



PLANNING AND INSPECTIONS DEPARTMENT

TO: Pinehurst Historic Preservation Commission
FROM: Stephanie Goodrich, Senior Planner
DATE: 11/26/2018
SUBJECT: Staff Approvals of Normal Maintenance and Minor Work

STAFF APPROVALS REPORT for LOCAL HISTORIC DISTRICT
December 13, 2018 MEETING
11/3/2018 to 11/26/2018

NORMAL MAINTENANCE

None

MINOR WORK – COA ISSUED

COA: 18-101

Application Date: 11/5/18

Approval Date: 11/9/18

Prop Owner: Randy Acres & Soek Yie Phan Address: 55 Palmetto Road

LRK# 17735

Applicant: Brough Law Firm

Request: Rear Fence

Standards and Guidelines: 1.6.3.7

COA: 18-102

Application Date: 11/8/18

Approval Date: 11/8/18

Prop Owner: Sandhills Women's Exchange Address: 15 Azalea Road

LRK# 26417

Applicant: Youngerman Woodworking

Request: Reinking and wood repair

Standards and Guidelines: 1.6.3.21

COA: 18-103

Application Date: 11/8/18

Approval Date: 11/8/18

Prop Owner: Hollister Properties

Address: 35 Graham Road

LRK# 27826

Applicant: John Holroyd

Request: repaint house in approved colors

Standards and Guidelines: 1.6.2.1

COA: 18-104

Application Date: 11/9/18

Approval Date: 11/9/18

Prop Owner: Robert Anderson

Address: 40 Village Green

LRK# 300068

Applicant: Knat's Landing

Request: fencing – rear, picket

Standards and Guidelines: 1.6.3.7

COA: 18-105

Application Date: 11/16/18

Approval Date: 11/16/18

Prop Owner: Robert & Cindy Kennedy

Address: 135 Dundee Road

LRK# 30215

Applicant: Same

Request: Side yard brick patio

Standards and Guidelines: 1.6.3.8; 17

**LOCAL HISTORIC DISTRICT APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
STAFF REPORT**

COA: 18-106	85 & 83 Short Road	Parcel ID #17841/17850
Demolition: Move a storage shed from 85 Short to 83 Short		PIN # 856200285437
		856200285541

APPLICANT:	Pratt's Grading & Pancho Roofing Champions
PROPERTY OWNER(S):	Bart Boudreaux

RECEIVED:	11/14/2018
MEETING DATE:	12/13/2018

ZONING DISTRICT:	R-10
LHD STATUS:	Outside the boundary

ADDITIONAL APPROVALS/PERMITS NEEDED:

✓ BUILDING OFFICIAL - PRIOR TO PERMITTING

NATURE OF PROJECT:

- Move one of the storage sheds from LRK 17841 onto adjacent property LRK 17850

FACTS

APPLICABLE SECTIONS OF STANDARDS AND GUIDELINES

STAFF ANALYSIS: At the October 25th 2018 Historic Preservation Commission meeting, permission was granted to demolish this structure. In an effort to save the building it will be relocated to 83 Short Road and placed in the rear. 83 Short Road is a single story shingled bungalow with Craftsman influences, built in 1922. The shed is a board and batten sided shed with shingles on the front and rear gables. The asphalt shingle roof is in poor condition and will be replaced after it is moved to the new location. The property lines and addresses have been changed since the October meeting due to the parcel line being moved and a driveway added to the flag lot from December's case.

A. SECTION 1.6.4.4 MAJOR WORK - *Moving of buildings including accessory structures;*

1. This request is considered to be major work because it involves moving a structure that **is/is not** considered minor work.

CARRIAGE HOUSES, GARAGES AND OUTBUILDINGS:

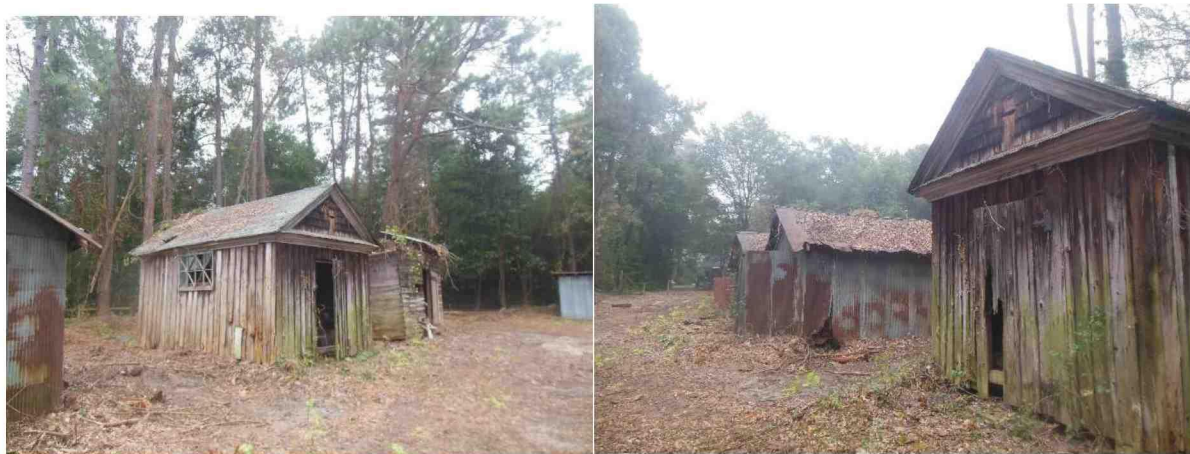
B. SECTION 2.16.1 Carriage Houses, Garages, and Outbuildings Guidelines- *Retain and preserve original carriage houses, garages and outbuildings when feasible. Retain and preserve historic garages and outbuilding materials, such as siding, masonry, roofing materials, and wooden trim. If replacement is necessary, use new materials that match the historic materials in dimension, shape, color, pattern, and texture.*

1. The structure proposed to be moved **does/does not** contribute to the historic character of the Village of Pinehurst.
2. The structure proposed to be moved **is/is not** in a proportion compatible with the main house.

3. The outbuilding **does/does not** have a traditional roof form, materials, and details compatible with the main building or historic outbuildings in the district.



LOCATION – Circled structure to be moved to lot that is outlined



Building 5 from previous case 18-93



Move shed from
vacant lot to
85 Short Road

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 may 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): Bart Boudreaux
Business Name (if applicable): 85 Short LLC
Tenant Name (if applicable): Eddie McKenzie, Stephanie Michael, Doak Michael
Physical Address: 85 Short Road, Pinehurst NC, 28374
Mailing Address (if different): 10 Everette Road, Pinehurst NC, 28374
Phone #: _____ Mobile #: 918-521-6291
Zoning District: _____ LRK #: 00017850 PIN #: 856206285541

Applicant/Contractor Data

Name: Roof - Pancho Roofing Champions / Shed mover - Pratt's Grading
Contractor License #: _____
Phone #: Pancho 910-638-0294 / Pratt 910-724-4812
E-mail Address (optional): _____
Mailing Address: _____
Estimate Cost of Construction: \$ 2,000

*Would you like your sets of plans returned to you from the Historic Commission? Yes: ☐ No: ☒



Application for Local Historic District

Description of Project:

Move 11' x 16' shed from the vacant lot behind the 85 Short Road property to the rear of the 85 Short Road property. Once the shed is moved the roof will be replaced with Moire Black composite shingles that match the main home. The main home shingles were changed earlier this year. Additionally, some of the shed's rotten siding and molding will be replaced with similar materials. Impervious surface of 85 Short Road will be 33.4% as a result of adding the shed. See attached.

FYI - The address of this home will be changed to 83 Short Road shortly per Moore County so that the lot in back can be named 85 Short Road.



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	Composite	Moire Black
Roof Exhaust Vents		
Front Porch		
Deck		
Patio		
Sidewalk		
Sky Lights		
Driveway		
House Number		

Same as
05 Short
main
dwelling

Signature: [Signature] Date: 11/11/18



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: _____ HPC Mtg(s): _____

Other required approvals: _____

Conditions: _____



Mose shed
50m vacant
lot to 85 Short Road

ANSWER ALL QUESTIONS, (IF ITEM IS NOT APPLICABLE- INDICATE ("N/A"))

Initial Plan Review fee for new Single Family home construction or addition is \$225.00.

Initial Plan Review fee for docks and bulkheads, pools, and decks is \$100.00.

