HISTORIC PRESERVATION COMMISSION
DECEMBER 19, 2019
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:00 PM

I. Call to Order

II. Approval of Minutes

A. November 21, 2019 Regular Meeting Minutes

B. October 24, 2019 Regular Meeting Minutes

III. Public Hearing

A. COA 19-107

This public hearing is to consider a request within the Pinehurst Historic District for an exterior modification with the addition of a window to a side elevation within an existing gable at 70 Carolina Vista. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 855212868161. The property is owned by Kirk and Victoria Adkins and the applicant is Victoria Adkins.

B. COA 19-109

This public hearing is to consider a request within the Pinehurst Historic District for an exterior modification to include: multiple roofline modifications to the single family residence at 83 Short Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number # 00017850. The property is owned by Bart Boudreaux and the applicant is Bart Boudreaux.

C. COA 19-110

This public hearing is to consider a request within the Pinehurst Historic District for exterior modifications to include: on the rear addition, which was previously approved in August 2019, the applicant is requesting to alter the approved rear addition's roof line in order to reflect an existing roofline and on the outdoor storage addition (garage) the applicant is requesting to add a roof to the left side of the structure over the porch at 65 Cherokee Road. The property can be identified in the Moore County Tax Registry by Moore County Parcel ID Number # 00014110. The property is owned by Michael and Moriah Brown and the applicant is Pinehurst Homes.

IV. Review of Normal Maintenance and Minor Work Items

V. Adoption of the HPC 2020 Meeting Schedule

VI. Consideration of Proposed Updates to the Historic District Guidelines

VII. Next Meeting Date

A. January 23, 2020 Regular Meeting

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.

NOVEMBER 21, 2019 REGULAR MEETING MINUTES
ADDITIONAL AGENDA DETAILS:

FROM:
Kelly Brown

CC:
Peter Hughes & Darryn Burich

DATE OF MEMO:
12/11/2019

MEMO DETAILS:
Attached are the draft November 21, 2019 HPC Regular Meeting Minutes for your review.

ATTACHMENTS:

	Description
🗋	November 21, 2019 Draft Regular Meeting Minutes

HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
NOVEMBER 21, 2019
ASSEMBLY HALL

395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:00 PM

Members Present:	**Members Absent:**	**Staff Present:**
Molly Gwinn, Chair	Terry Lurtz	Peter Hughes, Senior Planner
Tom Schroeder, Vice-Chair		Kelly Brown, Administrative Specialist
Jim McChesney		Jamie Reed, Planning & Zoning Specialist
John Taylor		
Eric Von Salzen		
Richard Vincent		

In addition, there was one attendee.

I. Call to Order

Chair Molly Gwinn called the meeting to order and confirmed there was a quorum present at 4:00 p.m.

II. Approval of Minutes
A. Regular Meeting Minutes of October 24, 2019

The Commission had several corrections and agreed to discuss changes and then review and approve the minutes at the next meeting.

Motion: Mr. Schroeder moved to table the approval of the October 24, 2019 regular meeting minutes until the next regular HPC meeting on December 19, 2019. Seconded by Mr. Von Salzen.
Action: Motion carried by a vote of 5-0.

III. Public Hearing
A. COA 19-098

Motion: Mr. Taylor moved to enter into Public Hearing. Seconded by Mr. Von Salzen.
Action: Motion carried by a vote of 5-0**.**

Senior Planner Peter Hughes was sworn into the public meeting by Ms. Gwinn.

DRAFT

Mr. Hughes stated that this public hearing was to consider a request within the Pinehurst Historic District for an exterior modification to include: the closing in of a front gable, replacement of an existing door with a new 38" by 50" window on the front of the house, the removal of a AC unit attached to the rear wall, removing a window on the right side of the home and relocating to the rear, and replacing an existing 5' by 6' gable vent with a 25" by 37" louvered vent at 83 Short Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number #00017850. The property is owned by Bart Boudreaux and the applicant is Bart Boudreaux.

Mr. Hughes provided background on the property. He submitted the following materials into the record: application package, photos of existing structure and Findings of Fact.

Owner and applicant Bart Boudreaux was sworn into the public meeting by Ms. Gwinn.

Mr. Boudreaux explained that some of the interior renovations are attached to the proposed exterior changes. He stated that the owners wanted to close in the front porch gable because it is not craftsman style like the rest of the house.

Mr. Boudreaux explained that they want to replace the existing side door and side lights with a window as the room is being renovated into a bathroom. He stated there are six-over and eight-over windows all over the house, and the proposed window will match the existing windows. He stated that the proposed window came from a closet in the house and assumed that it was old and original to the house. He stated the steps below the side door would be removed.

Mr. Boudreaux explained that the owners want to replace the large window on the right side of the house with a smaller six-over window because it is oversized. He explained that he would be removing an existing window using it as the replacement, so it would match the rest of the house's windows.

Mr. Boudreaux explained that the owners wanted to replace the 5' by 6' louvered vent as he removed the attic fan from the house. He stated the proposed smaller louvered vent would be the same size as the gable window on the right side of the house.

Mr. Boudreaux presented the proposed paint colors of dover white for the siding, extra white for trim and windows, and greenblack for the doors. He stated the foundation and chimney would remain unpainted.

Ms. Gwinn disclosed that she made a site visit prior to the meeting.

Order: Mr. McChesney stated upon due consideration of the application package submitted and the testimony given for COA 19-098, the HPC should conclude the following:

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

Motion: Mr. McCheseny moved to adopt the Findings of Fact and to issue a Certificate of Appropriateness for COA 19-098. Seconded by Mr.Von Salzen.
Action: Motion carried by a vote of 5-0.

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IV. Other Business

A. Demolition of Unsafe Structure at 25 Community Road

Mr. Hughes explained that the existence of an unsafe structure located within the local historic district was recently brought to staff's attention by a property owner. The structure has been deemed unsafe by the Village of Pinehurst Building Code Official and is ordered to be demolished.

B. Review Potential Updates to the Historic District Guidelines

Mr. Hughes explained recommended amendments to the Historic District Guidelines, which included updates to the field of play, demolitions, clarifying language regarding the approval of minor COA for prior approvals, and the inclusion of an inspection section. The Commission discussed the recommended amendment.

Mayor-Elect John Strickland briefly spoke to the Commission thanking them for their work.

V. Review of Normal Maintenance and Minor Work Items

A. Minor Work Items Approved by Staff from 10/14/2019 to 11/15/2019

There were no comments from the Commission.

VI. Next Meeting Date

A. Thursday, December 19, 2019 Regular Meeting

VII. Motion to Adjourn

Motion: Mr. Taylor moved to adjourn the regular meeting. Seconded by Mr. Schroeder.
Action: Motion carried by a vote of 5-0 at 5:02 pm.

Respectfully Submitted,

Kelly Brown
Administrative Specialist
Village of Pinehurst

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

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.

DRAFT

OCTOBER 24, 2019 REGULAR MEETING MINUTES
ADDITIONAL AGENDA DETAILS:

FROM:
Kelly Brown

CC:
Peter Hughes & Darryn Burich

DATE OF MEMO:
12/11/2019

MEMO DETAILS:
Attached are the draft October 24, 2019 HPC Regular Meeting Minutes for your review.

ATTACHMENTS:

	Description
🗋	October 24, 2019 Draft Regular Meeting Minutes

HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
OCTOBER 24, 2019
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:00 PM

Members Present:	**Members Absent:**	**Staff Present:**
Molly Gwinn, Chair	Richard Vincent	Peter Hughes, Senior Planner
Tom Schroeder, Vice-Chair		Alex Cameron, Senior Planner
Jim McChesney		Kelly Brown, Administrative Specialist
John Taylor		
Eric Von Salzen		
Terry Lurtz		

I. Call to Order

Chair Molly Gwinn called the meeting to order and confirmed there was a quorum present at 4:00 pm.

II. Approval of Minutes

A. Regular Meeting Minutes of September 26, 2019

Motion: Mr. Lurtz moved to approve the September 26, 2019 regular meeting minutes. Seconded by Mr. Von Salzen.
Action: Motion carried by a vote of 5-0.

III. Public Hearing

A. COA 19-091

Senior Planner Peter Hughes was sworn into the public meeting by Ms. Gwinn.

Motion: Mr. Schroeder moved to enter into Public Hearing. Seconded by Mr. Taylor.
Action: Motion carried by vote of 5-0.

Mr. Hughes stated the purpose of this public hearing is to consider a request within the Pinehurst Historic District for exterior modifications to include: demolition of a non-contributing, non-principle structure and the addition of a new parking area at 111 Power Plant Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number #00026002. The property is owned by Moore County and the applicant is Pinehurst LLC.

Mr. Hughes stated the property is zoned as Village Mixed Use. He stated the demolition is being performed to expand an existing gravel parking lot from 20 to 28 parking spaces. He stated there is currently a parking agreement between Pinehurst, LLC and Moore County Public Utilities (MCPU).

Mr. Hughes entered the following materials into the record that were included in the agenda packet: application, site plans, photos of the existing structure, and the findings of fact.

Representative of the applicant, Perry Harrison of LKC Engineering, was sworn into the public meeting by Ms. Gwinn.

Mr. Harrison stated that a minimum of 9 feet by 19 feet parking spaces are required and confirmed they are proposing an additional eight parking spaces.

Upon question by Ms. Gwinn, Mr. Harrison stated that the applicant is proposing blue stone gravel for the parking lot. Upon question by Mr. Schroeder, Mr. Harrison confirmed that the proposed gravel would match the existing gravel. Mr. Harrison stated the gravel surface would be impervious.

Mr. Schroeder questioned if Mr. Harrison was representing Pinehurst, LLC. Mr. Harrison affirmed that he was and stated that the applicant had been in contact with engineer Randy Gould at Moore County Public Utilities and did have permission to demolish the structure.

Order: Mr. Schroeder stated upon due consideration of the application package submitted and the testimony given for COA 19-091, the HPC should conclude the following:

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

Motion #1: Mr. Schroeder moved to adopt the Findings of Fact and to issue a Certificate of Appropriateness for the demolition of a structure and the addition of new parking area at 111 Power Plant Road with no exceptions. Seconded by Mr. Taylor.
Action: Motion failed by a vote of 0-5

Motion #2: Mr. Von Salzen moved to amend the motion to state that the project was not in conformity with the HPC guidelines, but otherwise would be approved.
Action: Motion #2 fell to the floor for lack of a second.

