



**HISTORIC PRESERVATION COMMISSION  
AGENDA FOR WORK SESSION OF JANUARY 25, 2024  
ASSEMBLY HALL  
03:00 PM  
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:**

**FROM:**

mcarpenter@vopnc.org

**CC:**

acameron@vopnc.org; pgraham@vopnc.org; mmandeville@vopnc.org; sgrow@vopnc.org

**DATE OF MEMO:**

1/17/2024

**MEMO DETAILS:**

Please see attached materials relating to this work session.

**ATTACHMENTS:**

Description


- ☐ Sec III B-F v02 REDLINE
- ☐ Sec III B-F v02 FINAL

### III. CHANGES TO

John's red marks to my red marks have been incorporated. Revisions to red marks from 12/21/2023 work session have been incorporated. Make a decision between "not appropriate" and "not permitted" Use "congruous with" when referring to the Historic District. Use "compatible with" in other cases. Use "where possible" sparingly.

#### B. EXTERIOR WALLS AND TRIM

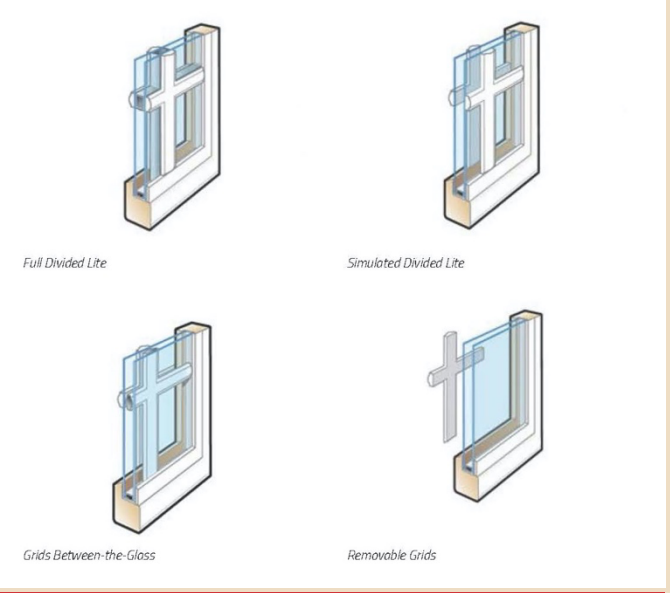
1. Any changes or additions to an exterior wall, such as chimneys, **must** be compatible with the architecture of the structure and the ~~character of~~ the Pinehurst Historic District.
2. Exterior walls that contribute to the historic form and character of a structure ~~should~~**must** be retained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

	<p><b>DESIGN GOAL</b></p> <p>Replace materials in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.</p>
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#### C. WINDOWS AND DOORS

1. Adding new windows and door openings including surrounding trim, or altering or filling existing openings ~~should~~**must** not compromise the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure ~~should~~**must** be retained and preserved.

3. If a window, door or feature is completely missing and is to be replaced, it ~~should-must~~ be replaced with a new window, door or feature based on the original ~~or a new design compatible~~ in scale, size, material and color compatible with the character of the structure.
4. If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it must be limited to the minimal amount necessary and replaced in kind, matching the original in material, composition, dimension, size, shape, color, pattern and texture.
  - a. Wooden windows on street-facing elevations ~~should-must~~ be ~~replaced-repaired~~ in kind.
  - b. If windows are repaired ~~or-replaced~~, the muntins, mullions, lintels and sills of the new installation ~~should-must~~ be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
  - c. ~~Windows-If the existing window incorporates divided lights, the replacement window must have should-have~~ true or simulated divided lights.
  - d. ~~Snap-in muntins~~ Removable grids or grids between the glass are not permitted. ~~are not appropriate.~~

