



**Historic Preservation Commission
Agenda for Regular Meeting of November 21, 2024
Assembly Hall
395 Magnolia Road, Pinehurst, NC 28374
Pinehurst, North Carolina
4:00 PM**

1. Call to Order

2. Approval of Minutes

A. 10-24-24 HPC Regular Meeting Minutes

3. Public Hearing

A. COA-2024-00150 (105 Beulah Hill Rd. N)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the replacement of roofing with a different material or style, replace three (3) windows, replace eave fascia with new hardie fascia, and the replacement of the gutter system at 105 Beulah Hill Rd. N. The property is identified as Moore County PID Number 00024434. The property owner and applicant is Breen Condon.

4. Regular Business

A. Review and Approval of the 2025 HPC Meeting Schedule

B. Annual Review and Acknowledgment of the Ethics Policy

5. Review of Normal Maintenance and Minor Work items

A. Minor COA's Issued 10/15/2024 - 11/14/2024

6. Next Meeting Date

A. 12-19-2024 HPC Regular Meeting

7. 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.



10-24-24 HPC Regular Meeting Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Jeanann Dawson, Administrative Specialist
CC: Historic Preservation Commission;
DATE OF MEMO: 11/13/2024

MEMO DETAILS

ATTACHMENTS

1. 10-24-24 HPC Draft Minutes



**HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, October 24, 2024
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM**

Members Present:

Cara Mathis, Vice Chair
David Herring
Angelique Fabiani
Joe Iverson
Justin Bramlage

Members Absent:

Richard Vincent

Staff Present:

Michael Mandeville, Senior Planner
Maria Carpenter, Planner
Jeanann Dawson, Administrative Specialist

Approximately 2 members of the public were in attendance.

I. Call to Order

Ms. Mathis called the Regular Meeting to order at 04:00 PM. Ms. Mathis explained the purpose of the meeting, each Commission member introduced themselves, and Ms. Mathis introduced Staff.

II. Approval of Minutes

A. 09-26-2024 Regular Meeting Minutes

Ms. Fabiani moved to approve the minutes of the September 26, 2024, Regular Meeting. Seconded by Mr. Iverson. Approved by a vote of 5-0.

Mr. Bramlage moved to recess the Regular Meeting and open the Public Hearing. Seconded by Mr. Iverson. Approved by a vote 5-0.

III. Public Hearing

The Commission members stated they had visited all sites. No ex parte communication

Ms. Mathis explained the procedures of a quasi-judicial public hearing.

Ms. Carpenter was sworn into the Public Hearing and testified as follows.

A. COA-2024-00141(150 Linden Rd)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the installation of a in ground pool at 150 Linden Rd. The property is identified as Moore County

PID Number 00026265. The property owners are Lawrence and Colleen Early and applicant is Jeffrey Tucker.

Ms. Carpenter discussed the proposed work and submitted into evidence the Staff Report with attachments / exhibits, Presentation, and Application and Applicant's materials / exhibits. Mr. Mathis accepted the materials submitted by Ms. Carpenter into evidence.

Ms. Mathis thanked Ms. Carpenter for her presentation.

The Commission members did not have questions for Staff.

Mr. Jeff Tucker, the applicant on behalf of homeowner, was sworn into the Public Hearing.

Mr. Tucker did not have any additional comments for the Commission.

The Commission members did not have questions for Mr. Tucker.

Ms. Mathis asked whether there was any member of the public wishing to present evidence either in support or opposition. None came forward.

Ms. Mathis closed the evidentiary portion of the Public hearing.

The Commission had no deliberation.

Mr. Iverson moved that the Historic Preservation Commission approve a Certificate of Appropriateness (COA-2024-00141) and find the proposed Major Work at 150 Linden Rd. is consistent with Historic District Standards and is deemed congruous with the Pinehurst Historic District based on the testimony given, the material submitted and the findings of fact. Seconded by Mr. Herring. The motion approved by a vote of 5-0.

B. COA-2024-00142 (1 Carolina Vista)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for modifications to the façade at 1 Carolina Vista. The property is identified as Moore County PID Number 00025800. The property owners and applicants are Pinehurst, LLC.

Ms. Carpenter discussed the proposed work and submitted into evidence the Staff Report with attachments / exhibits, Presentation, and Application and Applicant's materials / exhibits. Ms. Mathis accepted the materials submitted by Ms. Carpenter into evidence.

Ms. Mathis thanked Ms. Carpenter for her presentation.

The Commission members did not have questions for Staff.

Mr. Calvin Burkley, the applicant on behalf of Pinehurst LLC., was sworn into the Public Hearing.

Ms. Mathis asked Mr. Burkley if he had any changes or comments he would like to present to the Commission. Mr. Burkley stated he wanted to add the elimination of the chimney to the application. Mr. Burkley explained the rendering did not show the chimney; however, the existing structure picture shows the existing chimney. The chimney will be removed.

Ms. Mathis asked if Commission members had questions for Mr. Burkley.

Mr. Herring asked if the new overhang would be metal. Mr. Burkley stated it would be red metal to match the metal roofing on the others areas of the existing roof.

Mr. Iverson asked if the sign would be illuminated. Mr. Burkley advised the sign will be similar to the sign at The Deuce, the other restaurant on the property. Ms. Carpenter informed the Commission that signs require COA's and permits that are approved by staff.

Ms. Fabiani asked if the chimney elimination was on the original application. Ms. Carpenter stated it was not, however it can be added.

Ms. Mathis asked whether there was any member of the public wishing to present evidence either in support or opposition. None came forward.

Ms. Mathis closed the evidentiary portion of the Public Hearing.