The Commission discussed that under Historic District Guidelines, the parking lot is not supposed to be in the front yard, therefore is not in conformity with Historic District Guidelines.

Mr. Von Salzen stated upon due consideration of the application package submitted and the testimony given, the HPC should conclude the following:

The applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission is congruous with the special character of the Pinehurst Historic District and consistent with Historic District Guideline with one exception:

> *The project is not in conformity with guidelines with respect to the location of the parking lot in the front yard.*

Motion #3: Mr. Von Salzen moved to adopt the Findings of Fact and to issue a Certificate of Appropriateness for the demolition of a structure and the addition of new parking area at 111 Power Plant Road with one exception. Seconded by Mr. Taylor.
Action: Motion carried by a vote of 5-0.

IV. Review of Normal Maintenance and Minor Work Items

A. Minor Work Report for 9/16/2019 – 10/15/2019

There were no comments from the Commission.

V. Other Business

Mr. Hughes provided an overview of proposed changes to the Historic District Guidelines, including updates to field of play, inspection process, demolition section, commercial standards, and the administration of major COAs.

VI. Next Meeting Date

A. Regular Meeting on Thursday, November 21, 2019

VII. Motion to Adjourn

Motion: Mr. Taylor moved to adjourn the regular meeting. Seconded by Mr. McChesney.
Action: Motion carried by a vote of 5-0 at 4:22 pm.

Respectfully Submitted,

Kelly Brown
Administrative Specialist
Village of Pinehurst

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

DRAFT

COA 19-107

ADDITIONAL AGENDA DETAILS:

This public hearing is to consider a request within the Pinehurst Historic District for an exterior modification with the addition of a window to a side elevation within an existing gable at 70 Carolina Vista. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 855212868161. The property is owned by Kirk and Victoria Adkins and the applicant is Victoria Adkins.

FROM:
Peter Hughes

CC:
Darryn Burich

DATE OF MEMO:
12/12/2019

MEMO DETAILS:
Please see the attached documents related to COA 19-107.

ATTACHMENTS:

Description
Application
Findings of Fact

Phughes@vopnc.org

COA - 2019 - 00107

Historic Certificate of Appropriateness (COA)
Major and Minor
(Revised 04/01/19)

X Major Work	~~Minor Work~~

Certificate of Appropriateness Information

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

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

This application must be completed in full and submitted with the associated fee listed in the Village's Fees and Charges Schedule, which can be accessed at www.vopnc.org.

Intake Information

Property Address	
Street Address	70 CAROLINA VISTA
City, State, Zip Code	PINEHURST, NC 28374
Parcel ID #	00016488

Owner Information			
Name	KIRK ADKINS	Home Phone #	—
Street Address	70 CAROLINA VISTA	Mobile Phone #	910 992 8174
City, State, Zip Code	Pinehurst NC 28374	Business Phone #	—
Email	Victoriaadkins@gmail.com		

Applicant			
Name	Same as above	Other Phone #	
Email		Street Address	
Mobile Phone #		City, State, Zip Code	

Historic Certificate of Appropriateness (COA)
Major and Minor
(Revised 04/01/19)

General Information

Description of Changes to the Structure	adding a window to Ritter Rd side of house. Window will be same proportions as one in front of house		
Type of Work	☐ Addition	☒ Alteration	☐ New

Existing Use	Proposed Use
☐ Vacant	☐ Vacant
☒ Single Family Low Density	☒ Single Family Low Density
☐ Single Family Medium Density	☐ Single Family Medium Density
☐ Single Family High Density	☐ Single Family High Density
☐ Multi-Family Development	☐ Multi-Family Development
☐ Office	☐ Office
☐ Retail	☐ Retail
☐ Lodging	☐ Lodging
☐ Recreational	☐ Recreational
☐ Institutional	☐ Institutional
☐ Medical	☐ Medical
☐ Industrial	☐ Industrial
☐ Services	☐ Services
Includes Demolition	☒ Yes ☐ No
Includes Tree Removal	☐ Yes ☒ No
Estimated Cost of Construction	$5,000.–

Exterior Materials and Colors

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

Required Documents

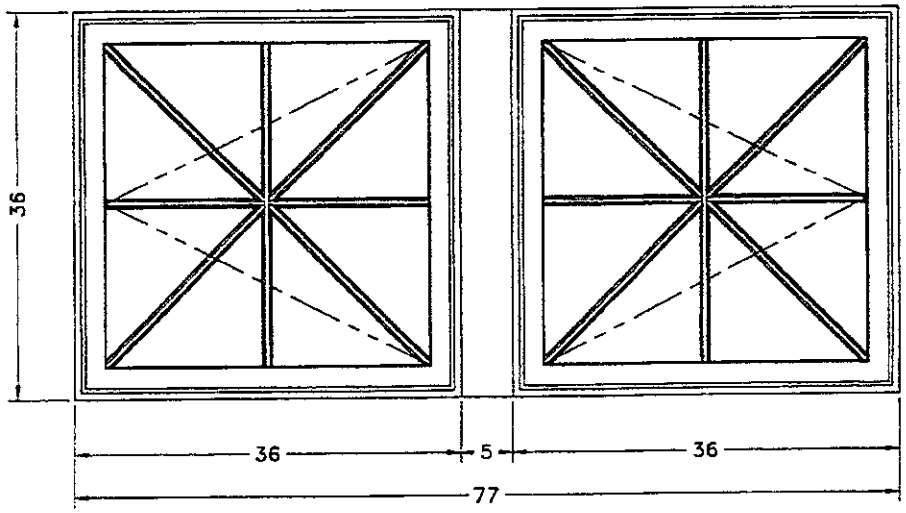
☐ Site Plan/Survey or Sketch	☒ Elevation Drawings
☐ Floor Plans	☐ Landscaping Plan

Certification

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

Applicant Signature: Kirk Adler Date: 11.19.19

SIGN OFF REQUIRED
X _____



LINE 1:

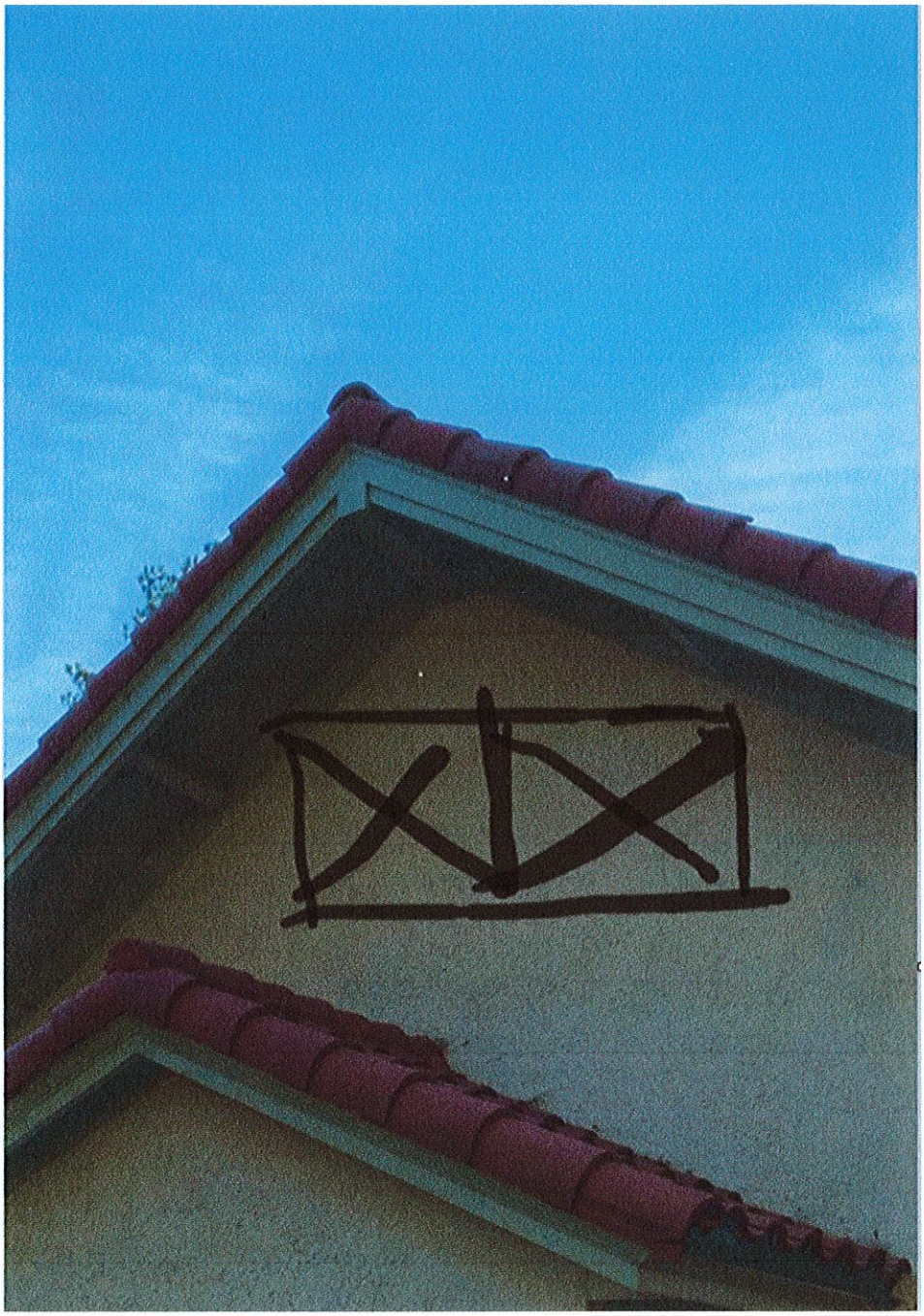
SITELINE WOOD CSMS (L/ R) W/ 5" V SPREAD MULL
7/8" BEAD SDL W/ PERM WG
LITES PER DRAWING

JELD-WEN WINDOWS & DOORS	DATE:	REVISION:	BY:
WINDOW DIVISION - RANTOUL	-/-/-	—	—
	-/-/-	—	—
DEALER NAME: BMC LOCUST	-/-/-	—	—
	-/-/-	—	—

DRAWING NO.:	DATE:	DRAWN FOR:	SCALE:
11011SA1	11/01/19	JULIE W	3/4"=1'-0"

DRAWINGS AND ILLUSTRATIONS ARE PROVIDED FOR REFERENCE ONLY

PRODUCT IS MANUFACTURED AS SPECIFIED BY THE CUSTOMER PURCHASE ORDER. APPROVED MODIFICATIONS OR UNIQUE APPLICATIONS MUST ALSO BE NOTED ON THE PURCHASE ORDER. IT IS THE PURCHASERS RESPONSIBILITY TO VERIFY THAT ALL ITEMS ON THE ORDER ARE CORRECT.