 <p>The image contains four 3D cutaway diagrams of window units. Top-left: 'Full Divided Lite' shows a single pane with a cross-shaped muntin. Top-right: 'Simulated Divided Lite' shows two panes with a cross-shaped muntin on both sides. Bottom-left: 'Grids Between the Glass' shows two panes with a cross-shaped grid between them. Bottom-right: 'Removable Grids' shows two panes with a cross-shaped grid between them, but the grid is not attached to the panes.</p>	<p><b><u>WINDOW GRIDS EXPLAINED</u></b></p> <p><u>Divided lights (individual glass panes within a sash) are framed with muntins, sometimes called grids. Each divided light in historic wood windows is framed with wood muntins. These are called Full Divided Lights. Modern insulated windows often convincingly simulate this with muntins on both sides and between the two layers of glass that make up a single insulated glass unit. "Removable Grids" and "grids between the glass" are less convincing and are not appropriate.</u></p>
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5. Windows and doors of existing structures ~~should-must~~ retain their original size and dimension, except as may be modified to accommodate code compliance and accessibility.
6. Window and door surrounds and trim ~~should-must~~ match the original door or window surrounds and trim. Replacing sash windows should not alter the original trim.
7. The number and size of panes, mullions, and muntins, and all window and door hardware ~~should-must~~ be compatible with those of the existing windows and doors.

8. New dormer windows on street-facing elevations should be compatible with the size and placement of existing dormer windows on primary-street-facing elevations and ~~should~~ must not compromise the architecture of the structure.

~~9. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.~~

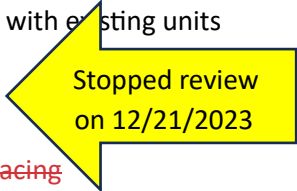
~~10.9.~~ New windows and doors easily-visible from the street ~~should~~ must be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and detail.

~~11.10.~~ Glass Block windows are **not permitted** on street-facing elevations.

~~12.11.~~ Painted, tinted or filmed glass on windows or doors is **not appropriate** ~~on street-facing elevations~~ permitted.

~~13.12.~~ Sliding doors are **not permitted** ~~on street-facing elevations~~.

~~14.13.~~ Security bars should be installed to align with the vertical and horizontal mullions and muntins in a way that avoids damages to the historic fabric. ~~Custom security bars should align with the vertical and horizontal dividing elements of doors and windows wherever possible and are preferred over standard expandable models.~~



#### D. STORM WINDOWS AND DOORS

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

#### E. SHUTTERS AND AWNINGS

1. New shutters **must** be compatible with the historic character of the structure and **must** be congruous with existing shutters in the Pinehurst Historic District.

2. Shutters that contribute to the overall historic form and character of a structure, including their functional and decorative features, ~~should~~must 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.~~

~~4.3. Shutters~~Shutter replacement 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 must be equal to the height of the window opening, and one half the width.

c. Shutters on arched windows **must** have an arched head as well.

d. Shutter color should be compatible with the structure and ~~should~~must be inmatch a color in the Village of Pinehurst Color Palette.

~~5.4. Awnings~~New or replacement awnings should be based on historical awning profiles, styles, and shapes and be in ~~a~~scale and compatible with the buildinghouse.

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 **must** be in the Village of Pinehurst Color Palette.

## F. CHIMNEYS

1. New chimneys or chimney repairs and alterations must be compatible with the architectural character of the structure and **must** be congruous with chimneys in the Pinehurst Historic District.

2. Chimneys and their functional and decorative features that contribute to the overall historic form and character of a structure should be retained and preserved.

3. If an existing chimney feature is completely missing and is to be replaced, it ~~should~~must be replaced with a new feature ~~based on~~matching the original feature or ~~a new~~other design compatible in scale, size, material and color with the character of the structure.

4. If repair ~~or replacement~~ of an entire chimney, chimney feature, or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the existing in composition, dimension, size, shape, color, pattern and texture.

a. New mortar ~~and brick must~~should match the existing color.

b. ~~Compatible substitute~~Replacement material should match the existing in composition, dimension, size, shape, color, pattern and texture, ~~but using.~~ Using the original material is preferred.