The Commission had no deliberation.

Ms. Herring moved that the Historic Preservation Commission approve a Certificate of Appropriateness (COA-2024-00142) and find the proposed Major Work at 1 Carolina Vista is consistent with Historic District Standards and is deemed congruous with the Pinehurst Historic District based on the testimony given, the material submitted and the findings of fact. Seconded by Ms. Fabiani. The Motion passed with a Vote 5-0.

Mr. Bramlage moved to adjourn the Public Hearing and re-enter the Regular Meeting. Seconded by Mr. Herring. Approved by a vote of 5-0.

- IV. **Review of Normal Maintenance and Minor Work Items**
 - A. **Minor COA's Issued from 9/15/2024 – 10/14/2024**
- V. **Next Meeting Date**
 - A. **11-21-2024 Regular Meeting**

VI. Motion to Adjourn

Mr. Herring moved to adjourn the Regular Meeting. Seconded by Ms. Fabiani
Approved by a vote of 5-0 at 4:20 PM.

Respectfully Submitted,

Jeanann Dawson
Clerk to the Board &
Planning Administrative Specialist
Village of Pinehurst

A videotape of this meeting is located on the Village website: www.vopnc.org.

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Values: Service, Initiative, Teamwork, and Improvement.



COA-2024-00150 (105 Beulah Hill Rd. N)

ADDITIONAL AGENDA DETAILS:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the replacement of roofing with a different material or style, replace three (3) windows, replace eave fascia with new hardie fascia, and the replacement of the gutter system at 105 Beulah Hill Rd. N. The property is identified as Moore County PID Number 00024434. The property owner and applicant is Breen Condon.

FROM: Michael Mandeville, Senior Planner
CC: Historic Preservation Commission;
DATE OF MEMO: 11/13/2024

MEMO DETAILS

ATTACHMENTS

1. S-1
2. A-1



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Historic Preservation Commission
From: Michael Mandeville, Senior Planner
CC: Maria Klein, Planner
Jeanann Dawson, Administrative Specialist
Date: November 13, 2024
Subject: Major COA Request for 105 Beulah Hill Rd. N

Applicant:	Breen Condon
Owners:	Breen Condon
Property Location:	105 Beulah Hill Rd. N
Land Use:	Single Family Residential
PID#	00024434
COA#:	2024-00150

Request and Background:

The applicant requests a Certificate of Appropriateness (COA) for the replacement of roofing with a different material or style, replacing three (3) windows, replace deteriorating fascia, and installing new gutters. The property is further identified as Moore County PID Number 00024434. The structure was built in 1927 and the property is +/- 0.641 acres in size.

The applicant proposed to replace the existing slate roof with architectural shingles, replace three (3) front facing windows, replace the gutters, and remove existing trim adjacent to gutters and replace with James Hardie fascia. All colors and materials will match those on the exdisting dwelling.

The change in the style and materials of the roof requires a Major COA, but all other work could be approved by staff as Minor work.

The public hearing was noticed in accordance with the Pinehurst Development Ordinance and NCGS 160D-406.

Standards of Review

Per the adopted Historic District Standards, replacement of roofing with a different material or style not considered to be Minor Work is considered Major Work requiring review by the Historic Preservation Commission.

The Commission shall not approve a Certificate of Appropriateness until the evidence presented meets the standards within the Historic District Standards and/or is determined to satisfy the burden of proof that the

proposed request is congruous with the Historic District.

Applicable Standards:

III. CHANGES TO EXISTING RESIDENCES

A. ROOFS

1. Section III.A.1. – Any changes or additions to the configuration of an existing roof shall be compatible with the architectural style of the existing structure and **must** be congruous with the Pinehurst Historic District.
2. Section III.A.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.
3. Section III.A.7 - New gutters and downspouts should be installed so that character-defining architectural features of the structure are not damaged or lost.
4. Section III.A.8 - Replacement gutters and downspouts should be coated with paint or a baked-enamel finish in a color in the Village of Pinehurst Color Palette, unless they are made of copper.

B. EXTERIOR WALLS AND TRIM

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

C. WINDOWS AND DOORS

1. Section III.C.1 - Adding new windows and door openings or altering or filling existing openings should not compromise the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Section III.C.4 - If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - a. Wooden windows on street-facing elevations should be replaced in kind.
 - b. If windows are repaired or replaced, the muntins, mullions, lintels and sills of the new Installation should be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
 - c. Windows should have true or simulated divided lights.
 - d. Snap-in muntins are **not appropriate**.
3. Section III.C.5 - Windows and doors of existing structures should retain their original size and dimension, except as may be modified to accommodate code compliance and accessibility.
4. Section III.C.7 - The number and size of panes, mullions, and muntins, and all window and door hardware should be compatible with those of the existing windows and doors.
5. Section III.C.8 - New dormer windows on street-facing elevations should be compatible with the size and placement of existing windows on primary elevations and should not compromise the architecture of the structure.
6. Section III.C.9 - New windows and doors easily visible from the street should be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and detail.

Staff Comments:

The applicant has submitted an application and provided additional documentation in an attempt to satisfy the burden of proof. The gutters, trim, and windows do meet the Standards and could be approved by Staff. The Commission will need to determine if the replacement of roofing with a different material or style is congruous with the Historic District and if they meet the Historic District Standards.