FINAL ORDER
VILLAGE OF PINEHURST
HISTORIC PRESERVATION COMMISSION
Introduction

This matter will be heard by the Village of Pinehurst Historic Preservation Commission on December 19, 2019. Having heard the evidence and reviewed any relevant documents submitted by the parties, the Commission now makes the following findings and conclusions.

REQUEST

Applicant and owner Victoria Adkins is requesting a Certificate of Appropriateness for an exterior modification to a historic property at 70 Carolina Vista. The proposed exterior modification is the addition of a window on the left side elevation of the home. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 855212868161.

The Findings of Fact and Conclusions of Law are to be based on the Official Record in the proceeding that is made up of the official transcripts and any documentary evidence submitted within the course of the proceeding.

FINDINGS OF FACT

Concerning Jurisdiction

1. According to the Village of Pinehurst Historic District Guidelines the additions of windows or doors is considered Major Work.

Background (of the property and the location within the district)

1. The residential structure at 70 Carolina Vista is not listed as a contributing structure, however it was originally built in 1911 and surrounded by structures listed as contributing structures.
2. The property a single family residence
3. The applicant has proposed to match all proposed material to the existing material on site.
4. The property is zoned Residential Medium Density (R-10) and is adjacent to properties zone R-10, R-20, and Hotel.
5. None of the proposed changes will affect the footprint of the building.

DRAFT

Conclusions of Law

Guideline Requirements:

Windows

1. Window and door openings **must** be congruous with other primary structures in the Pinehurst Historic District in terms of proportion, shape, position, location, pattern, and size.

The applicant is proposing the addition of a window located on the second story of the home, within the boundaries of the existing gable, and on a street facing façade. The proposed window matches the design and material of existing windows on the property. Based on the submitted material and the intent to match material, the addition of this window would be both congruent with the structure and the historic district guidelines.

2. Glass block windows are **not allowed** on street-facing elevations.

The applicant is not proposing glass block windows.

Guideline Recommendations:

Windows

1. Windows should feature true divided or simulated divided lights and muntins or windows with interior fixed muntins. Snap-in muntins are **not appropriate.**

The applicant is not proposing the use of snap in muntins.

2. Applying paint, tint or darkening film to window or door panes is **not appropriate** on street-facing elevations.

The applicant has not indicated any intention to use paint, tint, or darkening film on the new window.

3. The number and size of panes, mullions, and muntins, and all window and door hardware should be compatible with those of the existing windows and doors.

The applicant is proposing to add a window, which will match the design and material of existing windows on site.

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

The applicant is proposing to add a window that will match the existing shape, positioning, location, pattern, size, material, and detail of existing windows on site.

DRAFT

Order

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

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

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

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

☐ That the applicant has not satisfied the burden of persuasion and the project as proposed is not congruous with the Pinehurst Historic District.

Hereby ordered the _____ of _____, 2019.

_____ _____

Clerk to the Historic Preservation Commission Chair of the Historic Preservation Commission

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

DRAFT

Attachment A
Final Order
70 Carolina Vista

The Historic Preservation Commission of the Village of Pinehurst has determined that the following additional findings are relevant to a decision for 70 Carolina Vista:

The following conditions apply to approval of the Certificate of Appropriateness for 70 Carolina Vista.

The Historic Preservation Commission of the Village of Pinehurst has determined that a Certificate of Appropriateness should/should not be granted for 70 Carolina Vista based on the following:

DRAFT

COA 19-109

ADDITIONAL AGENDA DETAILS:

This public hearing is to consider a request within the Pinehurst Historic District for an exterior modification to include: multiple roofline modifications to the single family residence at 83 Short Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number # 00017850. The property is owned by Bart Boudreaux and the applicant is Bart Boudreaux.

FROM:

Peter Hughes

CC:

Darryn Burich

DATE OF MEMO:

12/12/2019

MEMO DETAILS:

Please see the attached documents related to COA 19-109.

ATTACHMENTS:

Description
Application
Elevations
Findings of Fact

00109

Historic Certificate of Appropriateness (COA)
Major and Minor
(Revised 04/01/19)

☑ Major Work	☐ Minor Work

Certificate of Appropriateness Information

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

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

This application must be completed in full and submitted with the associated fee listed in the Village's Fees and Charges Schedule, which can be accessed at www.vopnc.org.

Intake Information

Property Address	
Street Address	83 Short Rd (Formerly 85 Short)
City, State, Zip Code	Pinehurst NC 28374
Parcel ID #	00017850

Owner Information			
Name	Bart Boudreaux	Home Phone #	919-521-6291
Street Address	10 Everette Rd	Mobile Phone #	
City, State, Zip Code	Pinehurst NC 28374	Business Phone #	
Email	boudreauxbart@gmail.com		

Applicant			
Name	Same as above	Other Phone #	
Email		Street Address	
Mobile Phone #		City, State, Zip Code	

RECEIVED
DEC - 2 2019

General Information

Description of Changes to the Structure	Changing roof gables per the attached plans. Shingles will match existing shingles. Any trim and/or siding additions/modifications will match existing materials/colors.		
Type of Work	☐ Addition	☑ Alteration	☐ New

Existing Use	Proposed Use
☐ Vacant	☐ Vacant
☐ Single Family Low Density	☑ Single Family Low Density
☐ Single Family Medium Density	☐ Single Family Medium Density
☐ Single Family High Density	☐ Single Family High Density
☑ Multi-Family Development	☐ Multi-Family Development
☐ Office	☐ Office
☐ Retail	☐ Retail
☐ Lodging	☐ Lodging
☐ Recreational	☐ Recreational
☐ Institutional	☐ Institutional
☐ Medical	☐ Medical
☐ Industrial	☐ Industrial
☐ Services	☐ Services
Includes Demolition	☐ Yes ☑ No
Includes Tree Removal	☐ Yes ☑ No
Estimated Cost of Construction	$ 5000

Exterior Materials and Colors

	Existing Material	Proposed Material	Proposed Color
Front Elevation	Cedar shakes	cedar shakes	Dover white
Rear Elevation	"	"	"
Right Elevation	"	"	"
Left Elevation	"	"	"
Trim	Wood	Wood	Extra white
Windows	"	"	"
Chimney	Brick	Brick	Brick
Foundation	"	"	Brick
Front Door	Wood/glass	Wood glass	Greenblack
Shutters			
Garage Door			
Roof	Composite shingle	Composite shingle	Same - Moire Black
Roof Exhaust Vents	Ridge vents	Ridge vents	Same - moire black
Front Porch			
Deck			
Patio			
Sidewalk			
Sky Lights			
Driveway			
House Number			
Other:_____			

Required Documents

- ☐ Site Plan/Survey or Sketch
- ☐ Floor Plans
- ☑ Elevation Drawings
- ☐ Landscaping Plan

Certification

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

Applicant Signature: _____ Date: 12/2/19

EXISTING
FRONT ELEVATION

MODIFIED
FRONT ELEVATION

ARTIGA DESIGN
Enrique J Artiga
(910)-315-27-10

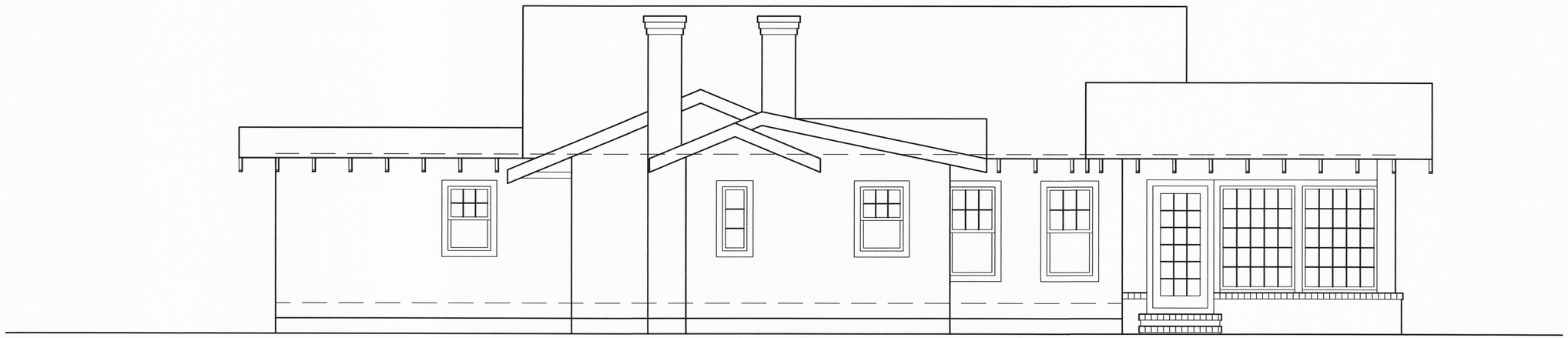
SEVEN LAKES
ENGINEERING SERVICES, INC.
277 MacDougall Drive
2223 Seven Lakes South
Seven Lakes, NC 27376
910.673.0978 Office
910.638.9110 Cell
7Lakesengrg@Gmail.com

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 10163 CHARLES P. FARWELL, JR.
11/14/19

