



**HISTORIC PRESERVATION COMMISSION
DECEMBER 19, 2017
COUNCIL CONFERENCE ROOM
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
3:00 PM**

- I. Call to Order
- II. New Business
 - A. Discuss Consultant's Report on the Historic District Boundaries
 - B. Discuss Updates to the Guidelines Draft
 - C. Discuss Timelines for Approvals
- III. Other Business
 - A. October 5, 2017
- IV. Comments from Attendees
- V. 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.*



**DISCUSS UPDATES TO THE GUIDELINES DRAFT
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

 December 19 Draft Guidelines

Village of Pinehurst Historic District Guidelines



Historic Preservation Commission

395 MAGNOLIA ROAD | PINEHURST, NORTH CAROLINA 28374

Village of Pinehurst Historic District Guidelines

Recommended by Pinehurst Historic Preservation Commission: July 6, 2006 and September 18, 2006

Adopted by Village Council: September 26, 2006

Effective: September 26, 2006

Amended: June 20, 2012

Amended: August 20, 2013

Amended: September 11, 2013

Amended: XXX nn, 2018

Village of Pinehurst Council Members

Nancy Fiorillo, Mayor

John Cashion, Mayor Pro-Tem

John Bouldry, Treasurer

Judy Davis

Kevin Drum

Historic Preservation Commission Commissioners

Jim Lewis, Chairman

Judy Davis

Amanda Jacoby

Jack Farrell, Vice-Chair

Bob Farren

Jim McChesney

Molly Gwinn

2016-17 Historic District Guidelines Revision Committee

Historic Preservation Commission (HPC) Chairman, Jim Lewis

HPC Vice-Chair, Jack Farrell

HPC Commissioners: Judy Davis, Molly Gwinn, Amanda Jacoby and Jim McChesney

Planning and Zoning Board Member, Leo Santowasso

Architect, Christine Dandeneau

Village of Pinehurst Business Owner, Kevin Drum

Home Builder, Wayne Haddock

Village of Pinehurst Planner, Alex Cameron

Planning and Administrative Assistant, Gwendy Hutchinson



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I. INTRODUCTION

The Historic District Guidelines for the Village of Pinehurst is a resource for property owners, architects, building contractors, Realtors® and other real estate professionals planning to make changes to the exterior of existing buildings or to construct new buildings in the Pinehurst Historic District. Demolitions and relocations of existing structures are also addressed in this document.



This document is the guide by which the Village Planner and the Historic Preservation Commission evaluate applications for Certificates of Appropriateness which must be approved before projects can commence. To determine whether a property is in the Pinehurst Historic District, consult the map in Appendix B, as well as Appendix C, *List of Properties in the Pinehurst Historic District*.

The main body of this document focuses on design guidelines that property owners must consider in planning changes or additions to their properties, or in designing new construction projects. Other important information can be found in the Appendices.



SPECIAL CHARACTER OF THE PINEHURST HISTORIC DISTRICT

Pending updated when new districts are determined.

A. THE HISTORIC PRESERVATION COMMISSION

The mission of the Historic Preservation Commission (HPC) is to “preserve and approve that which is congruous with the special character of the Village of Pinehurst Historic District.” The Guidelines in this document beginning in Section III provide the HPC and Village of Pinehurst Planning Staff with tools to assess whether a proposed change, addition, or new construction will be congruous with the special character of the Historic District.

In addition, the Guidelines are intended to inform property owners and to help them understand how changes or additions to their property will contribute to the preservation of the Historic District. A fundamental objective is to ensure that changes and additions to existing structures are congruent with its neighborhood and the Historic District as a whole. Likewise, new construction should complement the District in design and scale.

Owners, architects, and builders are encouraged to consider and comply with all of the Guidelines. Many of the Guidelines are **requirements** that must be complied with while others are offered as **strong recommendations**.

- Requirements contain words “must” or “not permitted,” while recommendations contain the word “should”.
- Requirements appear in **bold face letters** as in the example below.

*In-ground swimming pools **must be located** only in the rear yard and not easily visible from the street.*

- Guidelines with “should” generally contribute to maintaining the character of the Historic District. Property owners are encouraged to adopt these recommendations, but failure to do so will not be cause for the application to be denied.

The Historic Preservation Commission 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 Village of Pinehurst Historic District than if the property owner had followed the Guidelines. Conversely, an application meeting the Guidelines could be determined to be incongruous with the character of the neighborhood and the District. Strict adherence to the Guidelines in those cases is not required if the Historic Preservation Commission clearly states the reasons why the proposed design or improvements are congruous or incongruous before issuing or denying a certificate of appropriateness.

The Guidelines are not meant to be a comprehensive preservation manual. There are *additional resources* listed in the appendices, which may be used to supplement these Guidelines.



- A majority of the sources listed are Preservation Briefs published by the National Park Service.
- Owners of historic properties should give special consideration to Appendix I, which contains the Secretary of Interior's Standards for Rehabilitation. Those offer excellent guidance for property owners who are committed to the preservation or restoration of their historic property.
- An application form for work which will require a Certificate of Appropriateness can be found in Appendix D. It is available from the Village of Pinehurst Planning Department, and may also be downloaded from the Village web site.
- Many of the terms found in these Guidelines have very specific meanings. Applicants have the responsibility to review and understand these definitions and how they may affect their application. Appendix J contains a comprehensive glossary of relevant terms.

B. FREQUENTLY ASKED QUESTIONS

Following are typical questions about the Pinehurst Historic District, the kinds of projects requiring Certificate of Appropriateness (COA), and the process for securing approval. Consult the appropriate sections of the Guidelines for additional information.

Q1. What is the Pinehurst Historic District? When was it created and on whose authority? Is it the same as the National Historic Landmark District?

- A. The Pinehurst Historic District was established by the Pinehurst Village Council in 2006 under authority cited in North Carolina General Statute 160A-400, which grants a municipality the authority to "safeguard its heritage by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory." The entire statute can be found in Appendix H. At the same time, the Pinehurst Village Council appointed the seven-member Pinehurst Historic Preservation Commission (HPC), for the purpose of developing and administering the Historic Guidelines that would maintain the character of properties and landscapes of the district.

The Pinehurst Historic District is not the same as the National Historic Landmark (NHL). The NHL is an honorary designation that was awarded to the Village of Pinehurst by the National Park Service in 1996. The boundaries that define the area included in the NHL are not the same as the boundaries of the Local Historic District. The Pinehurst Historic District includes properties that are included in the NHL, but also includes several other streets and many other properties.

Q2. How do I know if my property is in the Pinehurst Historic District?

- A. A map of the Pinehurst Historic District can be found in Appendix B. A more detailed map can be found on the Village of Pinehurst website (vopnc.org). If you have any question about whether a property is in the Historic District, contact the Village Planner at 910-295-1900.

If your home is in the Pinehurst Historic District, property owners are encouraged to consult the Tufts Archives at 150 Cherokee Road as it houses a number of old photographs of historic homes. Referencing these photos may assist in design decisions.



Q3. My house is not historic, but it is located in the Local Historic District. Why am I required to follow the Historic Guidelines?

- A. The local Historic District boundary was based on the architectural character of neighborhoods and streetscapes that contribute to the overall historic nature of the Village and its character. The early vision for the Village of Pinehurst was a group of buildings in a designed landscape that closely resembled a New England town. That vision remains in focus in neighborhoods that have preserved a unity of overall design, location, setting, materials, workmanship, feeling, and association. Your house may be fairly new, but its location in a neighborhood that contributes to the character of the Village warrants its inclusion in the Pinehurst Historic District. All renovations, as well as new construction, in the Historic District provide the opportunity for the continued evolution of excellent architecture in the Village.

Q4. Do the Guidelines and the HPC require the use of historic materials in every case or are contemporary substitutes allowed?

- A. The Guidelines are written to promote retention of architectural character without necessarily requiring the use of historic building materials. Original materials are preferred when making repairs or additions, but many modern materials, which have the appearance and texture of original materials, are appropriate and allowed. These Guidelines and the Historic Preservation Commission that administers them try to maintain a balance between preserving the special character of the Pinehurst Historic District and recognizing that advances in materials may accomplish the same goal. Since new materials are frequently introduced, the HPC has the flexibility and authority to approve materials that achieve congruity with the Historic District on a case-by-case basis.

Q5. How do the Historic District Guidelines differ from the Pinehurst Development Ordinance?

- A. The Pinehurst Development Ordinance (PDO) applies to the entire Village of Pinehurst while the Historic District Guidelines only apply to properties located within the Historic District. The PDO is far more detailed and addresses many issues that are not covered in the Historic District Guidelines. All construction projects in Pinehurst that require a building permit and/ or zoning approval must satisfy the provisions of the PDO. In the Historic District, a Certificate of Appropriateness (COA) is required for Minor and Major Work as defined in Section II, Chapter D. Guidelines in the Historic District may be, and in some cases are, stricter than those in the PDO.

Q6. What is the purpose of the Historic Preservation Commission?

- A. The purpose of the Historic Preservation Committee (HPC) is to approve Certificates of Appropriateness for new construction or Major Work, and to do so by conducting hearings and findings of fact when applications come before it. The HPC's mission is to take no action except to preserve and approve that which is congruent with the special character of the Historic District.

Q7. When and where does the HPC meet?

- A. The HPC meets regularly on the fourth Thursday of every month, except November and December when it meets on the third Thursday. The HPC Chairman may call a special meeting if needed to accommodate a time-sensitive application. Meeting dates are posted on the Village of Pinehurst web site and are held in the Village Hall. The meetings are quasi-judicial public hearings. Citizens may testify for or against an



application and make their statements under oath. In making its decision, the HPC is required to consider only facts that are presented during the hearing.

Q8. If I don't agree with the decision of the HPC, how can I appeal?

- A. If a Certificate of Appropriateness application is denied by the HPC, the property owner may appeal to the Board of Adjustment. Objections to approved projects may also be appealed to the Board of Adjustment within 30 days. Subsequent appeals are heard by the NC Superior Court.

Q9. Who is on the HPC? Can I apply to join the HPC?

- A. The HPC is comprised of seven citizen volunteers who are appointed by the Village Council to two-year terms. They may be reappointed to serve a maximum of three terms. Commissioners should have demonstrated a special interest, experience, or education in history, architecture, and/or archaeology. All commissioners must reside in the Village of Pinehurst. Any qualified resident is invited to apply. Volunteer applications forms are available at the Village of Pinehurst municipal building and also on the Village's web site at www.vopnc.org.

**Q10. What projects require approval from the Historic Preservation Commission?
Can I make changes to my property without anyone's approval?**

- A. Not all projects require approval from the HPC. Please review the definitions in Section II to correctly identify the type of approval your project requires.

Q11: How are the terms "congruent" and "compatible" defined and how are these terms applied?

- A. Whether a requirement or recommendation, the HPC advocates renovations and new construction that fit the character, density and scale that is prevalent within the Historic District as described below.
- Congruous means appropriate, harmonious, compatible or consistent
 - Incongruous means inappropriate, incompatible, or not in keeping with the character of the property or the Historic District

Typically, the Guidelines address requirements or recommendations **in terms of being compatible** with the home or structure ~~as needing to be compatible~~. When the Guidelines reference the Historic District, requirements or recommendations use the term **congruent**.

Q12: How is "scale" measured?

- A. Scale is an important consideration to assess whether an addition, accessory building, or new construction is congruent with the surrounding neighborhood and the Historic District. ~~While there is no numerical formula for judging scale, Several~~ relevant factors are used by the HPC to assess scale including total square feet, heated square feet, height, footprint, mass, and impact on adjacent structures. The HPC considers these factors in the context of the average size of other nearby structures, as well as the presence of similar-sized structures in the Historic District.

Q13: What type of communication occurs with Commissioners if my changes require permission of the Historic Preservation Commission?



-
- A. Commissioners make independent assessment of proposed projects and do not collaborate in advance of the meeting. Commissioners are discouraged from discussing the project with homeowners. Any ex parte discussions must be disclosed during the respective hearing.



II. HISTORIC DISTRICT GUIDELINES OVERVIEW

The Historic Preservation Commission meets monthly. The Village Planner is available to assist property owners or their designees – for example, an architect or builder – in interpreting the Guidelines appearing in Sections III to IX and their applicability to the project prior to design review by the Commission, as well as during project implementation.

A. APPROVAL REQUIREMENTS

A goal of the Historic District Guidelines is to minimize the types of projects that require approval and to expedite approvals when they are required. The following sections provide guidance to enable the property owner to determine what type of approval, if any, must be obtained before beginning work.

If there is any doubt whether a project requires a Certificate of Appropriateness (COA) or what level of approval is required, consult with the Village Planner at (910) 295-1900. If changes to a previously issued Certificate of Appropriateness are requested, the application must be amended and approved based upon the Guidelines. The nature of the work will determine whether the change requires staff or Commission approval.

The discontinuance of work or the lack of progress toward achieving compliance with a COA for a period of one year shall be considered as a failure to comply with a COA and may require new application and approval.

Projects fall into one of three types as defined below.

- Basic Work and Routine Maintenance
- Minor Work
- Major Work

B. BASIC WORK AND ROUTINE MAINTENANCE

Basic Work and Routine Maintenance require no approval from the Village Planner or Historic Preservation Commission. Basic Work and Routine Maintenance includes, but is not limited to the following:

- Installation of address numbers and mailboxes that are compatible with the neighborhood
- Replacement of broken or damaged glass, as long as the replacement matches the existing
- Caulking and weather stripping
- Repair in-kind of gutters and downspouts
- Replacement of gutters and downspouts where replacement materials match the existing materials in detail and color
- Replacement of light fixtures, that are in keeping with the neighborhood and are historic in appearance
- Installation of life safety equipment (e.g., automated external defibrillators, fire extinguishers, etc.) or items for special events (e.g., tents, displays, storage pods, etc.) that are compatible with the Historic District
- Installation of foundation vents and replacement of access doors
- Replacement of mechanical equipment, including HVAC units, that does not change from existing location/appearance/screening
- Removal of existing fencing
- Repairs to fences, decks, and driveways as long as replacement materials match the existing materials in detail, style, dimensions, and color



- Repairs to walks and patios, as long as the replacement matches the existing
- Repair of existing street and/or yard lighting
- Repair or replacement of masonry foundations where the existing foundation material is retained or where new material matches the existing
- Repointing and other masonry repairs when the color and composition of the mortar matches the existing and new brick or stone matches the existing as closely as possible
- Removal of lighting
- Removal of storm windows and storm doors
- Minor landscaping, including vegetable and flower gardens, shrubbery, and planting single yard tree(s)
- Removal of screening from screened-in porches
- Removal of dead or diseased trees along the street front that are not in the right-of-way

C. MINOR WORK

Minor Work projects require a Certificate of Appropriateness issued by the Village Planner. The category of Minor Work includes projects in which the visual character of a structure or site is not significantly altered. Minor Work projects **that meets the requirements of the Historic Guidelines** can be approved by the Village Planner, thereby avoiding a Historic Preservation Commission hearing.

The Village Planner may meet with the property owner at the site if necessary and determine if the proposed work is Major or Minor. If the proposed work is Minor and approved, a Certificate of Appropriateness can be issued by the Village Planner. If the Village Planner or designee does not or cannot approve the proposed work, an application for a Certificate of Appropriateness will need to be presented to and reviewed by the Historic Preservation Commission.

As Minor Work projects do not have a material effect on neighboring properties, the Village of Pinehurst does not require that the adjacent property owners be notified. Normally they can be approved fairly quickly. In some cases, the Village Planner, after consulting with the HPC Chairman and Vice Chairman, may elect to refer a Minor Work case to the HPC for consideration. **Minor Work projects must meet the same Historic District Guidelines requirements as Major Work.**

Minor Work includes, but is not limited to, the following:

- Installation of new mechanical and utility equipment including, but not limited to, heating and air conditioning units and private well enclosures and associated tanks that are screened from view with shrubbery or appropriate fencing
- Replacement or removal of siding that covers original material, such as removal of asbestos (which must have an asbestos report submitted to the building inspector), asphalt, or other artificial siding when the original siding beneath is to be repaired and repainted or stained
- New parking areas, walks, and driveways
- Addition of shutters and awnings
- Addition of fences and walls
- Addition of decks and patios that will be located in the rear yard
- Installation of a handicapped ramp and exterior fireexits
- Construction of an arbor, water feature (not including pools), pergola and/or trellis that will be located in the rear yard
- Addition of new and/or replacement signage
- Screening-in an existing side or rear porch



- Installation of gutters and downspouts
- Painting consistent with Village of Pinehurst Color Palette
- Installation of structures or features that are short-term (less than 1 year) or intermittent in nature (e.g., construction trailer, television, temporary cellular facilities, mobile units, etc.) and compatible with the district
- Replacement of existing siding, trim, porch flooring, steps, shutters, awnings, etc., as long as replacement materials match the original or existing materials in detail and color
- Replacement of roofing material of the same style, size, and color
- Replacement of doors and windows that are the same style, material, size, and color as the existing
- Replacement of missing details, including missing or deteriorated siding and trim, porch floors, ceilings, columns, balustrades, or other architectural details, with new materials that are compatible with existing
- Installation of storm windows and doors
- Installation of satellite dishes, skylights and solar panels
- Installation of accessory buildings with no dimension greater than 12 feet and not easily visible from the street
- Demolition of pools and small outbuilding that are 120 square feet or less
- Storage sheds
- Six-month extension of an approved Certificate of Appropriateness
- Renewal of an expired Certificate of Appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the certificate was initially approved

D. MAJOR WORK

Major Work projects must be approved by the Historic Preservation Commission in a public hearing before a Certificate of Appropriateness can be issued. In general, these are projects which involve a change in the appearance of a structure or landscape, and are more substantial in nature than Minor Work projects.

Certificate of Appropriateness applications for Major Work requiring HPC approval include, but are not limited to, the following:

- New construction or additions not considered to be Minor Work
- Relocation, removal or demolition of any structural part of a primary structure including accessory buildings or accessory structure that exceed 120 square feet
- Replacement of architectural details that changes the design or materials from the existing details
- Changes to roof lines
- Replacement of windows and doors that are not compatible with the existing window(s) and/or door(s)
- Eliminating or adding windows and/or doors
- Resurfacing buildings with material not the same as that which was removed
- Replacement roofing that is a different material or style from that being replaced
- Installation of structures that are not temporary and expected to be in place for one (1) year or greater, or potentially longer-term structures or features that may not be permanently affixed to the structure (e.g., modular units)
- Removal of trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a residence
- Installation of in ground swimming pools
- Installation of freestanding ATMs or kiosks
- Minor Work items not approved by the Village Planner
- After-the-fact changes on a previously approved major work Certificate of Appropriateness



- Replacement of non-conforming fences
- Installation of small/micro cell wireless facilities

E. HOW TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

The Guidelines are detailed in Sections III to IX, and apply to existing and new construction properties, whether residential or commercial. The process for submitting an application for Minor or Major Work begins with the Village Planner. The Planner can provide details on the schedule for review and approval from the Historic Preservation Commission, if appropriate, as well as the level of documentation and number of copies required. The Planner can assist property owners or their designees, such as an architect or builder, in interpreting the Guidelines and their applicability to the projects prior to design review.

In addition, the **process** for submitting an application are detailed in Appendix D and illustrated in Certificate of Appropriateness (COA) Flow Chart on page 12. The term “applicant” denotes the property owner, or designee, who is requesting the change or new construction. Contact the Village Planner with any questions about how to proceed at (910) 295-1900.

Major Work projects require review by the Historic Preservation Commission. The Commission meets on the fourth Thursday of each month, except in November and December when it meets on the third Thursday.

The deadline for receipt of applications for major work is three weeks before each monthly hearing. **The application must be accompanied by sketches, drawings, photographs, specifications such as building height and setback distances, etc. No application will be accepted for consideration which does not meet all the applicable zoning and code requirements.** This time limit permits the Village Planning staff to prepare agenda information for each item as provided by the property owner. A checklist for property owner preparation is also included in Appendix D. Adjacent property owners are notified of the application and may view the plans before the meeting as well as attend and speak at the hearing.

The order of business for the quasi-judicial Historic Preservation Commission hearing is typically as follows:

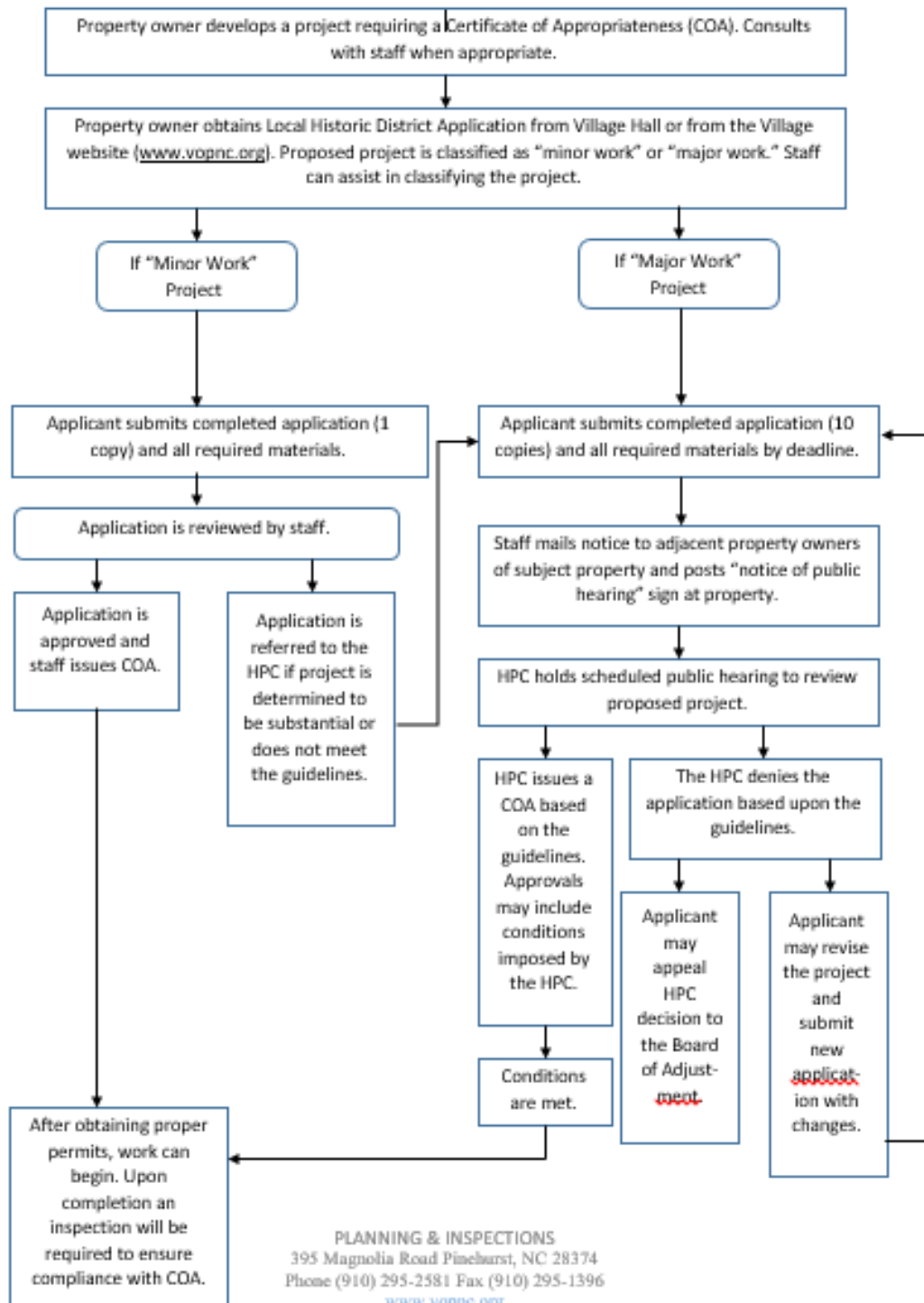
1. Introduction of each agenda item by the Village Planner
2. Swearing in of property owners, or their designees, and witnesses
3. Remarks by the Applicant
4. Question by Commissioners with responses from property owner or designees
5. Remarks by adjacent property owners and other interested parties
6. Response by the Applicant, if desired
7. Additional discussion by the Commissioners
8. Vote by Commissioners

The remarks and documents presented by the property owner are important because they allow the Commission to be fully informed about the project. The purpose of review by the Commission is to determine if the project meets the Guidelines and if the project is congruent with the special character of the Historic District. The Commission will grant or deny a COA based on findings of fact relative to the application of the Guidelines. Approval may be subject to conditions necessary for the project to meet the Guidelines. Once projects requiring a COA have been completed, the Village Planner conducts an inspection to ensure that work was completed as approved in the COA.

As all hearings are recorded, the video recording may be retrieved from the Village of Pinehurst website.



Pinehurst Historic Preservation Commission Certificate of Appropriateness Flow Chart





III. CHANGES TO EXISTING RESIDENCES



The following Guidelines apply to proposed projects that change or renovate exterior facades of existing homes in the Historic District.

- Chapters A to J describe various building elements such as roofs and mechanical systems
- Chapters K to M describe building materials such as wood or architectural metals
- Chapter N describes the Village of Pinehurst Color Palette

Section IV addresses Guidelines for *Residential New Construction*. Please consult Section VII *Site Features* for details on Guidelines for such features as fences, landscaping or lighting that may be relevant to an addition or renovation project.

Note that requirements are in bold face copy as in the example below.

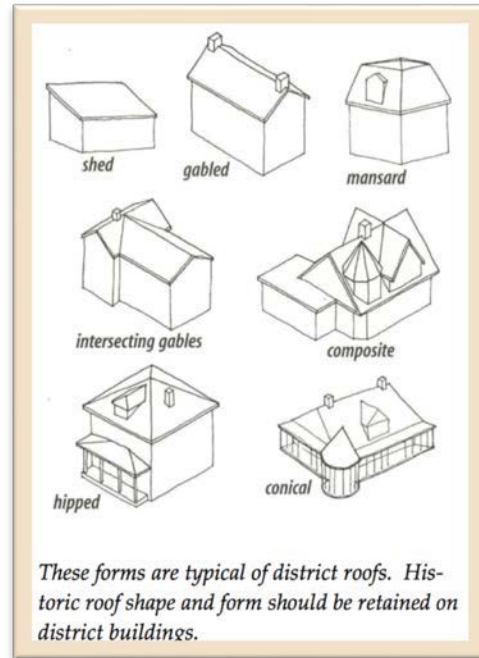
Any changes to the configuration of any existing roof **must be compatible** with the existing structure.

Many existing structures in the Historic District utilize materials and features that would not be approved for new construction. Property owners will be allowed to continue the use of those non-conforming materials for additions and accessory buildings.