HISTORY, CHARM, AND SOUTHERN HOSPITALITY

November 6, 2024

Dear Property Owner(s),

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

Thursday, November 21st, 2024
At 4:00 p.m.
At Pinehurst Village Assembly Hall
395 Magnolia Rd. Pinehurst, NC 28374

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the replacement of roofing with a different material or style, replace three (3) windows, replace eave fascia with new hardie fascia, and the replacement of the gutter system at 105 Beulah Hill Rd. N. The property is identified as Moore County PID Number 00024434. The property owner and applicant is Breen Condon.

As the owner of said property, an adjacent property owner or as the applicant, you are receiving formal notification of this Public Hearing. Information on this request is available for public review at Village Hall, 395 Magnolia Road, Pinehurst, North Carolina during regular business hours. Information on the hearing will be posted online the week of the meeting at: <https://pinehurstnc.portal.civicclerk.com/>.

The meeting will be streamed in real-time on the Village's website, at www.vopnc.org/live.

The applicant, the local government, and any person who would have standing to appeal the decision under PDO Section 4.1.3 shall have the right to participate as a party at the evidentiary hearing. Other witnesses may present competent, material, and substantial evidence that is not repetitive as allowed by the board. All persons wishing to be heard should be present during the public hearing so that the facts presented are made a matter of record.

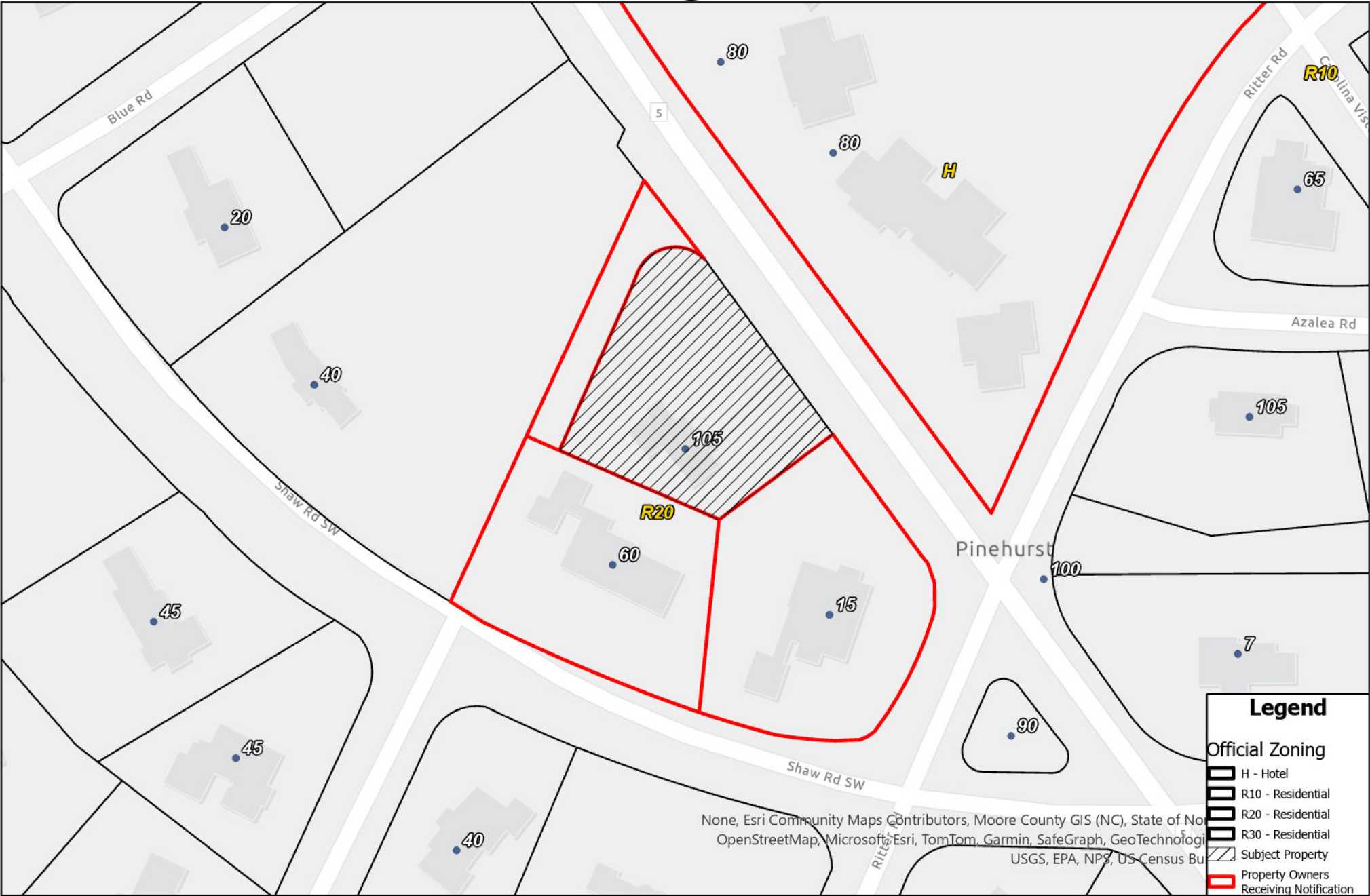
For more information, please call (910) 295-1900.

PLANNING & INSPECTIONS

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

Public Hearing Notification

Exhibit S-1.4



0 155 310 Feet

Village of Pinehurst Disclaimer: It is understood that the data contained herein is subject to constant change and that its accuracy cannot be guaranteed. The maps have been created from information provided by various government and private sources at various levels of accuracy. The data is provided to you "as is" with no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the information provided herein. It is the responsibility of the user of the data to be aware of the data's limitations and to utilize the data in an appropriate manner. Any resale of this data is strictly prohibited in accordance with North Carolina General Statutes 132-10. Grid is based on North Carolina State Plane Coordinate System NAD83 (feet).