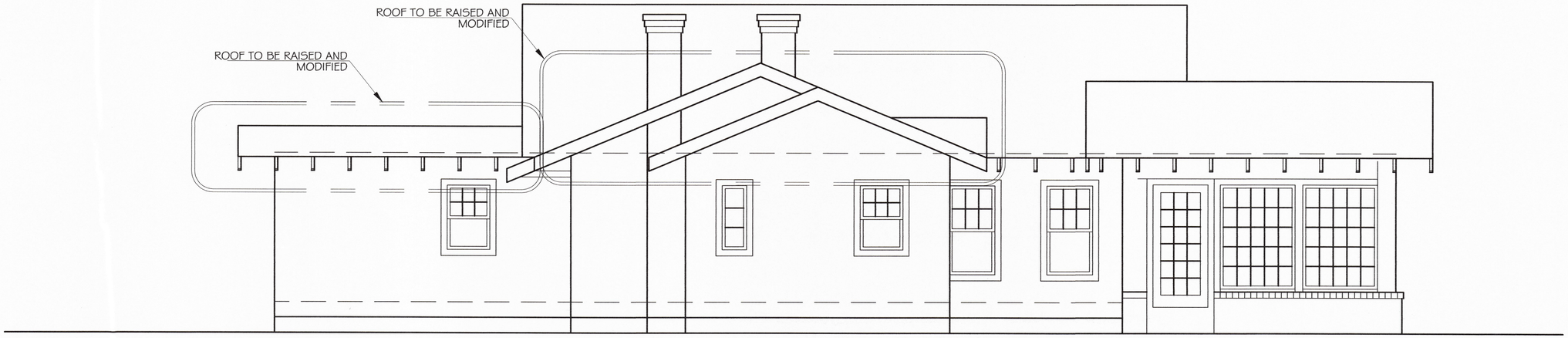
Bart Boudreuax
85 Short Rd.
PINEHURST, NC 28374

PROJECT NO: 19-57-509
DATE: 11/14/19
DRAWN BY: EJA
SCALE: 3/32"=1'-0"
TITLE: Front Elevation View
SHEET NO. OF TOTAL SHEETS:

SHEET 1 OF 6



EXISTING
REAR ELEVATION



MODIFIED
REAR ELEVATION

ARTIGA DESIGN
Enrique J Artiga
(910)-315-27-10

SEVEN LAKES
ENGINEERING SERVICES, INC.
277 MacDougall Drive
2223 Seven Lakes South
Seven Lakes, NC 27376
910.673.0978 Office
910.638.9110 Cell
7Lakesengrg@Gmail.com

NORTH CAROLINA PROFESSIONAL SEAL 10163 ENGINEER CHARLES P. FARMER, JR.
11/14/19

Bart Boudreuax
85 Short Rd.
PINEHURST, NC 28374

PROJECT NO: 19-57-509
DATE: 11/14/19
DRAWN BY: EJA
SCALE: 3/32"=1'-0"
TITLE: Rear Elevation View
SHEET NO. OF TOTAL SHEETS:

SHEET 2 OF 6

EXISTING
LEFT SIDE ELEVATION

MODIFIED
LEFT SIDE ELEVATION

ARTIGA DESIGN
Enrique J Artiga
(910)-315-27-10

SEVEN LAKES ENGINEERING SERVICES, INC.
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2223 Seven Lakes South
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910.673.0978 Office
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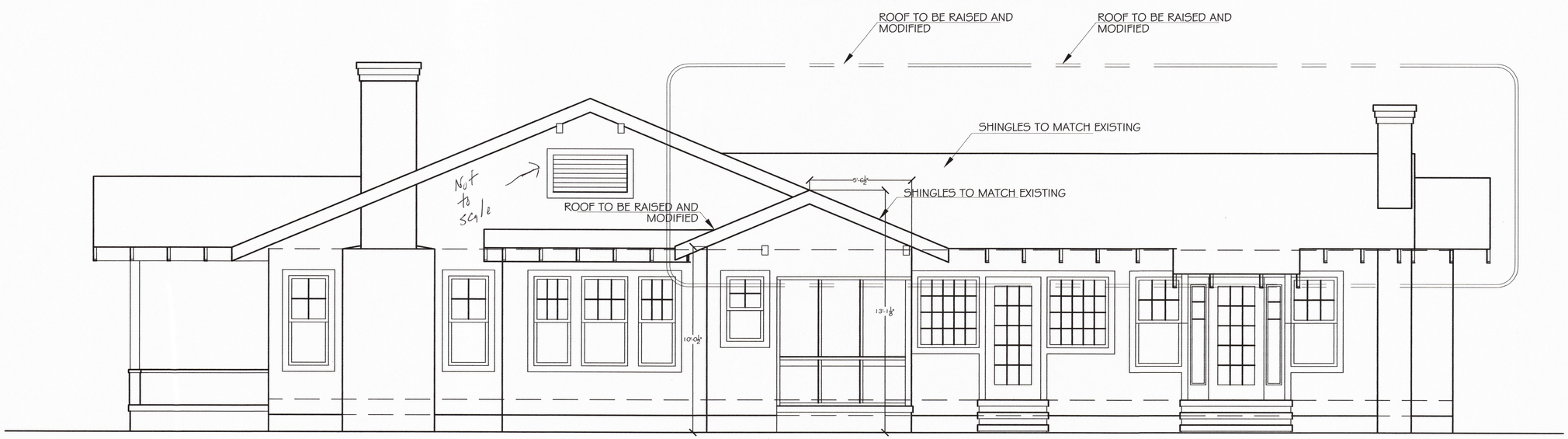
NORTH CAROLINA PROFESSIONAL SEAL 10163 ENGINEER CHARLES P. FARMER JR.
11/14/19

Bart Boudreuax
85 Short Rd.
PINEHURST, NC 28374

PROJECT NO: 19-57-509
DATE: 11/14/19
DRAWN BY: EJA
SCALE: 3/32"=1'-0"
TITLE: Left Side Elevation View
SHEET NO. OF TOTAL SHEETS:

SHEET 3 OF 6

EXISTING
RIGHT SIDE ELEVATION



MODIFIED
RIGHT SIDE ELEVATION

ARTIGA DESIGN
Enrique J Artiga
(910)-315-27-10

SEVEN LAKES ENGINEERING SERVICES, INC.
277 MacDougall Drive
2223 Seven Lakes South
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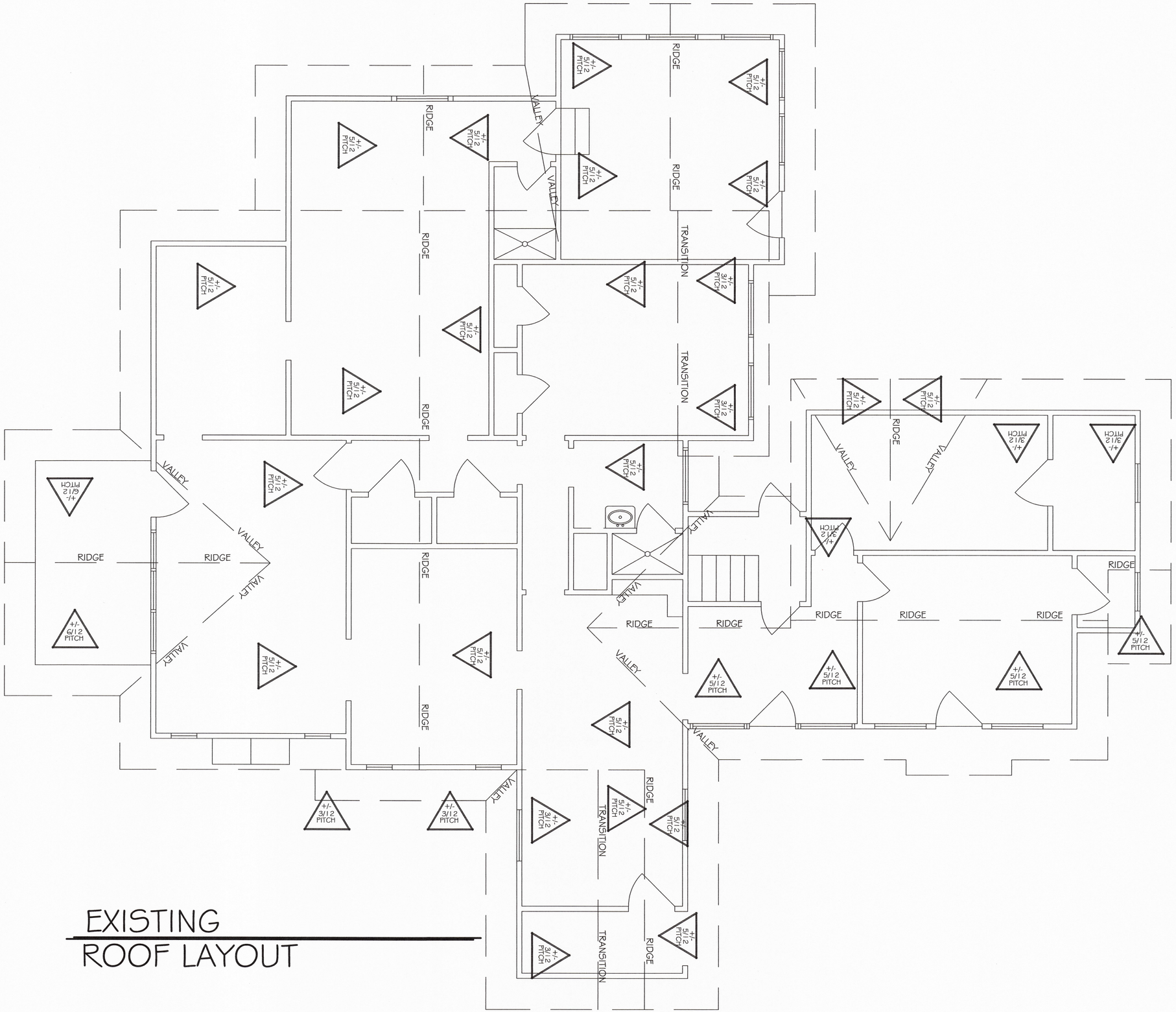
NORTH CAROLINA PROFESSIONAL SEAL 10163 ENGINEER CHARLES P. FARMER, JR.
11/14/19