A. ROOFS

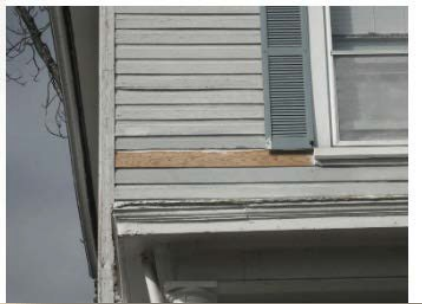
1. Roofs and roof forms that contribute to the overall character of a structure, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices should be retained and preserved. Likewise, roofing materials should be preserved and retained whenever possible.
2. If a roof feature, such as a dormer, is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the structure, roofline and the Historic District.
3. 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.
4. Any changes or additions to the configuration of any existing roof **must be compatible** with the existing structure.
5. Metal roofs have been used sparingly on residences in the Historic District and should generally be limited to accents such as porch and dormer roofs.
 - a. Metal roofs **must be compatible** with the architecture of the existing structure, and the material **must** be copper or one of the following colors: weathered copper color, dark brown, dark bronze, dark gray, dark green, or dark silver.
 - b. If standing seam metal roofs are used on residences, the seams **must not exceed** 1 inch in height and one quarter ($\frac{1}{4}$) inch in width.
6. Vents including soffit vents and low profile ridge vents **must be installed** in a manner that does not diminish the original design of the roof or destroy the character of roof details.
7. If new gutters and downspouts are necessary, they should be installed so that character-defining architectural features of the structure are not damaged or lost.
8. Replacement gutters and downspouts **must 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.
9. Roof ventilators, solar attic fans and solar panels **must be located** inconspicuously where they will not be visible from the street.
10. Skylights and skylight tubes **must be inconspicuously placed** on the rear roof surface, and **must have a flat profile**.





B. EXTERIOR WALLS AND TRIM

1. Exterior walls that contribute to the overall historic form and character of a structure should be retained and preserved, including their functional and decorative features, such as cornices, foundations, bays, quoins, arches, water tables, brackets, entablatures, and storefronts.
2. 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.
3. 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 should be replaced in kind or with a substitute material matching the original in composition, dimension, size, shape, color, pattern, texture and profile, but using the original material is preferred.
4. Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, **is not permitted**.
5. New wall features or details to an exterior wall, such as windows or door openings, bays, vents, balconies, or chimneys **must not be introduced** on character-defining walls, if they will compromise the architectural integrity of the primary structure.
6. Wooden surfaces and features **must be repainted** in colors in the Village of Pinehurst Color Palette.



DESIGN GOAL

Replace materials in kind, matching the original in composition, dimension, size, shape, color, pattern and texture



C. WINDOWS AND DOORS

1. 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.
2. If an existing window, door or feature is completely missing and is to be replaced, it should be replaced with a new window, door or feature based on the original or a new design compatible in scale, size, material and color with the character of the structure.
3. 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 **must 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 permitted**.
4. Existing window or door openings **must not be filled or altered** if doing so would compromise the architectural integrity of the structure.
5. Windows and doors of existing structures should retain their original size and dimension, except as may be modified to accommodate disabled access.
6. Window and door surrounds and trim should match the original door or window surrounds and trim. Replacing sash windows should not alter original trim.
7. The number and size of panes, mullions, and muntins, and all window and door hardware **must be the same or similar** to those of the existing windows and doors.
8. New windows or door openings must not be introduced if they will compromise the architectural integrity of the structure.
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
10. Windows in new dormers on the front of the house **must be compatible** with the size and placement of all existing windows on the front elevation and **must not compromise** the architecture of the structure.



11. Bay windows should sit on a stone/brick foundation, wood brackets, and/or an extension of beams from the main structure.



✗ A Bay window without support



✓ A Bay window with support

12. Glass block windows **are not permitted** on street-facing elevations.
13. Painted, tinted or filmed glass on windows or doors **is not permitted**.
14. Sliding doors on street-facing elevations **must present the appearance** of French doors with true or simulated divided lights.
15. Security bars should be installed to avoid damage to the historic fabric. Custom security bars should align with the vertical and horizontal dividing elements of doors and windows and are preferred over standard expandable models.

D. STORM WINDOWS AND DOORS

1. Storm windows and storm doors **must be installed** to the inside of the casing and **must not cover** the casing.
2. 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.
3. Storm doors **must have full view glass** or mullions that align with the meeting rails and mullions of the door.
4. Storm windows and storm doors **must** be factory-finished vinyl, painted wood, or painted or baked enamel finished aluminum.
5. Storm or screen doors **must be painted** in a color that matches the walls or trim of the structure and the color **must be** in the Village of Pinehurst Color Palette.



E. SHUTTERS AND AWNINGS

1. Shutters that contribute to the overall historic form and character of a structure, including their functional and decorative features, **must be retained and preserved**.
2. 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.
3. Shutters **must be wooden** or have the appearance of wood in composition, dimension, size, shape, color, pattern and texture, and be appropriately mounted. **New shutters must be congruent with existing shutters in the Historic District.**
 - a. If the original shutter was operable, the replacement should be operable or appear to be operable.
 - b. Each shutter should be equal to the height of the window opening, and one half the width.
 - c. Shutters on arched windows **must match** and have an arched head as well.
 - d. Windows in street-facing facades should have shutters where appropriate.
 - e. Shutter color should be compatible with the structure and **must be** in the Village of Pinehurst Color Palette.



Did You Know?

Historically shutters were operable and often used to block light while letting in air. Pre-air conditioning, old houses always had space on both sides of the window for the shutter to be locked open, and shutters were sized to completely cover the window and sit within the window frame.

DESIGN GOAL

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

4. Awning appearance **must be based** on historical awning profiles, styles, and shapes and **must only be installed** in appropriate locations.
 - a. Awnings should be installed over windows, doors, porches, and storefronts so that they do not obscure windows, doors, or other character-defining features.
 - b. All awnings **must be canvas or woven fabric**.
 - c. Awning color should be compatible with the colors of the structure and **must be** in the Village of Pinehurst Color Palette.
5. Plastic or metal strip awnings **are not permitted**.



F. CHIMNEYS

1. Chimneys and their functional and decorative features that contribute to the overall historic form and character of a structure should be retained and preserved.
2. If an existing chimney 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.
3. 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, whether type N or S, should match the existing color.
 - b. Compatible substitute material should match the existing in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
4. New chimneys should not be introduced if they will compromise the architectural integrity of the structure.
5. Chimneys visible from the street should be repaired or rebuilt rather than removed.
6. Chimney stacks should not have stucco applied above the foundations as a means of stabilization.
7. Exterior chimneys **must have a masonry finish** and **must extend** from the grade level for new structures or additions.
8. Wooden, boxed chimneys **must not be used** 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. Paint, cement coating, stucco, artificial stone, brick veneer, or other coatings should not be applied to chimneys that were not currently or historically covered.
11. Chimney caps and flue caps **must not extend** horizontally beyond the chimney vertical surface edge.

G. PORCHES, ENTRANCES AND BALCONIES

1. Porches are important defining features of many homes in the Pinehurst Historic District. Entrances, porches, and balconies that contribute to the overall historic form and character of a structure **must be retained and preserved**.
 - a. All architectural features that are character-defining elements of porches, entrances, and balconies, including piers, columns, pilasters, balustrades, steps, railings, brackets, floors, ceilings, soffits, and trim should be retained and preserved.
 - b. Porch, entrance, and balcony material, such as flooring, ceiling board, lattice, and trim should be retained and preserved.



- c. An existing entrance or porch **must not be removed** from character-defining facades unless historically accurate or compatible with the architecture and character of the structure.
- d. The front porch or balcony **must not be enclosed** in any form unless historically accurate or compatible with the architecture and character of the structure.

Did You Know?

Porches are characteristic features of almost every architectural style found in the Village due to its early history as a health resort

DESIGN GOAL

Addition of a porch will contribute to the human scale of the structure and provide a congruent and welcoming space.



- e. If enclosure of a side or rear porch is required, the enclosure should be designed so the character and features of the porch are preserved.
 - f. All decorative porch posts, railings, brackets, cornices and cornice trim should remain uncovered and preserved.
2. If an entrance, porch or balcony feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in form, scale, proportion, roof shape, detail, material and color with the character of the structure.
 3. If repair or replacement of an entire porch, entrance or balcony or a feature or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in height, scale, proportion, roof shape, detail, material and color. Any substitute materials used should match the original in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
 4. New porches or entrances to the street-facing elevation of a structure **must be architecturally compatible** with the existing structure.
 - a. The height of the porch should align with the first floor level of the structure.
 - b. Porch posts and railings should be compatible in composition, dimension, size, shape, color, pattern and texture with the structure.
 - c. On the front elevation, posts and columns **must** be of dimensions, shapes and styles that are compatible with the architecture and size of the main structure.
 - d. New porches **must be painted or stained** compatible with the color of the structure and the Village of Pinehurst Color Palette.
 5. Ramps and lifts should be located on the least character-defining elevation of the structure.
 - a. Ramps should be constructed in materials, finish and scale that are compatible with the character of the structure.
 - b. Ramps that are not temporary should be screened.
 - c. Ramps should be constructed so that the original elevation can be restored when the ramp is removed.



H. DECKS AND PATIOS

1. The addition of any deck or patio **must not obscure, damage, significantly alter or destroy** character-defining features of an historic primary or accessory building.
2. Decks should be constructed so that they can be removed in the future with little damage to the existing structure.
3. Decks, posts, and railings should be compatible in scale, design, material, and detail with the structure or previously existing features.
4. The height of a deck should align with the first floor level of the structure.
5. Decks and patios **must be located** in inconspicuous areas, usually on the rear or least character-defining elevation of the structure.
6. Deck framing should be screened by landscaping or skirt boards.
7. Decks **must be painted, stained, or have a manufactured color** compatible with the color of the structure and the Village of Pinehurst Color Palette.

I. ADDITIONS AND ACCESSORY BUILDINGS – CARRIAGE HOUSES, GARAGES, AND OTHER BUILDINGS

DESIGN GOAL

Accessory buildings are secondary to the main structure



- ✓✓ Best pitch to align with scale ✓ Okay but garage pitch too steep ✗ Garage height and pitch oversized and out of scale

1. Accessory buildings to include carriage houses, garages or other buildings and their features that contribute to the overall character of the primary structure and should be retained and preserved. Removal or relocation of accessory buildings **must comply** with guidelines in Section VIII.
2. If a carriage house, garage or outbuilding is completely missing and replacement is desired, the replacing structure **must** comply with guidelines for new construction.
3. If repair of a carriage house, garage or building feature or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind.



- a. Compatible substitute material for repair should match the original material in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
 - b. If the material used on the primary structure is non-conforming with the current Historic District Guidelines, the same material is permitted on additions and accessory buildings.
4. New features, such as windows or door openings, bays, vents, dormers, roof forms, balconies, chimneys, or other details **must not be introduced** on existing carriage houses, garages, or buildings if they will compromise the architectural integrity or are incompatible with the primary structure.
5. Windows and doors in additions and accessory buildings **must be similar** to those in the existing primary structure in their proportions, spacing, and materials.
6. New accessory buildings such as carriage houses, garages, and other buildings **must be compatible** with the character and scale of the primary structure.
7. The height of any addition or accessory building **must not be taller** than the primary structure and **must be clearly defined** as a secondary structure.
 - a. Roof lines of additions and accessory buildings **must not be higher** than the primary structure.
 - b. Foundation height of additions and accessory buildings should align with that of the primary structure.
 - c. Eave lines of additions **must be at or below** the eave line of primary structure to demonstrate subordination to the primary structure.

DESIGN GOAL

A lower roof slope for an accessory building creates appropriate spatial definition of the two structures.

The same is true for the pediment over the door in the two illustrations on the right.



✓ A house with low slope garage and pediment aligned

✗ A house with equal roof slopes and taller pediment above front door

8. Additions and accessory buildings such as carriage houses, garages and other buildings must be compatible with the primary structure and should be located as inconspicuously as possible, in rear or side yards.
9. Character-defining features of an historic primary structure **must not** be obscured, damaged, or destroyed to accommodate an addition.
10. If building a new garage, carriage house, or other accessory building will require removal or demolition of an existing structure, that relocation or demolition **must be approved** prior to consideration of the new construction.



11. Garages that open to the front are strongly discouraged, whether attached or detached.
 - a. Every effort should be made to position garages so that the garage doors open to the rear or side of the dwelling.
 - b. If no reasonable alternative is available, a garage that opens to the front should be set back at least 10 feet from the front elevation of the residence.
 - c. ~~Multiple Double~~ front-facing garages ~~that dominate the façade~~ are not allowed in the Historic District.
12. Additions should be inset from the rear corners of the primary structure to differentiate them from the existing primary structure and to reduce public visibility.
13. Prefabricated metal or plastic storage buildings **are not permitted** in the Historic District.

J. UTILITIES AND OTHER MECHANICAL SYSTEMS

1. Energy conservation features such as porches, operable windows, transoms, and louvered shutters that contribute to the overall historic form and character of a structure **must be retained and preserved**.
2. Vents and mechanical connections through foundations or walls should be located on non-character-defining elevations or inconspicuously on side or rear walls where they will not be visible from the street.
3. Mechanical equipment and utilities, including heating and air-conditioning units, meters, exposed pipes, and underground fuel tanks, private well covers and associated tanks should be located in the most inconspicuous area, usually along a primary structure's rear elevation, screened from view with plantings
4. Solar hot boxes **must be installed** in a manner that screens or camouflages their appearance as much as possible
5. Window air-conditioning units **must be located** only on rear or inconspicuous elevation
6. Satellite dishes larger than 39.37 inches or one meter in diameter **must not be visible** from the street.
7. Trash, recycle containers, and mechanical systems should be located in the side or rear elevations of the property and should be screened.

K. WOOD

1. Wooden features that contribute to the overall character of a structure and a site, including such functional and decorative elements as siding, shingles, cornices, architraves, brackets, pediments, columns, balustrades, and architectural trim should be retained and preserved.
2. If a wooden 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 structure and immediate streetscape.
3. If repair or replacement of an entire wooden feature or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in



composition, dimension, size, shape, color, pattern and texture.

- a. Substitute material must match the original material in composition, dimension, size, shape, color, pattern, texture and profile.
 - b. Painted wooden siding that is sound must not be replaced or covered.
4. Vinyl, aluminum, Masonite or similar engineered wood product **must not cover** a wooden detail, element, or feature.
5. Wooden surfaces and features **must be painted or stained** in colors that are in the Village of Pinehurst Color Palette.
6. Use of vertical siding or authentic board and batten **must be limited** to accents and not be a primary siding. Plywood siding **is not permitted**.
7. Introducing features or details that are not compatible with the character of the structure **is not permitted**.

L. MASONRY

1. Masonry features that contribute to the overall character of a structure and site should be retained and preserved, including walls, foundations, roofing materials, exposed chimney walls, cornices, quoins, steps, piers, columns, lintels, arches, and sills.
2. If a masonry feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible with the texture, scale, size, material and color of the historic structure and immediate streetscape.
3. Historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, block, and clay tile, as well as their distinctive construction features should be retained and preserved.
4. If replacement of a deteriorated detail, module, or element of a masonry surface or feature is necessary, only the deteriorated portion should be replaced in kind rather than the entire surface or feature.
 - a. If replacement of a large masonry surface or entire feature is necessary, it should be replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - b. Compatible substitute material is permitted if it matches the original material in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
5. Use of manufactured stone **must be confined** to designs in which the stone wall or element appears to be functional and contributes to the character of the structure. Manufactured stone **must have the appearance** of authentic natural stone in scale, size, texture and color.
6. Masonry material used as a foundation or foundation facade should be consistent and completely wrap the structure.
7. Masonry features or details of a structure **must be compatible** with the character of the structure.
8. Traditionally exposed brick or stone surfaces **must not be covered** with materials like stucco, concrete, wood, or a synthetic material.



9. Masonry elements and terra cotta surfaces that contribute to the character of a structure should not be painted or coated.

M. ARCHITECTURAL METALS

1. Architectural metal features such as copper, tin, brass, cast iron, wrought iron, lead, and terne plate that contribute to the overall character of a structure and a site should be retained and preserved,.
2. If an architectural metal feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible with the scale, size, material and color of the structure and immediate streetscape.
3. If a deteriorated detail, module, or element of an architectural surface or feature is to be replaced, only the deteriorated portion should be replaced in kind rather than the entire surface or feature. Compatible substitute material should match the original material in composition, dimension, size, shape, color, pattern, texture and profile, but using the original material is preferred.
4. Architectural metal surfaces and features **must be painted in** the Village of Pinehurst Color Palette, unless it is a copper surface.
5. Metal roofs or flashing **must not have** a coating applied.

N. PAINT

Paint color plays an important role in defining the special character of homes and structures in the Historic District. An appropriate color, when applied with complementary accent colors, can enhance a structure's architectural style and accentuate its defining features. Because of the variety of architectural styles in the Historic District, a range of color schemes are appropriate as described below.

- Cottages and houses in the Colonial Revival style are usually painted white or soft colors such as gray or yellow with the trim painted a complementary color.
- Craftsman bungalows, on the other hand, are characterized by a mix of exterior materials, including shingles, brick, and stucco, which may be stained or, in the case of brick, left unpainted. Any wood trim is usually painted white, gray, or an earth tone, to contrast with the darker wall materials.
- The ornate style of Queen Anne Victorian houses permits the most exuberant use of color for decorative accents like brackets and the moldings of window and door surrounds.



In the case of most architectural styles, the following principles should guide the choice of color.

- **A simple color scheme will allow the building's features to shine.** Choose three colors: the most muted and palest color for the walls, a major complementary color for the trim, and a more intense minor accent color for the front door. Consider the roof material as the fourth color.
- **Muted colors of lighter value are suitable for walls and trim; intense colors and those of darker value should be limited to minor accents.** The intensity of a color depends on the purity of hue; the value of a color depends on the amount of white mixed into the color.
- **The color scheme should be congruent with the paint colors on the surrounding properties.**

The Village of Pinehurst Color Palette includes approved colors for the Historic District. Appendix F provides a listing of the approved paint colors with manufacturer reference numbers. The catalogue with samples is available for viewing in the Planning and Inspections Department at Village Hall.

✓ Choose a simple color scheme. Most houses require no more than four colors:

- roof color,
- wall color,
- major accent color for trim areas such as porch, cornice, and window frames and sashes, and
- minor accent color for the front door, small decorative details, and, window sashes.



■ roof ■ wall ■ major trim ■ minor trim / accent

Color is directly related to a building's style. Color schemes for most buildings, regardless of style, usually require no more than four colors.

1. Historic painted surfaces and materials that contribute to the character of the structure should be retained and preserved.
2. Paint and stain colors **must be** in the Village of Pinehurst Color Palette. Darker colors in the Village of Pinehurst Color Palette recommended for trim should only be used for trim.
3. Replacement gutters and downspouts should be coated with paint or a baked-on enamel finish in the Village of Pinehurst Color Palette, unless they are made of copper.
4. Exterior storm windows be coated with paint or a baked-on enamel finish, usually the same color as the window sash or trim.
5. Wooden fences ~~must be painted white or stained~~, painted or have a clear finish coating.



6. Fabric awnings colors **must be compatible** with the exterior colors of the existing structure.
7. Decks and porches **must be painted, stained or have a manufactured color** compatible with the color of the structure and the Village of Pinehurst Color Palette.
8. Painting copper and terra cotta surfaces **is not permitted**.
9. Foundations that were previously painted should be painted to visually differentiate the foundation from the main body of the structure.
10. Paint color choices must not duplicate existing structures in the immediate streetscape, except for white.



IV. RESIDENTIAL NEW CONSTRUCTION



The following Guidelines apply to building new homes in the Historic District.

- Chapter A cites prevalent architectural styles of homes
- Chapter B describes general points such as scale, relationship to streetscape, setbacks and color
- Chapters C and D address window, doors and shutters
- Chapter E describes accessory buildings such as garages
- Chapter F outlines appropriate building materials

Review of Section III *Changes to Existing Residences* may provide additional insight about the proposed project. Please consult Section VII *Site Features* for details on Guidelines for such features as fences, landscaping or lighting that may be relevant to new construction projects.

Note that requirements are in bold face copy as in the example below.

Flat roofs **must not be** the predominant roof style.



A. CHARACTERISTIC ARCHITECTURAL STYLES

DESIGN GOAL

The Village of Pinehurst is not frozen in time. It continues to evolve by

- *Respecting the character-defining features of the Historic District when designing a new residence*
- *Promoting compatible new construction that blends comfortably with existing historic structures*

Within the Historic District, the following seven architectural styles are prevalent for homes.

1. Cottages with sloping, uneven roofs
2. Craftsman bungalows with low-pitched roof and wide overhang of eaves
3. Colonial Revival homes with rectangular houseshape
4. Georgian Revival with square, symmetrical footprint
5. Federal Revival with hipped roof and prominent chimney
6. Queen Anne/ Victorian with asymmetrical silhouette and often corner tower or turret
7. Ranch single-story home

Appendix E contains pictures of each style along with characteristic features. Property owners are encouraged to consider selecting one of these styles as new construction projects are contemplated.

B. GENERAL GUIDELINES

DESIGN GOAL

Scale is an important consideration to assess whether an addition, accessory building, or new construction is congruent with the Historic District.

While there is no numerical formula for judging scale, several relevant factors are used by the HPC to assess scale including

- Total square feet
- Height
- Footprint
- Mass
- Impact on adjacent structures

The HPC considers these factors in the context of the average size of structures, as well as the presence of similar-sized structures in the Historic District.



1. All construction **must be compliant** with the PDO and adhere to the relevant Guidelines herein as appropriate to specific projects.
2. New residential primary structures **must be congruent** in size, scale, proportion, height and width with the range of existing structures within the Historic District and **must not visually overpower** adjacent primary structures.



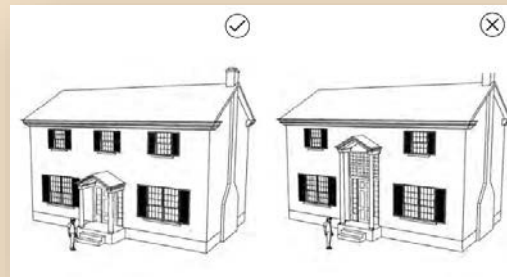
DESIGN GOAL

While variety has value, residences too large or too small will appear out of place and scale when compared to nearby homes

3. New residential primary structures **must be congruent** with the Historic District in terms of style, fenestration, materials, color, texture, and architectural detail.
4. New construction **must not duplicate** either in color or architecture existing structures in the immediate streetscape.
5. Color schemes **must comply** with the Village of Pinehurst Color Palette as described in Section III, Chapter N, and should be compatible with the architecture of the structure.
6. Detailing on new primary structures should be compatible with its overall architectural style.

DESIGN GOAL

The proportions of a front porch should be compatible in size and scale with the structure, as well as with adjacent properties.

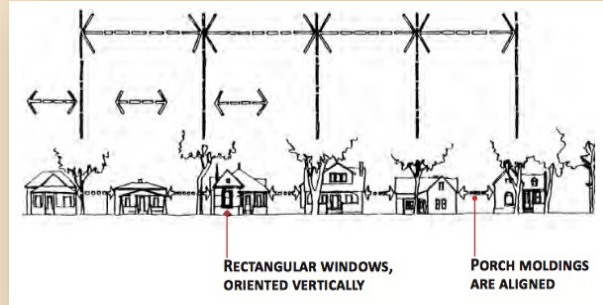


7. On the front elevation, posts and columns **must** be of dimensions, shapes and styles that are compatible with the architecture and size of the main structure.
8. Orientation and setback of a primary structure's front elevation to the street **must be congruent** with the orientation of primary structures on the immediate streetscape.



DESIGN GOAL

Similar side yard setbacks establish a rhythm of building fronts along a street, which should be maintained. The pattern illustrated to the right is typical of many streets in Pinehurst.



9. Roof forms should be congruent with the Historic District.
 - a. A simple roofline – such as gable, gambrel, or hip – is congruent with the Historic District architecture.
 - b. A-frame, dome, and mansard roofs **are not permitted** in newconstruction.
 - c. Flat roofs **must not be** the predominant roof style.

Did You Know?

Traditional, turn-of-the-century homes typically had simple, pitched rooflines to minimize leaks. Simpler rooflines contribute to a harmonious streetscape in Pinehurst and are less expense.

DESIGN GOAL

The houses to the right have the same floor plan. The one on the far right with multiple pitches may seem more interesting, yet the roofs serve no purpose to support the structure. The house on the left reflects a simple, well-proportioned house that fits with Pinehurst homes.



✓ A well-proportioned design with simple lines

✗ A house with overly decorative, complex roof lines

C. WINDOWS AND DOORS

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



DESIGN GOAL

Substantial casing that defines window and door openings is a simple way to create congruent character for the façade of a residence



✗ A house with 2-inch casing



✓ A house with 6-inch casing on top of the window and 4-inch window casing on sides and bottom

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

Did You Know?

In early construction, taller windows were more economical to build. A narrower window meant a smaller lintel (the extra wood in framing on the top of a window to support the wall above) and therefore less money. Tall, rather than horizontal windows, also provide a better chance of catching the movement of the sun.

DESIGN GOAL

Vertical windows are prevalent in the Historic District



✗ A house with all horizontal windows



✓ A house with all vertical windows

3. There **must be** at least one window on the ground level of side elevations.



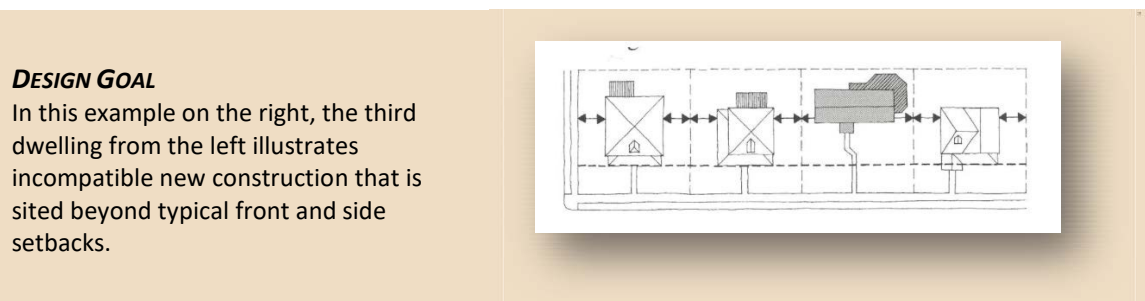
4. Bay windows should sit on a stone/brick foundation, wood brackets, and/or an extension of beams from the main structure.
5. Glass block windows **are not permitted** on street-facing elevations.
6. Painted, tinted or filmed windows or doors **are not permitted**.
7. Sliding doors on street-facing elevations **must present the appearance** of French doors with true or simulated divided lights.

D. SHUTTERS

1. Operable shutters are recommended.
2. Shutters on arched windows **must match** and have an arched head as well.
3. Windows in street-facing facades should have shutters where appropriate.
4. **Shutters must be congruent with existing shutters in the Historic District in style, material, design and color.**

E. ACCESSORY BUILDINGS

1. All proposed site features and accessory buildings, including garages, and other buildings, as well as other structures such as gazebos, fences, and walls **must be compatible** with features of the principal structure and other accessory buildings in the Historic District.



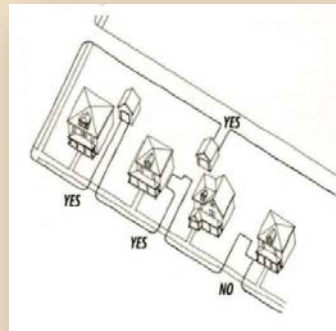
2. Accessory buildings **must be equal or lower** in height than the primary structure and the roof **must have an equal or lower slope** than the primary structure.