10/24/2024

November 21, 2024 Historic Preservation Commission 105 Beulah Hill Rd. N COA Request



GRIMM, CHRISTOPHER J
PO BOX 5050
PINEHURST,NC,28374

FOLEY, HUGH W &
15 W RITTER ROAD
PINEHURST,NC,28374

RESORTS OF PINEHURST INC
PO BOX 4000
PINEHURST,NC,28374

CONDON, BREEN O
PO BOX 1870
PINEHURST,NC,28370-1870

COA-2024-00150

Menu Help

File Date: [10/21/2024](#)

Application Status: [In Review](#)

Application Type: [Historic Certificate of Appropriateness - Major](#)

Application Detail: [Detail](#)

Description of Work:

Application Name:

Address: [105 N Beulah Hill Rd, Pinehurst, NC 28374](#)

Owner Name: [Breen Condon](#)

Owner Address: [105 Beulah Hill Rd N, Pinehurst, n 28374](#)

Parcel No: [00024434](#)

Contact Info:	Name	Organization Name	Contact Type	Contact Primary Address	Status	
	Breen Condon		Applicant		Active	
Licensed Professionals Info:	Primary	License Number	License Type	Name	Business Name	Business License #
	Yes	5812	Contractor	Chris Donnee	Baker Roofing Co	5812

Job Value: [\\$0.00](#)

Total Fee Assessed: [\\$500.00](#)

Total Fee Invoiced: [\\$500.00](#)

Balance: [\\$0.00](#)

Custom Fields:	GENERAL INFORMATION	Type of Work	Existing Use
	Description of Changes to the Structure		
	remove slate add shingles	Alteration	Single Family Low Density
	Proposed Use	Includes Demolition?	Includes Tree Removal?
	Single Family Low Density	No	Yes
	COA Number	Conditions of COA (If Any)	
	-	-	
PERMIT DATES			
	Application Expiration Date	Permit Issued Date	Permit Expiration Date
	-	-	-

FRONT ELEVATION

Existing Material Existing Color Proposed Material Proposed Color

REAR ELEVATION

Existing Material Existing Color Proposed Material Proposed Color

RIGHT ELEVATION

Existing Material Existing Color Proposed Material Proposed Color

LEFT ELEVATION

Existing Material Existing Color Proposed Material Proposed Color

TRIM

Existing Material Existing Color Proposed Material Proposed Color

WINDOWS

Existing Material Existing Color Proposed Material Proposed Color

CHIMNEY

Existing Material Existing Color Proposed Material Proposed Color

FOUNDATION

Existing Material Existing Color Proposed Material Proposed Color

FRONT DOOR

Existing Material Existing Color Proposed Material Proposed Color

SHUTTERS

Existing Material Existing Color Proposed Material Proposed Color

GARAGE DOOR

Existing Material Existing Color Proposed Material Proposed Color

ROOF

Existing Material Existing Color Proposed Material Proposed Color

[slate](#) brown shingles charcoal black

ROOF EXHAUST VENTS

Existing Material Existing Color Proposed Material Proposed Color

FRONT PORCH

Existing Material Existing Color Proposed Material Proposed Color

DECK

Existing Material Existing Color Proposed Material Proposed Color

PATIO

Existing Material	Existing Color	Proposed Material	Proposed Color
SIDEWALK			
Existing Material	Existing Color	Proposed Material	Proposed Color
SKY LIGHTS			
Existing Material	Existing Color	Proposed Material	Proposed Color
DRIVEWAY			
Existing Material	Existing Color	Proposed Material	Proposed Color
HOUSE NUMBER			
Existing Material	Existing Color	Proposed Material	Proposed Color
OTHER			
Existing Material	Existing Color	Proposed Material	Proposed Color

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	Application Acceptance	Michael Mandeville	Accepted	10/21/2024	Roberta Fitzgerald
	Review for Completeness		Application ...	10/21/2024	Michael Mandeville
	Review Distribution				
	Historic Review				
	Planning Review				
	Review Consolidation				
	HPC Public Hearing Notice				
	Property Owner Notific...				
	Staff Report				
	HPC Hearing				
	COA Issued				
	Inspection				

Condition Status:		Name	Short Comments	Status	Apply Date	Severity	Action By
Documents:	File Name	Document Group	Category	Description	Type	Document Status	Document Status Date
	105 Beulah Hill COA			roof replacement	application/pdf	Uploaded	10/21/2024
	COA 105 Beulah Hill				application/pdf	Uploaded	10/21/2024
	Show all						

Application Comments:	View ID	Comment	Date
	RFITZGERALD	Replacing cracked slate on roof with shingles	10/21/2024

Initiated by Product: AV360

Scheduled/Pending Inspections:	Inspection Type	Scheduled Date	Inspector	Status	Comments
	Progress Check			Pending	

Resulted Inspections:	Inspection Type	Inspection Date	Inspector	Status	Comments
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Required Inspections:

Exhibit A-1.3



Exhibit A-1.4

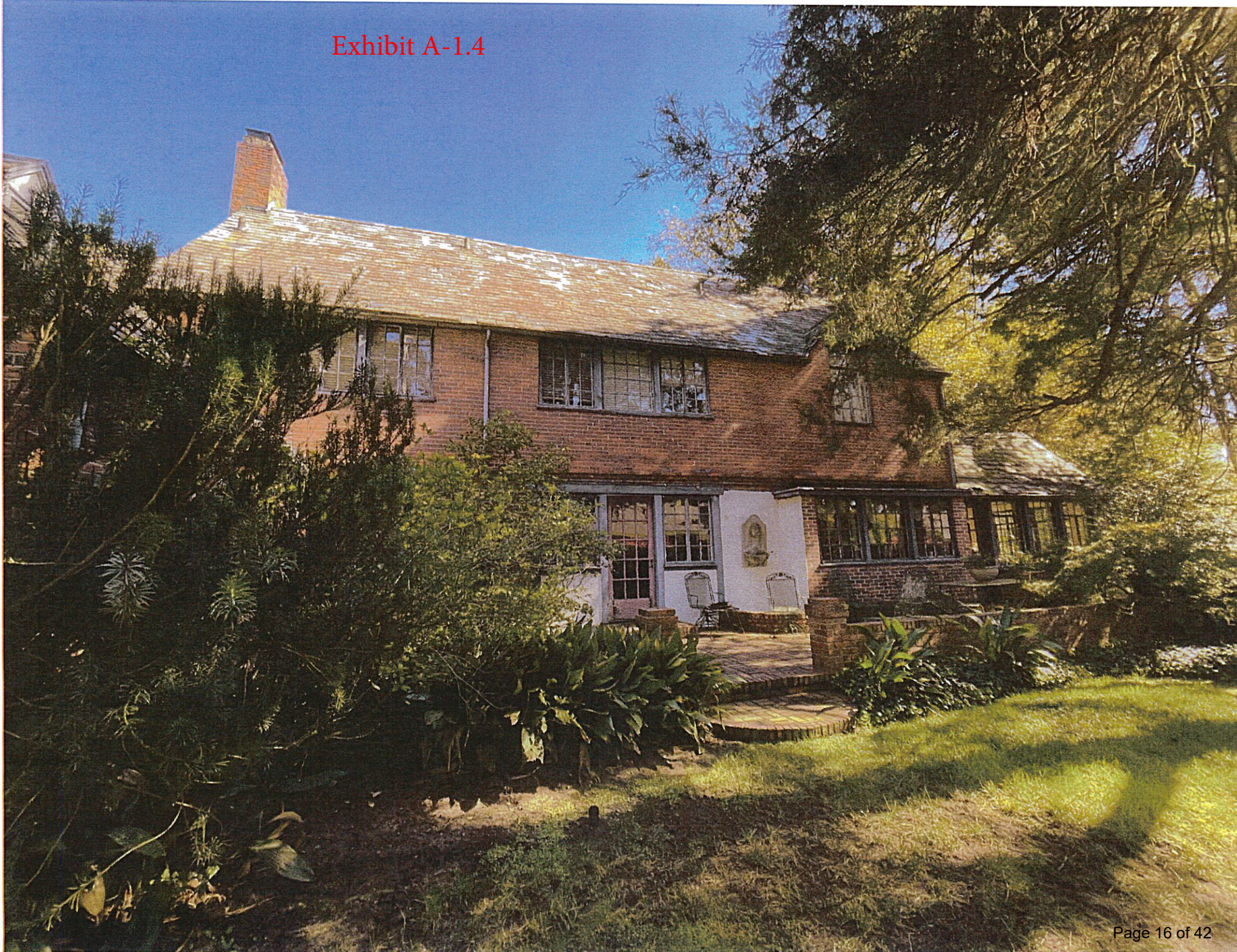


Exhibit A-1.5



Exhibit A-1.6



Exhibit A-1.7

Featured Color:

MAX DEF CHARCOAL BLACK

Exhibit A-1.8









Hinge

Due to pitch this will be
copper, Window will
need to be replaced

Exhibit A-1.12

The new window will
match the number of
panes of the existing
window



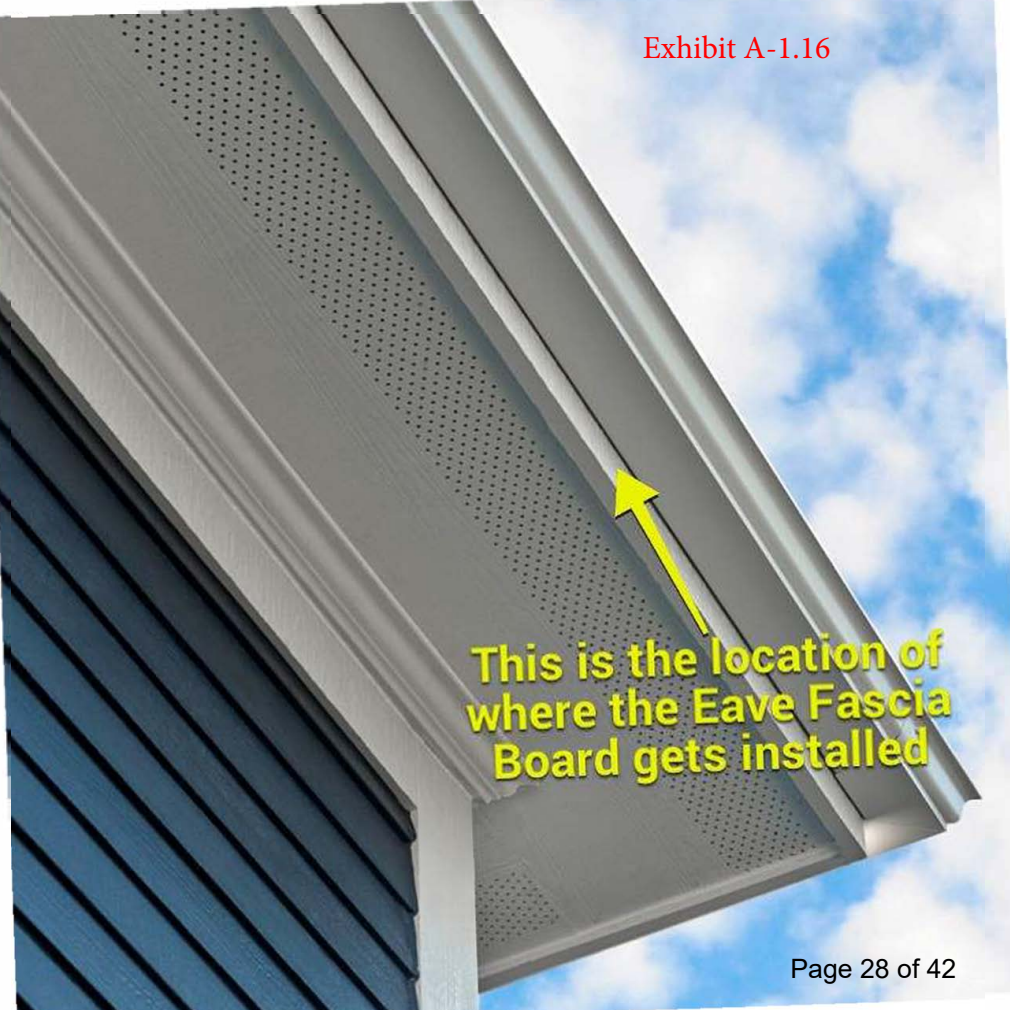
Exhibit A-1.13







This flat piece of wood
will be replaced with
Fiber Cement Trim as it
is all rotting due to the
gutters failing



This is the location of
where the Eave Fascia
Board gets installed

The image shows a close-up of a roof's edge. A grey, perforated fascia board is being installed along the edge of the roof. A yellow arrow points to the gap between the existing roof structure and the new fascia board, indicating where the board should be installed. The background shows a blue sky with white clouds.

Exhibit A-1.17

proposed hardie
plank for trim





Review and Approval of the 2025 HPC Meeting Schedule
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Konstantinou, Village Clerk
CC: Historic Preservation Commission;
DATE OF MEMO: 10/09/2024

MEMO DETAILS

ATTACHMENTS

1. 2025 HPC Meeting Schedule



2025 HISTORIC PRESERVATION COMMISSION MEETING SCHEDULE

BOARD/COMMITTEE	FREQUENCY	LOCATION	TIME	DATES	
HISTORIC PRESERVATION COMMISSION	4 th Thursday	Assembly Hall	4:00 PM	01/23/2025 02/27/2025 03/27/2025 04/24/2025 05/22/2025 06/26/2025	07/24/2025 08/28/2025 09/25/2025 10/23/2025 11/20/2025* 12/18/2025*

**Date has been changed due to a Holiday*



Annual Review and Acknowledgment of the Ethics Policy

ADDITIONAL AGENDA DETAILS:

FROM: Alex Cameron, Planning & Inspections Director
CC: Historic Preservation Commission;
DATE OF MEMO: 11/14/2024

MEMO DETAILS

ATTACHMENTS

1. Ethics Policy

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT: Ethics Policy	Effective Date: August 1, 2013	
Department: Administration	Policy No.: AD - 150	
Prepared by: Administration	Revised: November 1, 2015	
Approved by: Village Manager	# of Pages: 7	

I. **PURPOSE**

This purpose of this Ethics Policy is to establish a policy to promote and demand the highest standards of ethics from the Village of Pinehurst workforce and to provide guidance on specific ethical topics.

The foundation of government depends upon public trust and confidence. It is the responsibility of government officials and employees to perform their job in a manner that fosters this public trust by providing quality service, selfless loyalty, and fair dealing. Municipal government requires its workforce to be respectful, impartial and accountable to its citizens and avoid conflicts of interest or use of position for personal gain.

To ensure Village of Pinehurst citizens can have complete confidence in the integrity of Village government, each Village employee and volunteer shall respect and adhere to these standards of ethical conduct.

II. **DEFINITIONS**

As used in this code of ethics, the following terms have the meanings indicated unless the context clearly requires a different meaning or a different definition is adopted for a particular provision.

1. Citizen - Any member of the general public not employed by the Village of Pinehurst.
2. Employee - Any paid or reserve employee of the Village who is not an elected official.
3. Gift – Anything that has monetary value (e.g. gratuity, discount, entertainment, hospitality) given by or received from a prohibited source.

4. Harassment - Includes, but is not limited to, slurs, jokes, derogatory comments, cartoons, pranks and other verbal, graphic or physical conduct relating to an individual's race, color, disability, religion, sex, national origin, age, veteran's status or other protected characteristic.
5. Outside employment – Any employment external to the Village, including self-employment
6. Supervisor - Any employee who has been granted, by the Village, authority to oversee the activities of other employees.
7. Volunteer - Any individual appointed by the Village Council to serve on a board, commission, or committee.

III. POLICY

This policy applies to all individuals employed by the Village of Pinehurst and volunteers (as defined above), unless otherwise addressed by a more restrictive federal, state, or departmental policy.

Standards of Conduct

These standards are established pursuant to the Village of Pinehurst's Employee Handbook and should be referred to for any applicable employee guidelines. Employees should also rely on ethics policies of their individual professional organization when applicable.

1. **Conflicts of Interest** Village employees and volunteers are prohibited from engaging in any conduct that could reflect unfavorably upon the Village of Pinehurst. Employees and volunteers must avoid any action that may result in or create the impression of using public office or position for private gain, giving preferential treatment to any person, or losing impartiality in conducting Village business.