Initial Plan Review fee for accessory structures 12' or less is \$50.00

Initial Plan Review fee for accessory structures any dimension greater than 12' is \$225.00

Permit fees are prepared by the Building Inspector and are due when the Permit is picked up.

Additional fees could result from re-inspection fees.

TWO sets of plans are required for new construction, exterior additions/alterations, including any structures added to property. Packets should be collated and prepared as specified:

Building/Planning Packet requires one of each of the following:

- Application
- Site Plan/Elevation Drawings
- Site Plan/Landscape Plan
- Floor Plans
- Foundation/Wall Section

Public Services Packet (if applicable) requires:

- 2 Driveway Application Forms/ 1 Site Plan indicating driveway connection

Please note that you may be contacted and asked to provide additional information in order for your application to be reviewed and processed.

Required information to be included on the Single-family Site Plan:

1. Indicate existing and proposed topographic elevations and finished floor elevation on site plan. Contour lines shall be indicated with no larger than two foot intervals for existing and proposed (LIDAR data may be utilized).
2. Show scale and North arrow.
3. All plans and drawings shall be drawn to a scale that is easily legible. Site plans shall be prepared by a licensed surveyor or engineer.



4. Title block with site name and location.
5. Indicate zoning classification of property on plan. Show total acreage including area and dimensions of the entire tract.
6. Provide developer/builder name, address and telephone number on plans.
7. Provide designer's name, address and telephone number on plans.
8. Indicate adjoining lot lines, lot number and subdivision name on plans.
9. Indicate by note, minimum dwelling size proposed for each floor.
10. Show front, side and rear building setbacks.
11. Show road frontage at the right-of-way and lot width at the building line.
12. Show all easements.
13. Clearly show the location of any additions/alterations (to scale).
14. Location of all proposed and existing accessory structures to include pet runs, fences, LPG tank(s), irrigation wells, etc.
15. Driveway and sidewalk locations.
16. Building elevation – **front** elevation shown with finished grade, to scale
17. Show location of silt fence.
18. Existing and proposed impervious areas including the calculations on new construction and additions
19. Landscaping plans shall include plant location, plant name, gallon size, and indicate any HVAC unit or units, decks, patios, driveways, and sidewalks.
20. Floodplain and wetland delineation, if applicable.
21. Location of septic tank, and/or existing drainage structures.
22. Engineered Floor System Layout, if applicable.
23. Any other information the Village Planner identifies as necessary

The Village Planner may allow for modifications or waivers to the required information for this plan type based on the individual proposal and what is needed to determine compliance. The Village Planner may allow for a plot/sketch plan to be submitted rather than the single-family plan type based on the individual proposal and what is needed to determine compliance.



Application for
Single Family Development
New Residential Construction
Residential Additions
Residential Interior
(revised 3/14/17)

Table of Dimensional Requirements can be found in Section 9.2 of the Village of Pinehurst Development Ordinance on the Village of Pinehurst website, (www.vopnc.org)

Tree Conservation and Newly Installed Trees and Plants requirements for Single-family Development can be found in Section 9.14.6 of the Village of Pinehurst Development Ordinance on the Village of Pinehurst Website: www.vopnc.org

PROPERTY OWNER:

Name: Bart Boudreaux Telephone #: 918-521-6291
Address: 10 Everette Road, Pinehurst NC, 28374

CONTRACTOR:

Company Name: Shed Mover - Pratt's Grading / Roofer - Pancho Roofing Champions License #: _____
Contact Person: _____ Address: _____
Telephone: Pratt 910-724-4812 / Pancho 638-0204 Email: _____

PROJECT LOCATION:

Parcel ID#: 00017850 / PIN 856200285541 Unit: #: _____ Lot #: _____

NOTE: the Parcel ID# & PIN#'s are found on Moore County Tax Bill at www.moorecountync.gov/gis

Address: 85 Short Road, Pinehurst NC, 28374

TYPE OF PERMIT REQUESTED: If addition/other - attach complete description of work

☐ New Residence ☐ Addition ☒ Accessory Structure ☐ Interior

Other: Moving shed from adjoining lot to rear of 85 Short Road property

ADD'L INCLUSIONS: (REQUIRES SEPARATE PERMIT) (check all that apply)

Propane Tank ☐ Fence ☐ Driveway ☐ Irrigation System ☐

***Note:** Irrigation well Permits can only be submitted after framing inspection has been approved

BUILDING DATA: Building Square Feet: Total _____ (heated & unheated) Heated only: _____

Building height _____ Number of Stories _____ Basement Yes ☐ No ☐ if yes Square footage _____



Planning and Inspections Department
395 Magnolia Rd - Pinehurst, North Carolina 28374
(910) 295-8660 - Fax (910) 295-1396 - www.vopnc.org
Page 3 of 7



Application for
Single Family Development
New Residential Construction
Residential Additions
Residential Interior
(revised 3/14/17)

ESTIMATED COST OF CONSTRUCTION: 1000

INFRASTRUCTURE: Water: Public ☐ Private Well ☐
Septic: Public ☐ Private ☐

FLOOD ZONE: Yes ☐ No ☐ PANEL #: _____ Date: _____

IF YES, COMPLIANCE WITH VILLAGE OF PINEHURST FLOOD PREVENTION
ORDINANCE IS REQUIRED – COPY OF ORDINANCE AVAILABLE UPON REQUEST

Is Lot located within Red-Cockaded Woodpecker Protection Area? Yes ☐ No ☒

Does Lot contain wetlands: Yes ☐ No ☒ For information contact: www.saw.usace.army.mil

Distance of Lot to nearest body of water: _____ Zoning District: _____

Land Disturbed (sq. ft.) 7357 Site Data: Site Acreage 22043 Impervious Surface % 33.4

**SUBCONTRACTORS: (LICENSE NUMBERS MUST INCLUDE ALL LETTERS AND
NUMBERS AS FILED WITH NORTH CAROLINA LICENSING BOARD) INFORMATION
MUST BE COMPLETED BY EACH INDIVIDUAL SUB-CONTRACTOR - APPLICANT NOT
AUTHORIZED TO PROVIDE INFORMATION**

HVAC : _____ Address: _____
License #: _____ Telephone: _____
Email: _____
Authorized Signature: _____

Plumbing: _____ Address: _____
License #: _____ Telephone: _____
Email: _____
Authorized Signature: _____

Electrical: _____ Address: _____
License#: _____ Telephone: _____
Email: _____
Authorized Signature: _____

Gas Piping: _____ Address: _____
License#: _____ Telephone: _____
Email: _____
Authorized Signature: _____



Application for
Single Family Development
New Residential Construction
Residential Additions
Residential Interior
(revised 3/14/17)

Irrigation: _____ Address: _____
License#: _____ Telephone: _____
Email: _____
Authorized Signature: _____ Date: _____

DEVELOPMENT PERMITS SHALL EXPIRE 6 MONTHS AFTER DATE OF ISSUANCE IF NO INSPECTIONS HAVE BEEN COMPLETED.

BUILDING PERMITS SHALL EXPIRE, IF AFTER ISSUANCE WORK HAS BEEN DISCONTINUED FOR TWELVE (12) MONTHS.

I, the undersigned hereby make application for permits, inspections at the location designated as per approved plans and in accordance with the provisions of all ordinances and laws of the State of North Carolina, the County of Moore, and the Village of Pinhurst regarding all work specified herein.

Property Owner/Representative: Bart Boudreaux Date: 11/11/18

Description of Work:

Move 11' x 16' shed from the vacant lot behind the 85 Short Road property to the rear of the 85 Short Road property. Once the shed is moved the roof will be replaced with Moire Black composite shingles that match the main home. The main home shingles were changed earlier this year. Additionally, some of the shed's rotten siding and molding will be replaced with similar materials. Impervious surface of 85 Short Road will be 33.4% as a result of adding the shed. See attached impervious table.

FYI - The address of this home will be changed to 83 Short Road shortly per Moore County so that the lot in back can be named 85 Short Road.

****Staff Use Only****

Permit #: _____ Date permit issued: _____ Planner: _____ Date: _____

Building Inspector: _____ Date: _____ Fees: \$: _____



A COPY OF THIS APPLICATION MUST BE PLACED IN THE PERMIT BOX:

Application is hereby made to the Public Service Department to install a driveway connection from the property line to the street or alley at the address listed below:

APPLICANT: Name: _____
Mailing Address: _____
Phone Number: _____ Fax Number: _____
Signature: _____
Email: _____

Site Plan and Vicinity Map must be attached.