3. Attached garages should not be prominent on the street-facing elevation and should be set behind the front facade of the primary structure. Every effort should be made to position garages so that the garage doors open to the rear or side of the dwelling.
4. Detached garages and other accessory buildings for new residential construction **must be set behind** the front facade of the primary structure.

DESIGN GOAL

The garages are set back in both examples, including an alley entrance



- a. Detached garages that open to the street are strongly discouraged. Every effort should be made to position garages so that the garage doors open to the rear or side of the dwelling.
 - b. A garage that opens toward the front should be set back at least 10 feet from the front elevation of the residence.
 - c. **Multiple** front-facing garages **that dominate the façade** are not allowed in the Historic District.
5. Driveways should be as inconspicuous as possible in terms of area and material.

F. BUILDING MATERIALS

1. The predominant materials and finishes for proposed new primary structures **must be congruent** with the historic materials and finishes in the Historic District in terms of composition, scale, module, pattern, detail, texture, finish, and color.
2. Clapboard, stucco, brick, stone, wood, shingles, or combinations of these are some of the more customary materials in the Historic District and are recommended.
3. The following materials and treatments **are not permitted** for new residential construction in the Historic District.
 - a. Asphalt or asbestos siding or shingles, including those stamped or embossed with a brick or stone pattern, for walls
 - b. Sheets of plywood siding
 - c. Vinyl or aluminum siding
 - d. Plastic, sheet metal, or a similar material used as siding or panels
 - e. Any treatment of material that imparts a glossy or reflective finish to the material



- f. Terra cotta, concrete, cinderblock, or glass brick that is incongruous with the character of the Historic District
- g. Bricks or stone laid in a pattern that is incongruous with the character of the Historic District.



V. CHANGES TO EXISTING COMMERCIAL STRUCTURES



The following Guidelines apply to proposed projects that change or renovate exterior facades of existing commercial structures in the Historic District.

- Chapter A describes general points about preserving facades and architectural details
- Chapter B describes similar details for storefronts
- Chapter C addresses signage and awnings
- Chapter D reviews additions as well as free-standing kiosks

Direction on building elements and building materials as reviewed in Section III *Changes to Existing Residences* may provide additional insight about the proposed project. Please consult Section VII *Site Features* for details on Guidelines for such features as fences, landscaping or lighting that may be relevant to an addition or renovation project.

Note that requirements are in bold face copy as in the example below.

Commercial facades **must not be covered** with any kind of synthetic material.

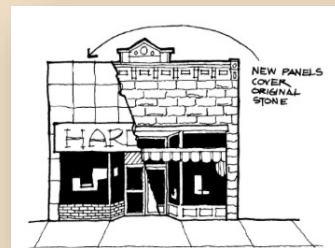


A. GENERAL GUIDELINES

1. Commercial buildings and their facades, including fenestration and architectural details such as cornices, string courses, wall finishes, pilasters, and other decorative elements, should be retained and preserved.
2. Paint colors **must be** in the Village of Pinehurst Color Palette.
3. If a portion of or the entire facade element has deteriorated, only the deteriorated section should be repaired and replaced in kind or with compatible substitute materials compatible with the original.
4. Commercial facades **must not be covered** with synthetic material.
5. Decorative elements that are incompatible with the architecture should not be added to a structure in the Historic District.
6. Clear display glass should not be replaced with opaque, colored, stained glass or similar material.
7. Artistic murals should not be placed on commercial buildings.

B. STOREFRONTS

1. Storefronts should be retained and preserved along with their functional and decorative features, including entrances, display windows, transoms, bulkheads, pilasters, columns, signs, awnings, upper story windows, cornices, and details.
2. Deteriorated storefront feature(s) should be repaired rather than replaced and should match the original in size, scale, proportion, material, texture and detail if it is available.
3. If replacement of the entire storefront is necessary, the new design should be based on the original or a new design that is compatible with the original in size, scale, proportion, material, texture and detail with the building and the Historic District.
4. Display windows should not be reduced in size.
 - a. Snap-in muntins are not permitted
 - b. Replacing clear display glass with opaque, colored, stained glass or similar material **is not permitted**.
 - c. Reopening covered or infilled glass transoms is recommended.
5. Covering historic storefronts with synthetic material **is not permitted**.



Historic building materials should not be covered



C. AWNINGS

1. Fabric awnings mounted above display windows **must be compatible** with the character of the building and congruent with the Historic District. Any lettering should be placed along the bottom flap only.
2. Awnings **must be muted** in color and compatible with the Village of Pinehurst Color Palette.
3. Awnings of complex modern design **are not permitted** in a commercial setting. Awnings should not be lit from below.

D. ADDITIONS

1. Additions to commercial buildings **must preserve** their significant materials, features, texture, mass, scale, and overall character.
2. Only minor changes should be made to public or primary elevations. To minimize the loss of materials and features, additions should be placed on secondary elevations.
3. If a building is highly visible and of special importance in the Historic District, the secondary elevations become primary elevations and addition(s) should be avoided.
4. Additions **must be compatible** with the size, scale, mass, and proportions of the existing building.
5. Rooftop additions should be avoided but, if necessary, they **must be compatible** with the character of the building.
6. Any street furniture, such as benches, trash receptacles, fountains, and bollards that appear to be an integral part of the building and contribute to its design, should be compatible with existing street furniture found in the Village Center.
7. Freestanding ATMs and kiosks of any kind **must be congruent** with the Historic District.



VI. COMMERCIAL NEW CONSTRUCTION



The following Guidelines apply to building new commercial structures in the Historic District.

- Chapter A describes typical architectural styles found among businesses in the Village Center
- Chapter B describes general points such as scale, building materials, windows and roofs
- Chapter C defines use of franchise architecture
- Chapter D details provisions for utilities and service areas

Direction on building elements and building materials as described in Section V *Changes to Existing Commercial Structures* may provide additional insight about the proposed project. Please consult Section VII *Site Features* for details on Guidelines for such features as signage, landscaping or lighting that may be relevant to new commercial construction projects.

Note that requirements are in bold face copy as in the example below.

Facade materials **must consist of brick, shake, wood clapboard**, or a similar compatible substitute material.



A. CHARACTERISTIC ARCHITECTURAL STYLES

DESIGN GOAL

Design of a new commercial, mixed use or multi-family structure should respect the historic development pattern in the Village of Pinehurst.

- *Establish a sense of human scale*
- *Reflect typical historic lot and building widths*

If a new building is wider than was historically typical, it should incorporate design features that divide it into smaller modules to suggest the underlying historic lot pattern.

Within the Historic District, two typical styles are found for commercial structures

1. Brick, one or two-story Federal or Georgian buildings
2. White clapboard, one or two-story Colonial or Greek Revival buildings

Property owners are encouraged to consider selecting one of these styles as they contemplate new commercial construction projects. Refer to Appendix E for examples of these styles.

B. GENERAL GUIDELINES

1. New commercial construction **must be congruent** with the existing commercial buildings in the Historic District and should follow the architectural tradition of one and two-story structures.

DESIGN GOAL

Reflect typical historic lot and building widths.

A new building should incorporate design features that divide it into smaller modules. Changes in building height and materials, as well as architectural moldings and wall offsets can be used to express typical historic building widths to help a larger structure fit into the surrounding historic context.





DESIGN GOAL

Establish a sense of human scale

A building's overall design and its architectural parts relate to human dimensions and proportion with the use of design features – windows, awnings, balconies – that visually delineate human-scale spaces. Pedestrians experience a series of stimulating, appropriately scaled locations.



2. New commercial construction **must be congruent** with the character of similar architectural elements found on existing commercial buildings in the Historic District with respect to its horizontal and vertical articulation, architectural detail, and other design elements.
3. Windows **must be congruent** with the character of similar architectural elements found on existing commercial buildings in the Historic District.
 - a. Storefront windows should provide views to interior activity areas or displays.
 - b. Glass curtain walls, reflective glass, and painted or darkly tinted glass **are not permitted**.

DESIGN GOAL

The street-level storefront is the most noticeable portion of a commercial building's facade. Its function is to

- Allow goods to be displayed to the public,
- Provide daylight to the shop interior, and
- Offer a welcoming entry for shoppers.

These functions rely on large glass display windows, glass transoms, and doors to make the storefront transparent. Distinctive entry paving, bulkheads of contrasting material, decorative storefront cornices, awnings, and other features often add architectural interest to a storefront.

4. Facade materials **must consist of brick, shake, wood clapboard**, or a similar compatible substitute material.
5. Entrances should be congruent with the character of similar architectural elements found on existing commercial buildings in the Historic District.
 - a. Entrances should be clearly visible from the street.
 - b. Entrances and exits **must be well lit** to provide visibility and promote safety.
 - c. Buildings that occur at the intersection of roadways should angle the entrance toward the corner of the street whenever possible.



6. Roof forms **must be congruent** with those on existing commercial buildings in the Historic District.
7. Architectural ornaments along the roof line, such as molding, entablature, or friezes **must be congruent** with elements found on existing commercial buildings in the Historic District.
8. New buildings **must be painted** in colors that are in the Village of Pinehurst Color Palette.

C. FRANCHISE ARCHITECTURE

Franchise or prototype architecture **must comply with** guidelines for new commercial construction.

D. UTILITIES AND SERVICE AREAS

1. All roof and wall-mounted mechanical, electrical, skylights and solar panels, as well as vent pipes, **must be screened** from the public view.
2. Required service areas for a building **must blend** with the building and be screened so that they do not draw attention to the functionality of the area.



VII. SITE FEATURES



The Site Features Guidelines apply to proposed projects whether changes to existing residences or commercial buildings in the Historic District, or new residential or commercial construction in the Historic District.

- Chapter A details fences and walls including building materials and specifications
- Chapter B addresses driveways and off-street parking provisions
- Chapter C describes appropriate landscaping and vegetation
- Chapter D lists provisions for swimming pools
- Chapter E prescribes lighting
- Chapter F addresses both residential and commercial signage
- Chapter G details use of rights-of-way, business fronts and alleys
- Chapter H describes provisions to meet health and safety code requirements

Note that requirements are in bold face copy as in the example below.

New picket fences **must be substantially open** in character. The pickets **must not be less than** two inches nominal nor wider than four inches nominal, with a minimum of two inches and a maximum of four inches between pickets, and pickets **must be at least** one nominal inch thickness.



A. FENCES AND WALLS

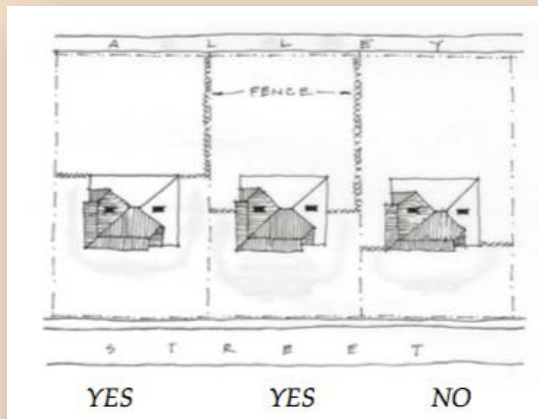
Examples of appropriate wooden picket fences for the Historic District



1. The Village of Pinehurst traditionally considers streetscapes as a community asset, one that provides open views and vistas and creates a natural setting. Front yard fences are not recommended, but if fencing is desired, the resulting fence **must be congruent** with the Historic District.
 - a. Historic fences and walls that contribute to the character of the Historic District should be retained and preserved especially if they meet current Guidelines.
 - b. All architectural features that are character-defining elements of existing fences and walls, including gates, pillars, hardware, decorative pickets, and rails should be retained and preserved.
2. If repair or partial replacement of an existing fence or wall is necessary, new material should match the existing material in composition, size, shape, color, pattern and texture if available. If a non-conforming fence is replaced, the replacement **must comply** with the Historic District Guidelines.
3. Residential street side fences **must be** wood picket, brick or wrought iron **or metal (aluminum) that resembles wrought iron**.
 - a. White wood picket fences are the preferred residential street-facing fence type.
 - i. New picket fences **must be substantially open** in character. The pickets **must not be less than** two inches nominal nor wider than four inches nominal, with a minimum of two inches and a maximum of four inches between pickets, and pickets **must be at least** one inch nominal thickness.
 - ii. All other wooden fences **must be stained, painted, or have a clear finished coating**. Painting, staining or other finish **must be completed** within six (6) months of installation.
 - b. Metal fences painted to resemble wrought iron **must adhere** to the following minimum standards.
 - i. Picket external size 5/8-inch by 5/8-inch with .042" thickness
 - ii. Horizontal rail external size 1-inch by 1-inch with .052" thickness
 - iii. Post size 2-inch by 2-inch with .060" thickness
 - iv. 3 7/8-inch thickness spacing between pickets
 - c. Brick and stacked stone walls are permitted.
 - d. Existing unpainted brick walls or fences should not be painted or otherwise coated.
 - e. Vinyl and chain link fencing **are not permitted** on residential properties.



4. When measuring fence height, consider all fence elements including posts.
 - a. Fences on the ~~rear and~~ non-street sides of the property **must not be taller** than six (6) feet in height ~~from the back corner of the house and street-side fences must not be taller than three and a half (3.5) feet.~~
 - b. Brick and stacked stone walls on the street sides of the property **must not be taller** than two and a half (2.5) feet in height.
 - c. ~~Back-yard~~ Fences greater than three and a half (3.5) feet in height **must not extend** forward from the back corner of the house. An exception is to screen a private residence from a commercial or institutional building or parking lot, in which case, the fence **must not extend** beyond the front corner of the structure.
 - d. Shadow box fences for back and side yards **must have vertical board width** of not less than four inches nominal and not more than ten inches nominal with a maximum overlap of one inch, and boards **must be at least** three-quarter (3/4) inch nominal thick.
 - e. Solid wooden fences **are not permitted** in the Historic District.



The two configurations on the left are appropriate for fence installations.

The fence on the far right is not appropriate because street-side fences must not be taller than 3.5 feet.

B. DRIVEWAYS AND OFF-STREET PARKING

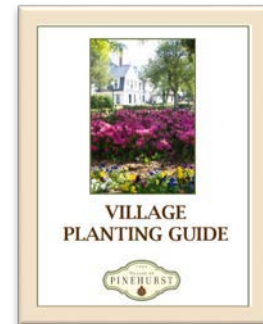
1. The historic configuration and materials of existing driveways and alleys should be retained and preserved whenever possible.
2. New driveways should be located so that a minimum of alteration to historic site features, such as landscaping, walkways, and retaining walls, is necessary.
3. All new parking areas should be screened from adjacent properties.
4. Existing mature trees on the property should be incorporated into new parking areas whenever possible, and new trees introduced to re-establish the tree canopy over time.
5. Off-street parking areas should not be located in front yards or rights-of-ways.
6. Large off-street parking areas that dominate the rear yard and cause the residential character of the site to be lost are **not permitted**.



7. Concrete driveway color should be earth-tone tints or coloring that blends with the natural environment in which the property is located.

C. LANDSCAPING AND VEGETATION

1. Landscaping that contributes to the character of the Historic District should be retained and preserved as much as possible.
 - a. Specific landscape features that are character-defining elements of the Historic District, including large trees, hedges, foundation plantings, grassy lawns, ground cover, trellises, patios, terraces, fountains, and gardens, should be retained and preserved as much as possible.
 - b. Trees and shrubbery characteristic of the Historic District and native to the Pinehurst area should be preserved if possible.
 - c. Appendix G lists recommended plants in the *Village Planting Guide*. The full guide with the cover depicted on the right can be found on the Village of Pinehurst website.
2. Existing large trees and other significant landscape elements should be incorporated into plans for additions and new construction. New landscape elements should be compatible with similar features in the Historic District.
 - a. Existing brick and stone pavers should be preserved.
 - b. Edging materials that are incompatible with the character of the Historic District, such as exposed landscaping timbers, are not permitted.
 - c. Pre-cast landscape cement block of a commercial nature is not permitted in residential areas.
 - d. Arbors, trellises, and pergolas must be constructed in a manner that is compatible with the architecture of the primary structure.
3. Removal of trees twelve (12) inches in diameter at breast height (DBH) and larger **must not unreasonably compromise** the existing tree canopy and the historic appearance of the landscape.
 - a. New construction should minimize the impact on existing mature trees and their root systems, both on and adjacent to the construction site, including additions, driveways, and accessory buildings.
 - b. Tree removal within the Village's right-of-way is regulated by the Assistant Village Manager for Operations. Please call (910) 295-1900 to arrange a site visit.
4. Mechanical equipment such as air conditioners or heat pumps, should be located on non-character-defining elevations of the structure whenever possible. These systems should be screened by the use of planted material or appropriate fencing if they are easily visible from the street.
5. Satellite dishes that are larger than 39.37 inches or one meter in diameter **must not** be easily visible from the street.





6. Public street furniture such as benches, trash receptacles, fountains, and other accessories should be designed to enhance and blend with the surroundings. These elements should be compatible with the Historic District, not attract undue attention and should not exceed 3.5 feet in height.
7. Trash cans should be screened from public view.
8. Rain barrels should be installed in a manner that is discrete and unobtrusive.

D. SWIMMING POOLS

1. In-ground swimming pools **must not be easily visible** from the street.
 - a. On corner lots, pools **must be located** in the portion of the rear yard farthest from the street.
 - b. Slides **must not be easily visible** from the street.
2. Above ground pools **are not permitted** in the Historic District.

E. LIGHTING

1. New exterior lighting **must be compatible** with the residential quality of the property, and the Historic District.
2. Lighting levels that provide adequate safety, yet do not detract from or overly emphasize the structure and landscape elements should be used.
 - a. Low level lighting at the public-private edge of the property should be used for the safety of pedestrians.
 - b. Lighting should be minimized by carefully locating light sources, rather than indiscriminately lighting broad areas.
 - c. Directional lighting should be used to avoid spilling light onto adjacent properties.

DESIGN GOAL

Lighting should respect the environment and residential neighborhoods in Pinehurst. As the illustration on the right depicts, down lighting is favored.





F. SIGNAGE

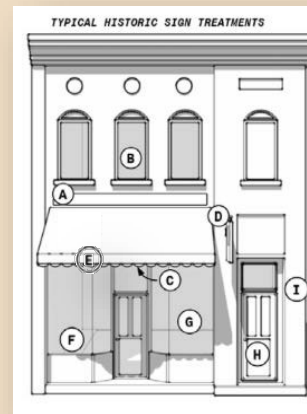
Early photographs of the Village of Pinehurst's commercial districts show a great variety of commercial signs, some of which may serve as prototypes for new commercial signage. Occasionally, an antique sign may even be restored for contemporary use. Awnings provide an opportunity for commercial signage, as do storefront display windows and transoms. Gold leaf, for example, on windows and signage is a simple way to make existing and new signage more congruent with the Historic District.

DESIGN GOAL

While all signage **must conform** to the requirements of the village of Pinehurst Development Ordinance, below are additional considerations to encourage signage plans that contribute to the "sense of place" of the Historic District.

- *Signs should be viewed as part of an overall graphics system for the building. They do not have to do all the "work" by themselves. The building's form, name and outstanding features, both decorative and functional, also support the advertising function of a sign. Signs should work with the building, rather than against it.*
- *New signs should respect the size, scale and design of the historic building. Often features or details of the building will suggest a motif for new signs.*
- *Sign placement is important: new signs should not obscure significant features of the historic building.*
- *New signs should also respect neighboring buildings. They should not shadow or overpower adjacent structures.*
- *Sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.*
- *New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and sign loads should be properly calculated and distributed.*

1. Significant historic signs within the districts or landmark properties should be preserved and maintained.
 - a. Original signage incorporated into the architectural detail of commercial buildings should also be preserved.
 - b. Signs in the Village Center and other commercial districts can reflect the era and the character of the building and the Historic District. They can also incorporate contemporary design and materials if their scale and location are historically appropriate.
2. Signage on residential and commercial buildings **must be compatible** with the Historic District.
 - a. Signage color **must be** in the Village of Pinehurst Color Palette and **must be muted** in hue.
 - b. Signage fonts **must be characteristic** to the Historic District. A list of approved font examples may be obtained from the Village Planner.
 - c. New signage **must be composed** of materials characteristic of the Historic District, such as wood, stone, or metal. Any substitute materials **must** present an authentic look and texture.



- A. Cornice or Belt Sign
- B. Upper-floor Window Sign
- C. Transom or Frieze Sign
surface below awning
- D. Hanging "Blade" Sign
- E. Awning Flap Sign
- F. Lower Display Window
- G. Central Display Window
- H. Glazed Door Sign
- I. Wall Sign for Upper Floor Tenants

3. New signage in the Historic District should reflect the character of the Historic District.
4. New signs **must be compatible** with the storefront in material, scale, texture, and color.
 - a. The compatibility of new signage in the Historic District will be reviewed in terms of location, size, materials, color, scale, and character.
 - b. It is not appropriate to install signs that obscure or detract from the character- defining features of the store.
 - c. Signs mounted on the fronts of buildings to designate multiple businesses in retail/office centers should be compatible in scale with the building's architectural elements, compatible in placement and size, and compatible in design material and color, but not necessarily identical.
5. Signage should be attached in a manner that does not cause permanent damage to the facade of the structure. Flush-mounted signs should be installed in appropriate locations that do not conceal architectural features or details.
6. Lighting for signs **must be congruent** with the character of the Historic District.
 - a. Internally illuminated signs, plastic signs, neon signs, or flashing signs **are not permitted** in the Historic District.
 - b. External illumination for signs should be white light only, directed toward the face of the sign, and down lighting is preferred.



G. RIGHTS-OF-WAY, BUSINESS FRONTS AND ALLEYS

Village, private, public utility, and/or North Carolina Department of Transportation (NCDOT) initiated projects in the public right-of-ways (ROW) **do not require** approval from the Historic Preservation Commission.

- Village and private ROW projects **require approval** by either the Assistant Village Manager for Operations or Public Services director.
- NCDOT ROW **requires approval** from the District Engineer.
- Public utility ROW projects **require approval** from the governing utility company.

The following three Guidelines apply to the Historic District and are administered by the Assistant Village Manager for Operations or designate. Contact (910) 295-1900 for inquiries or coordination.

1. Pruning and trimming trees and bushes in the public right-of-way should preserve the existing tree canopies and historic streetscapes in the Historic District.
2. Street lighting **must be congruent** in design, materials, and scale with the character and the pedestrian scale of the Historic District.
3. Necessary street furniture, trash receptacles, mailboxes, publication dispensers (including newspaper racks and real estate flyer boxes) should not compromise the character of the Historic District.

H. INSTALLATION OF SMALL/MICRO WIRELESS FACILITIES

Introduction of new telecommunication s facilities may be needed to accommodate the growing demand for wireless telecommunications services. These facilities should have minimal visual aesthetic impacts and preserve the special character of the Historic District. The following guidelines apply to the installation of such facilities within the Historic District including right-of-ways and alleys.

1. All installations must comply with the requirements of the PDO in order to be considered for a Certificate of Appropriateness (COA) in the Historic District.
2. All new facilities, including those added to existing structures and poles, must be congruent with the special character of the Historic District.
3. All new poles or structures must be compatible in design, materials, height, and scale with existing street lighting and traffic light installations in the Historic District.
4. Such facilities may not be installed on flagpoles.
5. Wherever possible, these facilities should be located on existing structures.

I. ACCESSIBILITY, HEALTH AND SAFETY

1. Accessibility, health and safety code requirements should be met in ways that do not diminish the character features, materials, and details of the building or site and implemented such that its character-defining features are preserved.



2. Changes to a building, accessibility and life-safety code characteristics or features **must not compromise** the building's character.
3. Fire doors, exterior fire stairs, access ramps, or elevator additions should be designed to be compatible in character, material, scale, proportion, location, detail and finish with the building and existing doors.



VIII. RELOCATIONS OR DEMOLITIONS

Relocations and demolitions are approved by the Historic Preservation Commission for properties within the Historic District.

Note that requirements are in bold face copy as in the example below.

Any damage to character-defining elements and significant architectural features during relocation **must be repaired**.

A. RELOCATIONS

1. Relocation of a primary structure or important accessory building within the Historic District will be considered only when all other preservation options have been exhausted.
2. Before any existing primary structure within the Historic District may be moved or relocated, its original setting and context **must be fully documented**.
3. Guidelines for new construction apply to all primary structures moved into or within the Historic District including principal primary structures, or accessory buildings.
4. Any damage to character-defining elements and significant architectural features during relocation should be repaired.

B. DEMOLITIONS

1. Demolition Guidelines apply to all structures and site features such as pools and ramps within the Historic District.
2. Prior to demolition, property owners should work with the Historic Preservation Commission in seeking alternatives to demolition.
3. Prior to demolition of a primary structure, a complete record of the primary structure **must be made** that describes any distinctive architectural features of the structure, important landscape features and any archaeological significance of the site. This documentation **must be provided** to the Commission.
4. Salvageable architectural materials and features should be identified along with potential buyers or recipients of salvaged materials.
5. Significant site features and adjacent properties should be protected during demolition. Also trees should be protected from damage due to compaction of the soil by equipment or materials.
6. After demolition, all debris **must be removed** from the site within 30 days.



IX. PARKS AND PUBLIC SPACES

- A. Historic parks and public spaces should be preserved.
- B. Construction of buildings in parks and public spaces is discouraged, but may be considered if they are architecturally congruent with the Pinehurst Historic District and meet the Guidelines for new construction.
- C. Removal of trees should be minimized except for normal pruning and diseased and damaged trees.
- D. Public art, statuary, artifacts, fountains, and memorials may be used as focal points in public spaces.
 - 1. However, those elements should not be placed in locations that will obscure historic buildings or their architectural features and detail.
 - 2. Scale, context, and installation methods of the proposed feature should be considered in determining the appropriateness of the placement and location.
- E. Benches, light fixtures, trash receptacles, fountains, and other furnishings should be designed to enhance and blend with the surroundings and be congruent with the Historic District.
- F. New playgrounds should be congruent with the character of the Historic District in regard to scale, size, color and materials.
- G. New plants should be chosen from the Village of Pinehurst Planting Guide.



LIST OF REFERENCES

Appendix

- A. History of Pinehurst**
- B. Map of the Pinehurst Historic District**
- C. List of Properties in the Pinehurst Historic District**
- D. Certificate of Appropriateness Application Procedures**
 - Figure 1 Application Form
 - Figure 2 Checklist
- E. Characteristic Architectural Styles**
- F. Village of Pinehurst Color Palette**
- G. Village of Pinehurst Planting Guide**
- H. Relevant Statutes and Resolutions**
 - Figure 1 North Carolina Statute for Historic Districts and Landmarks
 - Figure 2 Village of Pinehurst Resolution Creating the Pinehurst Historic District
 - Figure 3 Village of Pinehurst Resolution Creating Historic Preservation Commission
- I. Resources**
 - Figure 1 The Secretary of the Interior's Standards for Rehabilitation
 - Figure 2 Resources for Technical Information from the National Park Service
 - Figure 3 Preservation from the National Park Service
 - Figure 4 Tax Credits
- J. Glossary**



APPENDIX A HISTORY OF PINEHURST

Development of Pinehurst 1895-2016

The Village of Pinehurst today retains its historic character as a golf resort due to the careful preservation of original structures from the late 19th and early 20th centuries and the cultivation of its lush landscape. The core of wooded village green, hotels, shops, churches, and cottages spreads outward along curving and concentric roads to include the larger estates of the 1910s and 1920s. Throughout, mature landscaping envelops the various parts into a unified whole. On the south side of the village, manicured golf courses, tennis courts, a swimming pool complex, and an equine sports facility provide the physical setting for the resort's primary recreational activities.