Conflicts of interest involve:

- (a) **Gifts, gratuities, and rebates.** Employees and volunteers are expected to make decisions which are in the best interests of the Village. To prevent a potential or perceived conflict of interest, no employee, volunteer, nor members of their family, may solicit or accept any gift, favor, or thing of value that may tend to influence the workforce in the discharge of official duties or influence an employee or volunteer to grant an improper favor, service, or thing of value. This is not intended to prevent a gift to an employee who would be permitted to accept such gift under G.S. 138A-32, or the gift and receipt of honorariums for participating in meetings, advertising items or souvenirs of nominal value, or meals furnished at banquets.

Employees and volunteers, or their family members, should not offer or accept any kickbacks, rebates, cash or anything of value to or from any representative of a vendor, customer or potential customer, supplier, financial institution or similar entity. Such practices are not only unethical but are, in many cases, illegal and considered taxable income. If a rebate is issued by a vendor, it should be used to offset the cost of future Village purchases from that vendor.

If a gift is received and impossible to return, the gift should be given to the Human Resources office for disposal as anonymous door prizes at an employee picnic, party, or other employee function; provided, however, on occasion, citizens make gifts to groups of employees in gratitude for service. Such gifts are not deemed to be of the nature that would impact or appear to impact discretion and may be accepted by such groups of employees so long as they are collectively shared. The appropriate Department Head shall file, within ten (10) days of receipt of any such group gift, a written statement with the Human Resources Director identifying the gift and donor.

- (b) Extraneous Fees. Village employees or volunteers will not accept any extraneous fee for work performed on behalf of the Village.
- (c) Outside Employment. Employees may not engage in other outside employment that interferes with proper and effective job performance as a Village employee or that may be considered a conflict of interest, or may subject the Village, in the opinion of the Village Manager, to any form of public criticism or embarrassment. Employees may not use their jobs with the Village to further their interests on the second job. No employee shall engage in any business other than his/her regular duties during working hours.

Upon notification to, at the discretion of, and with written approval of the Department Head, an employee may engage in other outside employment. Employees are required to complete an "OUTSIDE EMPLOYMENT REQUEST" form and secure the appropriate approvals prior to beginning supplemental employment. Police officers are required to complete a "SECONDARY POLICE EMPLOYMENT" form and secure the appropriate approvals prior to beginning supplemental employment.

- (d) Impartiality. Every employee and volunteer shall perform his/her duties with impartiality and without prejudice or bias for the benefit of all citizens of the Village of Pinehurst. No Village employee or volunteer may grant or make available to any person any consideration, treatment, advantage or favor beyond that which is the general practice to grant or make available to all citizens. Village employees and volunteers must refrain from securing special privilege or exemption for themselves or their relatives beyond that which would be available to all citizens.

Village employees and volunteers may not exercise discretion relative to any matter that affects, or that would lead a reasonable person to infer that it affects, a personal interest, defined as any financial, ownership or employment interest, without disclosing the personal interest before the exercise, when possible, to his or her immediate supervisor.

Employees and volunteers are expected to maintain impartial relationships with all vendors and suppliers. Care must be exercised to avoid even the appearance of special influence being exerted on behalf of a vendor or supplier due to personal relationships.

2. **Misuse of Public Assets** Certain employees and volunteers of the Village of Pinehurst are charged with the receipt, safekeeping, transfer or disbursement of public money in the course of their duty. No concise written policy can cover every ethical or legal issue that may arise. A good foundation for ethical behavior consists of individual conscience, common sense, good judgment, and compliance with governmental laws and regulations.

- (a) **Public Equipment**. All Village owned property and assets are to be used solely for the benefit of the public. No Village employee or volunteer shall request, use or permit the use of any publicly owned property, vehicle, equipment, labor, service, or supplies (new, surplus, scrap, or obsolete) for the personal convenience or advantage of the employee, volunteer, or any other person except for that use which is generally available to the public. Improper or unauthorized use of publicly owned property or removal of equipment, tools, supplies or materials, is not only an ethical violation but may also be a violation of the law.

- (b) **Public Funds**. No Village employee or volunteer without authority of law, shall appropriate any portion of monies designated to be paid to the Village of Pinehurst or on behalf of the Village of Pinehurst to his own use or to the use of another. Nor shall any Village employee or volunteer knowingly alter, falsify, conceal, destroy, obliterate, or make a false entry or erasure in an account with the intent to defraud or deceive the Village of Pinehurst.

- (c) **Payroll**. No Village employee shall attempt to defraud the Village of Pinehurst by making false entries to payroll time sheets, cards, or request compensation for time not worked.

- (d) **Technology Resources**. Employees agree to adhere to the Village's Electronic Communication and Use Policy as it relates to technology resources.

3. **Confidential Information** Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged. Whenever an employee or volunteer sees, hears, or learns information which

is of a confidential nature, it will be kept secret, unless the performance of duty or legal provision requires otherwise.

The Village of Pinehurst recognizes and makes every effort to comply with federal and state laws. There may be times where certain records or information may need to remain confidential, such as Police, medical, and personnel information, in accordance with federal or state laws.

NC General Statute 133.32 provides that, during a person's employment or service with the Village and for two years thereafter, no Village employee may disclose or use confidential information without appropriate authorization.