Property location (Physical Address): _____

Lot Number: _____ Unit Number: _____ Impervious Surface (%) _____

If applicant is applying for multiple driveway connections at existing property, this item must be completed.

Parcel ID#: _____ PIN: _____ Zoning District: _____

NOTE: the Parcel ID # & PIN Numbers are found on Moore County Tax Bill at www.moorecountync.gov/gis

Topography of Lot: _____

Type of Connection at first fifteen feet: Concrete Apron: _____ Asphalt Apron: _____

NOTE: SEE APPROVED DIAGRAM ON PAGE 3 OF THIS APPLICATION

Property Owner is not allowed to remove sod, plant shrubbery and/or trees on property located within the Village of Pinehurst right of way without prior approval from the Public Service Department.

48 HOURS NOTICE MUST BE GIVEN FOR FINAL INSPECTION REQUEST – FAX ENTIRE DOCUMENT TO PUBLIC SERVICES DEPARTMENT @ (910) 295-0517. THE PUBLIC SERVICES DEPARTMENT. **DOES NOT KEEP** COPIES OF DRIVEWAY APPROVALS

Applicant Signature: _____ Date: 11/11/18



****Staff Use Only****

The proposed driveway connection is permitted subject to the following conditions:

- _____ Sod entire right of way 15 feet deep – no higher than the roadway
- _____ Keep swale though ditch line & driveway
- _____ Swale minimum of 6 inches deep – bottom of swale minimum 6 foot from edge of road
- _____ Owner to maintain sod after closing*
- _____ Add 15", 18" or 24" pipe – all pipes must be concrete with flare ends
- _____ Add riprap breaks
- _____ Village of Pinehurst not responsible for water draining onto property due to topo of lot
- _____ Other

Final Driveway Inspection Approved: Yes _____ No _____

Reason: _____

Signature: _____ Date: _____
Infrastructure Superintendent

Signature: _____ Date: _____
Public Service Director

Description	Width (ft)	Length (ft)	Sq ft	Method of measurment
House (under roof)			2505	Surveyor
Slab Near basement door	4	15	60	Owner measured
85 c steps	3	15	45	Owner measured
Front porch	10	16	160	Owner measured
Side porch	4	10	40	Owner measured
Brick patio on right of house	15	26	390	Owner measured
Pathway to front porch	3	35	105	Owner measured
Left drive and parking area	10	7	70	Owner measured
	32	35	1120	Owner measured
	18	27	486	Owner measured
Right drive and parking area	10	42	420	Owner measured
	30	24	720	Owner measured
	10	87	870	Owner measured
	10	19	190	Owner measured
Shed	11	16	176	Owner measured
Impervious total - sq ft			7357	
Lot - sq ft			22043	
Impervious %			33.4	

S 38°40'56"E 149.96' TOTAL

EC/11

14-01-

169.96'

S 51° 40' 04" W

78.95'

N 39° 30' 57" W

49.96'

ECM

155 $\longrightarrow$

28 85 4 2022 107

2505 5g 5t
H24 5t
05 54.01 + 12

Bhaskar
Palk, 1930

11-11-11

P 245

11-11-11

Black
421

Bluestone

Bluestone

Blue stone

27x10

5/1/20

Page

2505 sg ft

25 4 74

05,560 + 27 P⁰⁰

27x10

Bluestone

Blue stone

27x10

5/1/20

Page

2505 sg ft

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Property Data

Property Owner(s): Hedgehog Development Company, Inc.
Business Name (if applicable): Attn: Joel R. Tew, Pres.
Tenant Name (if applicable): N/A
Physical Address: 215 Everette Road, Pinehurst, NC 28374 (Main House)
Mailing Address (if different): 35595 U.S. Hwy 19 N, # 921, Palm Harbor, FL 34684
Phone #: jtew@tewlaw.us Mobile #: (727) 642-6663
Zoning District: R 10 LRK #: 00015658 PIN #: 856205270963

Applicant/Contractor Data

Name: Lee Huckabee Homes, Inc.
Contractor License #: 56920
Phone #: (910) 220-7121
E-mail Address (optional): leehuckabee@gmail.com
Mailing Address: 203 Royal Ave., Albemarle, NC 28001
Estimate Cost of Construction: \$ TBD

*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

(910) 295-2581- Fax (910) 295-1396 - www.villageofpinehurst.org



Application for Local Historic District

Description of Project:

This proposal is for a partial renovation and small expansion of the main house. The owner previously was granted a COA for demolition of the previous detached garage, which was then permitted for construction of a new carriage house which now contains an enclosed garage with an apartment/guest cottage above the garage, in the rear of the main house.

The current application for COA includes the following items for the main house:

1. Remodel of the downstairs master bedroom suite, which includes expansion/extension of this portion of the main house by approximately 8' on the east (driveway) side of the home, to accommodate the new master bath & walk-in closet area(s) per the attached floor plans. As shown in the elevations sheet, this new extension on the right (east) elevation is designed consistent with the preexisting Carolina Room on the left (west) elevation, including matching siding, windows, roof line, and roof deck balustrade. As a result, the front elevation of the main house will now appear more balanced and the new master suite extension (8' wide) will be harmonious with the existing front elevation of the home.
2. Remodel of the existing kitchen and rear bedroom areas to create an open kitchen/great room area in the rear of the main home, per the attached floor plans. This work will require the demolition/removal of the roof and walls on the rear (north) bedroom of the existing home (which appears to have been added to the home well after the original main home), and replacement of that rear portion of the home with the new roof/walls for the expanded great room area. This will result in an expansion/extension of the current rear footprint by approximately 8' into the rear yard, as shown on the attached plans. The new/replacement roof line is designed consistent with the roof line(s) on the main house, and the new siding, colors, and shingles will match the existing house, all as shown on the attached elevations sheet.
3. Proposed replacement of the main house windows to match the new windows to be installed in the renovation areas, which windows will be consistent in exterior appearance to the current windows in the house. The existing windows are not functional (the ropes/weights previously were severed prior to the current owner's acquisition of the home and many windows will not open; accordingly the windows are not functional). The installation of new windows will help insulate the home, provide for better fire safety, and will create a more uniform appearance for the entirety of the home (for example, the Carolina Room included new windows whenever it was added to the original home).
4. Proposed replacement of the front door, which is a metal door/metal frame, with a new wood door and door jamb compatible in appearance to the existing door, and painted the *same color as existing door. Current door operates poorly despite repairs, and leaks.*

Planning and Inspections Department

395 Magnolia Rd - Pinehurst, North Carolina 28374

(910) 295-2581- Fax (910) 295-1396 - www.villageofpinehurst.org

Page 2 of 4



Application for
Local Historic District

EXTERIOR MATERIAL COLOR FORM

EXTERIOR	MATERIAL	COLOR
Front Elevation		
Rear Elevation	Siding to Match	White
Right Elevation	Siding to Match	White
Left Elevation		
Trim	To Match	White
Windows	To Simulate Existing	White Frames/Trim
Chimney	New Cap/Now Missing	To Match Other Chimney
Foundation	Brick	To Match
Front Door	Wood	To Match Existing
Shutters	To Match Existing	Gray
Garage Door		
Roof	Master Built-Up; Rear Shingled	Charcoal to Match
Roof Exhaust Vents		
Front Porch		
Deck	Master Balustrade/Master	To Match Carolina Room
Patio		
Sidewalk		
Sky Lights		
Driveway		
House Number		