1895

Pinehurst began in 1895 when James Walker Tufts, a manufacturer from Boston, Massachusetts, and head of the American Soda Foundation, purchased the first parcel of land for his health resort in the Pine Barrens of North Carolina. He had long envisioned a beautiful, healthful, New England-style village, where those suffering from respiratory and other ailments, could come with family and friends to recuperate in the land of sparkling water, abundant sunshine, and oxygen-producing pine trees.

For his project, Tufts ultimately assembled 5,980 acres of mostly cut timber lands at a cost of \$7,400. While he was still acquiring the land, he hired the New York-based landscape architecture firm of Olmsted, Olmsted and Eliot to create a "Diagram for the location of hotel and cottages." Though Frederick Law Olmsted, Sr. was responsible for the conceptual plan, the major design work and implementation were carried out by one of Olmsted's assistants, Warren H. Manning. Manning was involved from the beginning and continued to work with Pinehurst for several decades, as well as to advise numerous property owners on their own private cottage grounds and gardens.

Manning himself described the landscaping task at Pinehurst in an article for the December 10, 1897 issue of *The Pinehurst Outlook*. The site selected for the village was characterized by "wide sweeping slopes and valleys that suggested a broad treatment and required a curvilinear system of roads." The central feature was "the Village green, located in a broad, shallow amphitheater-like valley and designed to be the heart of the village, with the inn, the hall, the store and casino sites at its head on the main street and along the line of the electric tracks. The homes for the residents were along the sides of the green and on the streets radiating from it."

By December of 1895, Tufts had built the Holly Inn and more than 25 cottages. For the 1897 season, a total of 38 cottages and boarding houses had been built, in addition to the Department Store, the Casino (where meals were taken for a modest fee), the old Village Hall, the school building, and the Pinehurst Museum. In 1900, the Carolina Hotel was built and it comprised a major addition to the architecture of the village. All these early buildings display a combination of Queen Anne and Colonial Revival architectural styles that were typical of the time. The early cottages were well-built and tasteful, but not lavish, for the Tufts were marketing their health resort to a middle-class clientele. Buildings were predominantly wood frame, and many were clad in wood shingles to create the ambience of a New England village in the North Carolina Sandhills. Thirty-two of the original cottages survive.

Along with the Tufts' aggressive program of building, the implementation of the Olmsted landscape design transformed the village center into an "oasis in the desert." During the first two years, a nursery of exotic and native plants was established and more than 225,000 plants were set out, the majority of which were native materials. Evergreens and winter flowering shrubs were used primarily to create a green village in the winter. Today, pines, hollies, magnolias, laurels, and a range of evergreen shrubs fulfill the requirements.



In 1897 Tufts had to scrap his plan for a health resort as a result of new research on consumption and by the end of the 1897 season, he had banned consumptives from the property. As a result, the focus of the resort shifted to recreation and led to the construction of the golf links and golf club house on the south side of the village. In the fall of 1909, golf course architect Donald James Ross came to Pinehurst and took over the golfing operations, a position he would retain for the next 40 years. He worked constantly to improve the courses according to new theories and methods and today Course No. 2 survives as one of the best preserved Ross-designed courses in America.

1900s and 1910s

In the following decades Pinehurst continued to grow at a rapid pace under the guidance of James Tufts and, and after his death in 1902, his son Leonard Tufts. In the 1900s and 1910s, the majority of building was done in the Village core by Tufts. Winter guests rented cottages for the season or, if coming for a shorter visit, would stay in the many hotel rooms and boarding houses in the Village. However, as Pinehurst continued to establish itself as an ideal winter resort, adding more golfing opportunities, a harness track, and other recreational elements, the nature of development changed. By the mid-1910s and throughout the 1920s, the Olmsted plan of curving streets spread to the west of Beulah Hill Road where properties were larger and substantial homes were built by private owners in a variety of architectural styles. Such designs were in contrast to the earlier and more modest cottage construction completed under the Tufts' supervision. Also in the 1920s, Midland Road was built as the first divided two lane highway in the state, and houses extended eastward along this landscaped boulevard. In 1922, the Pinehurst Country Club was greatly enlarged and remodeled, taking on a Mediterranean feeling with its rough concrete walls, varied roof forms, and a terrace with Tuscan colonnade overlooking the golf courses.

1930s

Events in the 1930s further cemented Pinehurst's role in American golf and gave the resort a much needed boost during the Depression. In 1935, the resort installed its first grass greens (the earlier greens had been sand) and in the fall of 1936, the Professional Golfers' Association of America (PGA) was played on No. 2. The PGA tournament and the North and South Opens were important steps toward positioning Pinehurst as a venue for major professional events in the future.

Despite the drop in the resort business during the 1930s, Pinehurst emerged competitive with other resorts in the southeast that had similarly modernized courses, with watered fairways and grass greens. The war years brought another round of challenges to the Village generally and to golf in particular, which was thought to be a frivolous activity in wartime. Because of its proximity to Camp (later Fort) Bragg, Pinehurst was threatened with an influx of military troops in need of housing. The Village inns and hotels were never occupied, but the surrounding area was more than once the site of massive U.S. Army maneuvers.

Post World War II

In 1945, Pinehurst celebrated its 50th anniversary. In 1946, Richard Sise Tufts, who had been given responsibility for managing the resort by his father Leonard, announced a series of changes. At the center of these modifications was a reorganization of the company's stock and a restructuring of company management. As a result of these changes, Donald Ross resigned. Ross was one of the cohort of men who had run the resort for four decades after the death of the founder, James Walker Tufts. Leonard Tufts had died a year earlier in 1945. Ross himself died in 1948. Finally, Frank Maples, superintendent of the golf courses and a Pinehurst employee since 1902, died in 1949.

Between 1948 and 1960, Pinehurst continued to operate as a seasonal resort; hotels, golf courses, and stores were open only during the season, from late September through May. The resort lifestyle was reflected in the activities of villagers, including sporting events and social gatherings, and in the building that was resumed



during the post-war years. Most homes were built northeast of the Village along Midland, Page, and Everette Roads. They were designed by architects who, like their owners, were knowledgeable about popular styles, though many still incorporated elements of the New England architecture favored by Tufts. A handful of homes were also constructed in an employee housing neighborhood on Medlin and Kelly Roads.

Also during this era, the number of full-time Village residents increased, which required the construction of a public school on Kelly Road and public recreational facilities such as parks, swimming pools, and a library. To handle the increased volume of traffic in the area, the traffic circle was constructed in the mid-1950s at the junction of Highways 15/501, NC 211, and NC 2. In addition, more of the Village's inns remained open during the summer months and added amenities like air conditioning and their own swimming pools.

The Diamondhead Years

Effective December 31, 1970, the Diamondhead Corporation became owners of the Pinehurst Resort. The \$9.2 million purchase price included the Carolina Hotel, the Holly Inn, the Pinehurst Country Club, five golf courses, the garage, race track and stables, service facilities, and several thousand acres of undeveloped land surrounding the resort. In Diamondhead's plans for making improvements to the property, the difference between their vision for the resort and that of the Tufts became clear.

By the 1970s demand for housing in Pinehurst was high and homes located on the edges of golf courses, a concept that was in practice in other fashionable resorts in the country, were highly desirable.

Diamondhead's management chose to cut away areas between the greens and develop them as subdivisions for condominiums and single family homes. This pro-development approach was intensified by the systematic selling off of the thousands of "buffer" acres that surrounded the Village and the resort. These lands were sold off in large tracts and developed as sizable subdivisions. As a result of these development choices, and the loss of vast open spaces, the face of Pinehurst was forever changed.

An opposition movement of residents who were unhappy with Diamondhead's pro-growth strategies and changes to beloved golf courses and traditions led to a suit and court settlement in 1973. Essentially the "Settlement Agreement" gave the residents some power to control Diamondhead by establishing rules for land use and construction. However, not until 1980 did Pinehurst become incorporated as a municipality by order of the state Municipal Board of Control. For good measure the Board also drafted a Charter under which the Village would operate.

ClubCorp to Today

As Diamondhead slowly lost control of the Village and alienated many long-time residents, it was also failing economically. In 1984, the resort was purchased by ClubCorp of America, a corporation that managed resorts and clubs, with very different priorities from Diamondhead. Once again Pinehurst was "back in the resort and golf business," and out of the real estate business. The creator and chief executive of ClubCorp was Robert Dedman, who built his management business to operate and, in some cases own, approximately 200 country clubs, golf courses, and other private clubs and resorts. Under Dedman, Pinehurst became CCA's premier property. Facilities like the Carolina Hotel and Holly Inn were modernized and restored to their former glory. Two new golf courses were added. Finally, professional events returned to Pinehurst No. 2, including the PGA in 1991 and 1992, the U.S. Seniors Open in 1994, and the Men's U.S. Open Championship in 1999, 2005, and 2014, as well as the Women's U.S. Open Championship in 2014.

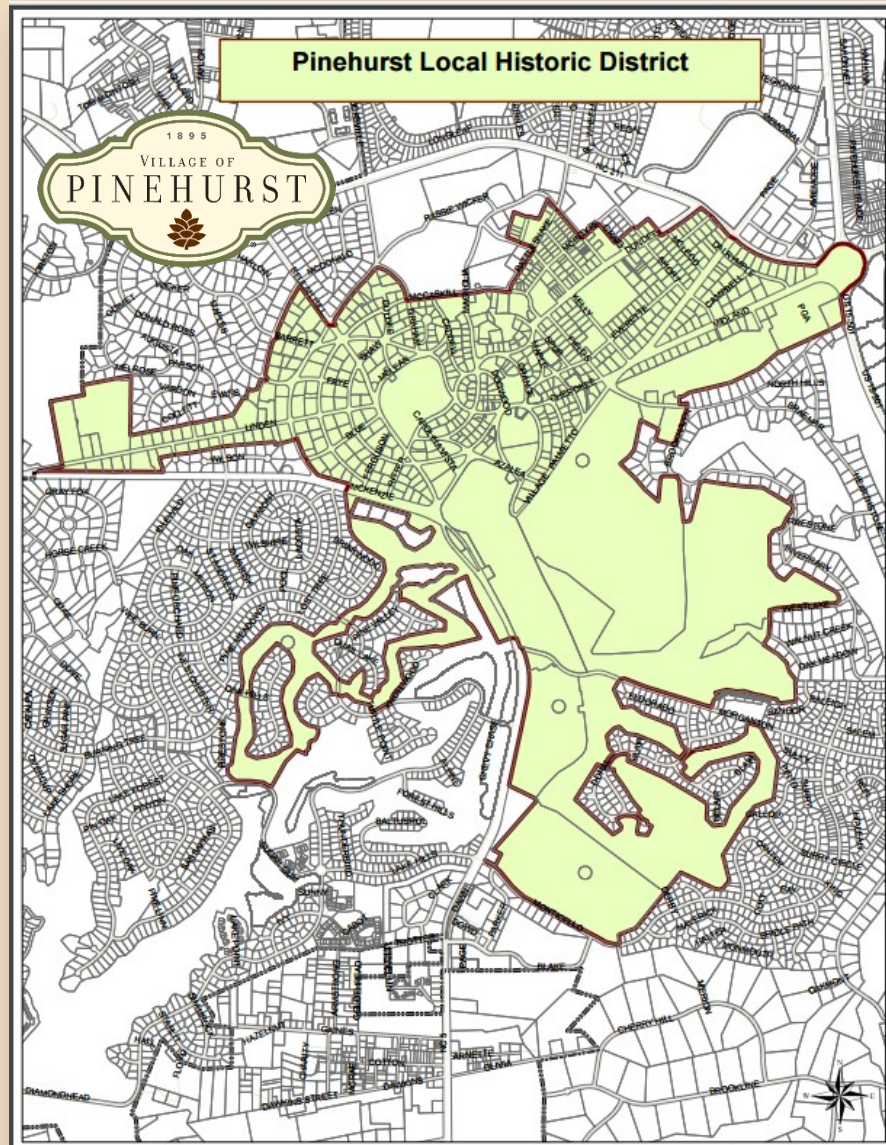
The man who had done the most to restore Pinehurst after the Diamondhead era, Robert Dedman, died in 2002. ClubCorp itself was sold in 2006, but Pinehurst remained in the Dedman family. Today Robert Dedman, Jr., continues his father's legacy as CEO and owner of the Pinehurst resort.



APPENDIX B MAP OF THE PINEHURST HISTORIC DISTRICT

<http://www.vopnc.org/our-community/visiting-pinehurst/village-maps>

From the above location on the Village of Pinehurst web site, select **Local Historic District Map** to view a larger version.





APPENDIX C LIST OF PROPERTIES IN THE HISTORIC DISTRICT

Property Description	Street #	Dir	Property Address	LRK	Year Built
VILLAGE GREEN/AZALEA			AZALEA RD	87000260	V
705 706 707 PHST	15		AZALEA RD	26124	1920
PINEHURST LOT 607 A	80		AZALEA RD	21516	1930
LOT 501-503			AZALEA RD	25426	1905
LOT 403	105		AZALEA RD	26072	1915
WOMANS EXCHANGE			AZALEA RD	26417	ca. 1820
LOT 109 A		W	BARRETT DR	17321	V
LOT 109A	40		BARRETT RD	20020606	1954
PINEHURST LOT 110 A	20		BARRETT RD	21546	1951
Lot 317R	20	E	BARRETT RD	200700118	2008
LOT 110 A	30		BARRETT RD	18220	1969
BOXWOOD LOT 110	55		BARRETT RD	29504	1911
LOT 910	195		BARRETT RD	30737	1921
OLD TOWN LOT 912	175		BARRETT RD	21264	1976
OLDE TOWN LOT 913	165		BARRETT RD	22953	1985
OLDE TOWN LOT 914	155		BARRETT RD	25397	1985
#911	185		BARRETT RD	30738	1997
PINEHURST LOT 125	60	W	BARRETT RD	20201	1952
LOT 325 PART LOT 325 1/2	325		BARRETT RD	25560	1969
VILLAGE OF PINEHURST	25	E	BARRETT RD	24311	2006
CLOSED FERGUSON ROAD			BEAULAH HILL RD	991808	
LAND			BEULAH HILL RD	24972	
LAND			BEULAH HILL RD	24972	
111	405		BEULAH HILL RD	21566	1904
PINEHURST LOT 315	315		BEULAH HILL RD	15315	1920
LOT 424	275	N	BEULAH HILL RD	15485	1921
#410 & #425 & PT #424 OLD TOWN	225		BEULAH HILL RD	15571	1910
PINEHURST LOTS 406 429 1/2 ROAD	40		BEULAH HILL RD	20183	1914
PINEHURST LOT 405			BEULAH HILL RD	24434	1927
CASA BLANCA LOT 411	250		BEULAH HILL RD	30346	1930
PINEHURST LOT 432	100		BEULAH HILL RD	16718	1928
RACE TRACK & 12 BARNS	200		BEULAH HILL RD	29515	1910
PINEHURST LOT 348	55		BEULAH HILL RD	20360	1981
349			BEULAH HILL RD	14389	V
PINEHURST PART LOT 122	455		BEULAH HILL RD	14457	1948
PINEHURST LOT 347			BEULAH HILL RD	21830	V
PINEHURST LOT 328			BEULAH HILL RD	29736	V
407			BEULAH HILL RD	27923	V
PINEHURST LOT 423	290		BEULAH HILL RD N	15603	1974
#346	15		BEULAH HILL RD N	15557	1976
PINEHURST LOT 334	65		BLUE RD	26404	1925
PINEHURST LOT 309	60		BLUE RD	18891	1909
PINEHURST LOT 310	45		BLUE RD	23006	1929
204	115		BLUE RD	17401	1956
LOT PART 238 PINEHURST	135		BLUE RD	22167	1984
GLASS LAND	10		BOARD BRANCH RD	14470	1928
GLASS LOT 3	30		BOARD BRANCH RD	29904	1920
GLASS LOT 2	20		BOARD BRANCH RD	16491	1930
HSE & LOT PHST			BOARD BRANCH RD	20088	V
GRAHAM LAND			BROOKHAVEN	20000503	
VILLAGE OF PINEHURST LOT 393	70		CADDELL RD	17522	1936
PINEHURST LOT 940	60		CADDELL RD	18237	1928
PINEHURST LOT 941	50		CADDELL RD	21278	1920
942	40		CADDELL RD	22504	1916
PINEHURST LOT 943	30		CADDELL RD	23675	1921
CADDELL RD LOT 944	20		CADDELL RD	28353	1900
PINEHURST LOT 945	10		CADDELL RD	14944	1915
PINEHURST LOT 3041	25		CAMPBELL RD	17326	1971
PINEHURST LOT 3039	15		CAMPBELL RD	20783	2003
LOT 3043	45		CAMPBELL RD	17327	1993



Property Description	Street #	Dir	Property Address	LRK	Year Built
PINEHURST LOT 4003	20		CAMPBELL RD	96000582	2000
#4005	30		CAMPBELL RD	21651	1974
OLD TOWN PINEHURST LOT 4007	40		CAMPBELL RD	28144	1979
PINEHURST LOT 3037	5		CAMPBELL RD	24173	1963
OLD TOWN LOT 4009			CAMPBELL RD	28142	V
PINEHURST LOT 708	65		CAROLINA VISTA	17274	1895
PINEHURST PART LOT 402 PART 433	45		CAROLINA VISTA	23373	1920
PINEHURST OLD TOWN LOT 433 PART LOT 402	35		CAROLINA VISTA	17573	1915
298 301 302	15		CAROLINA VISTA	29473	1920
PINEHURST HOTEL AREA 31	80		CAROLINA VISTA	25808	1900
LOT 300 PART LOT 301	5		CAROLINA VISTA	23540	1930
CAROLINA VISTA/CHEROKEE			CAROLINA VISTA	29679	V
PINEHURST LOT 606	55		CHEROKEE RD	21051	1894
HONEYSUCKLE COTTAGE 605	65		CHEROKEE RD	14110	1900
#604 OLD TOWN	75		CHEROKEE RD	17726	1895
LEONARD TUFTS LAND LOT 603	85		CHEROKEE RD	15815	1895
LOT PART 506 & SM PART LOT 507	80		CHEROKEE RD	26645	1981
#504 & 505 & BLDG	60	E	CHEROKEE RD	22043	1896
			CHEROKEE RD	22241	1922
LOT 506 PART LOT 507	86		CHEROKEE RD	29201	
#602	95		CHEROKEE RD	29526	1934
HOLLY INN LAND	155		CHEROKEE RD	14105	1895
EVERETTE LAND	161		CHEROKEE RD	20144	1976
PINEHURST LOT 1807	165		CHEROKEE RD	22507	1896
#1808	175		CHEROKEE RD	30736	1930
1809	185		CHEROKEE RD	14739	1895
1810	205		CHEROKEE RD	16179	1917
CHEROKEE RD LOT 2002	200		CHEROKEE RD	17862	1930
ELM COTTAGE LOT 2001	220		CHEROKEE RD	28797	1920
LOT 1901 PART LOT 1903	170		CHEROKEE RD	24233	1900
OLD TOWN PART LOT 1903	160		CHEROKEE RD	24565	1920
#1721	280		CHEROKEE RD	18551	1930
1720	260		CHEROKEE RD	23557	1928
CHEROKEE RD LOT 1705 PT SPUR RD	255		CHEROKEE RD	22902	1953
PINEHURST LOT 906	135		CHINQUAPIN RD	22679	1920
PINEHURST LOT 907	125		CHINQUAPIN RD	18838	1919
908 & 909	115		CHINQUAPIN RD	14102	1920
LOT 601-B NCNB			CHINQUAPIN RD	15510	1914
FRANKLIN FLATS LOT 601 A			CHINQUAPIN RD	18375	1897
LOT PART 611 SE CORNER	140		CHINQUAPIN RD	30476	1950
PINEHURST PART LOT 611			CHINQUAPIN RD	26468	1930
LOT PART 801	19		CHINQUAPIN RD	29678	1985
BANK BLDG	15		CHINQUAPIN RD	15942	1921
SCOTFIELD PART LOT 802	10		CHINQUAPIN RD	18997	1914
LOT 803 & GEN OFFICE	5		CHINQUAPIN RD	24677	1896
HARVARD PART LOT 801	25		CHINQUAPIN RD	24850	1901
PINEHURST LOT 1506	80		COMMUNITY RD	26431	1916
PINEHURST LOT 1105	25		COMMUNITY RD	24636	1920
OLD TOWN PART LOT 1104	35		COMMUNITY RD	24851	1920
COMMUNITY ROAD	45		COMMUNITY RD	24845	1934
OLD TOWN LOT 1102	55		COMMUNITY RD	29673	1916
PINEHURST LOT 1009	20		COMMUNITY RD	22778	1920
PINEHURST LOT 1010	85		COMMUNITY RD	23041	1920
PINEHURST LOT 1011	95		COMMUNITY RD	27987	1916
1303 1304 1305 PHST			COMMUNITY RD	24635	1910
PINEHURST LOT 1101 E	65		COMMUNITY RD	29010	2000
PINEHURST LOT 1306			COMMUNITY RD	24633	
2723	2		CRAIG RD	28355	1992
LOT 2637	25		CRAIG RD	20110358	2013
	45		CRAIG RD	20110356	2016
LOT 318 PART LOT 319	40		CULDEE RD	26247	1920
LOT 413 421			CULDEE RD	26358	1927
PINEHURST LOT 350	50		CULDEE RD	24025	1976
3044	75		DALRYMPLE DR	16639	1975; 2005



Property Description	Street #	Dir	Property Address	LRK	Year Built
UNIT 7 LOT 3048	40		DALRYMPLE RD	30672	1996
LOT 3047 UNIT 7 PH I	50		DALRYMPLE RD	95000720	1997
#3046	60		DALRYMPLE RD	26729	1989
#3045 & HOME	80		DALRYMPLE RD	19993	1979
PINEHURST LOT 3049 UNIT 7	30		DALRYMPLE RD	28569	1975
OLD TOWN LOT 3051	10		DALRYMPLE RD	21499	1975
PINEHURST LOT 3050	20		DALRYMPLE RD	19604	1979
PINEHURST LOT 805	15		DOGWOOD RD	25543	1895
PINEHURST PART LOT 805	25		DOGWOOD RD	19887	1895
PINEHURST LOT 806	35		DOGWOOD RD	14554	1915
REAR OF HOLLY INN			DOGWOOD RD	24634	V
LOT 62 UNIT 2 PH I	30		DONALD ROSS DR	27867	2015
2303 2304	40		DUNDEE RD	19908	1930
PINEHURST LOT 1208	15		DUNDEE RD	21063	1917
DUNDEE RD & 2408	210		DUNDEE RD	16322	1940
1202 1203	20		DUNDEE RD	18140	1930
1201	10		DUNDEE RD	15228	1930
LOT PART 6	210		DUNDEE RD	17854	1940
LOT PART 6	204		DUNDEE RD	17853	1945
DUNDEE RD LOT 5	200		DUNDEE RD	18822	1930
2724 2725	245		DUNDEE RD	16486	1926
PINEHURST ELEMENTARY	100		DUNDEE RD	24884	various
PINEHURST LOT 2437 2438	105		DUNDEE RD	17203	1949
DUNDEE LOT 2404	75		DUNDEE RD	19613	1910
#2434 - 2436	95		DUNDEE RD	26506	1925
#2534-2537	125		DUNDEE RD	18467	1952
DUNDEE LOT 31-33	320		DUNDEE RD	16656	1942
PT LOT 6	220		DUNDEE RD	13898	1925
PINEHURST LOT 2542-2545	145		DUNDEE RD	21108	1970
PINEHURST LOT 2402	81		DUNDEE RD	24385	1920
DUNDEE RD LOT 2403	65		DUNDEE RD	22510	1913
2801 2802	265		DUNDEE RD	22875	1935
DUNDEE RD LOT 2803 2804	275		DUNDEE RD	30210	1924
2538-2541 & HSE	135		DUNDEE RD	30215	1949
2401 & ALLEY	85		DUNDEE RD	29979	1930
5b	180		DUNDEE RD	20060648	2010
PT PLOT 6			DUNDEE RD	17841	V
PT PLOT 6	212		DUNDEE RD	17842	V
LOT PART 6	200		DUNDEE RD	17852	V
	155		DUNDEE RD	20110259	2010
	165		DUNDEE RD	20110260	2015
	175		DUNDEE RD	20110261	2011
2431-2433	85		DUNDEE RD	21614	2014
2439 2440 2441 2442	115		DUNDEE RD	21872	2008
2325 2326	50		DUNDEE RD	23105	2009
2327 2328			DUNDEE RD	23106	V
LOT 1005-1008 1014			DUNDEE RD	24680	
UNIT 7 LOT 2722			DUNDEE/CRAIG RD	16721	V
WEST PORTION LOT 1801	50		EVERETTE RD	18228	1950
PINEHURST LOT 1501	5		EVERETTE RD	16447	1915
PINEHURST LOT 1600	45		EVERETTE RD	22503	1930
PINEHURST LOT 1802	30		EVERETTE RD	26653	1895
1803	10		EVERETTE RD	15216	1895
1703	60		EVERETTE RD	17847	1951
SPUR RD CLOSING			EVERETTE RD	10002184	0
PINEHURST LOT 2313	105		EVERETTE RD	29859	1928
2208	150		EVERETTE RD	17810	1948
PINEHURST LOT 2905	205		EVERETTE RD	15861	1930
LOT 2906	215		EVERETTE RD	15658	1924
2908	245		EVERETTE RD	15860	1930
LOT PART 2911	275		EVERETTE RD	15856	1969
PINEHURST LOT 2221 PART LOT 2222	280		EVERETTE RD	28656	1955
LOT 2216	240		EVERETTE RD	25331	1960
2909	255		EVERETTE RD	30174	1956
LOT 2202	110		EVERETTE RD	17301	1956