Bart Boudreuax
85 Short Rd.
PINEHURST, NC 28374

PROJECT NO: 19-57-509
DATE: 11/14/19
DRAWN BY: EJA
SCALE: 3/32"=1'-0"
TITLE: Right Side Elevation View
SHEET NO. OF TOTAL SHEETS:

SHEET 4 OF 6



EXISTING ROOF LAYOUT

ARTIGA DESIGN
Enrique J Artiga
(910)-315-27-10

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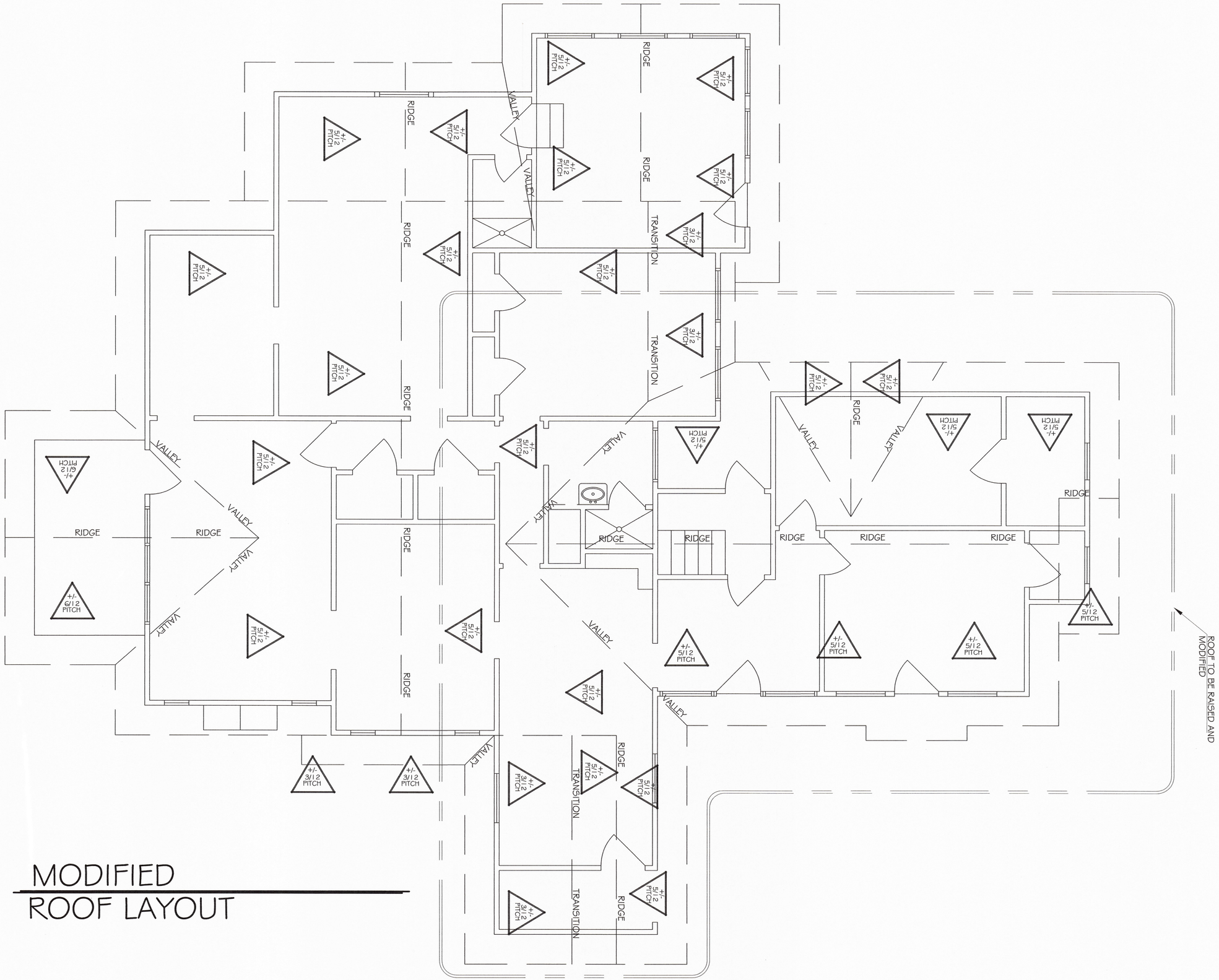
Charles R. Farmer Jr.
NORTH CAROLINA PROFESSIONAL SEAL 10163 ENGINEER CHARLES R. FARMER JR.
11/14/19

Bart Boudreuax
85 Short Rd.
PINEHURST, NC 28374

PROJECT NO:	19-57-509
DATE:	11/14/19
DRAWN BY:	EJA
SCALE:	3/32"=1'-0"
TITLE:	Right Side Elevation View
SHEET NO. OF TOTAL SHEETS:	

SHEET 5 OF 6



MODIFIED ROOF LAYOUT

ARTIGA DESIGN
Enrique J Artiga
(910)-315-27-10

SEVEN LAKES ENGINEERING SERVICES, INC.
277 MacDougall Drive
2223 Seven Lakes South
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NORTH CAROLINA PROFESSIONAL SEAL 10163 ENGINEER CHARLES P. FARMER, JR.
11/14/19

Bart Boudreuax
85 Short Rd.
PINEHURST, NC 28374

PROJECT NO:	19-57-509
DATE:	11/14/19
DRAWN BY:	EJA
SCALE:	3/32"=1'-0"
TITLE:	Right Side Elevation View
SHEET NO. OF TOTAL SHEETS:	

SHEET 6 OF 6

FINAL ORDER
VILLAGE OF PINEHURST
HISTORIC PRESERVATION COMMISSION
Introduction

This matter was heard by the Village of Pinehurst Historic Preservation Commission on December 19, 2019. Having heard the evidence and reviewed any relevant documents submitted by the parties, the Commission now makes the following findings and conclusions.

REQUEST

Applicant and owner Bart Boudreaux is requesting a Certificate of Appropriateness for an exterior modification to a historic property at 83 Short Road. The proposed exterior modification is the modification of the roof line. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 00017850.

The Findings of Fact and Conclusions of Law are to be based on the Official Record in the proceeding that is made up of the official transcripts and any documentary evidence submitted within the course of the proceeding.

FINDINGS OF FACT

Concerning Jurisdiction

1. According to the Village of Pinehurst Historic District Guidelines changes to the roof lines are considered Major Work.

Background (of the property and the location within the district)

1. The residential structure at 83 short is not listed as a contributing structure, however it was originally built in 1925 and surrounded by structures listed as contributing structures.
2. The property was formally a multi-tenant building that is being returned to a single family residence
3. The applicant has proposed to match all proposed material to the existing material on site.
4. The property is zoned Residential Medium Density (R-10) and is adjacent to all Residential Medium Density (R-10) properties on all sides

DRAFT

Conclusions of Law

Guideline Requirements:

Roofs

1. Any changes or additions to the configuration of an existing roof shall be compatible with the architectural style of the existing structure and must be congruous with the Pinehurst Historic District.

The structure located at 83 Short Road has a complicated roofline, as a result of multiple additions, resulting in multiple rooflines that conflict. The applicant is proposing to modify the roofline in two locations: (1) On the right elevation the applicant is proposing to raise the roofline of one of the previous additions to remove the current roof from intruding upon the livable space and (2) add additional roofing to the rear of the home to create congruency and compatibility with existing roofing.

Neither change will negatively impact the historic character of the home.

The proposed modification to the right side elevation roofline will have a slightly raise and more uniform slope look compared to what is there now. This change in roofline will ultimately create a more consistent roofline appearance, therefore improving the structure's congruency with the Pinehurst Historic District.

The rear roofline has multiple rooflines converging on each other from previous additions made to the structure. The proposed change to this rear roofline will modify and correct the existing roofline by creating a more consistent look to the roofline, which will be more in line with the character of the Pinehurst Historic District.

Guideline Recommendations:

Porches, Entrances, and Balconies

1. Roofs and roof forms that contribute to the overall character of a structure, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices should be retained and preserved. Likewise, roofing materials should be preserved and retained whenever possible.

No such architecture features exist to be affected by the roof line changes.

2. 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.

The applicant has proposed to match all existing material during the modification process.

3. New gutters and downspouts should be installed so that character-defining architectural features of the structure are not damaged or lost.

The applicant has not indicated intent to add gutters based on the submitted application. However if the applicant were to add gutters, the gutters would need to be compatible with what's existing and be congruent with the architectural design of the structure.

DRAFT

Order

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

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

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

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

☐ That the applicant has not satisfied the burden of persuasion and the project as proposed is not congruous with the Pinehurst Historic District.

Hereby ordered the _____ of _____, 2019.

_____ _____

Clerk to the Historic Preservation Commission Chair of the Historic Preservation Commission

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

DRAFT

Attachment A
Final Order
83 Short Road

The Historic Preservation Commission of the Village of Pinehurst has determined that the following additional findings are relevant to a decision for 83 Short Road:

The following conditions apply to approval of the Certificate of Appropriateness for 83 Short Road.

The Historic Preservation Commission of the Village of Pinehurst has determined that a Certificate of Appropriateness should/should not be granted for 83 Short Road based on the following:

DRAFT

COA 19-110

ADDITIONAL AGENDA DETAILS:

This public hearing is to consider a request within the Pinehurst Historic District for exterior modifications to include: on the rear addition, which was previously approved in August 2019, the applicant is requesting to alter the approved rear addition's roof line in order to reflect an existing roofline and on the outdoor storage addition (garage) the applicant is requesting to add a roof to the left side of the structure over the porch at 65 Cherokee Road. The property can be identified in the Moore County Tax Registry by Moore County Parcel ID Number # 00014110. The property is owned by Michael and Moriah Brown and the applicant is Pinehurst Homes.

FROM:

Peter Hughes

CC:

Darryn Burich

DATE OF MEMO:

12/12/2019

MEMO DETAILS:

Please see the attached documents related to COA 19-110.

ATTACHMENTS:

Description
Application
Findings of Fact

CGA-2019-110

Historic Certificate of Appropriateness (COA)
Major and Minor
(Revised 04/01/19)

☒ Major Work ☐ Minor Work

Certificate of Appropriateness Information

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

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

This application must be completed in full and submitted with the associated fee listed in the Village's Fees and Charges Schedule, which can be accessed at www.vopnc.org.