Each employee and volunteer is required to adhere to the following:

- (a) A Village employee or volunteer shall not use his/her position to obtain official information about any person or entity for any purpose other than the performance of official duties.
 - (b) No employee or volunteer shall, without proper authorization, disclose confidential information concerning the property, government, or affairs of the Village.
 - (c) Employees or volunteers must not use privileged information for their own financial advantage or to provide friends and acquaintances with financial advantages or with information that could be used for financial advantage.
 - (d) Each employee and volunteer is charged with the responsibility of ensuring that he or she releases only information that should be made available to the general public.
4. **Harassment** It is the Village's policy that employees and volunteers have the right to be free from harassment on the job from co-workers, managers, and others because of the individual's race, color, sex, religion, gender, national origin, age, disability, veteran's status, or other protected class. Harassment, of any employee or volunteer by management, supervisor, employee, volunteer, contractor, vendor, customer or visitor in any form, is prohibited.
- (a) **Sexual Harassment**. While it is not easy to precisely define sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, unwelcome or offensive touching and/or other verbal, visual or physical conduct of a sexual nature where:
 - Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or volunteer service, or
 - Submission to or rejection of such conduct by an individual is used as a basis for employment or appointment decisions affecting such individual, or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

(b) Hostile Work Environment Harassment. Harassment can also include unwelcome joking, teasing, or other conduct directed toward a person because of a protected characteristic which is sufficiently severe or pervasive to create an unprofessional and hostile working environment and is prohibited. This type of harassment applies to situations where race, color, religion, national origin, age, disability, veteran's status or other protected characteristics are involved.

IV. PROCEDURES

The following procedures will be followed for reporting, investigating, and disciplining violations of this ethics policy:

1. **Reporting Possible Violations**. A Village employee or volunteer who has knowledge of a violation of any of the provisions of this Ethics Policy shall report this violation as provided below within a reasonable time after the person has knowledge of a violation. A Village employee or volunteer shall not delegate to, or rely on, another person to make the report.

To report possible violations, an employee or volunteer may, without fear of retaliation, contact his/her immediate supervisor, Department Head, Director of Human Resources, or the Village Manager. To ensure the matter is properly documented and investigated, the reporting employee or volunteer shall provide as many facts and details as possible in writing.

All reports of violations of this policy must be provided to the Village's Human Resources Director, who is responsible for monitoring and evaluating Village-wide compliance with this policy.

2. **Investigation of Possible Violations**. The Village of Pinehurst will treat each report seriously and any individual who reports or participates in an investigation of a report of a violation shall not be retaliated against. However, knowingly submitting a false complaint will subject an employee to discipline up to and including termination, which will be administered based on guidelines of the Village of Pinehurst Employee Handbook.

(a) Upon receiving a complaint, the Village will promptly conduct a thorough investigation in consultation with the Human Resources Department. It is the obligation of all employees and/or volunteers to cooperate in such an investigation. The Human Resources Director will keep the Village Manager appropriately informed of any investigation regarding possible violations of this policy.

- (b) Those responsible for the investigation will maintain the confidentiality of the allegations of the complaint and the identity of the persons involved, subject to the need to conduct a full and impartial investigation, remedy any violations of the Village's policies, or monitor compliance with or administer the Village's policies.
 - (c) The investigation generally will include, but will not be limited to, discussion with the complaining employee (unless the complaint was submitted on an anonymous basis), or the reporting party.
 - (d) In the event that an investigation establishes that an employee or volunteer has engaged in conduct or actions constituting a violation of this policy, the Village will take immediate and appropriate corrective action up to and including termination of the employee's employment, based on guidelines of the Village of Pinehurst Employee Handbook, or removal from the volunteer board, commission, or committee.
3. **Corrective Action**. In addition to any other penalty as provided by the law, appropriate disciplinary action, up to and including termination, will be administered based on guidelines of the Village of Pinehurst Employee Handbook. Corrective action will be taken against any employee who violated this policy, retaliates against another employee or volunteer for reporting a possible violation of this policy, or deliberately makes a false report against another employee or volunteer. Any volunteer who violates this policy, retaliates against another employee or volunteer for reporting a possible violation of this policy, or deliberately makes a false report against another employee or volunteer is subject to removal from the volunteer role.

V. ACKNOWLEDGEMENT AND AGREEMENT TO ADHERE TO TERMS OF THE POLICY

All Village employees and volunteers will agree to abide by the terms of this Ethics Policy on an annual basis.

Approved by:


Policy Committee Chair

10-29-2015
Date


Village Manager

10/30/15
Date



Village of Pinehurst Ethics Policy Employee Acknowledgement

I have read and understand the Village of Pinehurst Ethics Policy and my responsibilities as an employee regarding it. I have received a copy of the Ethics Policy.

Printed Name: _____ Date: _____



Minor COA's Issued 10/15/2024 - 11/14/2024
ADDITIONAL AGENDA DETAILS:

FROM: Maria Carpenter, Planner
CC: Historic Preservation Commission;
DATE OF MEMO: 11/12/2024

MEMO DETAILS

ATTACHMENTS

1. Minor Work COA's issued 10/15/2024 - 11/14/2024



PLANNING AND INSPECTIONS DEPARTMENT

TO: Pinehurst Historic Preservation Commission
FROM: Maria Klein, Planner
DATE: November 14, 2024
SUBJECT: Minor Work COA's Issued 10/15/2024 – 11/14/2024

**REPORT OF STAFF APPROVALS
NOVEMBER 21, 2024 MEETING
10/15/2024 – 11/14/2024**

Record #	Nature of Work	Application Date	Issued Date	Address	Property Owner
COA-2024-00147	Replace Roof	10/11/2024	11/5/2024	180 Frye Rd	Karen Brisson
COA-2024-00152	Install Gutters	10/24/2024	11/5/2024	180 Frye Rd	Karen Brisson
COA-2024-00153	Replace Roof	10/25/2024	10/25/2024	35 Dundee Rd	Clark Cadillac