Property Description	Street #	Dir	Property Address	LRK	Year Built
LOT PART 2210	170 A		EVERETTE RD	23548	1960
2214	200		EVERETTE RD	17064	1952
LOT 2218	260		EVERETTE RD	20398	1960
2907	225		EVERETTE RD	29974	1954
2902	165		EVERETTE RD	22240	1928
2204	130		EVERETTE RD	22531	1950
#2212	180		EVERETTE RD	17808	1955
PINEHURST LOT 2903	185		EVERETTE RD	22104	1961
PINEHURST LOT 2210A	170B		EVERETTE RD	19490	1960
EVERETTE RD LOT 2910	265		EVERETTE RD	30176	2004
EVERETTE ROAD LOT 2901	155		EVERETTE RD	24457	1983
#2913 2914	295		EVERETTE RD	22243	1989
#1704			EVERETTE RD	29482	V
2904			EVERETTE RD	15867	V
2203			EVERETTE RD	24264	V
PAGE PART LOT 2222			EVERETTE RD	21317	V
OLD TOWN LOT 2912			EVERETTE RD	22437	V
LOT B PART LOT 1701A & 1701B	54		EVERETTE RD	10002186	1930
LOT 307 EXCEPT SMALL TRIANGULAR PT	45		FERGUSON RD	17757	1994
337	75		FERGUSON RD	20619	1967
PINEHURST LOT 200	85		FERGUSON RD	28276	1969
PINEHURST LOT 340	80		FERGUSON RD	17346	1970
PINEHURST LOT 306	40		FERGUSON RD	16182	1967
338	60		FERGUSON RD	14614	1974
1214	65/AB		FIELDS RD	17846	1940
COLE COTTAGE LOT 1213			FIELDS RD	17843	1940
PINEHURST LOT 1212	65		FIELDS RD	22068	1918
PINEHURST LOT 1211	75		FIELDS RD	14177	1950
PINEHURST LOT 1210	85		FIELDS RD	22750	1920
PINEHURST LOT 2311	60		FIELDS RD	15825	1925
CLOSED ALLEY			FIELDS RD	18169	
2301 2302	120		FIELDS RD	18641	1923
LOT 1206 1209 PART LOT 1205	105		FIELDS RD	28199	1920
2307 2308	80		FIELDS RD	16807	1924
LOT 2310	70		FIELDS RD	20050738	1953
LOT 2201	20		FIELDS RD	28198	1955
LOT 2207	10		FIELDS RD	22671	1962
CHEROKEE RD LOT 1706	265		FIELDS RD	29479	1954
LOT 1204 PART LOT 1205	115		FIELDS RD	18050	1997
LOT PART 1705			FIELDS RD	29483	V
2309	76		FIELDS RD	18170	2006
PINEHURST LOT 2305 2306			FIELDS RD	20116	V
OLD TOWN SEC LOT 127	165		FRYE RD	16685	1923
SHADOW LAWN	170		FRYE RD	17976	1929
PINEHURST LOT 107	150		FRYE RD	20217	1930
SW CORN FRYE/MCD RD	180		FRYE RD	16523	1965
319	55		GRAHAM RD	28912	1928
451	35		GRAHAM RD	27826	1979
OLD TOWN LOT 351	65		GRAHAM RD	15507	1986
OLD TOWN LOT 221 221 A	115		GRAHAM RD	20107	1999
OLD TOWN LOT 450	15		GRAHAM RD	23712	2000
222			GRAHAM RD	20108	V
#2405			KELLY RD	16321	
LAND & BLDGS	125		KELLY/EVERETTE RD	24664	VARIOUS
PINEHURST LOT 2319	35		KELLY RD	98000236	1943
2321 & 2322 PHST	55		KELLY RD	25587	1922
CAMPBELL LOT 2320	45		KELLY RD	17845	1930
2323 2324	65		KELLY RD	25588	1995
#2443 2444 2445 2446 PHST KELLY ROAD	100		KELLY RD	22511	1940
2447-2450	125		KELLY RD	14377	1950
DEATON LD LOT 2451-2454	135		KELLY RD	21112	1950
OLD TOWN PART LOT 18	142		KELLY RD	24268	1970
LOT 2209	5		KELLY RD	26603	1954
LOT C D E	220		KELLY RD	19459	
LOT 2422	235		KELLY RD	20030320	2006



Property Description	Street #	Dir	Property Address	LRK	Year Built
LOT 2424	215		KELLY RD	20030322	2006
2406 2407			KELLY RD	18470	V
LOT 2423	225		KELLY RD	20030321	2005
PINEHURST LOT 2003	70		LAUREL RD	20262	1896
#2007	30		LAUREL RD	23689	1917
OLD TOWNE PART LOT 2006	40		LAUREL RD	26478	1987
PINEHURST LOT 2004 2005	60		LAUREL RD	22729	1940
1916 1915	15		LAUREL RD	21139	1985
1917	25		LAUREL RD	24301	1967
PINEHURST LOT 1918	35		LAUREL RD	30715	1971
PINEHURST LOT 1919	45		LAUREL RD	17474	1916
PINEHURST LOT 1920	55		LAUREL RD	24002	1976
LOT 4 UNIT 2 PH I	240		LINDED RD	14564	1978
PINEHURST & HOUSE			LINDEN RD	25727	1935
LINDEN ROAD	195		LINDEN RD	25604	1935
LINDEN RD LOT 105 105 1/2	110		LINDEN RD	30550	1955
LINDEN RD LOT 237	90		LINDEN RD	14733	1940
PINEHURST LOT 206	75		LINDEN RD	28286	1930
332	55		LINDEN RD	24242	1917
PINEHURST LOT 312	60		LINDEN RD	28883	1920
PINEHURST LOT 426	25		LINDEN RD	23691	1911
PINEHURST LOT 409	5		LINDEN RD	22463	1916
LINDEN ROAD			LINDEN RD	17403	V
LOT 128 A	165		LINDEN RD	26067	1951
LOT PART 128	125		LINDEN RD	15581	1929
PINEHURST LOT 133	190		LINDEN RD	28702	1958
132	180		LINDEN RD	27981	1959
LOT 130	150		LINDEN RD	26265	1955
LINDEN RD LOT 131	170		LINDEN RD	20404	1950
LOT 6 UNIT 2 PH I	200		LINDEN RD	26259	2003
LOT 63 UNIT 2 PH I	225		LINDEN RD	27871	1983
LOT 64 UNIT 2 PH I	205		LINDEN RD	25605	2002
LOT 2 UNIT 2 PH I	280		LINDEN RD	27982	1984
LOT 5 UNIT PH I	220		LINDEN RD	17113	1985
LOT 3 UNIT 2 PH I	260		LINDEN RD	29443	1980
LINDEN & BLDGS	455		LINDEN RD	20914	V
WARING LAND	605		LINDEN RD	14432	1972
LOT 33 UNIT 2 PH I	285		LINDEN RD	22441	1974
LOT 34 UNIT 2 PH I	275		LINDEN RD	18947	1989
LOT 32 UNIT 2 PH I	305		LINDEN RD	17348	1983
LOT 31 UNIT 2 PH I	315		LINDEN RD	17061	1983
WARING	700		LINDEN RD	29363	1968
WHALEN-HAYES LOT 1	400		LINDEN RD	20010415	1922
LINDEN ROAD	510		LINDEN RD	29240	1992
LOT 1 UNIT 2 PH I	300		LINDEN RD	15401	1993
WHALEN-HAYES LOT 2	350		LINDEN RD	20030047	2003
LINDEN ROAD	500		LINDEN RD	29276	1927
HOUSE; LINDEN ROAD	600		LINDEN RD	16367	1910
WARING LAND	615		LINDEN RD	15155	1920
WARING ROAD	698		LINDEN RD	24552	1901
LOT 30 UNIT 2 PH I	325		LINDEN RD	21127	2015
LOT 29 UNIT 2 PH I			LINDEN RD	21128	V
OLD TOWN LOT 408 PH 1			LINDEN RD	22225	V
#946 & 947	225		MAGNOLIA RD	28975	1930
PINEHURST LOT 948	245		MAGNOLIA RD	26036	1920
PINEHURST LOT 949	255		MAGNOLIA RD	26713	1920
LOT 950			MAGNOLIA RD	30595	1929
LOT 951			MAGNOLIA RD	30596	V
POWER PLANT LOT 1110	300		MAGNOLIA RD	25797	1895
PINEHURST LOT 1106	1106		MAGNOLIA RD	24847	1923
PINEHURST LOT 901	105		MAGNOLIA RD	23821	1899
CEDAR TREE PART LOT 902			MAGNOLIA RD	96000693	V
LOT PART 902	115		MAGNOLIA RD	27863	1896
LOT 903	125		MAGNOLIA RD	20167	1918
PINEHURST LOT 904	135		MAGNOLIA RD	22768	1917



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PINEHURST PART LOT 905	145		MAGNOLIA RD	29371	1970
LOT 807	140		MAGNOLIA RD	28973	1960
LOT PART 807 808	130		MAGNOLIA RD	15161	1896
PINEHURST LOT 809	120		MAGNOLIA RD	26600	1910
LOT 704 PART LOT 703	25		MAGNOLIA RD	24116	1981
LOT 703	35		MAGNOLIA RD	23877	1950
PINEHURST LOT 702	45		MAGNOLIA RD	17729	1895
PINEHURST LOT 701	65		MAGNOLIA RD	25544	1904
610	60		MAGNOLIA RD	25320	1895
OLD TOWNE PINEHURST LOT 609	50		MAGNOLIA RD	28191	1900
608 COSA UCCA COTT	40		MAGNOLIA RD	18996	1900
PINEHURST PART LOT 607	20		MAGNOLIA RD	25931	1941
PINEHURST LOT 2607 B	10		MAGNOLIA RD	19352	1920
PINEHURST PART LOT 810			MAGNOLIA RD	30500	1985
LOT 11 952			MAGNOLIA RD	24678	V
WELL LOT W 8		S	MAGNOLIA/POWER PLANT RD	26001	
NEAR WATER TANKS			MAGNOLIA RD	10001345	
LOT PART 905			MAGNOLIA RD	96000589	V
GROUND STORAGE FACILITIES	105	S	MAGNOLIA/POWER PLANT RD	26002	
#10 LOT 953			MAGNOLIA RD	24679	V
LOT PART 403 403 PINEHURST			MAGNOLIA RD	16717	V
LOT 954 PART LOT 953			MAGNOLIA RD	18464	
CLUB HOUSE & TENNIS			MAIN CLUBHOUSE	25800	1922
1510	15		MAPLE RD	22535	1890
OLD TOWN LOT 1509	25		MAPLE RD	26179	1930
PINEHURST LOT 1507 1508	35		MAPLE RD	28255	1921
LOT 1604 A	80		MAPLE RD	15168	1970
PINEHURST LOT 1604	70		MAPLE RD	18218	1922
1603	50		MAPLE RD	25674	1922
EVERETT-MAPLE LAND			MAPLE RD	29683	V
PINEHURST LOT 801	70		MARKET SQUARE	25684	1918
FULLER BLDG LOT 810	100		MARKET SQUARE	13930	1922
OLD TOWN LOT 804	1		MARKET SQUARE	18601	1922
LOT PART 804	10		MARKET SQUARE	22065	1922
LAND MCCASKILL ROAD	270		MCCASKILL RD	29545	1960
STABLE LOT 12			MCCASKILL RD	23984	V
VILLAGE LANE LOT 16	230		MCCASKILL RD	28651	V
LOT PART 205	115		MCCASKILL RD	22755	1920
PINEHURST LOT 205	125		MCCASKILL RD	17071	1920
OLD TOWN LOT 208	55	W	MCCASKILL RD	26635	1917
LOT 207	75		MCCASKILL RD	25750	1929
PINEHURST LOT 209	45		MCCASKILL RD	22131	1925
PINEHURST LOT 210	25		MCCASKILL RD	22995	1925
LOT 210 A 210 B	15		MCCASKILL RD	28722	1904
PINEHURST LOT 329	30		MCCASKILL RD	28127	1925
PINEHURST LOT 330	40		MCCASKILL RD	26264	1925
LOT 331 WITH BUILDING	50		MCCASKILL RD	29115	1919
PINEHURST LOT 333	80	W	MCCASKILL RD	18981	1960
PINEHURST PART LOT 308 A 335	170		MCCASKILL RD	15303	1918
LOT 212 A	5		MCCASKILL RD	14749	1924
LOT 212 B	15	E	MCCASKILL RD	26257	1947
PINEHURST LOT 212 C	25		MCCASKILL RD	14540	1950
SMITH LOT 213	55	E	MCCASKILL RD	17756	1925
LOT 213 B & 20FT STRIP	65		MCCASKILL RD	16017	1925
326	10	E	MCCASKILL RD	15336	1910
LAUNDRY			MCCASKILL RD	20218	V
LOT PART 215 214 220 & DRIVEWAY	77	E	MCCASKILL RD	13988	1920
PINEHURST LOT 208	65		MCCASKILL RD	19466	1926
PINEHURST ST LOT 202	165	W	MCCASKILL RD	15264	1965
LOT PART 308 A 336	190	W	MCCASKILL RD	27864	1980
MCCASKILL ROAD	270	E	MCCASKILL RD	30253	1990
VILLAGE OF PINEHURST	500	E	MCCASKILL RD	29685	1920; 1990



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LOT 10 & ADD OLD TOWN SEC	210	E	MCCASKILL RD	24237	1910
USCO LAND	300	E	MCCASKILL RD	20020106	1980
RESCUE BUILDING	250	E	MCCASKILL RD	24967	1980
USCO LAND	300	E	MCCASKILL RD	29543	
LOT 11	200	E	MCCASKILL RD	23982	1930
HOGG LOT 219	85	E	MCCASKILL RD	16184	1967
LOT PART 325 325 1/2	90	E	MCCASKILL RD	19015	1970
LOT 214 A PART LOT 214 B	75		MCCASKILL RD	13907	1967
VILLAGE LANE LOT 15	220		MCCASKILL RD	28650	1999
PINEHURST LOT 324	110		MCCASKILL RD	19473	1997
LOT 215 C	77	E	MCCASKILL RD	20105	1968
OLD TOWN LOT 323	120		MCCASKILL RD	17056	2003
VILLAGE LANE LOT 17	240	E	MCCASKILL RD	28652	1998
PINEHURST PART LOT 211	5		MCCASKILL RD	13981	1995
OLD TOWN LOT 109 110			MCCASKILL RD	24846	V
MCCASK-GRAHAM LOT 219 A			MCCASKILL RD	13990	V
RESTAURANT	200		MCCASKILL RD E	22556	1990
PINEHURST LOT 126	40		MCDONALD RD	20562	1920
LOT 127 A	50		MCDONALD RD	16855	1900
PINEHURST LOT 122	10		MCDONALD RD	14501	1966
PINEHURST LOT 123	20		MCDONALD RD	19967	1954
PINEHURST LOT 124	30		MCDONALD RD	18847	1965
7 8 9	10		MCFARLAND RD	17856	1939
34 35	5		MCFARLAND RD	17857	2017
WIGGS LOT 17-18	40		MCFARLAND RD	18150	1948
WIGGS LOT 12 13 PART LOT 14	30		MCFARLAND RD	29259	1939
PINEHURST LOT 28-30	25		MCFARLAND RD	22711	1969
PINEHURST LOT 23-25	380		MCFARLAND RD	19366	1975
LOT 15 16 EAST PART LOT 14			MCFARLAND RD	30179	2005
WIGG SUBD LOT 19			MCFARLAND RD	20020391	V
10 11			MCFARLAND RD	17855	V
PINEHURST LOT 26 27	35		MCFARLAND RD	22712	2010
LOT PART 18	142		MCINTYRE RD	21111	1970
LOT 13	5		MCINTYRE RD	20793	1940
16	35		MCINTYRE RD	23107	1960
PINEHURST LOT 14	15		MCINTYRE RD	21711	1970
LOT 17 & BLDGS	45		MCINTYRE RD	14544	1966
#2631	140		MCINTYRE RD	15414	1995
PINEHURST LOT 2425	85		MCINTYRE RD	18482	1966
PINEHURST LOT 2430	95		MCINTYRE RD	21172	1964
15			MCINTYRE RD	23108	V
LOT F PART LOT 18			MCINTYRE RD	29690	V
MCKENZIE LAND	5		MCKENZIE RD	15645	1958
PINEHURST LOT 108	95	W	MCKENZIE RD	27955	1920
LOT 108 A	97		MCKENZIE RD	21446	1988
OLD TOWN LOT 108 B	91		MCKENZIE RD	20224	1920
LOT 106 PART LOT 107	105		MCKENZIE RD	13931	1927
PINEHURST LOT 238 PART LOT 237	140		MCKENZIE RD	18265	1928
LOT 236 PART LOT 235	100		MCKENZIE RD	19329	1918
PINEHURST PART LOT 235	90		MCKENZIE RD	15116	1969
LOT 215 B PART LOT 216 A B 215 A	70	E	MCKENZIE RD	27891	1930
PINEHURST LOT 201	240		MCKENZIE RD	20834	1969
MCKENZIE LOT 241	220	W	MCKENZIE RD	13979	1976
344	275		MCKENZIE RD	30124	1972
PINEHURST LOT 345	285		MCKENZIE RD	21965	1971
LOT 217 A	40	E	MCKENZIE RD	20000550	1993
LOT 218	20	E	MCKENZIE RD	28321	1998
239 240			MCKENZIE RD	17400	1966
PINEHURST PART LOT 215 A			MCKENZIE RD	95000794	V
343			MCKENZIE RD	14391	V
LOT 217 B	44	E	MCKENZIE RD	24541	2015
MCKENZIE-MCCASKILL LAND			MCKENZIE/MASCASKI	29684	
LOT PART 411 412	15		MCLEAN RD	24663	1960
ELEVATED STORAGE FACILITIES LOT 1	25		MCLEAN RD	25984	
LOT 915 & BLDG	100		MCLEAN RD	23003	1925



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VILLAGE LANE LOT 13 R	110	N	MCLEAN RD	20143	1989
WHITE PINE LOT 417 PT 416 418	95		MCLEAN RD	24008	1970
PINEHURST HERITAGE LOT 414R	45		MCLEAN RD	18992	2011
Newly created lot from above entry	65		MCLEAN RD	24008	2011
LOT 31 WATER TANKS - WELLS	30		MCLEAN RD	25971	
2230	55		MCLEOD RD	21974	1979
UNIT 7 LOT 2234	15		MCLEOD RD	21632	1988
PINEHURST LOT 2238	10		MCLEOD RD	23674	1977
PINEHURST LOT 2235	5		MCLEOD RD	26593	1979
PINEHURST LOT 2228	85		MCLEOD RD	14752	1985
LOT 2233	25		MCLEOD RD	14735	1988
LOT 2229 UNIT 7			MCLEOD RD	21973	V
#2231	45		MCLEOD RD	21975	2013
2237	20		MCLEOD RD	18242	2017
LOT 2232 UNIT 7			MCLEOD RD	25725	V
PINEHURST LOT 2557	40		MEDLIN RD	18472	1943
2546-2548 1/2 2549	10		MEDLIN RD	18534	1949
DUNDEE RD LOT 2455-2457	15		MEDLIN RD	30006	1928
2458-2462 & HOUSE	25		MEDLIN RD	30125	1960
PINEHURST LOT 2525	80		MEDLIN RD	21345	1965
LOT 2553-2556 INC	30		MEDLIN RD	23802	1935
PINEHURST LOT 2526	80		MEDLIN RD	20000551	1965
PINEHURST LOT 2463 2464	35		MEDLIN RD	19034	1971
2550-2552 1/2 2549	20		MEDLIN RD	28752	1952
2429	105		MEDLIN RD	15753	2016
LOT 2524	110		MEDLIN RD	15754	2016
LOT 2523	120		MEDLIN RD	20030328	2016
LOT 2427	125		MEDLIN RD	20030324	2016
LOT 2428	115		MEDLIN RD	20030325	2016
LOT 2522	130		MEDLIN RD	20030327	2016
#2465 & #2466 DUNDEE RD			MEDLIN RD	22244	
LOT 1722 & PART SPUR RD CLOSING	10		MIDLAND RD	15913	2008
PINEHURST LOT 2206	55		MIDLAND RD	23016	1920
PINEHURST LOT A 1 A 2 & BLDG	60		MIDLAND RD	21130	1930
MIDLAND RD LOT B	70		MIDLAND RD	18873	1930
LOT C D	80		MIDLAND RD	19276	2005
MIDLAND RD LOT 90	90		MIDLAND RD	26098	1929
MIDLAND RD	100		MIDLAND RD	16765	1930
1 LOT MIDLAND RD	120		MIDLAND RD	14213	1925
OLD TOWN LOT H	130		MIDLAND RD	15323	1977
PINEHURST LOT A 3074	150		MIDLAND RD	28977	1930
MIDLAND RD LOT 190	190		MIDLAND RD	15636	1930
PINEHURST LOT J	200		MIDLAND RD	24094	1920
MIDLAND RD LOT 3076 & CLOSED RD	220		MIDLAND RD	15530	1929
MIDLAND RD LOT 3077	230		MIDLAND RD	16936	1960
OLD TOWNE LOT 3079	250		MIDLAND RD	20040361	1927
MIDLAND RD LOT 3080	270		MIDLAND RD	20373	1929
MIDLAND RD LOT 3032	175		MIDLAND RD	20024	1948
4001 4002	225		MIDLAND RD	25313	1950
PINEHURST LOT 3026	125		MIDLAND RD	22794	1952
MIDLAND DR LOT 3034	195		MIDLAND RD	16540	1953
LOT 3030	155		MIDLAND RD	21480	1950
PINEHURST LOT 2205	75		MIDLAND RD	29568	1963
3027 3028	135		MIDLAND RD	30634	1955
OLD TOWNE LOT 3025	115		MIDLAND RD	25823	1958
PINEHURST LOT 4010	275		MIDLAND RD	16289	1964
#4006 & 4008 PINEHURST	265		MIDLAND RD	17446	1963
PINEHURST LOT 4004	235		MIDLAND RD	21869	1955
PINEHURST LOT 3052	300		MIDLAND RD	21500	1992
CLOSED ROAD			MIDLAND RD	10002190	
MIDLAND RD 3078	240		MIDLAND RD	26367	2001
PINEHURST LOT 4011			MIDLAND RD	16288	V
			MIDLAND RD	991073	V
LOT 3053			MIDLAND RD	21497	V
LOT 3054			MIDLAND RD	21498	V



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GOLF MAINTENANCE SHOP			MORGANTON RD	25807	1975
3099	15		MUSTER BRANCH RD	17750	1920
MUNSTER BR LOT 3100	25		MUSTER BRANCH RD	21401	1921
PINEHURST # 7 GC LOT 15 PH I A	20		MUSTER BRANCH RD	24154	1992
WELL LOT W 9			MUSTER BRANCH RD	25990	
WELL LOT W 3			NC 5	26000	
WELL LOT W 1			NC 5	25999	
WELL SITE LOT 14			OFF BEULAH HILL RD S	87000262	V
WELL LOT W 4			OFF RIDGEWOOD RD	25982	
LOT ADJ 4 & SMALL POND			OFF US 15/501	24970	V
LOT 1307 B	55		ORANGE RD	24034	1921
PINE LODGE LOT 1307 A	45		ORANGE RD	24009	1908
PINEHURST LOT 1308	35		ORANGE RD	28352	1914
PINEHURST LOT 1505	50		ORANGE RD	30102	1950
PINEHURST LOT 1504	40		ORANGE RD	28196	1922
PINEHURST LOT 1503	30		ORANGE RD	16437	1930
1502	20		ORANGE RD	17848	2005
WIGGS DIV LOT 5	169		PAGE RD	30584	2005
2219	55		PAGE RD	24469	1979
2236	135		PAGE RD	29830	1976
2220	65		PAGE RD	29983	1978
PINEHURST LOT 2239	155		PAGE RD	26592	1989
2217	45		PAGE RD	25761	1977
PAGE RD LOT 2211	15		PAGE RD	22524	1979
OLD TOWN LOT 3029	70		PAGE RD	21628	1986
PINEHURST LOT 3031	80		PAGE RD	24030	1979
PINEHURST LOT 3038	140		PAGE RD	20782	1969
LOT 3040	150		PAGE RD	22866	1980
WIGGS DIV LOT 6 PART LOT 5	165		PAGE RD	15156	1962
WIGGS DIV LOT 4	175		PAGE RD	28009	1952
PAGE LAND LOT 2215			PAGE RD	28143	V
PART LOT 3042			PAGE RD	22865	V
LOT PART 3042 NORTH			PAGE RD	16199	V
PAGE LOT 2213	25		PAGE RD	18221	2008
WIGGS LOT 2			PAGE RD	23472	V
WIGGS LOT 3			PAGE RD	23477	V
LOT 1600 A	180		PALMETTO RD	16362	1910
BRITTANY TWNH COMMON AREA			PALMETTO RD	15388	1975
OLD VILLAGE SEC LOT 1701 A	170		PALMETTO RD	21141	1922
PINEHURST LOT 2103 2104	120		PALMETTO RD	26128	1922
PINEHURST LOT 2021	115		PALMETTO RD	19202	1940
PINEHURST ST LOT 2020	105		PALMETTO RD	24358	1928
LOT 2019 PART 2020 2006 PINEHURST	95		PALMETTO RD	16368	1920
PINEHURST LOT 1914	55		PALMETTO RD	17735	1970
BLK B LOT 1702 PART LOT 1701	160		PALMETTO RD	14106	1895
WELL SITE LOT 5			PALMETTO RD	25946	
OLD TOWN LOT 1801 TRACT 2			PALMETTO RD	18777	V
COURSE NO 1			PINEHURST #1	25805	
COURSE NO 2			PINEHURST #2	25799	
COURSE NO 3			PINEHURST #3	25803	
COURSE NO 4			PINEHURST #4	25802	
LOT 1101 D	15		POWER PLANT RD	22338	1940
LOT 23 & BLDG	23		RATTLESNAKE TR	22783	1969
OLD TOWN LOT 24	24		RATTLESNAKE TR	21712	1980
LOT 22 & BLDG	22		RATTLESNAKE TR	29689	1990
#2350-2365	105		RATTLESNAKE TR	26062	
LOT 2366	135		RATTLESNAKE TR	19717	1927
#25	20		RATTLESNAKE TR	23983	V
LOT 2366 ADJ			RATTLESNAKE TR	19713	V
LOT 2426	100		RATTLESNAKE TR	20030326	2015
#714			RITTER RD	25850	1928
LOT 713 PART LOT 712	90	E	RITTER RD	30637	1920
PINEHURST LOT 711 PART LOT 712	80	E	RITTER RD	15371	1911
PINEHURST LOT 709 710	70		RITTER RD	16488	1911
LOT 303	20		RITTER RD	14388	1955