Signature: _____

[Signature], President

Date: _____

11/06/2018



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: _____ HPC Mtg(s): _____

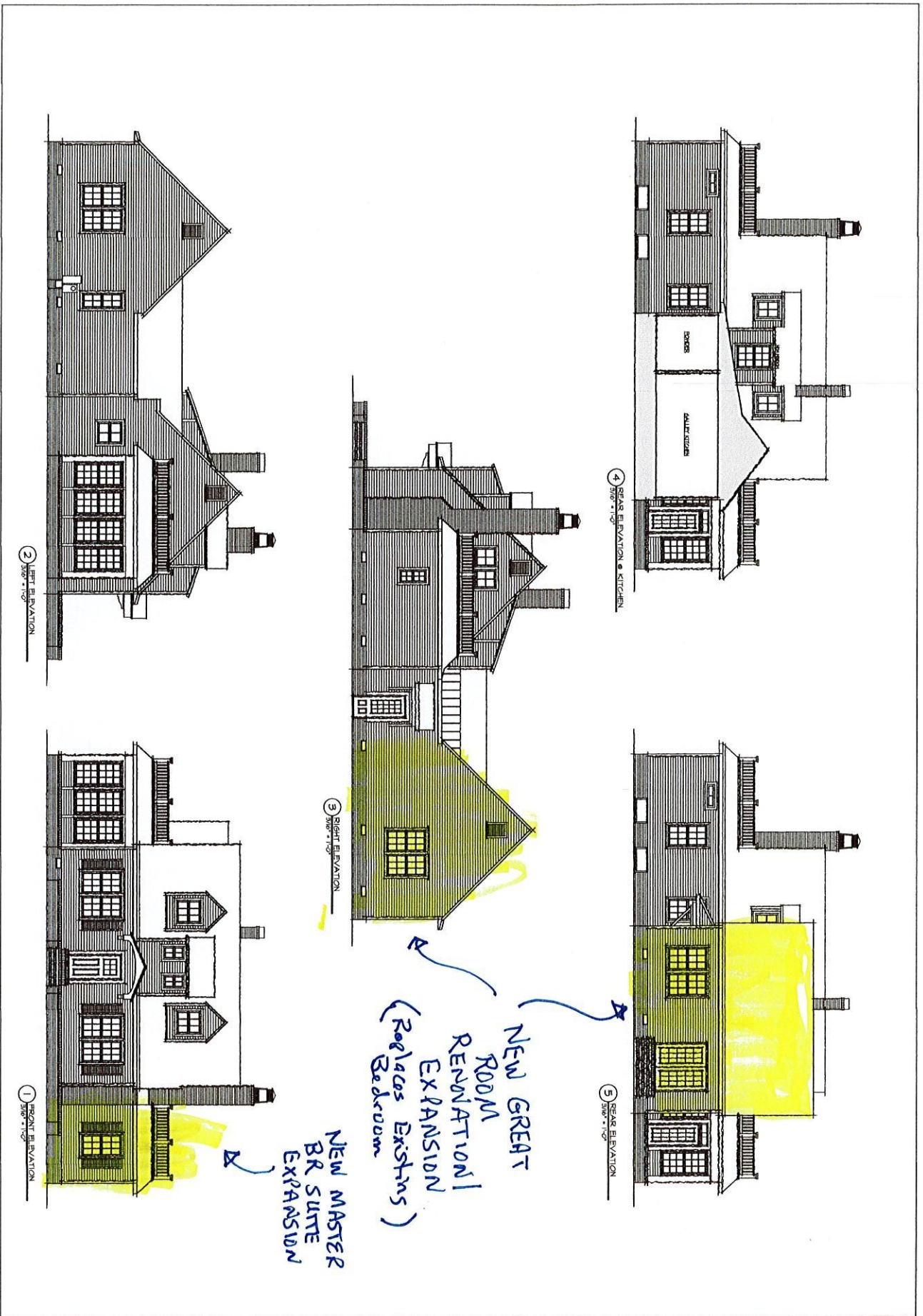
Other required approvals: _____

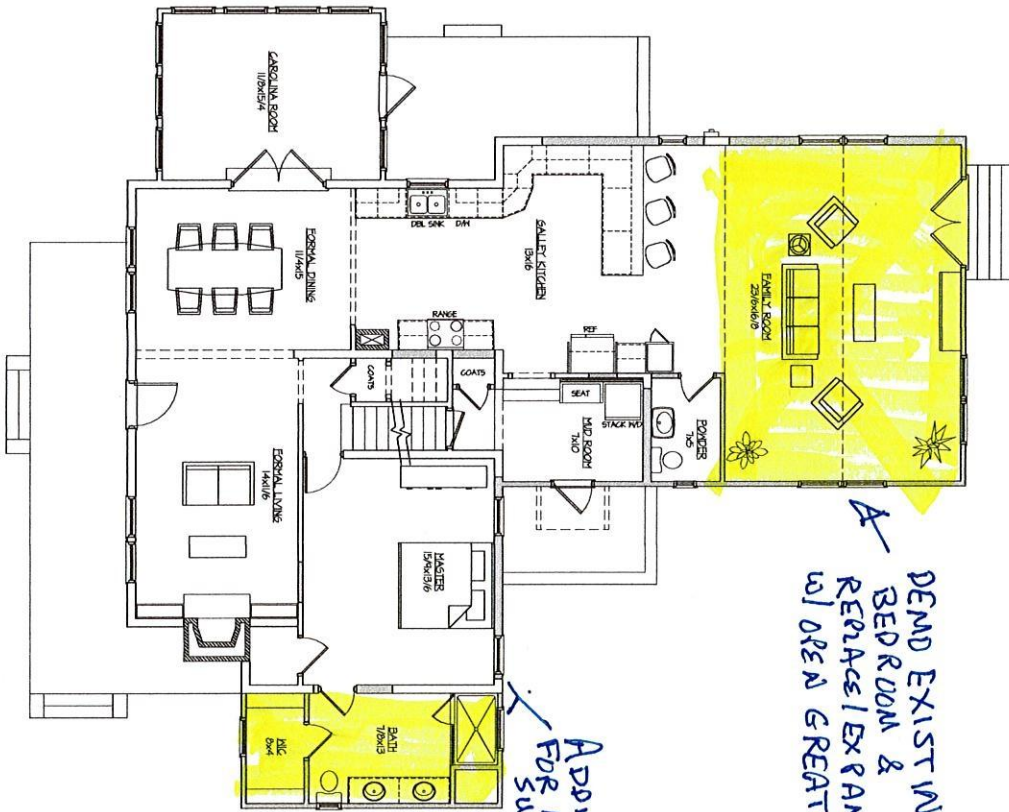
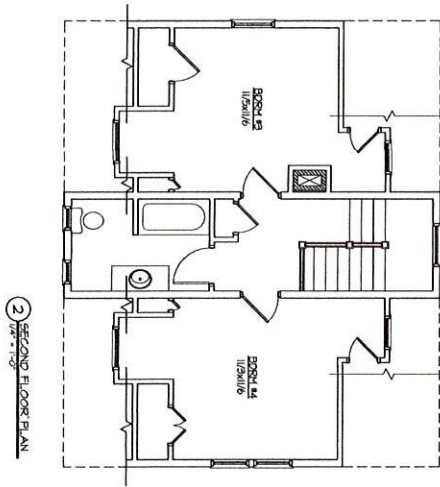
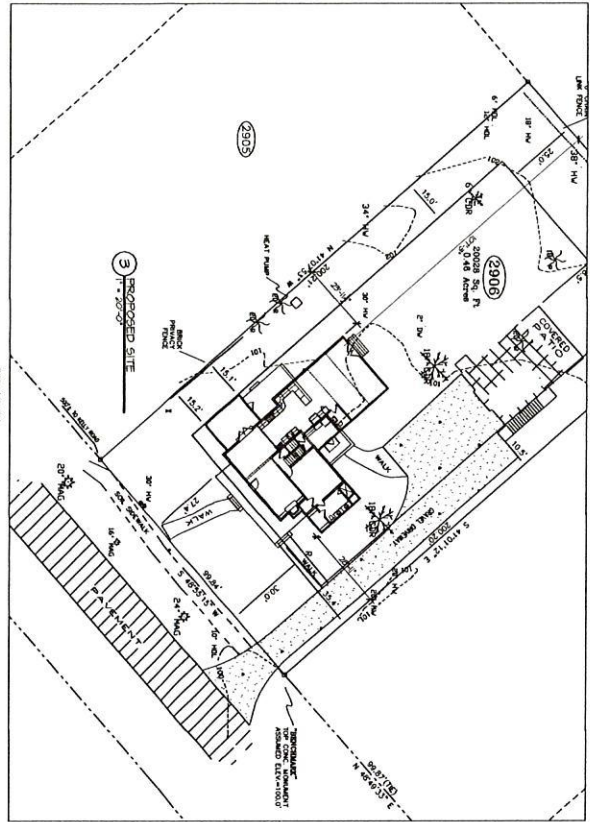
Conditions: _____

