



**HISTORIC PRESERVATION COMMISSION  
AGENDA FOR WORK SESSION OF JULY 27, 2023  
ASSEMBLY HALL**

**PINEHURST, NORTH CAROLINA**

1. Call to Order.
2. Discuss Proposed Revisions to the Historic District Standards
3. Adjournment.

*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.*



**DISCUSS PROPOSED REVISIONS TO THE HISTORIC DISTRICT  
STANDARDS  
ADDITIONAL AGENDA DETAILS:**

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**DATE OF MEMO:**

7/19/2023

**MEMO DETAILS:**

Please, see attached materials relating to this item.

**ATTACHMENTS:**

Description

- ☐ Proposed Revisions to I - A & B
- ☐ Proposed Revisions to III - A (Roofs)
- ☐ Proposed Revisions to VII - C (Landscaping & Vegetation)

## B. THE HISTORIC PRESERVATION COMMISSION

The mission of the Historic Preservation Commission is to “preserve and approve that which is congruous with the special character of the Village of Pinehurst Historic District.” The 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 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 must be congruous with the District.

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

- Any changes or additions to the configuration of 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 structure's architectural integrity.

Other 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 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 congruent with the special character of the Pinehurst Historic District to be approved and issued a Certificate of Appropriateness.**

**The Historic Preservation Commission may at times determine that a proposed change or design which does not meet the Standards is, in fact, congruous with the special character of the Pinehurst Historic District**

When an applicant seeks HPC approval of a proposed design or improvement that does not meet the Standards, the applicant shall explain in the application how it is congruous with the special character of the Pinehurst Historic District.

## C. PRINCIPLES OF PRESERVATION

The Standards are not meant to be a comprehensive preservation manual. There are *additional resources* listed in Appendix G, which may be used to supplement these Standards.

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

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

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

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

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

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

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

Replacement of the historic fabric of a building must use the same material as the original construction where possible. That includes the type of materials, the design, dimensions, mass, scale, orientation, color, detailing and texture.

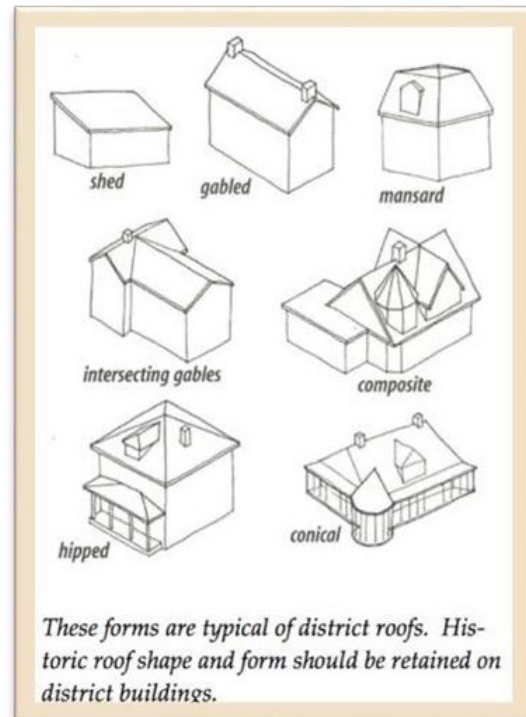
Substitute materials can be used if the original material is no longer available. Substitute materials must match the historic materials as closely as possible, physically and visually. This does not apply to hidden structural components.

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

## A. ROOFS

1. Any changes or additions to the configuration of an existing roof must be compatible with the architectural style of the existing structure and **must** be congruous with the Pinehurst Historic District.
2. Roofs and roof forms that contribute to the overall character of a structure, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices must be retained and preserved .
3. If a roof feature, such as a dormer, is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the structure, roofline and the Pinehurst Historic District.
4. If repair or replacement of an entire roof is necessary, the new material should match the existing material in composition, dimension, size, shape, color, pattern and texture.
5. Metal roofs used to replace existing non-metal roofs, are allowed but **must** be compatible with the existing structure. If painted, such roofing must be one of the following colors:

- a. dark brown, dark bronze, dark gray, dark green, dark silver or black.
- b. Unpainted, naturally weathering metals such as copper, tern, and zinc are also allowed. Exposed galvanized metal is not appropriate.



6. Vents, including soffit vents and low profile ridge vents must be installed in a manner that does not diminish the original design of the roof or destroy the character of roof details.
7. New gutters and downspouts must be installed so that character-defining architectural features of the structure are not damaged or lost.
8. Replacement gutters and downspouts should match the existing colors. New downspouts should match the color of the gutter or the color of the wall to which the downspout is attached.
9. Roof ventilators, attic fans, solar panels, and the like must be located as inconspicuously as possible.
10. Skylights should be placed as inconspicuously as possible on the rear roof surface, and should have a flat profile. Glazed roofs such as greenhouses and conservatories are acceptable

## TREES

The removal of dead or diseased trees is currently categorized as Basic Work and required no Staff approval. The existing language is as follows:

### Section II.B.21

21. Removal of dead or diseased trees (The Village Planner may request documentation from a landscape professional that the trees are dead or diseased)

Q1: Why would anyone even notify staff?

Q2: Why would anyone obtain written documentation from a landscape professional (rather than just a verbal opinion) or provide it to Staff if they do not require approval prior to cutting down the trees?

Q3: Would it be preferable to classify this as Minor Work but not requiring a fee?

### Section II.C.28 Possible Language

28. Removal of dead or diseased trees requires that the trees are confirmation by a visual inspection of a Village Planner. The Village Planner may request that the owner provide documentation from a landscape professional that the trees are dead or diseased prior approval.

As was discussed at our last meeting during review of the application at 20 Muster Branch Road, our existing Standards currently appear to allow removal of all trees on the non-street side of a property without HPC review if it done separately from any type of construction. Section II.D.9 defines as Major Work the removal of trees only on the street facing side of a property, while Section VII.C.4 incorporates the concept of “impact on the overall canopy” only when removal of trees is occurring in the context of new construction. I would propose closing this “loophole” by changing slightly the Major Work definition and adding language to Section III Changes to Existing Residences. The language of VII.C.4 will remain as is. I would also like to acknowledge Roxanne for providing the original draft language which I have edited.

### Section II.D.9 Existing Language

9. Removal of healthy trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a property that are not located within the right-of-way.

### Section II.D.9 Proposed Language

9. Removal of healthy trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a property that are not located within the right-of-way. Trees that are located within the right-of-way are owned and maintained by the Village.

### Section III.O.1 Proposed Language (New)

1. Removal of trees twelve (12) inches in diameter at breast height (DBH) and larger **must not** unreasonably compromise the existing tree canopy and the historic appearance of

the landscape.