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PINEHURST LOT 339	65		RITTER RD	29991	1970
PINEHURST LOT 342	80		RITTER RD	18712	1970
LOT PART 351	60		RITTER RD	23114	1972
341	75		RITTER RD	16064	1991
PINEHURST PART LOT 350	40		RITTER RD	15717	1985
PINEHURST LOT 431	15		RITTER RD	24433	1995
RITTER-SHAW LAND			RITTER RD	29680	V
PINEHURST LOT 311 W/BLDG	311		SHAW RD	24844	1922
LOT 313	313		SHAW RD	26480	1908
PINEHURST LOT 314	25	NW	SHAW RD	23713	1916
OLD TOWN LOT 427	20		SHAW RD	22224	1917
THORTON MCDONALD LOT 428	20		SHAW RD	19311	1919
PINEHURST LOT 430	60		SHAW RD	24432	1955
LOT 316 317 327	5	NE	SHAW RD	22361	1919
PINEHURST LOT 422	20		SHAW RD	18261	1966
LOT 401 & BLDG			SHAW RD	19308	1906
CLOSED FERGUSON ROAD			SHAW RD	991810	
PINEHURST LOT 304 305	75		SHAW RD SW	21152	1930
LOT 308 B PART LOT 307	45		SHAW RD SW	17464	1962
PINEHURST LOT 3033	25		SHORT RD	20972	1965
PINEHURST LOT 3035	15		SHORT RD	14132	1959
PINEHURST LOT 3036	30		SHORT RD	20992	1964
2224	50		SHORT RD	15914	2003
SHORT ROAD LOT 100 X 170	105		SHORT RD	15637	1923
SHORT ROAD	120		SHORT RD	20049	1915
PINEHURST PART LOT 8	80		SHORT RD	14888	1925
7	110		SHORT RD	17849	1927
SHORT ROAD	115		SHORT RD	16223	1957
FARM LOT & PART 2913 2914	85A		SHORT RD	17850	1922
2223	35		SHORT RD	21315	1958
SHORT RD LOT 8	130		SHORT RD	27935	1950
PINEHURST LOT 8	100		SHORT RD	21316	1926
SWARINGEN LAND	110		SHORT RD	21823	1927
HOUSE	125		SHORT RD	30211	1923
OLD TOWN LOT 2226	60		SHORT RD	29580	1974
SHORT RD LOT 2227			SHORT RD	14889	V
PINEHURST LOT 2225			SHORT RD	16726	V
LOT 1012	10		SPUR RD	20230	1933
PINEHURST LOT 1013	20		SPUR RD	13897	1925
SPUR RD CLOSING			SPUR RD	10002189	
WORLD GOLF HALL OF FAME OFFICE			TRAFFIC CR	30534	V
ADG WORLD GOLF HALL			US 15/501	24689	V
LIBRARY			VILLAGE GREEN	99000481	1964
LIBRARY			VILLAGE GREEN	99000482	1964
PART LOT 1904 & BLDG & 3350 S/F OF 1903 OLD TOWN	100	E	VILLAGE GREEN	26529	1900
VILLAGE GREEN LOT 1905 PART 1904	90	E	VILLAGE GREEN	27899	1905
PINEHURST LOT 1906	80	E	VILLAGE GREEN	18280	1911
#1907 1908 1909	60	E	VILLAGE GREEN	22544	1911
PINEHURST LOT 1910	50	E	VILLAGE GREEN	20098	1920
VILLAGE GREEN LOT 1911 A	40	E	VILLAGE GREEN	30068	1915
PINEHURST LOT 1912	10	E	VILLAGE GREEN	17239	1920
VILLAGE GREEN LOT 1911 B	35	E	VILLAGE GREEN	10001623	1996
VILLAGE GREEN			VILLAGE GREEN E	29682	1895
VILLAGE GREEN	10		AZALEA RD	29674	1924
LOT A 1913 1/2 LOT 1921	10		VILLAGE GREEN RD	24527	1912
LOT 1922 PART LOT 1923 1921	20		VILLAGE GREEN RD	26332	1910
LOT 1924 PART LOT 1923	30		VILLAGE GREEN RD	22283	1930
VILLAGE LANE LOT 7	7		VILLAGE LN	15379	1995
VILLAGE LANE LOT 11	11		VILLAGE LN	28648	2001
VILLAGE LANE LOT 8	8		VILLAGE LN	15879	1997
VILLAGE LANE LOT 9	9		VILLAGE LN	14058	2001
VILLAGE LANE LOT 12	12		VILLAGE LN	16732	1987
VILLAGE LANE LOT 3	3		VILLAGE LN	28602	1990
VILLAGE LANE LOT 10	10		VILLAGE LN	28603	1990



Property Description	Street #	Dir	Property Address	LRK	Year Built
VILLAGE LANE LOT 2	2		VILLAGE LN	26099	1988
VILLAGE LANE LOT 1	1		VILLAGE LN	16153	1990
VILLAGE LANE PART LOT 4 5	4		VILLAGE LN	28645	2000
VILLAGE LANE LOT 6 PART LOT 5	6		VILLAGE LN	28647	1998
VILLAGE LANE LOT 14 R			VILLAGE LN	28649	V
2528	115		WOODS RD	26350	1920
PINEHURST LOT 2527	100		WOODS RD	17533	1950
PINEHURST LOT 2529	105		WOODS RD	26262	1920
2567 2568	45		WOODS RD	19728	1954
PINEHURST LOT 2530	95		WOODS RD	14565	1953
PINEHURST LOT 2533	65		WOODS RD	22817	1953
#2559-#2562	25		WOODS RD	30492	1950
PINEHURST LOT 2532	75		WOODS RD	26534	1959
WILLIAMS LOT 2569-2571	120		WOODS RD	23528	1935
PINEHURST LOT 2633	30		WOODS RD	30490	1973
PINEHURST LOT 2632	40		WOODS RD	24685	2013
PINEHURST LOT 2566	35		WOODS RD	30577	V
LOT 2563			WOODS RD	28159	V
#2564			WOODS RD	23895	V
PINEHURST LOT 2531			WOODS RD	26535	V
#2565			WOODS RD	19462	V



APPENDIX D CERTIFICATE OF APPROPRIATENESS APPLICATION PROCEDURES

Figure 1 Application Form

Figure 2 Checklist

Application for
Local Historic
District

This form is required to be submitted for most work proposed within the Local Historic District. Please note that other applications may be required for your project in addition to this form. All major work projects require at least 10 sets of plans and applications for historic review. These sets must be reduced-size, as long as they are legible. The Historic Preservation Commission generally meets the 4th Thursday of each month; please refer to the schedule for any holiday changes. Submittals for the Historic Commission are required at least 3 weeks prior to any given meeting. Please note that most single family projects require review by Planning Staff first; non-residential projects require other technical staff review and possibly reviews by other boards. Please refer to the *Local Historic District Standards and Guidelines* and the *Pinehurst Development Ordinance* for requirements and standards.

Property Data

Property Owner(s): _____
Business Name (if applicable): _____
Tenant Name (if applicable): _____
Physical Address: _____
Mailing Address (if different): _____
Phone #: _____ Mobile #: _____
Zoning District: _____ LRK #: _____ PIN #: _____

Applicant/Contractor Data

Name: _____
Contractor License #: _____
Phone #: _____
E-mail Address (optional): _____
Mailing Address: _____
Estimate Cost of Construction: \$_____

"Would you like your sets of plans returned to you from the Historic Commission?" Yes: _____ No: _____

Planning and Inspections Department
395 Magnolia Rd - Pinehurst, North Carolina 28374
(710) 295-2261 - Fax (710) 295-1394 - www.villageofpinehurst.org
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Application for
Local Historic
District

Description of Project:

Planning and Inspections Department
395 Magnolia Rd - Pinehurst, North Carolina 28374
(710) 295-2261 - Fax (710) 295-1394 - www.villageofpinehurst.org
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Application for
Local Historic
District

EXTERIOR MATERIAL COLOR FORM

EXTERIOR	MATERIAL	COLOR
Front Elevation		
Rear Elevation		
Right Elevation		
Left Elevation		
Trim		
Windows		
Chimney		
Foundation		
Front Door		
Shutters		
Garage Door		
Roof		
Roof Exhaust Vents		
Front Porch		
Dock		
Fence		
Sidewalk		
Sty Lights		
Driveway		
House Number		

Signature: _____ Date: _____

Planning and Inspections Department
395 Magnolia Rd - Pinehurst, North Carolina 28374
(710) 295-2261 - Fax (710) 295-1394 - www.villageofpinehurst.org
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Application for
Local Historic
District

Office Use Only

Project Type: ☐ Normal Maintenance ☐ Minor Work ☐ Major Work
Current Status: ☐ Contributing ☐ Non-contributing ☐ Vacant
COA# _____ Date: _____ Staff: _____ HFC Log(s): _____
Other required approvals: _____
Conditions: _____

Planning and Inspections Department
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Figure 2 Checklist

Pinehurst Local Historic District
Certificate of Appropriateness
Complete Submittal Checklist



- ☐ Completed Local Historic District Application with detailed written explanation of proposed project and material/color list along with applicable exterior elevations.
- ☐ If proposed project is considered Minor Work, staff can approve and only 1 copy is needed.
- ☐ If proposed project is considered Major Work, the HPC must approve and 10 copies of exterior elevations are needed to be submitted 3 weeks prior to the scheduled meeting. Reduced sized drawings (11"x17") are acceptable if they are legible. The HPC generally meets on the 4th Thursday of each month.
- ☐ Sketch/site plan including setbacks, right-of-ways, existing structures, impervious calculations (if applicable) and proposed work – For projects including fences, decks/patios, additions, etc. For Major Work, a survey prepared by a PLS and landscape plan may be required.]
- ☐ Existing features and details – Include current color photos especially of relevant views and details.
- ☐ Building materials, product information sheets and color samples (may include photographs, brochures, etc.)
- ☐ Samples of significant materials proposed in the project, i.e., roofing, siding, windows, doors, brick/stone, composite material, etc.
- ☐ Supplemental documentation supporting the proposed project(s) including structural issues, damaged features, historical documentation, etc.
- ☐ Letter from owner authorizing a representative to present the application, in the case of submission by an applicant or lessee (an email or fax will be accepted).
- ☐ If the applicant is considering, but has not yet purchased the property associated with the project, provide a statement with that information.

*A project may not be scheduled for a public hearing by the Pinehurst Historic Preservation Commission unless an application is deemed complete.



APPENDIX E CHARACTERISTIC ARCHITECTURAL STYLES

Within the Historic District, seven architectural styles are prevalent for residences and two styles for commercial buildings as depicted in the table below.

Style	Example
Craftsman Bungalow • Low-pitched roof • Wide eaves overhang • Braces under gables • Porch with square columns • Stone chimneys • Gabled or shed dormers • Exposed rafters under eaves • Broad front porch	 A photograph of a blue Craftsman Bungalow house with white trim, a low-pitched roof, and a wide front porch, surrounded by trees and landscaping.
Cottage • Sloping, uneven roof • Brick, stone, or stucco siding • Steep gables • Prominent brick or stone chimney • Casement windows with small panes • Small dormer windows	 A photograph of a white Cottage house with a dark roof, green shutters, and a prominent chimney, set in a landscaped yard with trees and a lawn.



Style	Example
Colonial Revival • Rectangular overall house shape • Gable or hip roof • Overhanging second • Classical pillars and columns • Multi-pane, double-hung windows with shutters • Dormers • Temple-like entrance: porticos topped by pediment • Paneled doors with sidelights and topped with transoms or fanlights • Chimneys	
Georgian Revival • Square, symmetrical shape • Paneled front door at center • Decorative crown over front door • Flattened columns on each side of door • 5 or more windows on house front façade • Paired chimneys • Medium-pitched roof • Minimal roof overhang • Nine or twelve small window panes in each window sash • Dental molding (square, tooth-like cuts) along the eaves	
Federal Revival • Hip or gable roof • Prominent end chimneys • Corner boards • 6 on 6 or 12 on 12 windows • Portico • Fanlight above door and side lights • Often brick or wood construction • Shutters	



Style	Example
Queen Ann or Victorian • Rambling, asymmetrical silhouette • Corner towers or turrets • Steep gable or hipped roof with dormers • Verandas and balconies • Contrasting materials and colors • Second-story overhangs • Gable ends decorated with half-timbering or stylized relief decoration • Ornate trim and brackets • Stained-glass window accents	
Ranch • Single story • Low pitched gable roof • Deep-set eaves • Horizontal, rambling layout: Long, narrow, and low to the ground • Rectangular, L-shaped, or U-shaped design • Large windows: double-hung, sliding, and picture • Built from natural materials: Wood or brick exterior	
Commercial Brick Building 	Commercial Clapboard Siding 



APPENDIX F VILLAGE OF PINEHURST COLOR PALETTE

Paint color plays an important role in defining the special character of homes and structures in the Historic District. An appropriate color, when applied with complementary accent colors, can enhance a structure's architectural style and accentuate its defining features. Because of the variety of architectural styles in the Historic District, a range of color schemes are appropriate as described below.

- Cottages and houses in the Colonial Revival style are usually painted white or soft colors such as gray or yellow with the trim painted a complementary color.
- Craftsman bungalows, on the other hand, are characterized by a mix of exterior materials, including shingles, brick, and stucco, which may be stained or, in the case of brick, left unpainted. Any wood trim is usually painted white, gray, or an earth tone, to contrast with the darker wall materials.
- The ornate style of Queen Anne Victorian houses permits the most exuberant use of color for decorative accents like brackets and the moldings of window and door surrounds.

In the case of most architectural styles, the following principles should guide the choice of color.

- **A simple color scheme will allow the building's features to shine.** Choose three colors: the most muted and palest color for the walls, a major complementary color for the trim, and a more intense minor accent color for the front door. Consider the roof material as the fourth color.
- **Muted colors of lighter value are suitable for walls and trim; intense colors and those of darker value should be limited to minor accents.** The intensity of a color depends on the purity of hue; the value of a color depends on the amount of white mixed into the color.
- **The color scheme should be compatible with the paint colors on the surrounding properties.**

Village of Pinehurst Color Palette includes samples of approved colors for the Historic District.

The catalogue is available in the Planning and Inspections Department at Village Hall.

If an individual wishes to **reproduce a building's original color** scheme, the Tufts Archives may contain documentation or an analysis of paint scrapings may help determine the color history of the structure.

- Architectural conservators and professional preservationists, such as those on the staff of the North Carolina State Historic Preservation Office, can assist in this process.

A color other than one found in the *Color Palette* that is historically characteristic of the building may be used with documentation provided to the Village Planner or designee.

The Village of Pinehurst Color Palette is a list of approved exterior colors for structures located within the Local Historic District. Produced by Benjamin Moore, the listing is on the next page. Over 240 colors can be used exclusively or as a guide to select a paint matched by another manufacturer. A catalog is available for reviewing at Village Hall Monday to Friday from 8:30 AM to 5:00 PM. For help determining if a color is within the color palette, please contact the Village Planner at (910) 295-1900.



Benjamin Moore Paint Colors

Approved Exterior Colors Palette for Village of Pinehurst Historic District



Code	Color Name	Code	Color Name	Code	Color Name
OC-1	Natural Wicker	OC-39	Timid White	OC-77	Colonial Cream
OC-2	Pale Almond	OC-40	Albescent	OC-78	Parchment
OC-3	Lambskin	OC-41	French Canvas	OC-79	Old Fashioned Peach
OC-4	Brandy Cream	OC-42	Old Prairie	OC-80	Pirates Cove Beach
OC-5	Maritime White	OC-43	Overcast	OC-81	Evening White
OC-6	Feather Down	OC-44	Misty Air	OC-82	Pompeii
OC-7	Creamy White	OC-45	Swiss Coffee	OC-83	Antique White
OC-8	Elephant Tusk	OC-46	Halo	OC-84	Crème Caramel
OC-9	Ballet White	OC-47	Ashwood	OC-85	Mayonnaise
OC-10	White Sand	OC-48	Hazy Skies	OC-86	White Blush
OC-11	Clay Beige	OC-49	Titanium	OC-87	Capri Coast
OC-12	Muslin	OC-50	November Rain	OC-88	Indian White
OC-13	Soft Chamois	OC-51	Intense White	OC-89	Butter Pecan
OC-14	Natural Cream	OC-52	Gray Owl	OC-90	Vanilla Ice Cream
OC-15	Baby Fawn	OC-53	Horizon	OC-91	Ivory Tusk
OC-16	Cedar Key	OC-54	White Wisp	OC-92	Mannequin Cream
OC-17	White Dove	OC-55	Paper White	OC-93	Sugar Cookie
OC-18	Dove Wing	OC-56	Moonshine	OC-94	Windswept
OC-19	Seapearl	OC-57	White Heron	OC-95	Navajo White
OC-20	Pale Oak	OC-58	White Ice	OC-96	Gentle Cream
OC-21	Winter White	OC-59	Vanilla Milkshake	OC-97	Cream Froth
OC-22	Calm	OC-60	Icicle	OC-98	Bare
OC-23	Classic Grey	OC-61	White Diamond	OC-99	Deserted Island
OC-24	Winds Breath	OC-62	Baby's Breath	OC-100	Palace White
OC-25	Cloud Cover	OC-63	Winter Snow	OC-101	Desolate
OC-26	Silver Satin	OC-64	Pure White	OC-102	Devon Cream
OC-27	Balboa Mist	OC-65	Chantilly Lace	OC-103	Antique Yellow
OC-28	Collingwood	OC-66	Snow White	OC-104	Antique Lace
OC-29	Floral White	OC-67	Ice Mist	OC-105	Calming Cream
OC-30	Gray Mist	OC-68	Distant Gray	OC-107	Antiquity
OC-31	Fog Mist	OC-69	White Opulence	OC-108	Pale Moon
OC-32	Tapestry Beige	OC-70	Whitewater Bay	OC-109	Lemon Chiffon
OC-33	Opaline	OC-71	Sand Dollar	OC-110	Milkyway
OC-34	Marble White	OC-72	Pink Damask	OC-111	Corinthian White
OC-35	Spanish White	OC-73	Opal	OC-112	Goldtone
OC-36	Niveous	OC-74	Onyx White	OC-113	Powder Sand
OC-37	Glacier White	OC-75	Pristine	OC-114	Lemon Ice
OC-38	Acadia White	OC-76	Old Country	OC-115	Cream Silk



Code	Color Name	Code	Color Name	Code	Color Name
OC-116	Pale Celery	HC-25	Quincy Tan	HC-114	Saybrook Sage
OC-117	Simply White	HC-26	Monroe Bisque	HC-117	Hancock Green
OC-118	Snowfall White	HC-27	Monterey White	HC-140	Prescott Green
OC-119	Cloud nine	HC-28	Shelburne Buff	HC-141	Hollingworth Green
OC-120	Seashell	HC-29	Dunmore Cream	HC-144	Palladian Blue
OC-121	Mountain Peak White	HC-30	Philadelphia Cream	HC-146	Wedgewood Gray
OC-122	Cotton Balls	HC-31	Waterbury Cream	HC-147	Woodlawn Blue
OC-123	Bavarian Cream	HC-32	Standish White	HC-149	Buxton Blue
OC-124	Alpine White	HC-33	Montgomery White	HC-150	Yarmouth Blue
OC-125	Moonlight White	HC-34	Wilmington Tan	HC-169	Coventry Gray
OC-126	Easter Lily	HC-35	Powell Buff	HC-170	Stonington Gray
OC-127	White Chocolate	HC-36	Hepplewhite Ivory	HC-171	Wickham Gray
OC-128	Minced Onion	HC-38	Decatur Buff	HC-172	Revere Pewter
OC-129	Alabaster	HC-39	Putnam Ivory	HC-173	Edgecomb Gray
OC-130	Cloud White	HC-40	Greenfield Pumpkin	HC-174	Lancaster Whitewash
OC-131	White Down	HC-41	Richmond Gold	HC-176	Annapolis Gray
OC-132	Grand Teton White	HC-44	Lenox Tan	HC-179	Platinum Gray
OC-133	Ancient Ivory	HC-45	Shaker Beige	HC-180	Cliffside Gray
OC-134	Meadow Mist	HC-46	Jackson Tan	AC-1	Coastal Fog
OC-135	Cream Cloak	HC-47	Brookline Beige	AC-7	Adobe Beige
OC-136	Celery Salt	HC-48	Bradstreet Beige	AC-22	Nantucket Fog
OC-137	Sebring White	HC-53	Hathaway Peach	AC-25	Harbor Gray
OC-138	White Drifts	HC-54	Jumel Peachstone	AC-28	Smoke Embers
OC-139	Sea Wind	HC-55	Winthrop Peach	AC-31	Hot Spring Stones
OC-140	Morning Dew	HC-56	Georgetown Pink Beige	AC-34	Cape Hatteras Sand
OC-142	Sail Cloth	HC-57	Sheraton Beige	AC-37	Big Bend Beige
OC-144	Lancaster White	HC-59	Odessa Pink	AC-38	North Hampton Beige
OC-150	Brilliant White	HC-60	Queen Anne Pink	AC-40	Glacier White
HC-1	Castleton Mist	HC-78	Litchfield Gray	AC-41	Acadia White
HC-2	Beacon Hill Damask	HC-80	Bleeker Beige	AC-42	Grand Teton White
HC-3	Greenmount Silk	HC-81	Manchester Tan		
HC-4	Hawthorne Yellow	HC-82	Bennington Gray		
HC-5	Weston Flax	HC-83	Grant Beige		
HC-6	Windham Cream	HC-90	Crown Point Sand		
HC-12	Concord Ivory	HC-92	Wheeling Neutral		
HC-15	Henderson Buff	HC-93	Carrington Beige		
HC-17	Summerdale Gold	HC-95	Sag Harbor Gray		
HC-18	Adams Gold	HC-96	Richmond Gray		
HC-21	Huntington Beige	HC-99	Abingdon Putty		
HC-22	Blair Gold	HC-105	Rockport Gray		
HC-23	Yorkshire Tan	HC-108	Sandy Hook Gray		
HC-24	Pittsfield Buff	HC-111	Nantucket Grey		



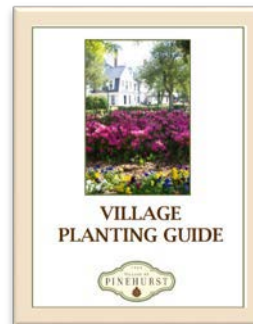
APPENDIX G VILLAGE PLANTING GUIDE

From its beginning in 1895, Pinehurst has been known for its picturesque landscapes. Two renowned landscape architects, Frederick Law Olmsted, Sr., and Warren Manning, worked with the Tufts family to design the layout of winding streets, sandy paths, and informal plantings that gave the landscape the charm of a “wild garden.” Their vision of a naturalistic and romantic landscape has been preserved through the decades and the village was awarded National Historic Landmark status in 1996, as an example of resort and community planning.

The original landscapers chose to plant Pinehurst with native species like hollies, magnolias, cedars, and evergreen trees as well as exotic plants collected from around the world. They created appealing spaces not with structures, but with plants that gave the environment year-round character through color, texture, and seasonal change. Today it is possible to maintain the historic integrity of Olmsted’s and Manning’s designs by following their naturalistic approach in planting new gardens and selecting plants that are compatible with their original selections.

The **Village of Pinehurst Planting Guide** was compiled from Manning’s original plant list and the Plant Database created by the North Carolina State University Cooperative Extension. It is divided into sections including the categories below.

- Tall trees
- Small trees/shrubs
- Small shrubs
- Vines and groundcover
- Herb and wildflowers
- Ornamental grasses
- Bulbs
- Summer annuals



In addition, plants are identified by both common and Latin names, and accompanied by soil and light requirements, drought tolerance, deer resistance, and wildlife value. Plants from Manning’s original plant list are marked with an asterisk (*).

The Planting Guide is available in two formats.

1. In hard copy and available at Village Hall, 395 Magnolia Road, Pinehurst.
2. On the Village of Pinehurst website, vopnc.org. On the website, type planting guide in the search box. The 24-page document above will appear in PDF form. Browse online or print for review.



APPENDIX H RELEVANT STATUTES AND RESOLUTION

- Figure 1 North Carolina Statute for Historic Districts and Landmarks
- Figure 2 Village of Pinehurst Resolution Creating the Pinehurst Historic District
- Figure 3 Village of Pinehurst Resolution Creating Historic Preservation Commission



Figure 1 North Carolina Statute for Historic Districts and Landmarks

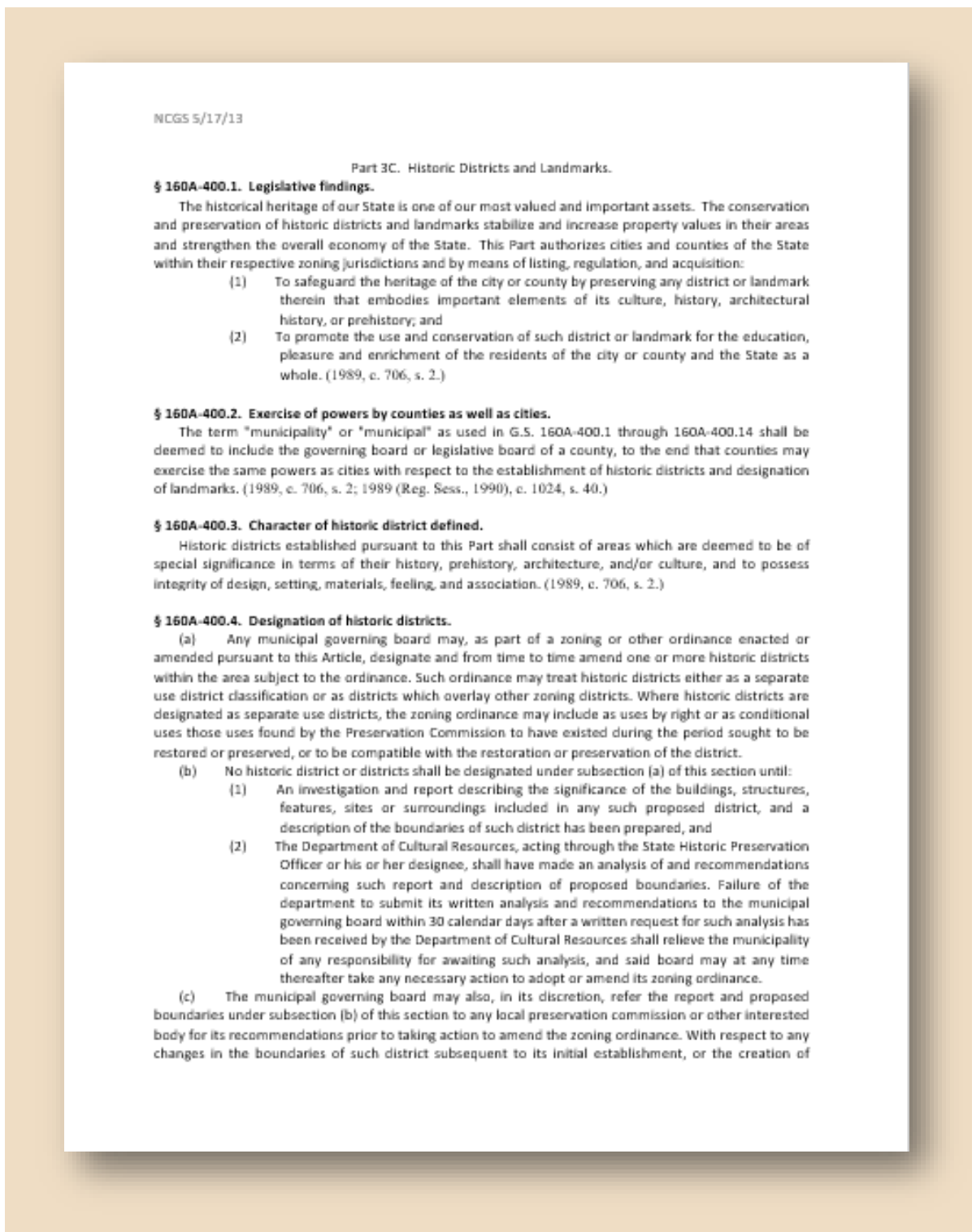




Figure 1 North Carolina Statute for Historic Districts and Landmarks

NCGS 5/17/13

additional districts within the jurisdiction, the investigative studies and reports required by subdivision (1) of subsection (b) of this section shall be prepared by the preservation commission, and shall be referred to the local planning agency for its review and comment according to procedures set forth in the zoning ordinance. Changes in the boundaries of an initial district or proposal for additional districts shall also be submitted to the Department of Cultural Resources in accordance with the provisions of subdivision (2) of subsection (b) of this section.