Planning and Inspections Department

395 Magnolia Rd - Pinehurst, North Carolina 28374

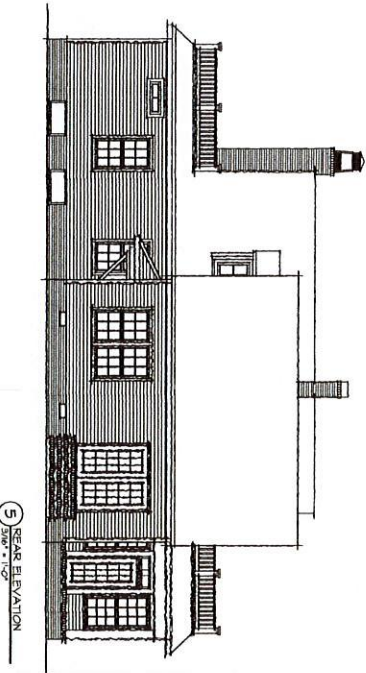
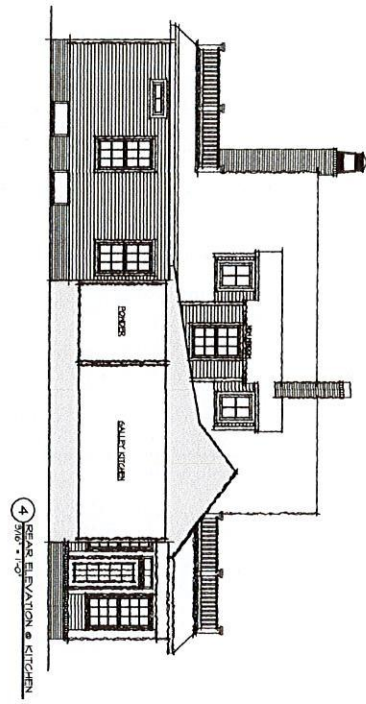
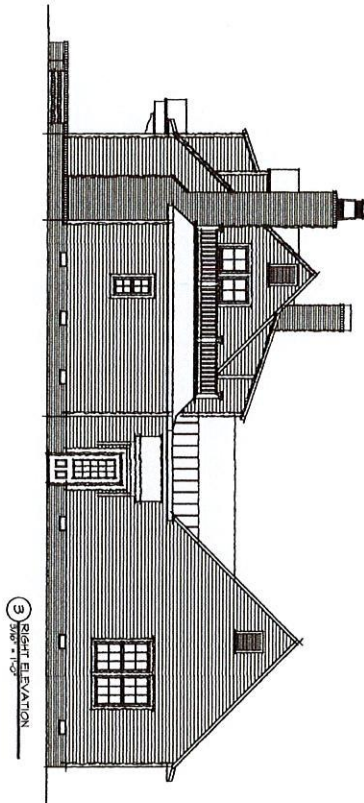
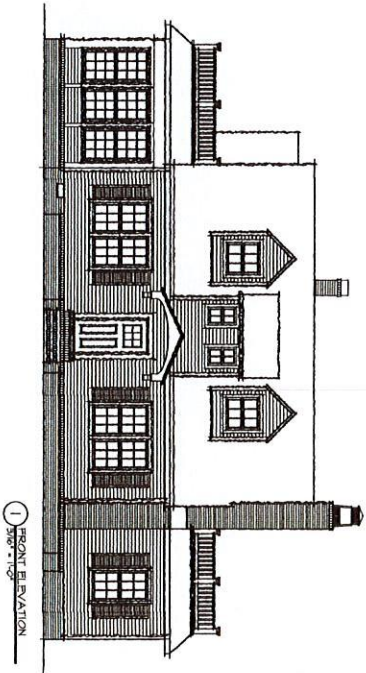
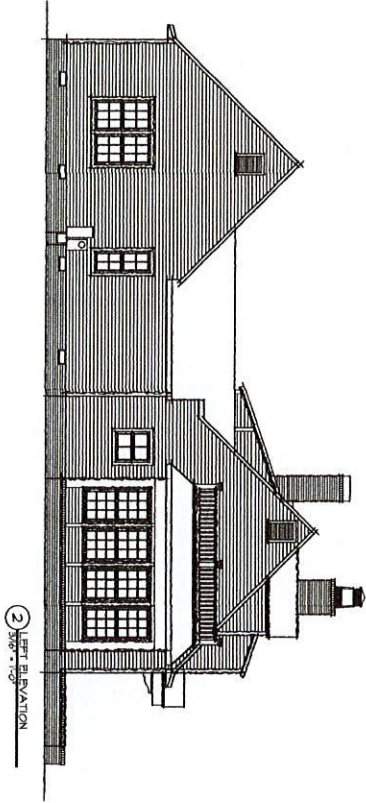
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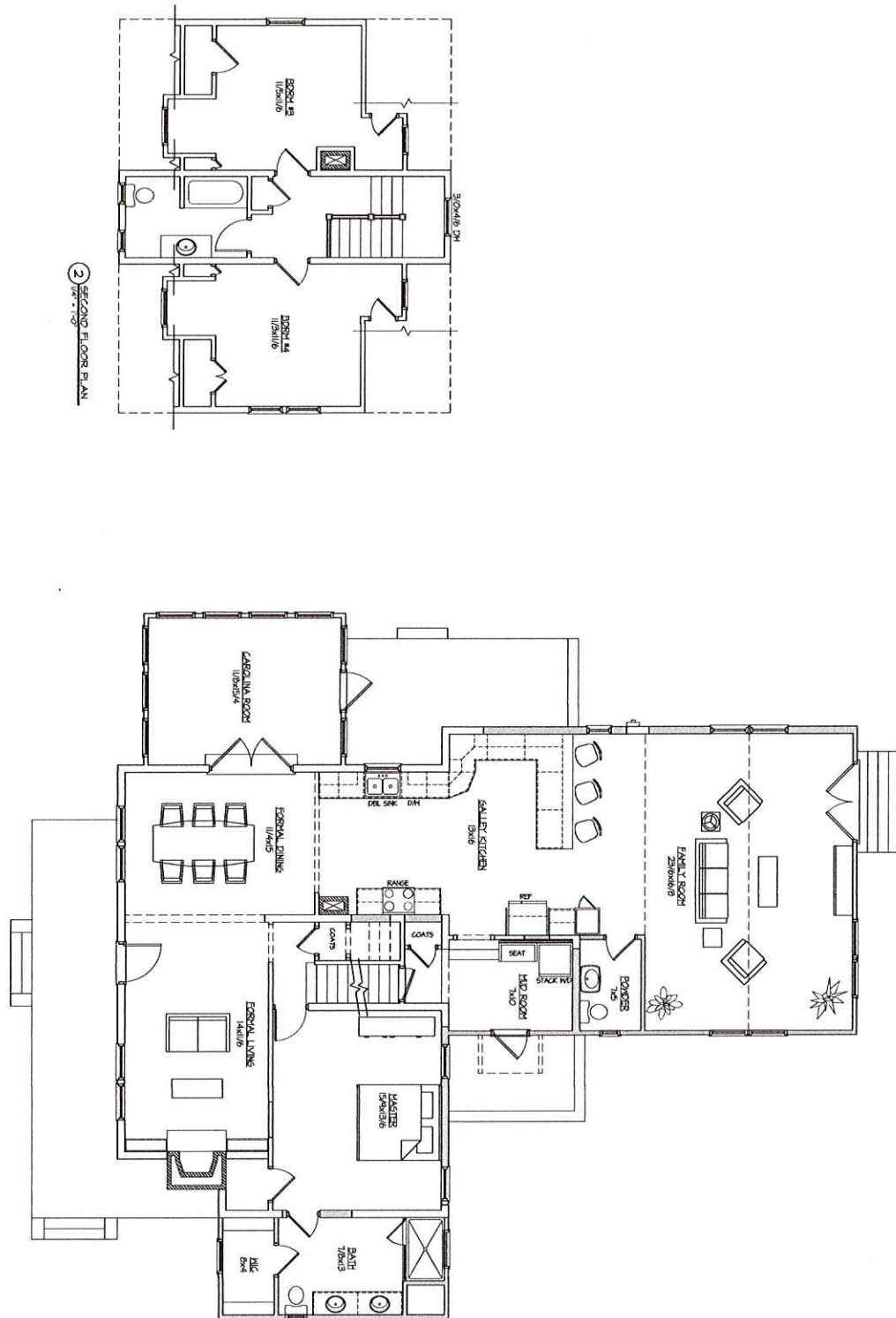