5. Chimneys visible from the street ~~should~~must be repaired or rebuilt rather than removed.

The Village of Pinehurst Historic District Standards


6. Chimney stacks should not have stucco or parging applied above the foundations ~~as a means of stabilization.~~
7. ~~Exterior chimneys~~ Chimneys on exterior walls should ~~have a masonry finish and should extend~~ be brick or stone from grade ~~level for additions to top of chimney.~~
8. Wooden, boxed chimneys are **not ~~appropriate~~ permitted** ~~on new construction and additions.~~
9. Chimney repairs and or additions should have masonry and bonding patterns, joints, texture, color, tooling profile, and details compatible with the structure and other masonry features.
10. Existing chimneys must not be covered with materials that do not match the existing materials ~~Paint, cement coating, stucco, artificial stone, brick veneer, or other coatings should not be applied to chimneys that are not currently or were not historically covered.~~
11. Chimney caps and shrouds should match existing caps and shrouds, and should be compatible with architectural style of the structure ~~or building.~~

### III. CHANGES TO

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Revisions to red marks from 12/21/2023 work session have been incorporated.  
Make a decision between "not appropriate" and "not permitted"  
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#### B. EXTERIOR WALLS AND TRIM

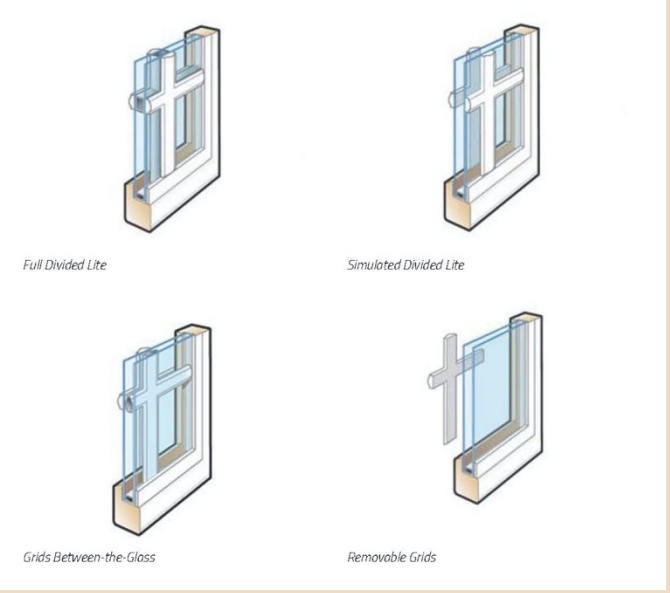
1. Any changes or additions to an exterior wall, such as chimneys, **must** be compatible with the architecture of the structure and the Pinehurst Historic District.
2. Exterior walls that contribute to the historic form and character of a structure must be retained and preserved, including functional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

	<p><b>DESIGN GOAL</b></p> <p>Replace materials in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.</p>
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#### C. WINDOWS AND DOORS

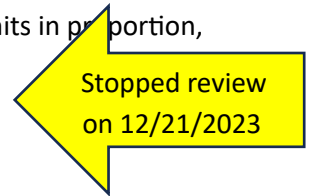
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2. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure must be retained and preserved.

3. If a window, door or feature is completely missing and is to be replaced, it must be replaced with a new window, door or feature based on the original in scale, size, material and color compatible with the character of the structure.
4. If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it must be limited to the minimal amount necessary and replaced in kind, matching the original in material, composition, dimension, size, shape, color, pattern and texture.
  - a. Wooden windows on street-facing elevations must be repaired in kind.
  - b. If windows are repaired, the muntins, mullions, lintels and sills of the new Installation must be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
  - c. If the existing window incorporates divided lights, the replacement window must have true or simulated divided lights.
  - d. Removable grids or grids between the glass are not permitted.