Intake Information

Property Address	
Street Address	65 Cherokee Road
City, State, Zip Code	Pinehurst, NC 28374
Parcel ID #	00014110

Owner Information			
Name	Michael & Moriah Brown	Home Phone #	910-295-5400
Street Address	1524 Brookgreen Drive	Mobile Phone #	
City, State, Zip Code	Myrtle Beach, SC 29577	Business Phone #	
Email			

Applicant			
Name	Pinehurst Homes, Inc	Other Phone #	910-295-5400
Email	admin@pinehursthomesinc.com	Street Address	PO Box 3190
Mobile Phone #		City, State, Zip Code	Pinehurst, NC 28374

General Information

Description of Changes to the Structure	Rear Addition - Request to alter approved rear addition roof line reflecting an existing roof line. Outdoor Storage Addition (Garage) - Request to add roof to left side porch.		
Type of Work	☐ Addition	☒ Alteration	☐ New

Existing Use	Proposed Use
☐ Vacant	☐ Vacant
☒ Single Family Low Density	☒ Single Family Low Density
☐ Single Family Medium Density	☐ Single Family Medium Density
☐ Single Family High Density	☐ Single Family High Density
☐ Multi-Family Development	☐ Multi-Family Development
☐ Office	☐ Office
☐ Retail	☐ Retail
☐ Lodging	☐ Lodging
☐ Recreational	☐ Recreational
☐ Institutional	☐ Institutional
☐ Medical	☐ Medical
☐ Industrial	☐ Industrial
☐ Services	☐ Services
Includes Demolition	☒ Yes ☐ No
Includes Tree Removal	☐ Yes ☒ No
Estimated Cost of Construction	

Exterior Materials and Colors

	Existing Material	Proposed Material	Proposed Color
Front Elevation	Tile Shingle	As previously approved	
Rear Elevation	Tile Shingle	As previously approved	
Right Elevation	Tile Shingle	As previously approved	
Left Elevation	Tile Shingle	As previously approved	
Trim	Wood	As previously approved	
Windows	Single Pane Wood	As previously approved	
Chimney	Brick	As previously approved	
Foundation	As Existing	N/A	
Front Door	Wood	As previously approved	
Shutters	N/A	N/A	
Garage Door	Wood	N/A	
Roof	Asphault Shingle	As previously approved	
Roof Exhaust Vents	N/A	As previously approved	
Front Porch	Wood	As previously approved	
Deck	Wood	N/A	
Patio	N/A	As previously approved	
Sidewalk	Gravel	As previously approved	
Sky Lights	N/A	N/A	
Driveway	Existing	N/A	
House Number	65 Cherokee	N/A	
Other:_____			

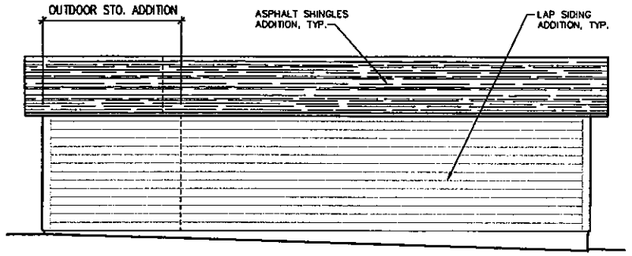
Required Documents

- ☐ Site Plan/Survey or Sketch
- ☐ Floor Plans
- ☒ Elevation Drawings
- ☐ Landscaping Plan

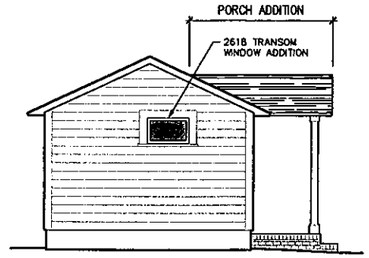
Certification

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

Applicant Signature: _____ Date: 11/26/19



201 RIGHT SIDE ELEVATION



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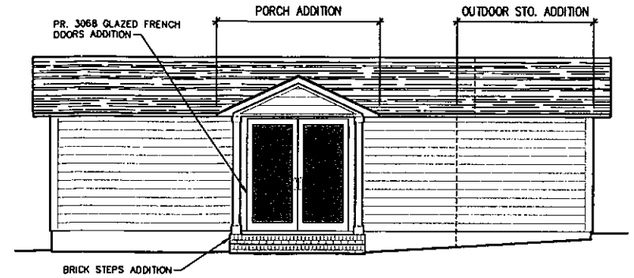

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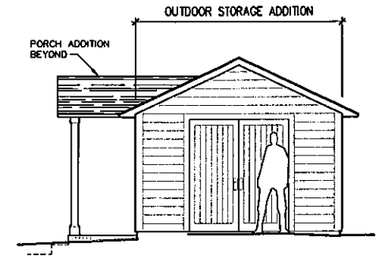
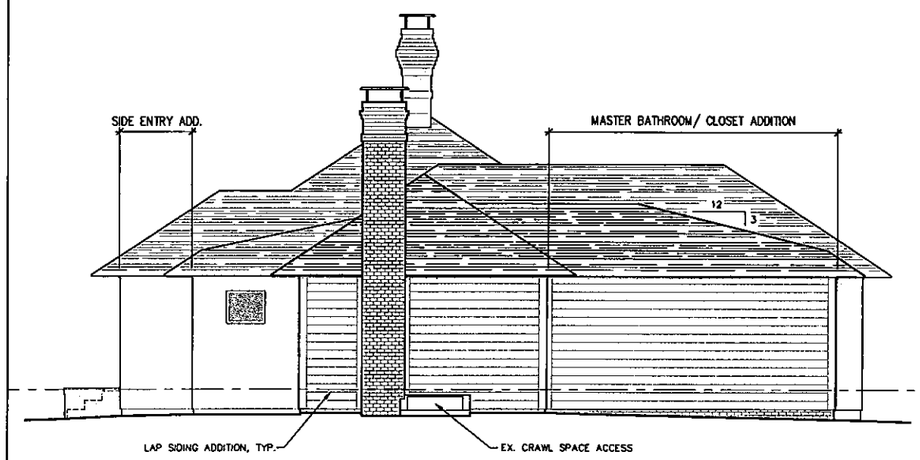


204 FRONT ELEVATION

GARAGE EXTERIOR ELEVATIONS SCALE: 1/4" = 1'-0"



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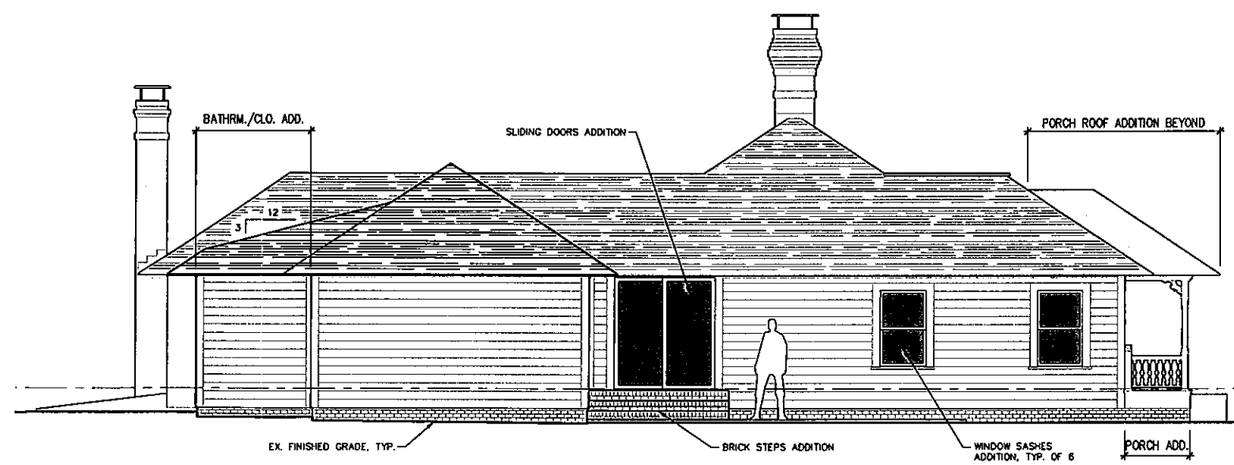
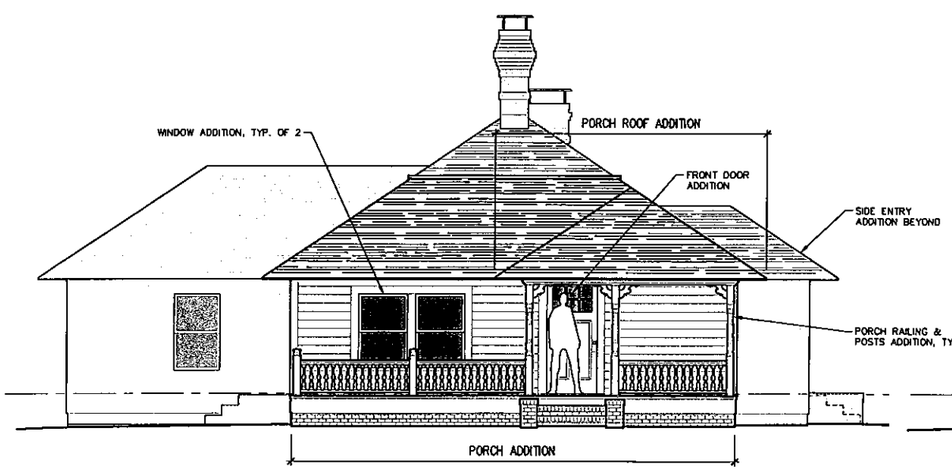
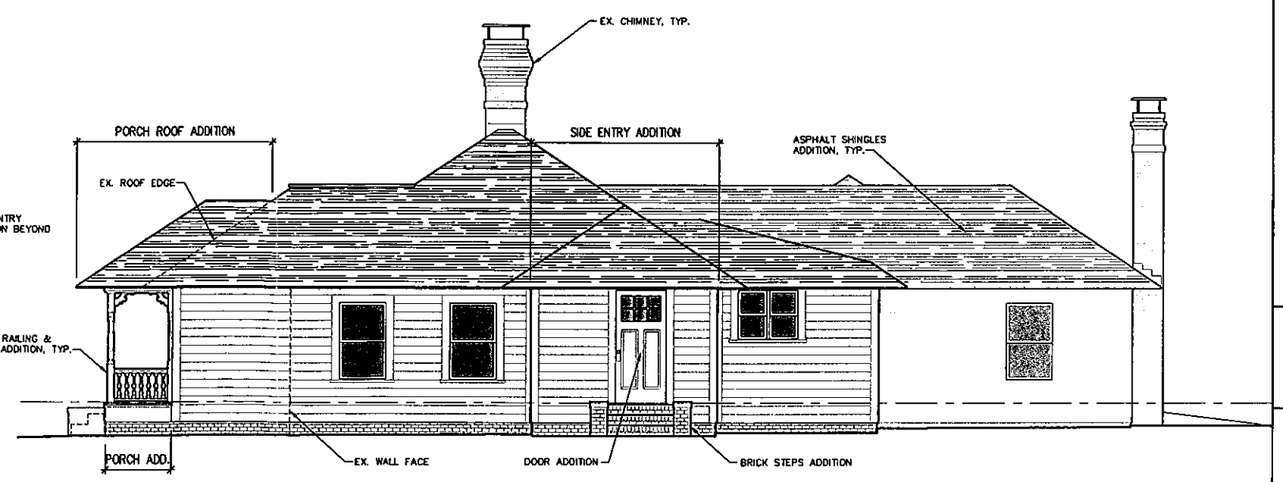