DEMOL EXISTING
BED ROOM &
REPLACE EX RAND
W/ OPEN GREAT ROOM

ADDITION
FOR MASTER
SUITE





ED IN A
R IN A
"MOORE COUNTY BOARD OF EDUCATION
DEED BOOK 2717, PAGE 121
S, C
LINK F



BR

CAROLINA RESIDENTIAL
DESIGN GROUP, LLC

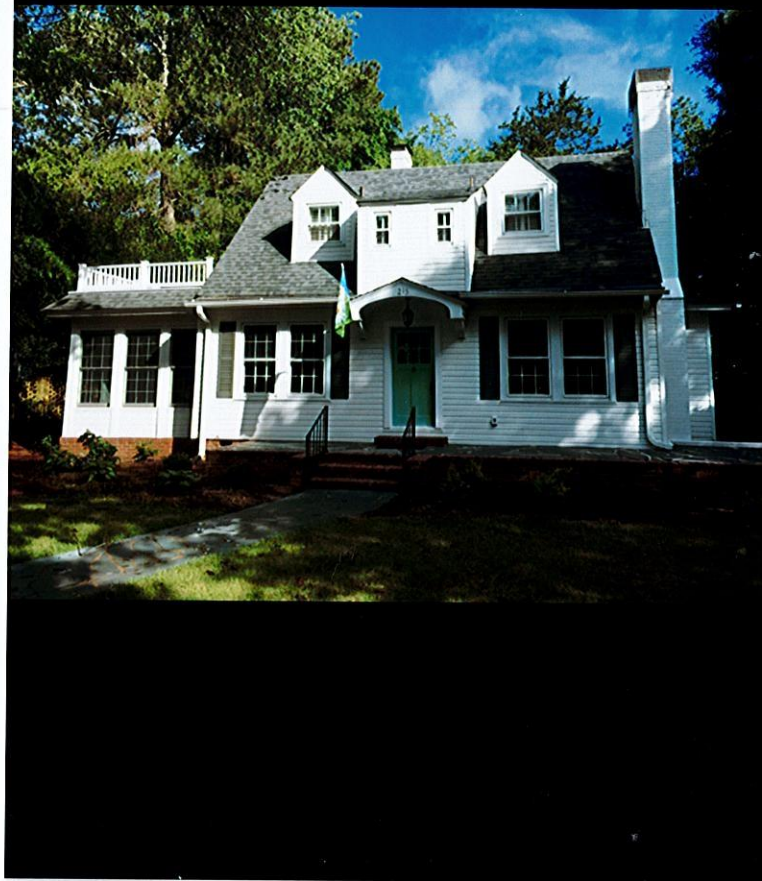
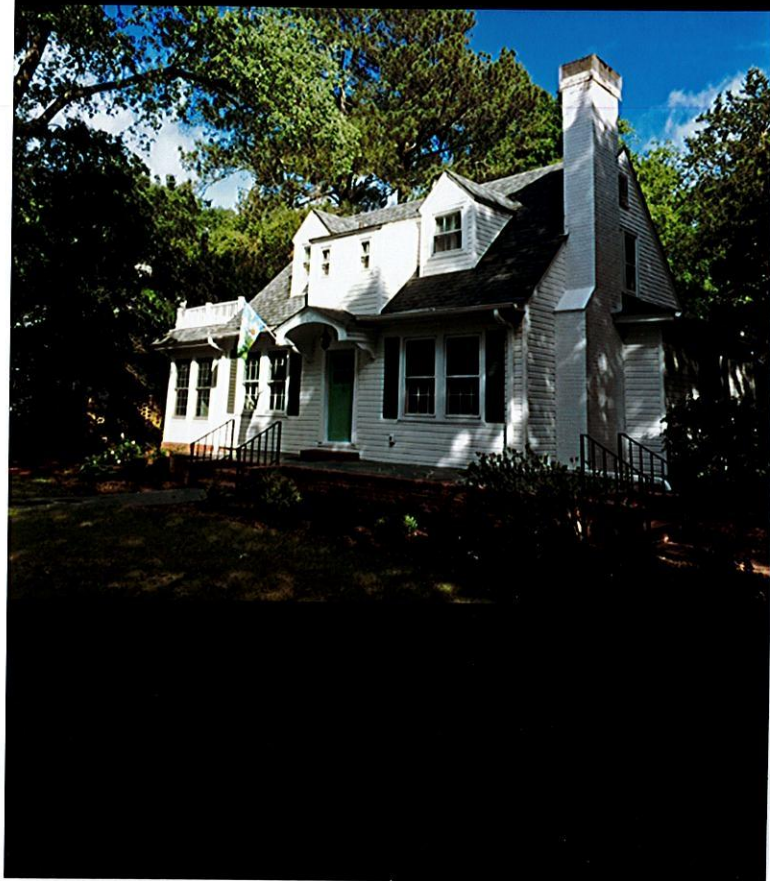
Member of the Carolina Association
of Professional Interior Designers
10000 W. HARRIS BLVD., SUITE 100
FARMINGTON, NC 27824
704.776.6666
www.carolinadesigngroup.com



FORM NO. JCTB1102

DATE: NOVEMBER 2018

SHEET NO. 1



**LOCAL HISTORIC DISTRICT APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
STAFF REPORT**

COA: 18-108	74 Midland Road	Parcel ID # 20060034
New Single Family House		PIN # 856200272054

APPLICANT: **Moon Brothers Architects**
PROPERTY OWNER(S): **Michael Lazzo**

RECEIVED: **11/23/2018**
MEETING DATE: **12/13/2018**

ZONING DISTRICT: **R-20**
LHD STATUS: **Vacant**

ADDITIONAL APPROVALS/PERMITS NEEDED:

- ✓ **ZONING APPROVAL**
- ✓ **BUILDING OFFICIAL**

NATURE OF PROJECT:

- **New single family dwelling and detached garage**

FACTS

APPLICABLE SECTIONS OF STANDARDS AND GUIDELINES

STAFF ANALYSIS: 74 Midland Road is vacant land. This request is to build a new main dwelling and a detached garage on the site. It is within the National Historic Landmark boundary as well as the local Historic District.

A. SECTION 1.6.4.7 MAJOR WORK – *New construction or additions not considered to be minor.*

1. This request is considered to be major work because it involves minor work items that **were/were not** approved by the Village Planner.

NEW CONSTRUCTION:

B. SECTION 3.2.2.1 NEW CONSTRUCTION STANDARDS – *New construction in the Village of Pinehurst Historic District provides opportunities for the continued evolution of excellent architecture adapted to new conditions. New construction should blend comfortably with the Local Historic District and any existing structures on site.*

1. The proposed new construction **will/will not** blend with the Local Historic District.

C. SECTION 3.2.2.2 NEW CONSTRUCTION STANDARDS – *Any new building constructed in the Local Historic District shall be compatible in terms of materials, scale, color, style and texture.*

1. The proposed new construction **will/will not** be of similar scale as existing structures in the neighborhood.
2. The proposed new construction **will/will not** be of similar style as other dwellings in the district.
3. The proposed new construction **will/will not** be of similar materials as other dwellings in the district.
4. The proposed new construction **will/will not** be of similar colors as other dwellings in the neighborhood and **are/are not** in the Village of Pinehurst Color Palette.
5. The proposed new construction **will/will not** be of similar texture as historic structures around the subject property.

D. **SECTION 3.2.2.3 NEW CONSTRUCTION STANDARDS** – *Consideration is often given to using or simplifying the details from neighboring buildings. This technique is used to "blend" the new structure with its neighbors. It is strongly recommended that detailing on new structures be consistent with its overall scheme and design.*

1. The proposed new construction **will/will not** blend with its neighboring buildings.

E. **SECTION 3.2.3.1 PROJECT PLANNING AND SITE DESIGN** – *New infill housing is very appropriate and very desirable in the Village of Pinehurst area. The designs shall follow the basic Design Standards and shall also repeat the same relationships of house to street and house to lot as their historic neighbors. Table 3.2.3.1 is a table of Architectural Styles to be used as a reference for Architecture found in the Local Historic District and will be used by the Commission and staff to determine if a proposal is consistent with the neighborhood.*

1. The proposed new architecture **is/is not** consistent with historic neighbors in the neighborhood.

F. **SECTION 2.9.2.1 PAINT AND COLOR STANDARDS** – *Paint colors shall be appropriate to the historic building and district and in the Village of Pinehurst Color Palette;*

1. The proposed colors for the new house **will/will not** be appropriate for the building and district and **are/are not** in the Village of Pinehurst Color Palette.