On receipt of these reports and recommendations, the municipality may proceed in the same manner as would otherwise be required for the adoption or amendment of any appropriate zoning ordinance provisions.

(d) The provisions of G.S. 160A-201 apply to zoning or other ordinances pertaining to historic districts, and the authority under G.S. 160A-203(b) for the ordinance to regulate the location or screening of solar collectors may encompass requiring the use of plantings or other measures to ensure that the use of solar collectors is not incongruous with the special character of the district. (1989, c. 706, s. 2; 2009-553, s. 4.)

§ 160A-400.5. Designation of landmarks; adoption of an ordinance; criteria for designation.

Upon complying with G.S. 160A-400.6, the governing board may adopt and from time to time amend or repeal an ordinance designating one or more historic landmarks. No property shall be recommended for designation as a historic landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.

The ordinance shall describe each property designated in the ordinance, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural, or prehistorical value, including the land area of the property so designated, and any other information the governing board deems necessary. For each building, structure, site, area, or object so designated as a historic landmark, the ordinance shall require that the waiting period set forth in this Part be observed prior to its demolition. For each designated landmark, the ordinance may also provide for a suitable sign on the property indicating that the property has been so designated. If the owner consents, the sign shall be placed upon the property. If the owner objects, the sign shall be placed on a nearby public right-of-way. (1989, c. 706, s. 2.)

§ 160A-400.6. Required landmark designation procedures.

As a guide for the identification and evaluation of landmarks, the commission shall undertake, at the earliest possible time and consistent with the resources available to it, an inventory of properties of historical, architectural, prehistorical, and cultural significance within its jurisdiction. Such inventories and any additions or revisions thereof shall be submitted as expeditiously as possible to the Office of Archives and History. No ordinance designating a historic building, structure, site, area or object as a landmark nor any amendment thereto may be adopted, nor may any property be accepted or acquired by a preservation commission or the governing board of a municipality, until all of the following procedural steps have been taken:

- (1) The preservation commission shall (i) prepare and adopt rules of procedure, and (ii) prepare and adopt principles and guidelines, not inconsistent with this Part, for altering, restoring, moving, or demolishing properties designated as landmarks.
- (2) The preservation commission shall make or cause to be made an investigation and report on the historic, architectural, prehistorical, educational or cultural significance of each building, structure, site, area or object proposed for designation or acquisition. Such investigation or report shall be forwarded to the Office of Archives and History, North Carolina Department of Cultural Resources.



Figure 1 North Carolina Statute for Historic Districts and Landmarks

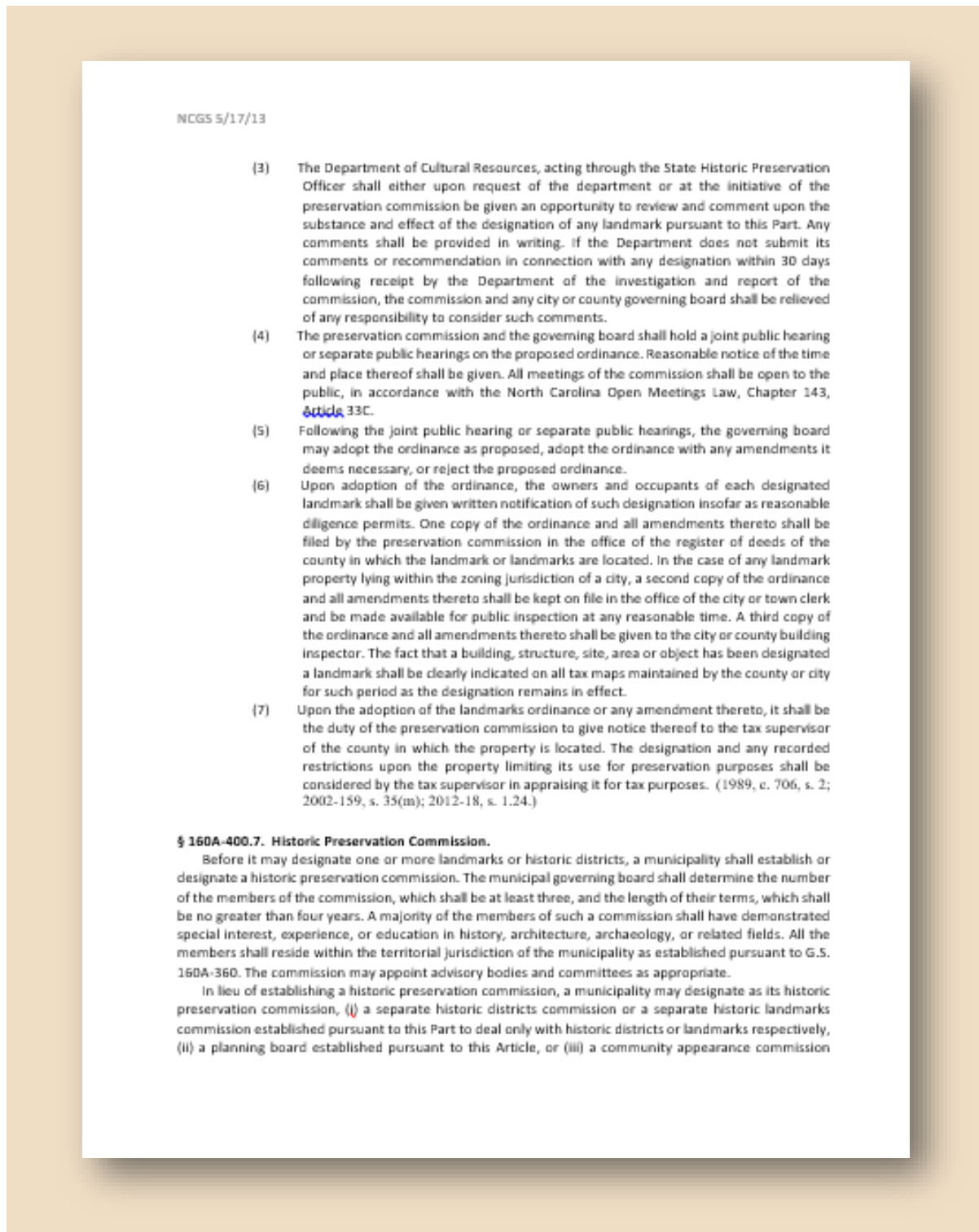




Figure 1 North Carolina Statute for Historic Districts and Landmarks

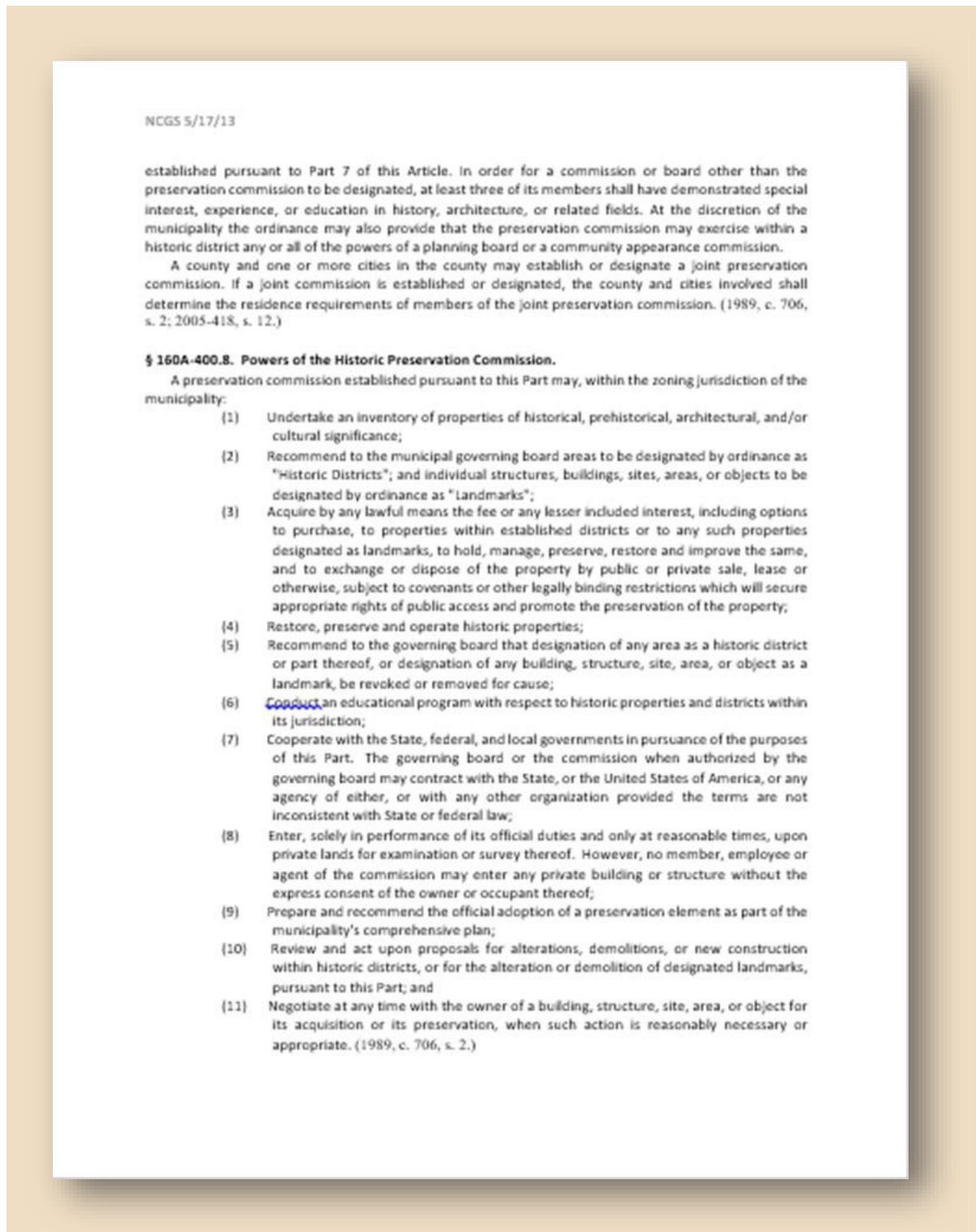




Figure 1 North Carolina Statute for Historic Districts and Landmarks

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§ 160A-400.9. Certificate of appropriateness required.

(a) From and after the designation of a landmark or a historic district, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished on such landmark or within such district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the preservation commission. The municipality shall require such a certificate to be issued by the commission prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving, or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this Part. A certificate of appropriateness shall be required whether or not a building or other permit is required.

For purposes of this Part, "exterior features" shall include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures, signs, and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior features" shall be construed to mean the style, material, size, and location of all such signs. Such "exterior features" may, in the discretion of the local governing board, include historic signs, color, and significant landscape, archaeological, and natural features of the area.

Except as provided in (b) below, the commission shall have no jurisdiction over interior arrangement and shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district which would be incongruous with the special character of the landmark or district.

(b) Notwithstanding subsection (a) of this section, jurisdiction of the commission over interior spaces shall be limited to specific interior features of architectural, artistic or historical significance in publicly owned landmarks; and of privately owned historic landmarks for which consent for interior review has been given by the owner. Said consent of an owner for interior review shall bind future owners and/or successors in title, provided such consent has been filed in the office of the register of deeds of the county in which the property is located and indexed according to the name of the owner of the property in the grantee and grantor indexes. The landmark designation shall specify the interior features to be reviewed and the specific nature of the commission's jurisdiction over the interior.

(c) Prior to any action to enforce a landmark or historic district ordinance, the commission shall (i) prepare and adopt rules of procedure, and (ii) prepare and adopt principles and guidelines not inconsistent with this Part for new construction, alterations, additions, moving and demolition. The ordinance may provide, subject to prior adoption by the preservation commission of detailed standards, for the review and approval by an administrative official of applications for a certificate of appropriateness or of minor works as defined by ordinance; provided, however, that no application for a certificate of appropriateness may be denied without formal action by the preservation commission.

Prior to issuance or denial of a certificate of appropriateness the commission shall take such steps as may be reasonably required in the ordinance and/or rules of procedure to inform the owners of any property likely to be materially affected by the application, and shall give the applicant and such owners an opportunity to be heard. In cases where the commission deems it necessary, it may hold a public hearing concerning the application. All meetings of the commission shall be open to the public, in accordance with the North Carolina Open Meetings Law, Chapter 143, [Article 33C](#).

(d) All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the ordinance or the commission's rules of procedure. As part of its review



Figure 1 North Carolina Statute for Historic Districts and Landmarks

NCGS 5/17/13

procedure, the commission may view the premises and seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances.

(e) An appeal may be taken to the Board of Adjustment from the commission's action in granting or denying any certificate, which appeals (i) may be taken by any aggrieved party, (ii) shall be taken within times prescribed by the preservation commission by general rule, and (iii) shall be in the nature of certiorari. Any appeal from the Board of Adjustment's decision in any such case shall be heard by the superior court of the county in which the municipality is located.

(f) All of the provisions of this Part are hereby made applicable to construction, alteration, moving and demolition by the State of North Carolina, its political subdivisions, agencies and instrumentalities, provided however they shall not apply to interiors of buildings or structures owned by the State of North Carolina. The State and its agencies shall have a right of appeal to the North Carolina Historical Commission or any successor agency assuming its responsibilities under G.S. 121-17(a) from any decision of a local preservation commission. The commission shall render its decision within 30 days from the date that the notice of appeal by the State is received by it. The current edition of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be the sole principles and guidelines used in reviewing applications of the State for certificates of appropriateness. The decision of the commission shall be final and binding upon both the State and the preservation commission. (1989, c. 706, s. 2.)

§ 160A-400.10. Conflict with other laws.

Whenever any ordinance adopted pursuant to this Part requires a longer waiting period or imposes other higher standards with respect to a designated historic landmark or district than are established under any other statute, charter provision, or regulation, this Part shall govern. Whenever the provisions of any other statute, charter provision, ordinance or regulation require a longer waiting period or impose other higher standards than are established under this Part, such other statute, charter provision, ordinance or regulation shall govern. (1989, c. 706, s. 2.)

§ 160A-400.11. Remedies.

In case any building, structure, site, area or object designated as a historic landmark or located within a historic district designated pursuant to this Part is about to be demolished whether as the result of deliberate neglect or otherwise, materially altered, remodeled, removed or destroyed, except in compliance with the ordinance or other provisions of this Part, the city or county, the historic preservation commission, or other party aggrieved by such action may institute any appropriate action or proceedings to prevent such unlawful demolition, destruction, material alteration, remodeling or removal, to restrain, correct or abate such violation, or to prevent any illegal act or conduct with respect to such building, structure, site, area or object. Such remedies shall be in addition to any others authorized by this Chapter for violation of a municipal ordinance. (1989, c. 706, s. 2.)

§ 160A-400.12. Appropriations.

A city or county governing board is authorized to make appropriations to a historic preservation commission established pursuant to this Part in any amount that it may determine necessary for the expenses of the operation of the commission, and may make available any additional amounts necessary for the acquisition, restoration, preservation, operation, and management of historic buildings, structures, sites, areas or objects designated as historic landmarks or within designated historic districts, or of land on which such buildings or structures are located, or to which they may be removed. (1989, c. 706, s. 2.)



Figure 1 North Carolina Statute for Historic Districts and Landmarks

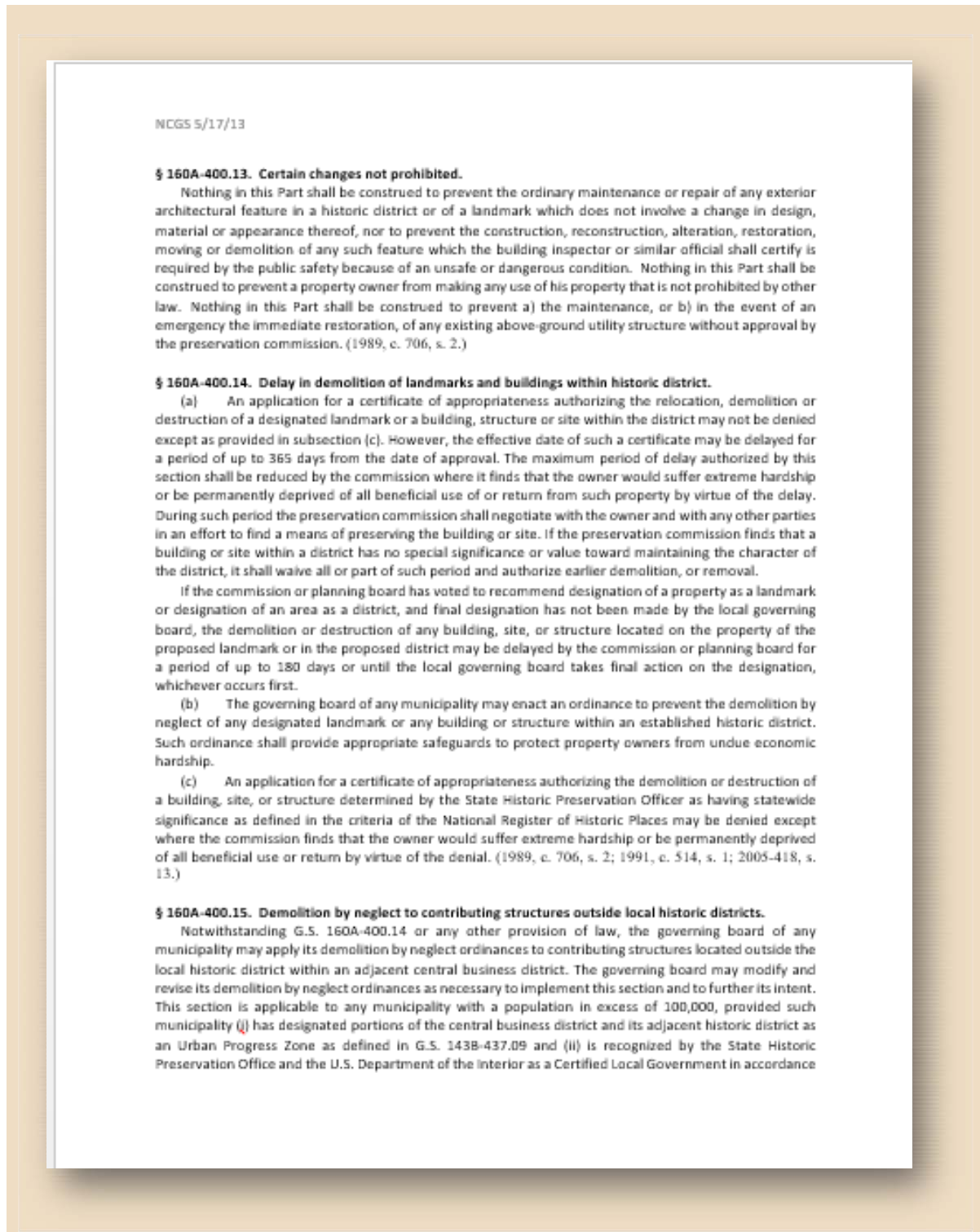




Figure 1 North Carolina Statute for Historic Districts and Landmarks

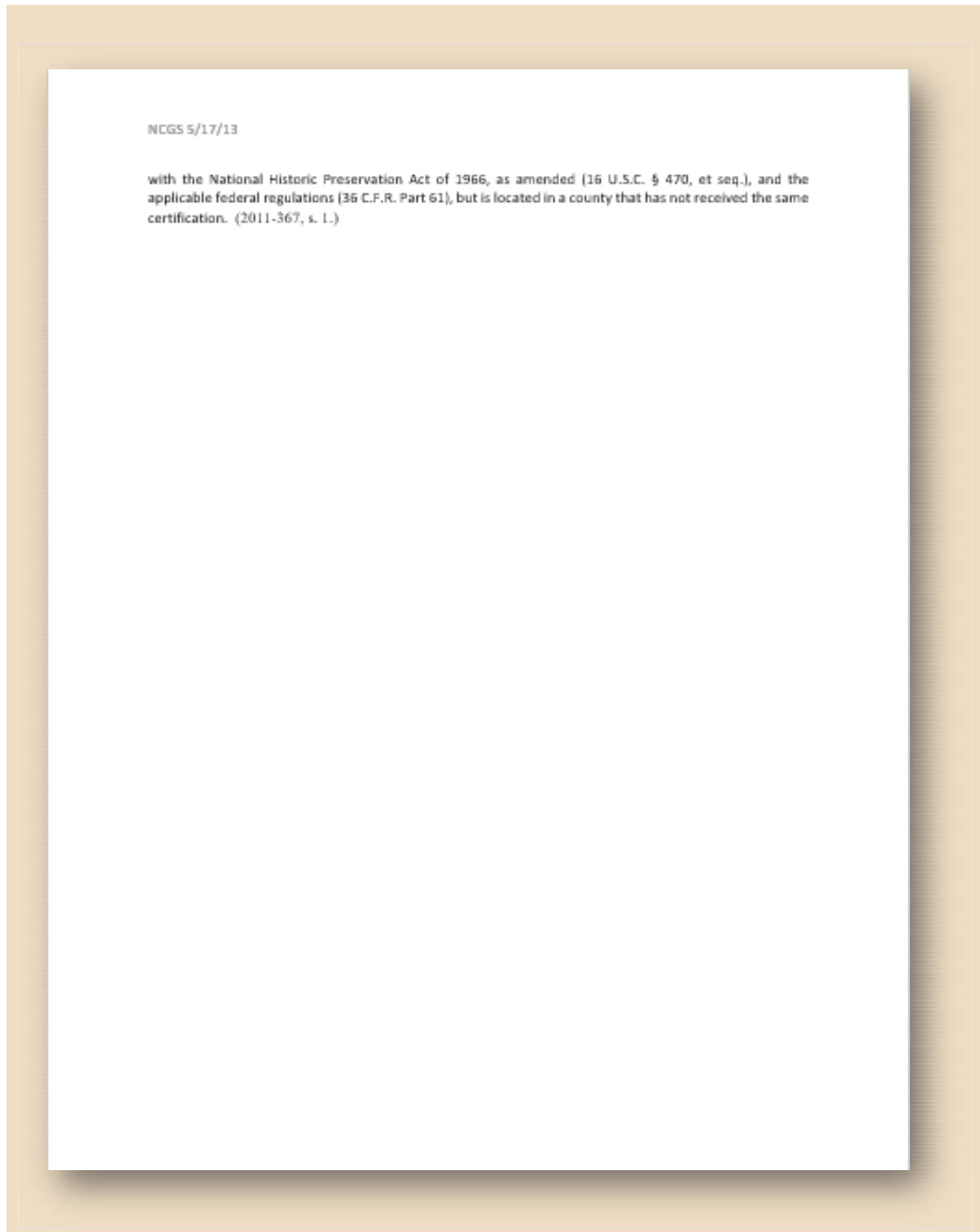




Figure 2 Village of Pinehurst Resolution Creating the Pinehurst Historic District

ORDINANCE #06-22:

AN ORDINANCE AMENDING THE PINEHURST ZONING MAP AS IT PERTAINS TO THE ADOPTION OF A LOCAL HISTORIC DISTRICT OVERLAY IN THE VILLAGE OF PINEHURST, NORTH CAROLINA.

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted a new Pinehurst Development Ordinance and Map on the 23rd day of October, 1995, for the purpose of regulating planning and development in the Village of Pinehurst and the extraterritorial area over which it has jurisdiction; and

WHEREAS, said Map may be amended from time to time as circumstances and the best interests of the community have required; and

WHEREAS, public hearings were held at 1:00 p.m. on July 25, August 22 and September 26, 2006 in the Assembly Hall of the Pinehurst Village Hall, Pinehurst, North Carolina after due notice in the Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Village of Pinehurst, and its extraterritorial jurisdiction, for the purpose of considering adoption of a Local Historic District Overlay at which time all interested citizens, residents and property owners in the Village of Pinehurst and its extraterritorial jurisdiction were given an opportunity to be heard as to whether they favored or opposed the proposed rezoning; and

WHEREAS, a Notice of Public Hearing, including a map of the proposed Local Historic District Overlay, was sent to all property owners within and adjacent to the proposed Local Historic District Overlay, according to Moore County, North Carolina property owner tax data, before Village Council public hearings held on July 25, August 22, and September 26, 2006; and

WHEREAS, the Planning and Zoning Board has recommended that the Local Historic District Overlay be adopted; and

WHEREAS, the Village Council, after considering all of the facts and circumstances surrounding the proposed rezoning, have determined that it is in the best interest of the Village of Pinehurst and the extraterritorial jurisdiction that the Local Historic District Overlay be adopted as recommended by the Planning and Zoning Board.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in Regular Meeting assembled on the 26th day of September, 2006 as follows:

SECTION 1. That the Pinehurst Zoning Map of the Village of Pinehurst and its extraterritorial zoning jurisdiction be and the same hereby is amended by adopting the Local Historic District Overlay as detailed in the attached map entitled "Local Historic District Overlay" and dated September 12, 2006. Said map is attached hereto as Exhibit A and made a part hereof, the same as if included verbatim.

SECTION 2. That this Ordinance shall be and remain in full force and effect from and after the date of its adoption.

SECTION 3. Adopted this 26th day of September, 2006.

(Municipal Seal)



VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: 
Steven J. Smith, Mayor

Ordinance #06-22



Figure 3 Village of Pinehurst Resolution Creating the Historic Preservation Commission

RESOLUTION #06-05:

A RESOLUTION OF THE VILLAGE OF PINEHURST CREATING AN HISTORIC PRESERVATION COMMISSION.

BE IT RESOLVED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in work session assembled on this 14th day of March, 2006, as follows:

SECTION 1. Pursuant to authority contained in Article 19, Chapter 160A of the General Statutes of North Carolina, there is hereby created an Historic Preservation Commission for the Village of Pinehurst, with all the powers and authority granted to said commission in said Article 19.

SECTION 2. Be it further resolved that:

- A. The Village of Pinehurst Historic Preservation Commission shall consist of 7 members, all of whom shall be full-time residents of the Village or the extraterritorial jurisdiction beyond the corporate limits of the Village.
- B. Members shall be appointed by the Village Council. Three (3) members shall be appointed for a term of three years; four members shall be appointed for a term of two (2) years. Terms of the first commission shall begin on March 14, 2006. Thereafter, members shall be appointed for terms of two (2) years or until their successors are appointed and qualified. Vacancies occurring for reasons other than the expiration of terms shall be filled by the Village Council as they occur for the period of the unexpired term. Faithful attendance at most (80%) of the meetings of the Commission is considered a prerequisite for the maintenance of membership.
- C. Members are limited to six (6) years total service. After six (6) years of service, a former member must be off the Commission for one (1) year before being considered for re-appointment.
- D. The Chairman of this Commission shall be appointed by the Village Council.

