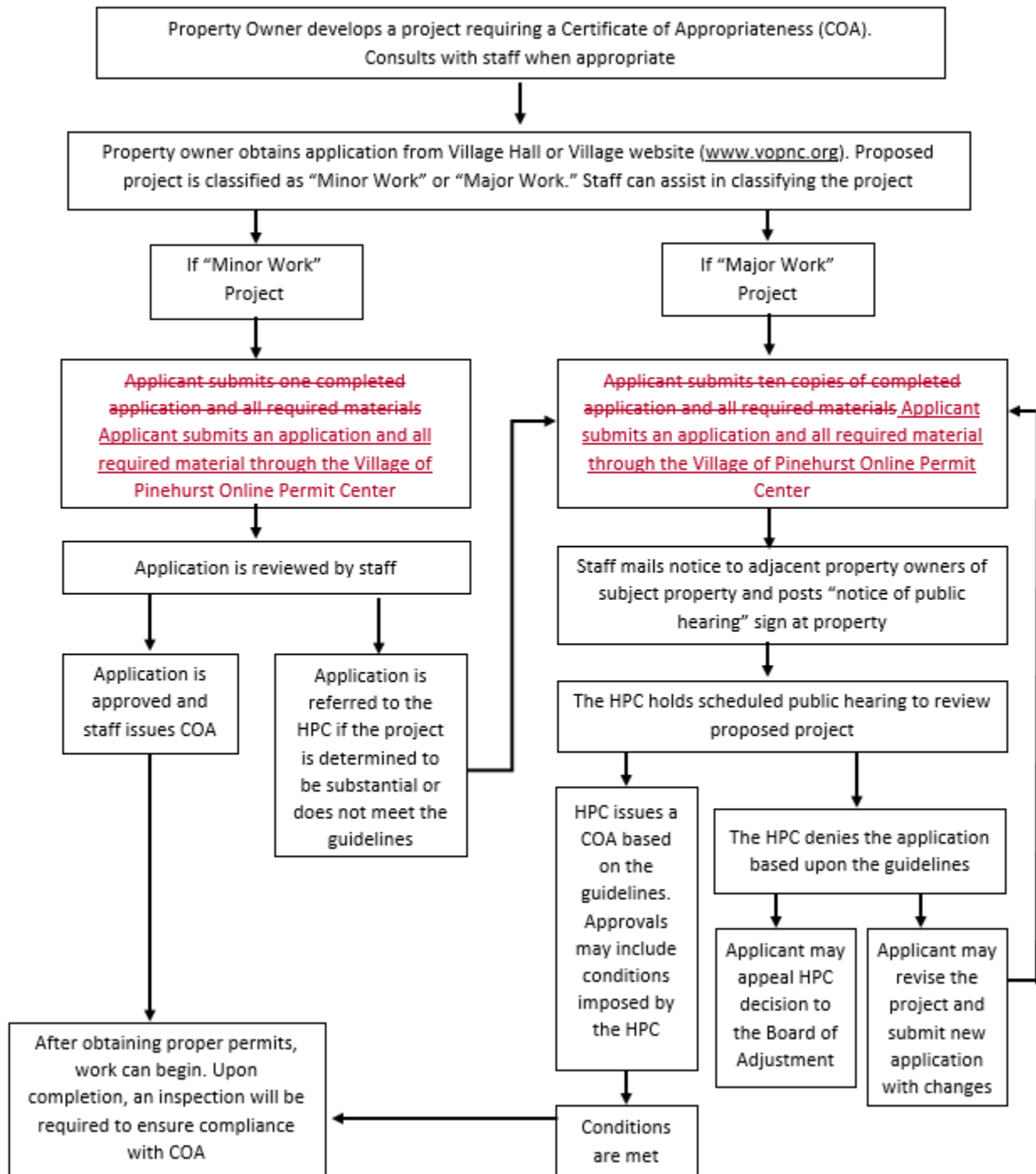
As all hearings are recorded, the video recording may be retrieved from the Village of Pinehurst website: ~~www.vopnc.org~~
(www.vopnc.org)

G. Inspection Process

After ~~the public hearing process and once~~ projects requiring a COA have been completed, an inspection by the Village Planner is required to ensure compliance with the approved ~~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



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~~must 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.

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.

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.

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.

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.

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~~must 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

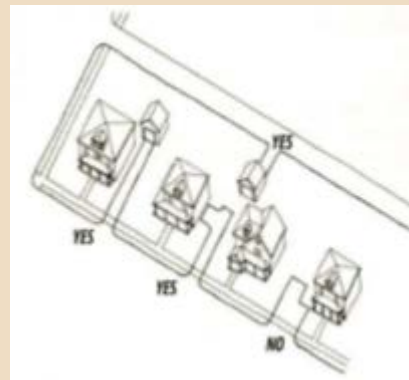
Use the “shutter rule”. Whether or not a structure has shutters, make sure there is space on each side of the window for shutters of appropriate dimensions. Shutters that are too narrow to cover the window often appear skimpy and detract from the facade.

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 p~~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.

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.

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.

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.





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.

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~~ must 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.

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~~, Fountain Co., 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.

C. Certificate of Appropriateness Checklist

- ☐ Completed ~~Local Historic District Application~~ Historic Certificate of Appropriateness Application with detailed explanation of proposed project and material/color list
- ☐ If proposed project is considered Minor Work, the application can be filled out at any time through the Online Permit Center. staff can approve and only 1 copy is needed
- ☐ If proposed project is considered Major Work, the proposed project must be approved by the HPC. Major Work applications can be filled out through the Online Permit Center and all required documents must be uploaded four weeks prior to the desired HPC meeting. 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 4th 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.
- ☐ For Major COA request, provide examples of other similar structures and architectural details existing within the Historic District (photos of the property and the associated address of the property).
- ☐ 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.

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.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.

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

Resolution #06-05, updated March, 2006. Available at Village Hall or on www.vopnc.org.

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

REAR YARD: a yard extending across the full width of the lot and measured between the rear line of the lot and the rear line of the main building.

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).