LOCATION



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 may 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): Mike Lazzo

Business Name (if applicable): _____

Tenant Name (if applicable): _____

Physical Address: 74 Midland Road

Mailing Address (if different): Biltmore House Unit #801 - 30 Fifth Street - Atlanta, GA 30308

Phone #: 404-849-3099 Mobile #: _____

Zoning District: R-20 LRK #: _____ PIN #: 856200272054

Applicant/Contractor Data

Name: Mark Fosner

Contractor License #: _____

Phone #: 404-372-5939

E-mail Address (optional): foz@moonbros.com

Mailing Address: 1662 McLendon Avenue Atlanta, GA 30307

Estimate Cost of Construction: \$ 675,000

*Would you like your sets of plans returned to you from the Historic Commission? Yes: ☐ No: ☒



Application for Local Historic District

Description of Project:

A new single family home on a currently vacant lot.

The house is shaped and sited so as to preserve the two large specimen trees and all but one of the pine trees on the site.

The house is designed in the Queen Anne / Victorian style, with the following design elements included from the Village of Pinehurst Historic District Standards and Guidelines:

- Rambling, asymmetrical silhouette
- Corner tower
- Steep gable roof with dormers
- Verandas and balconies
- Contrasting materials and colors
- Second story overhangs
- Molded brick as decorative accents
- Stained glass window accents.

The corner tower is 33'-6" tall. The cupola on top is another 6' tall but, according to Village of Pinehurst Development Ordinance section 9.1 (f) (10), is not included in calculating the building height.

The exterior will be a mix of red brick, red siding and shingles, and white moldings and trim - specific shades to be selected from the approved colors.

Stained glass windows will be located in the gable on the rear elevation and in the shed dormer on the front elevation.

Planning and Inspections Department



**Application for
Local Historic District**

EXTERIOR MATERIAL COLOR FORM

EXTERIOR	MATERIAL	COLOR
Front Elevation	brick, siding, shingles	classic burgundy
Rear Elevation	brick, siding, shingles	classic burgundy
Right Elevation	brick, siding, shingles	classic burgundy
Left Elevation	brick, siding, shingles	classic burgundy
Trim	wood	moonlight white
Windows	wood	moonlight white
Chimney	shingles	classic burgundy
Foundation	brick	colonial red
Front Door	wood / glass	moonlight white
Shutters	n/a	
Garage Door	wood	classic burgundy
Roof	shingles	georgetown grey
Roof Exhaust Vents		
Front Porch	brick / wood columns	moonlight white
Deck	n/a	
Patio	n/a	
Sidewalk	brick	
Sky Lights	n/a	
Driveway	pea gravel	
House Number		

Signature: _____ Date: _____



Application for Local Historic District

Office Use Only

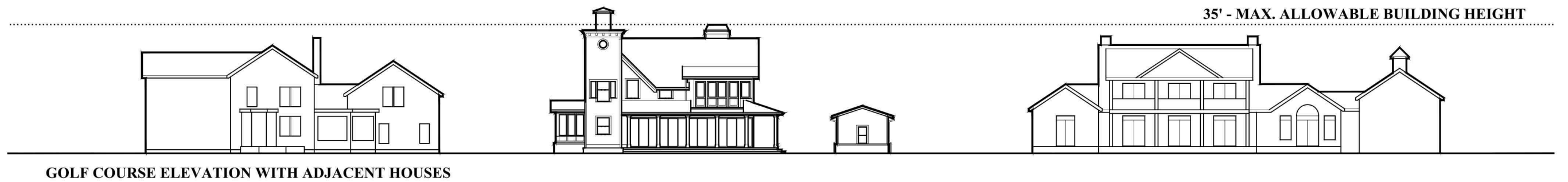
Project Type: ☐ Normal Maintenance ☐ Minor Work ☐ Major Work

Current Status: ☐ Contributing ☐ Non-contributing ☐ Vacant

COA# _____ Date: _____ Staff: _____ HPC Mtg(s): _____

Other required approvals: _____

Conditions: _____



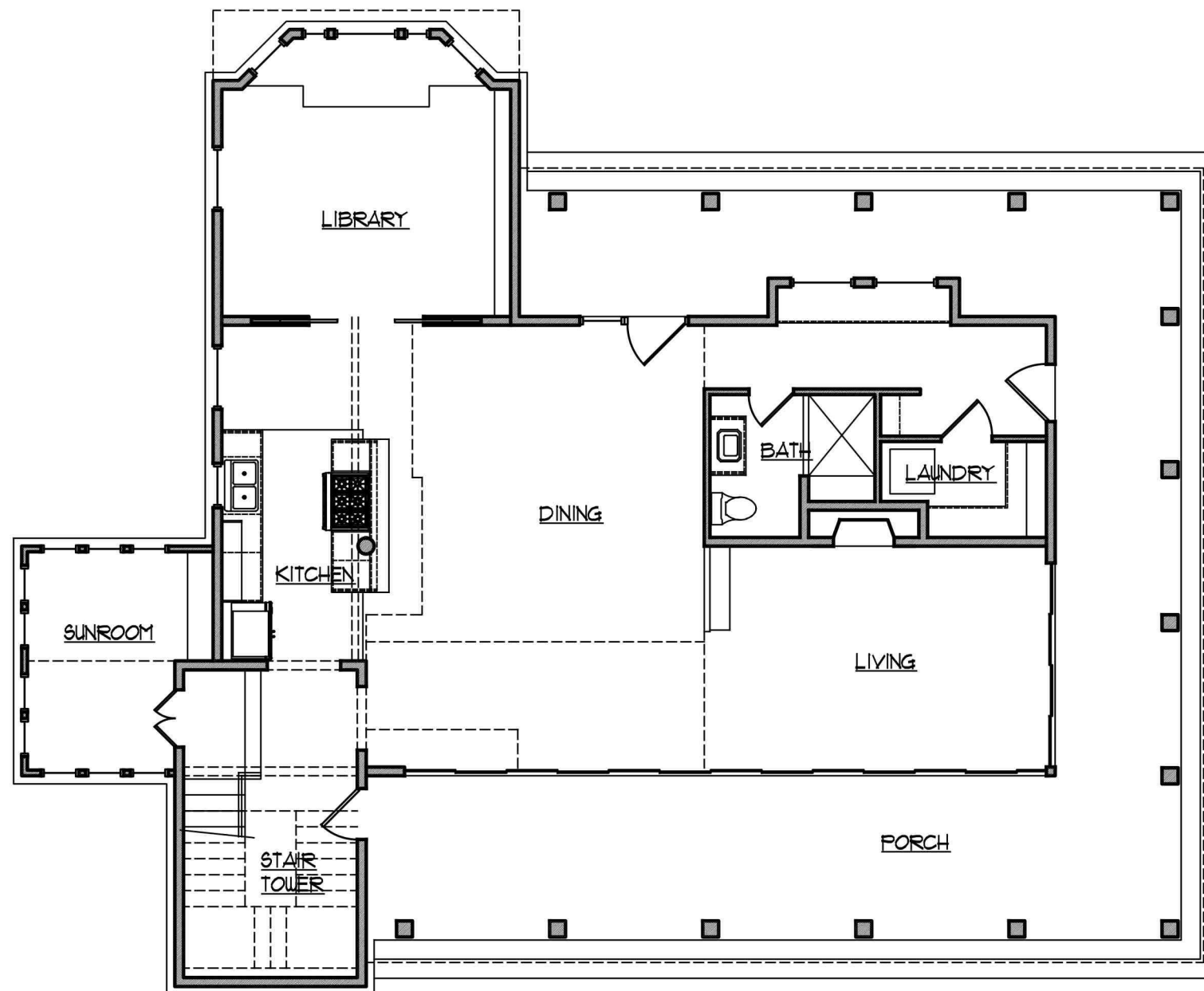
REAR (GOLF COURSE) ELEVATION
LAZZO RESIDENCE - PINEHURST N.C.