SECTION 3. The initial members of this Commission shall be:

John Skvarla -Chairman- 3 year term
 Beth Kocher- 3 year term
 Frank Thigpen - 3 year term
 Bettye Marcum- 2 year term
 Mark Parson- 2 year term
 John Root - 2 year term
 Howard Warren- 2 year term

SECTION 4. The Historic Preservation Commission shall have the powers and duties listed in Chapter 4, Section 4.6 of the Pinehurst Development Ordinance adopted May 24, 2005 as amended and the powers conveyed by North Carolina General Statutes 160A-400.7 through 160A-400.14. All votes of said Commission shall carry with a simple majority.

SECTION 5. The Village Clerk or such other person as the Council may designate shall keep a record of the proceedings and attendance of members. The Commission shall hold at least one (1) meeting monthly, and all meetings shall comply with Chapter 143, Section 318 of the General Statutes of North Carolina having to do with open meetings.



Figure 3 Village of Pinehurst Resolution Creating the Historic Preservation Commission

SECTION 6. All members of the Historic Preservation Commission shall serve without compensation.

Adopted this 14th day of March, 2006.

(Municipal Seal)



VILLAGE OF PINEHURST
VILLAGE COUNCIL

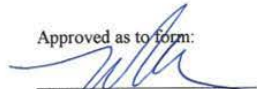
By:


Steven J. Smith, Mayor

Attest:


Linda S. Brown, Village Clerk

Approved as to form:


Michael J. Newman, Village Attorney



APPENDIX I RESOURCES

- Figure 1 The Secretary of the Interior's Standards for Rehabilitation
- Figure 2 Resources for Technical Information from the National Park Service
- Figure 3 Preservation Briefs from the National Park Service
- Figure 4 Tax Credits



Figure 1 The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation

Standard 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

Standard 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.

Standard 3. Each Property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

Standard 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Standard 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Standard 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Standard 7 Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

Standard 8 Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

Standard 9 New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Standard 10 New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



Figure 2 Resources for Technical Information from the National Park Service

<https://www.nps.gov/tps/how-to-preserve/briefs.htm>

At the National Park Service web site above, this landing page offers guidance via a series of Preservation Brief on preserving, rehabilitation and restoring historic buildings. These NPS publications help historic building owners recognize and resolve common problems prior to undertaking work.

Technical Preservation Services

National Park Service
U.S. Department of the Interior

[About](#) [The Standards](#) [Tax Incentives](#) [How To Preserve](#) [Sustainability](#) [Historic Surplus Property](#) [Education & Training](#) [Hot Topics](#)

Home > How to Preserve > Preservation Briefs

Preservation Briefs

Preservation Briefs provide guidance on **preserving, rehabilitating, and restoring** historic buildings. These NPS Publications help historic building owners recognize and resolve common problems prior to work. The briefs are especially useful to **Historic Preservation Tax Incentives Program** applicants because they recommend methods and approaches for rehabilitating historic buildings that are consistent with their historic character.

Some of the web versions of the Preservation Briefs differ somewhat from the printed versions. Many illustrations are new and in color rather than black and white; Captions are simplified and some complex charts are omitted. To order hard copies of the Briefs, see **Printed Publications**.

- Cleaning and Water-Repellent Treatments** for Historic Masonry Buildings
- Repointing Mortar Joints** in Historic Masonry Buildings
- Improving Energy Efficiency** in Historic Buildings
- Roofing** for Historic Buildings
- The Preservation of Historic **Adobe Buildings**
- Dangers of Abrasive Cleaning** to Historic Buildings
- The Preservation of Historic Glazed Architectural Terra-Cotta**
- Aluminum and Vinyl Siding** on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
- The Repair of Historic **Wooden Windows**
- Exterior **Paint Problems** on Historic Woodwork
- Rehabilitating Historic **Storefronts**
- Historic Pigmented **Structural Glass**
- The Preservation of Historic **Signs**
- The Preservation and Repair of Historic **Log Buildings**
- The Maintenance and Repair of Architectural **Cast Iron**
- Painting** Historic Interiors
- The Repair, Replacement, and Maintenance of Historic **Slate Roofs**
- The Preservation and Repair of Historic **Clay Tile Roofs**
- Mothballing** Historic Buildings
- Making Historic Properties **Accessible**
- The Preservation and Repair of Historic **Stained and Leaded Glass**
- Applied Decoration for Historic Interiors: Preserving Historic **Composition Ornament**
- Understanding Old Buildings: The Process of **Architectural Investigation**
- Protecting **Cultural Landscapes**: Planning, Treatment and



Figure 3 Preservation Briefs from the National Park Service

<https://www.nps.gov/tps/education/free-pubs.htm>

At the National Park Service web site above, this landing page offers a broad range of program and technical information free of charge. In addition to the publications listed below, single copies of individual Preservation Briefs may be requested.

Technical Preservation Services

National Park Service
U.S. Department of the Interior

[About](#) [The Standards](#) [Tax Incentives](#) [How To Preserve](#) [Sustainability](#) [Historic Surplus Property](#) [Education & Training](#) [Hot Topics](#)

Home > Education and Training > Printed Publications > Free Publications

Printed Publications

Technical Preservation Services publishes state-of-the-art information about caring for historic buildings.

[Publications for Sale](#)

Free Publications

[Co-Published Materials](#)

FREE Publications

Technical Preservation Services offers a broad range of program and technical information free of charge.

In addition to the publications listed below, single copies of individual Preservation Briefs may be requested. You may request up to a total of FIVE publications free of charge by sending an e-mail to NPS_TPS@nps.gov with your mailing address and a list of the requested materials.

Please note that we mail publications ONLY to U. S. states and territories.

Links below are to PDF versions of these publications. Use "Save as..." to download.

Historic Preservation Tax Incentives

Historic Preservation Tax Incentives. Michael Auer. 2012.

Easements to Protect Historic Properties: A Useful Historic Preservation Tool with Potential Tax Benefits. Charles Fisher. 2010.

Introduction to Federal Tax Credits for Rehabilitating Historic Buildings—**Barns**. Elizabeth A. Creveling. 2007.

Introduction to Federal Tax Credits for Rehabilitating Historic Buildings—**Rowhouses**. Jennifer C. Parker. 2007.

Introduction to Federal Tax Credits for Rehabilitating Historic Buildings—**Main Street Commercial Buildings**. Daniel Bruechert. 2007.

Introduction to Federal Tax Credits for Rehabilitating Historic Buildings—**Wood Frame Buildings**. Jennifer C. Parker. 2007.



Figure 4 Tax Credits

Federal and State Historic Preservation Tax Credits

SPECIAL NOTICE: NEW STATE HISTORIC PRESERVATION TAX CREDITS BECAME EFFECTIVE JANUARY 1, 2016

COMMERCIAL TAX CREDIT FACT SHEET (See [this information sheet for new changes](#) in state credits for commercial properties beginning January 2016)

Income tax incentives for the rehabilitation of historic structures are important tools for historic preservation and economic development in North Carolina. A federal income tax credit for the rehabilitation of historic structures first appeared in 1976 and today consists of a 20% credit for the qualifying rehabilitation of income-producing historic properties. Beginning in January 2016, new North Carolina historic preservation tax credits took effect that provide credits for both income-producing and non-income producing historic properties. Since 1976, over 3,100 completed "certified rehabilitation" projects have been reviewed by the N.C. State Historic Preservation Office, representing almost two billion dollars of investment in historic properties. The spinoff from all this activity includes job creation, downtown and neighborhood revitalization, improved community appearance, and greater community pride. Historic preservation is smart growth, and smart investment.

NC Historic Preservation Tax Credits

Effective January 1, 2016, sunsets January 1, 2020.

The Basics

INCOME PRODUCING PROPERTIES- Piggybacks onto the Federal credit.

Regular historic credits and enhanced Mill credits combined.

Tiered base credit ~15% up to \$10 million of QREs, 10% from \$10 million to \$20 million, no credit above \$20 million.

Bonus credits - 5% Development Tier Bonus for projects in Tier 1 or 2 county. 5% Targeted Investment - manufacturing or agricultural related at least 65% vacant for two years preceding eligibility certification.

Maximum credit \$4,500,000, based on a \$20 million project of a vacant mill in distressed county.

Mandatory five year carryforward eliminated. Credit may be taken in year structure placed in service and carried forward for nine years.

Eligibility certification for projects certified under the previous Mill program expire January 1, 2023. Fee schedule to be determined, no greater than 1% of QREs.

NON-INCOME PRODUCING PROPERTIES- Homeowner credits.

Property must be National Register listed or be contributing to a NR listed Historic District. Properties that contributed to the Pinehurst National Historic Landmark are eligible. Contact the Village Planner at 910-295-1900 to view a list of NHI contributing properties.

Credit 15% of eligible rehabilitation expenses.

Project threshold reduced to \$10,000 of rehabilitation expenses.

Project cap limits eligible rehabilitation expenses to \$150,000 - maximum credit is \$22,500.

Eligible rehabilitation expenses must be incurred within any 24 month period.

Mandatory five year carryforward eliminated. Credit may be taken in year structure placed in service and carried forward for nine years.

Credits may be transferred with property so long as transfer of property occurs before it is placed in service.

Taxpayer is allowed to claim credits for a rehabilitation once every five years.

Fee schedule to be determined, no greater than 1% of rehabilitation expenses.

The [Restoration Services Branch](#) of the State Historic Preservation Office reviews and provides technical assistance to all preservation tax credit projects, both state and federal. For copies of tax credit applications and instructions, contact either Tim Simmons (tim.simmons@ncdcr.gov), 919-807-6565, or David Christensen (david.christensen@ncdcr.gov), 919-807-6574, and provide your name, address, and name and location of your project.

The NEW NC Historic Preservation Tax Credits

The Basics

INCOME PRODUCING - Continues to piggyback onto the Federal credit.

- Former regular historic credits and enhanced Mill credits combined.
- Tiered base credit - 15% up to \$10 million of QREs, 10% from \$10 million to \$20 million, no credit above \$20 million.
- Bonus credits - 5% Development Tier Bonus for projects in Tier 1 or 2 county. 5% Targeted Investment - manufacturing or agricultural related at least 65% vacant for two years preceding eligibility certification.
- Maximum credit \$4,500,000, based on a \$20 million project of a vacant mill in distressed county.
- Mandatory five year carryforward eliminated. Credit may be taken in year structure placed in service and carried forward for nine years.
- New credit effective January 1, 2016, sunsets January 1, 2020.
- Eligibility certification for projects certified under the previous Mill program expire January 1, 2023.
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NON-INCOME PRODUCING - Homeowner credits.

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NCSPFO - 10/7/15



APPENDIX J GLOSSARY

Words contained in this Appendix are those having an applied meaning and relative to the purpose of these Guidelines.

Words not listed in this chapter are defined by reference to:

- The latest edition of the *State of North Carolina Building Code*, or if not defined therein,
- The latest edition of Webster's *New International Dictionary*, unabridged.

A

ACCESSORY BUILDING: A building that is located on the same parcel of property as the primary or principal structure and the use of which is incidental to the use of the primary structure. Examples of common accessory buildings include, but are not limited to, carports, carriage houses, garages, storage sheds, cabanas, and pergolas.

ACCESSORY STRUCTURE: Any structure not roofed over and enclosed that is not considered an accessory building, which is incidental to that of the main building. Examples of accessory structures include, but are not limited to, fences, decks, gazebos, arbors, retaining walls, barbeque pits, detached chimneys, tree houses, playground equipment, yard sculpture, etc.

ADDITION (to an existing building): An extension or increase in the floor area or height of an existing structure, including porches and other additions that change the volume, area or building footprint. Additions share a contiguous wall or floor with the existing structure.

AFTER-THE-FACT APPROVAL: Application for approval of work that has already been completed. After-the-fact cases require HPC approval.

ALUMINUM SIDING: Sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and 1960s.

APPROPRIATE: Suitable for, or compatible with, a property, based on accepted standards of historic restoration. The appropriateness of a design for new construction is based on its compatibility with nearby properties and with the architectural character of the Historic District.

ARCH: A curved and sometimes pointed structural member used to span an opening. A rounded arch represents classical or Romanesque influence whereas a pointed arch generally denotes Gothic influence.

ASBESTOS SIDING: A dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied in large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.

ASPHALT SHINGLE/SIDING: A shingle or siding manufactured from saturated roofing felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to weather. Asbestos siding sometimes displays designs seeking to imitate brick or stone.

ATM: Self-service machines used by banking customers for financial institutions, including deposits, withdrawals, and fund transfers, without face-to-face contact with financial institution personnel. These machines may be located at or within banks, or in other locations.

AWNINGS: An architectural projection that provides weather protection, identity and/or decoration, and is wholly supported by the building to which it is attached, and is comprised of a lightweight, rigid, or retractable skeleton over which an approved cover is attached.

B

BALUSTRADE: A series of balusters or uprights connected on top by a handrail and sometimes on the bottom by a bottom rail to provide an ornamental and protective barrier along the edge of a stair, roof, balcony, or porch.

BAY: A window or windows built to project outward from an exterior wall. A bay can also refer to an opening or division along the face of a structure. For example, a wall with a door and two windows is three bays wide.



BOARD AND BATTEN: Closely applied vertical boards, the joints of which are covered by vertical narrow wooden strips; usually found on Gothic Revival-style buildings.

BOLLARD: A sturdy, short, vertical post. Although it originally described a post on a ship or quay used principally for mooring boats, the word is now used to describe posts installed to control road traffic and posts designed to prevent ram raiding and car ramming attacks.

BOND: A brick masonry pattern. Masonry bond is essential to brickwork when wire reinforcement is not used.

BRACKET: A projecting support member found under eaves or other overhangs; it may be plain or decorated. Brackets were used extensively in Victorian architecture and gave rise to a style known as Bracketed Victorian.

BRICK VENEER: An outer covering, usually for a wooden frame building, consisting of a single layer of brick attached to the load-bearing walls with ties.

BULKHEAD (as pertains to storefronts): The area below the display windows on the front façade of a commercial storefront.

C

CANOPY TREE: A large tree whose total height and spread at maturity is greater than thirty (30) feet. Species native to the Sandhills of North Carolina include maple, hickory, holly, sweet gum, magnolia, and pine trees.

CEMENTITIOUS BOARD: A material composed of cement, sand, and cellulose fiber; first introduced in the early 20th century as a substitute for slate. Today cementitious board has a variety of uses including exterior siding and roofing.

CERTIFICATE OF APPROPRIATENESS: A document allowing a property owner to proceed with a proposed alteration, demolition, or new construction of a property in a designated area or site, following the determination of the proposal's suitability according to the Design Guidelines.

CHARACTER-DEFINING: A feature or element of a structure that is essential to its architectural or historical significance. Character-defining elements include the overall shape of the structure, its materials, craftsmanship, and decorative details, as

materials, craftsmanship, and decorative details, as well as the various aspects of its site and environment. Examples of features that could be considered character-defining include openings, roofs and related features, projections (porch, balcony, and chimneys), trim, and windows.

CLAPBOARD: Horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than six (6) inches wide. Clapboard was a common outer face of 19th and early 20th century buildings.

COLONIAL REVIVAL: A style popular in the late 19th and early 20th centuries. The style features a rectangular house shape with a gable roof and overhanging second story; a symmetrically balanced front façade with an accented front entry, often framed by a portico and pediment; and multi-pane, double-hung windows with shutters. Siding is typically clapboard or brick.

COLUMN: A vertical shaft or pillar that supports or appears to support a construction above. In classical architecture, the column has three (3) parts: base, shaft, and capital.

COMPATIBILITY: The state of being harmonious or agreeable when integrated with other elements in a structure or environment.

CONGRUITY: The quality or fact of being in agreement with. As used in the Guidelines, the term refers to a project that corresponds to the historic character of a structure, immediate streetscape, and the Historic District. A design that is appropriate and harmonious to the existing environment.

CONTEXT: The overall relationship of the building to its surroundings.

CORNICE: An ornamental molding, usually of wood or plaster, running around the walls of a room just below the ceiling; the molding forming the top member of a door or window frame; or the exterior trim of a structure at the meeting of the roof and the wall. In classical architecture, the upper projecting section of an entablature.

COTTAGE STYLE: The style of a small, quaint house, historically found in rural or semi-rural locations. Characteristics include a sloping, uneven roof with



with steep gables; prominent brick or stone chimneys; small dormer windows and casement windows small panes; and clapboard, brick, stone or stucco siding.

CRAFTSMAN BUNGALOW STYLE: An early 20th Century style that grew out of the arts and crafts movement of the 19th century. The basic characteristics are long, low profiles; overhanging bracketed eaves; wide, engaged porches with square, squat brick piers supporting wood posts; gabled dormers and four-over-one or six-over-one sash windows. Siding is typically brick, stone, or stucco.

CRESTING: Ornamental ironwork used to embellish the ridge of a gable or the upper cornice of a mansard roof.

CUPOLA: A small structure built on top of a roof or building to complete a design and to provide a source of light and a means of ventilation. The structure can be square or spherical in shape with a mansard or conical roof.

D

DECK: An uncovered porch, usually at the rear of a building; popular in modern residential design.

DEMOLITION: The razing or destruction, whether entirely or in significant part, of the exterior of a building, structure, or site. Demolition includes the removal of a building or structure from its site or the removal, stripping, concealing, or the destruction of the façade or any significant exterior architectural features which are integral to the character of the resource, for whatever purpose, including new construction or reconstruction.

DORMER: A structure projecting from a sloping roof usually housing a window (or windows) or a ventilating louver.

E

EAVE: The lower edge of a roof extending beyond the exterior wall.

ELEVATION: A scaled drawing that illustrates the view of a side of a building.

ENTABLATURE: In classical architecture, the horizontal members immediately above the column capitals; divided into three major parts or layers: architrave (bottom), frieze (middle), and cornice (top).

F

FAÇADE: The exterior face of a building.

FEDERAL REVIVAL STYLE: A revival of the architectural style popular from the Revolution through the early 19th century. The style is characterized by a hipped roof with prominent end chimneys; fanlights and side lights framing the front door; and six-on-six or twelve-on-twelve windows with shutters. Buildings are of brick or wood construction.

FENESTRATION: The arrangement of windows and doors and their openings in a building.

FINIAL: A formal ornament at the top of a canopy, gable, pinnacle, street light, etc.

FRANCHISE ARCHITECTURE: A building design that is trademarked, branded, or easily identified with a particular chain or corporation and is ubiquitous in nature.

FRONT YARD: A yard across the full width of the lot, extending from the farthest projection of the structure including, but not limited to, steps, eaves, porches, terraces or patios (excluding, however, steps and overhangs permitted to project into the front yard) to the front property and/or right-of-way line.

G

GABLE: The vertical triangular portion of the end of a building having a double sloping roof, from the level of the cornice or eaves to the ridge of the roof.

GAMBREL ROOF: A gable roof with two slopes of different pitch on either side of the ridge. The slopes that meet at the ridge have a shallower pitch.

GEORGIAN REVIVAL STYLE: A revival of the prevailing 18th century style in Great Britain and the Colonies.

The characteristics are a square symmetrical shape with paired chimneys; a centered front door framed by a decorative crown and pilasters; and nine-on-nine or twelve-on-twelve windows. Siding is typically brick.

HIPPED ROOF: A roof that slopes upward from all four sides of the building, requiring a hip at each corner.



H

HIPPED ROOF: A roof that slopes upward from all four sides of the building, requiring a hip at each corner.

HUMAN SCALE: A combination of qualities in architecture or the landscape that provides an appropriate relationship to human size, enhancing rather than diminishing the importance of people.

L

LIGHT: A pane of glass.

LINTEL: A beam of wood or stone that spans an opening; in masonry construction it frequently supports the masonry above the opening.

M

MANSARD ROOF: A roof with two slopes on all four sides, the lower one being much steeper than the upper.

MANUFACTURED STONE: A contemporary manufactured material that resembles stone and is uniform in color and substance throughout the block.

MASS: The volume or physical bulk of a building, as defined by its length, width, and height. Mass also refers to the size and shape of a structure relative to others in the immediate proximity.

MEETING RAIL: A horizontal divider between the upper and lower sashes of a double hung window.

MOLDING: A decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as trim around windows, doors and other openings.

MULLION: A vertical member dividing a window area, such as two casements, and forming a part of a window frame.

MUNTIN: A divider in a window. Muntins fix the lights of a window into position and determine the number of sidelights.

MUTED COLOR: A color that has tinted, subdued shades and is not bright or reflective. Muted colors are less intense in hue and often lighter in value.

N

NEIGHBORHOOD: An area of a community with characteristics that distinguish it from other areas and may be identified by distinct aesthetic, architectural, landscape, or historic characteristics.

O

OFF-STREET PARKING SPACE: A space which is designated for parking or temporary storage of one automobile, and is located outside of the dedicated street right-of-way.

ORIGINAL: A term designating a structure, including its elements, features, and details, at the time it was constructed. In fact, very few buildings in the Pinehurst Historic District are original. As the term is used in the Guidelines, it refers to features of a building that have been in place for a significant period of time.

P

PEDIMENT: A triangular gable bounded on all sides by a continuous cornice. This form is characteristic of classical architecture.

PILASTER: A flat or half-round decorative member applied to a wall suggesting a column; sometimes called an engaged column.

PORTICO: A small entrance porch or covered walk consisting of a roof supported by open columns.

PRIMARY STRUCTURE: The main structure on a lot in which the principal use of that lot is conducted, i.e. a residence if the property is residential.

PROPORTION: A harmonious relationship between structures or parts of structures with respect to comparative size, quantity, or degree. An effect of harmony and balance is achieved when the architectural elements of a structure are in proportion to each other and to the structure as a whole.

Q

QUEEN ANNE/VICTORIAN STYLE: One of a variety of eclectic styles introduced into British and American architecture during the reign of Queen Victoria (1837-1901). The characteristics of the Queen Anne style include a steep gable or hipped roof with dormers; a rambling asymmetrical silhouette often with turrets, towers, balconies, and verandas; and decorative accents on gable ends, eaves and overhangs. Windows are often



accented with stained glass. Siding can be mixed in a single structure.

QUOIN: Ornamental blocks of wood, stone, brick, or stucco placed at the corners of a building and projecting slightly from the front of the façade.

R

RIDGE: The horizontal line of meeting of the upper slopes of a roof.

RIGHT-OF-WAY: An area owned or maintained by the Village, the State of North Carolina, a public utility, a railroad, or a private concern for the placement of such utilities and/or facilities for the passage of vehicles or pedestrians, including roads, pedestrian walkways, utilities, or railroads.

S

SASH: Any framework of a window; it may be movable or fixed; it may slide in a vertical plane (as in a double-hung window) or may pivot (as in a casement window).

SCALE: The relationship of a building to those around it.

SETBACK: The minimum distance from the property line to the farthest projection of the exterior face of buildings, walls, or any other form of construction (i.e. decks, landings, terraces, porches, and patio on grade). Setbacks for buildings within a block or neighborhood should be consistent to maintain the character of the neighborhood.

SHEET METAL: A flat rolled-metal product, rectangular in cross-section and form; when used as a roofing material, usually terne- or zinc-plated.

SHUTTER DOG: A tie-back used to keep shutters in an open position.

SIDE YARD: An open space on the same lot with a building (steps, eaves, and uncovered porches, terraces, and patios are considered part of the main building), and the side line of the lot extending through from the front building line to the rear yard or to the rear line of the lot, where no rear yard is required.

SOFFITT: The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.

STREETSCAPE: The distinguishing character of a particular street within a pedestrian's view as created by the dimensions and materials of the road and walkways, the design of street furniture, the setback, spacing, and scale of structures, their architectural features and materials, and the presence of vegetation (especially trees) along the curb or sidewalk.

STRING COURSE: A decorative horizontal band on the exterior wall of a building. Such a band, either plain or molded, is usually formed of brick or stone.

STUCCO: An exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement. **SURROUND:** The border or casing of a window or door opening, sometimes molded.

T

TERRA COTTA: Hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used a surface finish for buildings in the Art Deco style.

TERNE: An alloy coating that was historically made of lead and tin used to cover steel, in the ratio of 20% tin and 80% lead. Until the year 2012, lead had been replaced with the metal zinc and was used in the ratio of 50% tin and 50% zinc.

TEXTURE: The physical material and architectural features and details of a building that create character; also the fabric of a building, structure, or town, connoting an interweaving of component parts.

TRANSOM: A glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation at ceiling level.

V

VILLAGE CENTER: The original commercial center of Pinehurst.

VINYL CLAD/ALUMINUM CLAD: The exterior cladding of wooden window frames and sashes and of wooden doors with factory-finished vinyl or aluminum.

VINYL SIDING: Sheets of thermal, plastic compound made from chloride or vinyl acetates, as well as



some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard, posts, or rails.

W

WATER TABLE: The plain or molded ledge or projection of an exterior wood wall, usually at the first floor level, that protects the foundation from rain running down the wall of a building. In masonry buildings, the water table refers to the belt course that differentiates the foundation from the exterior wall.



OCTOBER 5, 2017
ADDITIONAL AGENDA DETAILS:

MEMO DETAILS:

Attached are the draft minutes of the October 5, 2017 meeting of the Historic Guidelines Update Committee for your information.

ATTACHMENTS:

Description

📎 October 5, 2017

**Historic Guidelines Update Committee
October 5, 2017
Council Conference Room
10:00 a.m.**



Minutes

Committee Members in Attendance:

Jim Lewis, Chairman
Jack Farrell, Vice-Chair
Judy Davis, HPC Member
Molly Gwinn, HPC Member
Christine Dandeneau, Architect
Kevin Drum, VOP Business Owner
Wayne Haddock, Home Builder
Jim McChesney, HPC Member
Leo Santowasso, P&Z Board Member

Other HPC Members in Attendance:

Bob Farren, HPC Member
Tom Schroeder, HPC Member

Staff in Attendance:

Stephen Wensman, Planning and Inspections Director
Alex Cameron, Planner
Gwendy Hutchinson, Planning and Administrative Assistant

I. Call to Order

Chairman Jim Lewis called the meeting to Order.

II. Approval of the Minutes:

A. June 15, 2017

Molly Gwinn made a motion to approve the June 15, 2017 Minutes; Leo Santowasso seconded the motion, which was unanimously approved.

III. Public Meeting:

A. Discuss HPC Consultants Findings and Comments

Chairman Jim Lewis, Alex Cameron and Stephen Wensman met with Consultants Ellen Turco and Martha Lauer of New South Associates on October 4, 2017, to discuss having more than one historic district. After touring the historic district and having discussions with Chairman Lewis and Staff; the Consultants will prepare a report of their recommendations to the Committee.

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Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors. Values: Service, Initiative, Teamwork, and Improvement.

Staff will work on establishing a time-line to determine how long this process will take in working with the Consultants, SHIPO, and Notification of Property Owners to meet with the Historic Preservation Commission to discuss having more than one district, and the Planning and Zoning Board meeting(s) in order for them to make recommendations to Village Council.

B. Changes to the Guidelines

Chairman Lewis stated that "Field of Play" should be added and defined.

Chairman Lewis, Members of the Update Committee and Staff reviewed and discussed the proposed changes.

Judy Davis will make the changes as discussed to the Guidelines and send out updated copies to those on the Committee and Staff.

IV. Next Meeting Date: TBD

V. Motion to Adjourn

Leo Santowasso made the motion to adjourn; Jim McChesney seconded the motion, which was unanimously approved.

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