206 LEFT SIDE ELEVATION



207 FRONT ELEVATION



208 RIGHT SIDE ELEVATION

HOUSE EXTERIOR ELEVATIONS SCALE: 1/4" = 1'-0"

Imark Design
Mark Dean
(910)-944-3486
imark.drafting@yahoo.com

IMARK DESIGN ASSUMES NO LIABILITY FOR ANY PROJECT CONSTRUCTED FROM THESE DRAWINGS AND SPECIFICATIONS. BUILDER OR CONTRACTOR MUST VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION AND VERIFY COMPLIANCE WITH ALL LOCAL BUILDING CODES AND ORDINANCES WHERE THE PROJECT IS TO BE CONSTRUCTED. NO LICENSED ARCHITECTURAL OR STRUCTURAL ENGINEERING SERVICES ARE REPRESENTED OR IMPLIED IN THESE DRAWINGS AND SPECIFICATIONS.

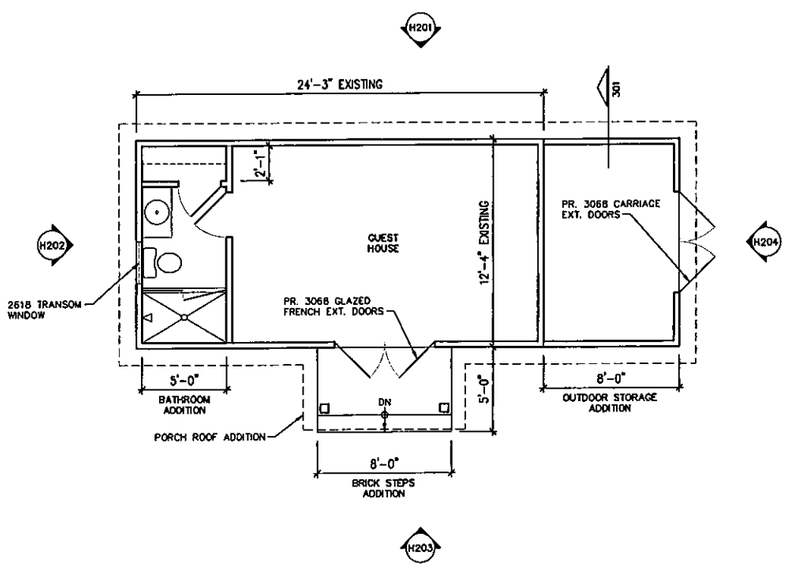
PINEHURST HOMES INC

BROWN "HONEYSUCKLE" COTTAGE RENOVATION & ADDITIONS

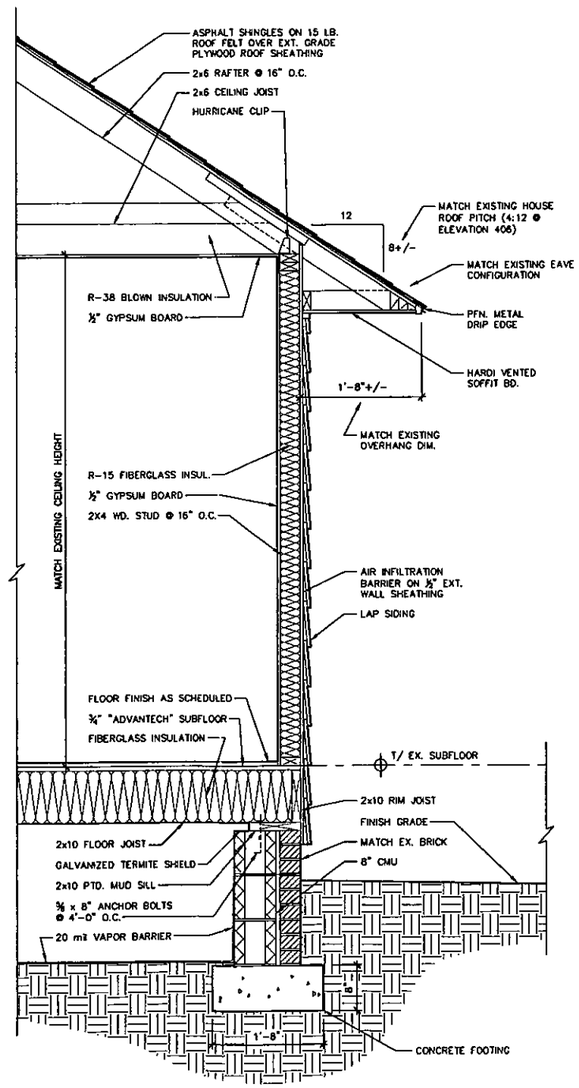
65 CHEROKEE ROAD, PINEHURST, NORTH CAROLINA

- HOUSE & GARAGE EXTER. ELEVATIONS
- SCALE : 1/4" = 1'-0"
- DATE : 11 / 26 / 2019
- DRAWING NO. :

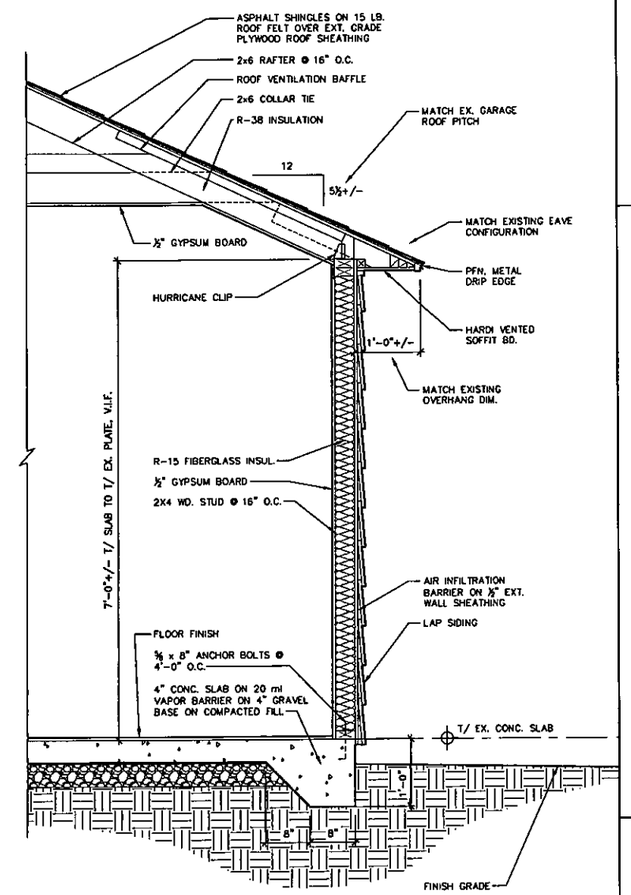
H-2



303 GARAGE FLOOR PLAN SCALE: ¼" = 1'-0"



302 HOUSE ADDITIONS



301 GARAGE ADDITION

WALL SECTIONS SCALE: 1" = 1'-0"

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(910)-944-3486
imark.drafting@yahoo.com

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PINEHURST HOMES INC

BROWN "HONEYSUCKLE" COTTAGE RENOVATION & ADDITIONS

65 CHEROKEE ROAD, PINEHURST, NORTH CAROLINA

- WALL SECTIONS / GARAGE FLR. PLAN
- SCALE : AS NOTED
- DATE : 11 / 26 / 2019
- DRAWING NO. :

H-3

FINAL ORDER
VILLAGE OF PINEHURST
HISTORIC PRESERVATION COMMISSION
Introduction

This matter was heard by the Village of Pinehurst Historic Preservation Commission on December 19, 2019. Having heard the evidence and reviewed any relevant documents submitted by the parties, the Commission now makes the following findings and conclusions.

REQUEST

Applicant Pinehurst Homes is requesting a Certificate of Appropriateness for an exterior modification to a historic property at 65 Cherokee Road. The proposed exterior modification is the modification of the rear roof line and addition of roofing to the left side porch of the outdoor storage addition (Garage). The property is owned by Michael and Moriah Brown can be identified in the Moore County Tax Registry by Moore County PIN Number #00014110.

The Findings of Fact and Conclusions of Law are to be based on the Official Record in the proceeding that is made up of the official transcripts and any documentary evidence submitted within the course of the proceeding.

FINDINGS OF FACT

Concerning Jurisdiction

1. According to the Village of Pinehurst Historic District Guidelines changes to the roof lines are considered Major Work.