 <p>The image contains four 3D cutaway diagrams of window sashes. Top-left: 'Full Divided Lite' shows a wooden muntin framing two glass panes. Top-right: 'Simulated Divided Lite' shows a wooden muntin on the exterior side and a thin metal grid on the interior side. Bottom-left: 'Grids Between-the-Glass' shows a thin metal grid sandwiched between two glass panes. Bottom-right: 'Removable Grids' shows a thin metal grid attached to the exterior surface of the glass pane.</p>	<p><b>WINDOW GRIDS EXPLAINED</b></p> <p>Divided lights (individual glass panes within a sash) are framed with muntins, sometimes called grids. Each divided light in historic wood windows is framed with wood muntins. These are called Full Divided Lights. Modern insulated windows often convincingly simulate this with muntins on both sides and between the two layers of glass that make up a single insulated glass unit . "Removable Grids" and "grids between the glass" are less convincing and are not appropriate.</p>
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5. Windows and doors of existing structures must retain their original size and dimension, except as may be modified to accommodate code compliance and accessibility.
6. Window and door surrounds and trim must match the original door or window surrounds and trim. Replacing sash windows should not alter the original trim.
7. The number and size of panes, mullions, and muntins, and all window and door hardware must be compatible with those of the existing windows and doors.

8. New dormer windows on street-facing elevations should be compatible with the size and placement of existing dormer windows on street-facing elevations and must not compromise the architecture of the structure.
9. New windows and doors visible from the street must be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and detail.
10. Glass Block windows are **not permitted** on street-facing elevations.
11. Painted, tinted or filmed glass on windows or doors is **not permitted**.
12. Sliding doors are **not permitted**.
13. Security bars should be installed to align with the vertical and horizontal mullions and muntins of doors and windows wherever possible.



#### D. STORM WINDOWS AND DOORS

1. Storm windows and storm doors **must not** compromise the architectural character of the openings or casings to which they are applied.
2. Storm windows and doors should be installed inside the casing and not cover the casing.
3. Storm windows with a meeting rail must align with the meeting rail of the window to which they are applied. They should be installed so that existing windows and frames are not damaged or obscured.
4. Storm doors should have full view glass or mullions that align with the meeting stiles rails and muntins of the door.
5. Storm windows and storm doors should be finished to match the window or door to which they are applied.
6. Screen doors should be finished to match the window or door to which they are applied.
7. It is preferable to use interior storm windows in lieu of exterior storm windows, if possible.

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2. Shutters that contribute to the overall historic form and character of a structure, including their functional and decorative features, must be retained and preserved.
3. Shutter replacement 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 must be equal to the height of the window opening, and one half the width.

- c. Shutters on arched windows **must** have an arched head as well.
  - d. Shutter color should be compatible with the structure and must match a color in the Village of Pinehurst Color Palette.
4. New or replacement awnings should be based on historical awning profiles, styles, and shapes and be in scale and compatible with the house.
- a. New awnings should not obscure windows, doors, porches, or other character-defining features.
  - b. It is preferable that awnings be a woven fabric.
  - c. Awning colors **must** be in the Village of Pinehurst Color Palette.

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2. Chimneys and their functional and decorative features that contribute to the overall historic form and character of a structure should be retained and preserved.
3. If an existing chimney feature is completely missing and is to be replaced, it must be replaced with a new feature matching the original feature or other design compatible in scale, size, material and color with the character of the structure.
4. If repair of an entire chimney, chimney feature, or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the existing in composition, dimension, size, shape, color, pattern and texture.
  - a. New mortar and brick must match the existing color.
  - b. Replacement material should match the existing in composition, dimension, size, shape, color, pattern and texture. Using the original material is preferred.
5. Chimneys visible from the street must be repaired or rebuilt rather than removed.
6. Chimney stacks should not have stucco or parging applied above the foundation.
7. Chimneys on exterior walls should be brick or stone from grade to top of chimney.
8. Wooden, boxed chimneys are **not permitted**.
9. Chimney repairs and or additions should have masonry and bonding patterns, joints, texture, color, tooling profile, and details compatible with the structure and other masonry features.
10. Existing chimneys must not be covered with materials that do not match the existing materials.
11. Chimney caps and shrouds should match existing caps and shrouds, and should be compatible with architectural style of the structure.