Background (of the property and the location within the district)

1. The residential structure at 65 Cherokee Rd is a contributing structure built in 1895. It is also known as Honeysuckle Cottage and was also known as Good Luck.
2. This applicant received a previous approval for multiple exterior modifications in August 2019 from the HPC. Those modification included the following: re-siding, a porch addition, removal of an old deck with installation of a brick patio, a rear addition, a side entry addition, and a garage addition.
3. The structure is on the National Register of Historic Places as one of the earliest buildings built by James Tufts. The house suffered a fire in 1950, but still retains many of its early features, such as its steep pyramidal roof, central chimney, and corner porch with turned posts and balusters.
4. The property is zoned Residential Medium Density (R-10) and located adjacent to the Village center.

DRAFT

Conclusions of Law

Guideline Requirements:

Roofs

1. Any changes or additions to the configuration of an existing roof shall be compatible with the architectural style of the existing structure and must be congruous with the Pinehurst Historic District.

The applicant is requesting modify the rooflines of the structures located at 65 Cherokee Road.

The applicant is proposing to modify the roofline of the previously approved rear addition of the main structure. The project was originally approved with a pitch of 4 over 12 and the applicant is now requesting a pitch of 3 over 12. This change in roof pitch would not negatively impact the character of structure or be incongruent with the Pinehurst Historic District.

The applicant is also proposing to modify the roofline of the outdoor storage structure (garage) with the addition of roofing over an existing (previously approved) porch. The proposed roofing would match the material and style of the primary structure, which was approved to be black fiber glass shingles at the August 2019 meeting. The transition from an uncovered porch to a covered porch would not be compromise the compatibility with the primary structure or be incongruent with Pinehurst Historic District. The change would

Porches

1. 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 in the Village of Pinehurst Color Palette

The applicant is requesting a modification of a porch with the addition of roofing. The height as shown in the submitted drawings will not exceed the height of the existing roof line. The porch posts are proposed to be wood and the style is proposed to match the existing structure and what was previously approved in August 2019. The applicant did not propose a specific color of paint or stain.

Guideline Recommendations:

Roofs

1. Roofs and roof forms that contribute to the overall character of a structure, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices should be retained and preserved. Likewise, roofing materials should be preserved and retained whenever possible.

The proposed changes to the rooflines should not negatively impact any of the architecture features listed above.

2. 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.

DRAFT

The applicant has proposed to match all existing material during the modification process to the previously approved black fiber glass shingles.

3. New gutters and downspouts should be installed so that character-defining architectural features of the structure are not damaged or lost.

The applicant has not specified in their application whether gutters and downspouts are to be installed.

Porches

1. New features, such as windows or door openings, bays, vents, dormers, roof forms, balconies, chimneys, or other details should not be introduced on existing carriage houses, garages, or buildings if they are incompatible with the primary structure.

The proposed roofing over an existing porch would not be incompatible with the primary structure.

2. The Design Goal per the Historic District Guidelines state the following: Addition of a porch will contribute to the human scale of the structure and provide a congruent and welcoming space.

Generally this design goal is specific to the design of primary structures, however with the desire to create congruency within the Historic District between primary structure and accessory structures and through the district as a whole, the addition of a porch to an accessory structure would not be a negatively impact the District.

DRAFT

Order

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

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

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

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

☐ That the applicant has not satisfied the burden of persuasion and the project as proposed is not congruous with the Pinehurst Historic District.

Hereby ordered the _____ of _____, 2019.

_____ _____

Clerk to the Historic Preservation Commission Chair of the Historic Preservation Commission

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

DRAFT

Attachment A
Final Order
65 Cherokee Road

The Historic Preservation Commission of the Village of Pinehurst has determined that the following additional findings are relevant to a decision for 65 Cherokee Road:

The following conditions apply to approval of the Certificate of Appropriateness for 65 Cherokee Road.

The Historic Preservation Commission of the Village of Pinehurst has determined that a Certificate of Appropriateness should/should not be granted for 65 Cherokee Road based on the following:

DRAFT

REVIEW OF NORMAL MAINTENANCE AND MINOR WORK ITEMS
ADDITIONAL AGENDA DETAILS:

FROM:
Peter Hughes

CC:
Darryn Burich & Kelly Brown

DATE OF MEMO:
12/13/2019

MEMO DETAILS:
Staff approved two minor work items from 11/14/2019 to 12/16/2019 . Please refer to the attached document for additional information.

ATTACHMENTS:

	Description
🗋	Minor Work 11/14/19-12/16/19

PLANNING AND INSPECTIONS DEPARTMENT

TO: Pinehurst Historic Preservation Commission
FROM: Peter Hughes, Senior Planner
DATE: 12/16/2019
SUBJECT: Staff Approvals of Minor Work

STAFF APPROVALS REPORT for LOCAL HISTORIC DISTRICT
November 21, 2019 MEETING
11/14/19 TO 12/16/19

MINOR WORK – COA ISSUED

Nature of Work	COA Number	Application Date	Approval Date	Address	Property Owner
Replacement of Windows	19-103	11/20/2019	11/26/2019	15 Carolina Vista	James and Elizabeth Fisher
Addition of a Building with no Dimensions greater than 12 feet (Playhouse)	19-106	11/26/2019	11/26/2019	100 Kelly Road	Donald and Valerie Mead

ADOPTION OF THE HPC 2020 MEETING SCHEDULE
ADDITIONAL AGENDA DETAILS:

FROM:
Peter Hughes

CC:
Darryn Burich & Kelly Brown

DATE OF MEMO:
12/11/2019

MEMO DETAILS:
Attached for review and approval is the HPC 2020 Meeting Schedule.

ATTACHMENTS:

	Description
🗋	HPC 2020 Meeting Schedule

2020 HPC MEETING SCHEDULES

BOARD/COMMITTEE	FREQUENCY	LOCATION	TIME	DATES	
HISTORIC PRESERVATION COMMISSION	4th Thursday	Assembly Hall	4:00 PM	1/23/20 2/27/20 3/26/20 4/23/20 5/28/20 6/25/20	7/23/20 8/27/20 9/24/20 10/22/20 11/19/20* 12/17/20*

**Frequency has been changed due to a Holiday*

CONSIDERATION OF PROPOSED UPDATES TO THE HISTORIC DISTRICT GUIDELINES

ADDITIONAL AGENDA DETAILS:

FROM:
Peter Hughes

CC:
Darryn Burich

DATE OF MEMO:
12/12/2019

MEMO DETAILS:
In the five months since adoption of the current Historic District, Village staff has identified areas within the document that may need to be amended in order to more effectively administer the guidelines and their intent.

On November 21, 2019 staff made a presentation to the Commission and the Commission held a discussion on these proposed changes. This will be the second review of these changes after incorporating editorial comments provided at the last meeting.

The Historic Preservation Commission will consider recommending the proposed updates to the Historic District Guidelines. If recommended these proposed updates will be presented to Village Council. Only Village Council can amend the Historic District Guidelines.

ATTACHMENTS:

	Description
🗋	Staff Report

PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To:	Historic Preservation Commission
From:	Peter Hughes, Senior Planner
Cc:	Darryn Burich, Planning & Inspections Director
	Alex Cameron, Senior Planner
	Kelly Brown, Planning Administrative Specialist
Date:	December 13, 2019
Subject:	Potential Updates to the Historic District Guidelines

Overview:
The Village of Pinehurst recently completed a rewrite of the Historic District Guidelines and standards, which were adopted and made effective by Council July 1, 2019. In the five months since adoption, Village staff has identified areas within the document to recommend amending in order to more effectively administer the Guidelines and their intent.

On November 21, 2019 staff made a presentation to the Commission and the Commission held a discussion on these proposed changes. This will be the second review of these changes after incorporating editorial comments provided at the last meeting.

It is staff intent to now seek a recommendation of approval from the Historic Preservation Commission (HPC) for these proposed changes. This recommendation, if given, would accompany a staff report, which would be presented to Village Council. Only Village Council can amend the Historic District Guidelines. With the approval of these changes staff would schedule to take these proposed changes before Village Council for approval

The following list of items are the staff recommendations:

1. Field of Play

In the rewrite of the Guidelines, the term "Field-of-Play" was not brought forward in the update. After communicating with both current Commissioners and individuals involved in the rewrite, the term field of play was not intentionally left out and the term should have been included.

The field of play term alleviates the need to receive Village approval for day to day activities and golf course maintenance conducted on golf course property within the Historic District. Please consider the following language to be included in the "Frequently Asked Questions" and "Glossary of Terms" sections of the current Historic District Guidelines:

> *"The term "Field of Play" throughout this document 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 guidelines. 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 guidelines."*

2. <u>Demolitions</u>

Staff recommends removing the conflicting language regarding demolitions in the Historic District. In the demolition section the following language currently appears (Village of Pinehurst Historic Guidelines, page 62):

> *"Demolition guidelines apply to all structures and site features such as pools and gazebos within the Pinehurst Historic District."*

The above language would require removal of site features such as fences, small outbuildings that are 120 square feet or less, and pool demolitions to go through a public hearing process despite being listed as minor work items. To remove confusion and conflict, staff would recommend amending the language within the demolition section to the language provided below:

> *"Demolition guidelines apply to all structures within the Pinehurst Historic District, except those specified under Minor Works."*

3. <u>Minor COA for Prior Approvals</u>

Staff would recommend amending an item listed under minor work items in order to improve the current language. The current language is:

> *"Minor work changes to an approved COA prior to the work being completed."*

Staff would recommend the following language as it is more comprehensive and clearly defines the intent of this minor work item:

> *"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."*

4. <u>Inclusion of an Inspection Section</u>

Staff would recommend the addition of an "Inspection Process" section to the Historic District Guidelines. Similar to other sections, such as the "How to Obtain a Certificate of Appropriateness" or "Public Hearing," the inspection section would provide guidance on the inspection process for work performed with a COA. The proposed addition would be included as section "G" in chapter two of the Guidelines "Pinehurst Historic District Guidelines and Overview," and would shift the COA flow chart to section "H.". The following is the proposed process and text:

1. *When a Historic District project is 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 review the completed project based on the approved plans.*
3. *If the work is consistent with what was originally submitted and approved, the Planner will approve the work.*
4. *If there are any discrepancies between the approved plans and what was built, the applicant will have three options available to pursue:*
    a. *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 must 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.*