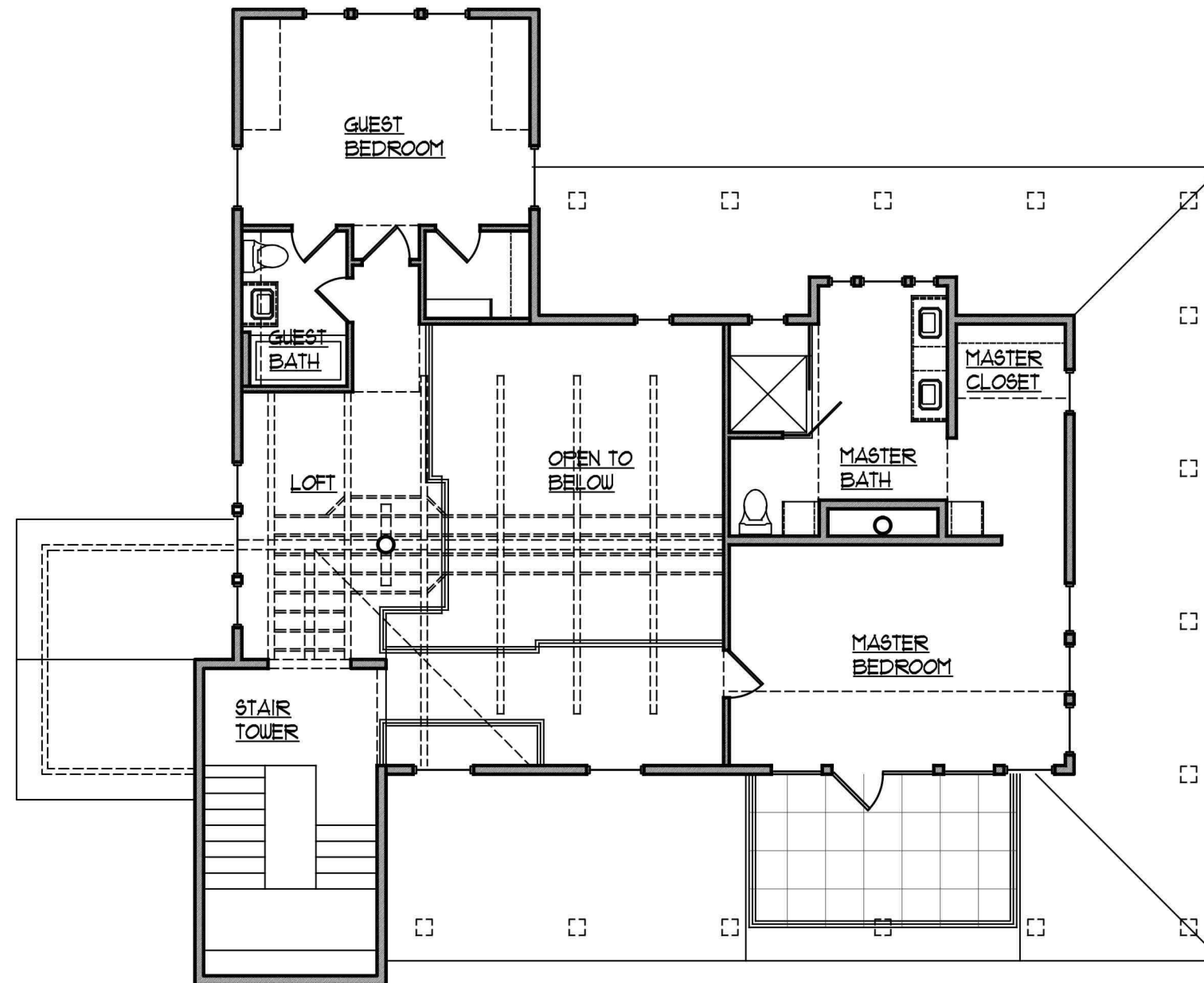
SCALE: NTS

MOON BROS. INC.
ARCHITECTS / CRAFTSMEN

26 NOVEMBER 2018





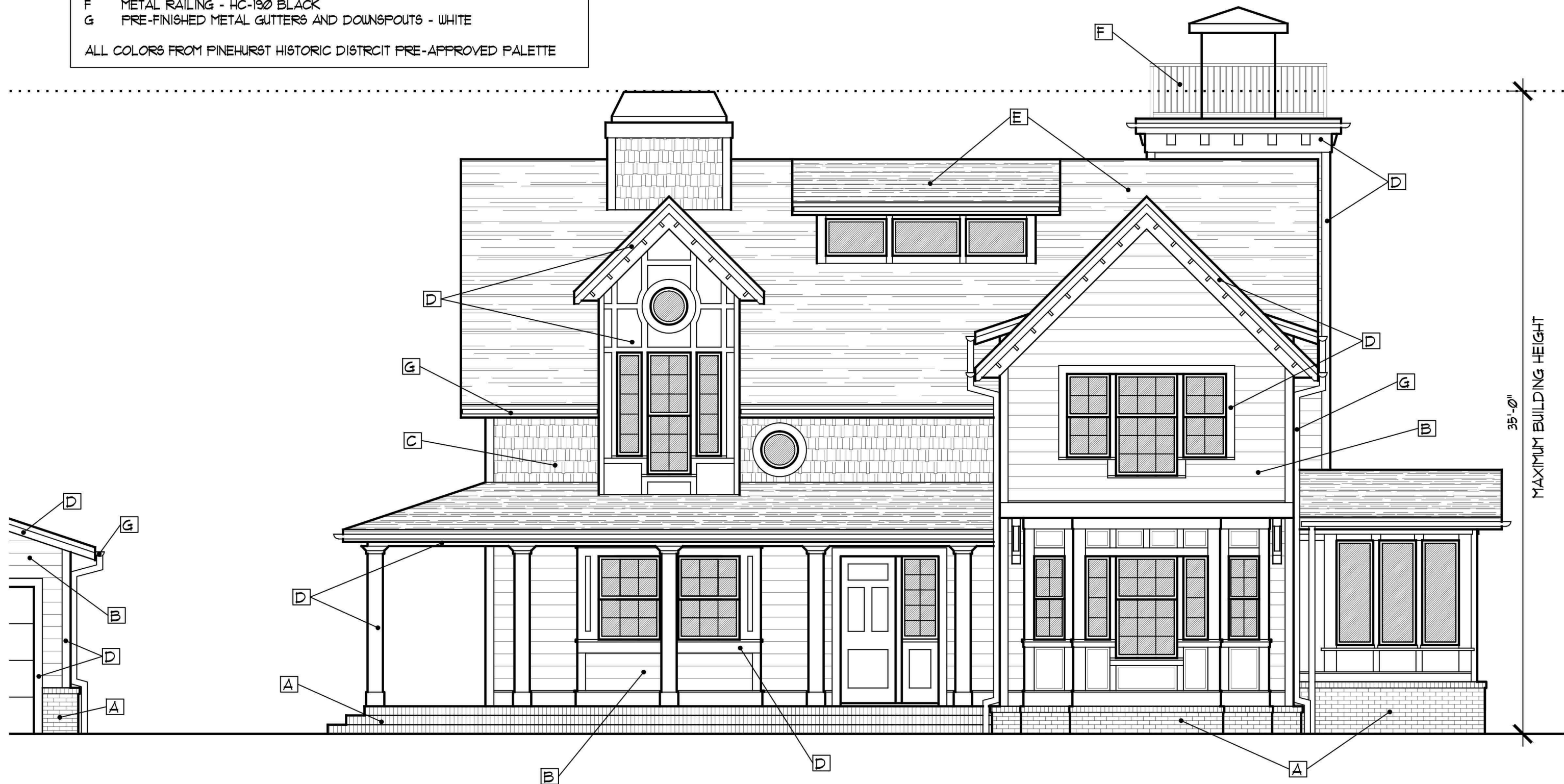


MATERIAL KEY:

MATERIAL:

- A BRICK - COLONIAL RED BY BORAL
- B CEMENT BOARD LAP SIDING - HC-182 CLASSIC BURGUNDY
- C CEMENT BOARD SHINGLES - HC-182 CLASSIC BURGUNDY
- D CEMENT BOARD TRIM - 2143-60 MOONLIGHT WHITE
- E ARCHITECTURAL ROOF SHINGLES - GEORGETOWN GREY BY CERTAINTEED
- F METAL RAILING - HC-190 BLACK
- G PRE-FINISHED METAL GUTTERS AND DOWNSPOUTS - WHITE

ALL COLORS FROM PINEHURST HISTORIC DISTRICT PRE-APPROVED PALETTE



FRONT (STREET) ELEVATION
LAZZO RESIDENCE - PINEHURST N.C.

SCALE: 3/16" = 1' - 0"

MOON BROS. INC.
ARCHITECTS / CRAFTSMEN

16 NOVEMBER 2018

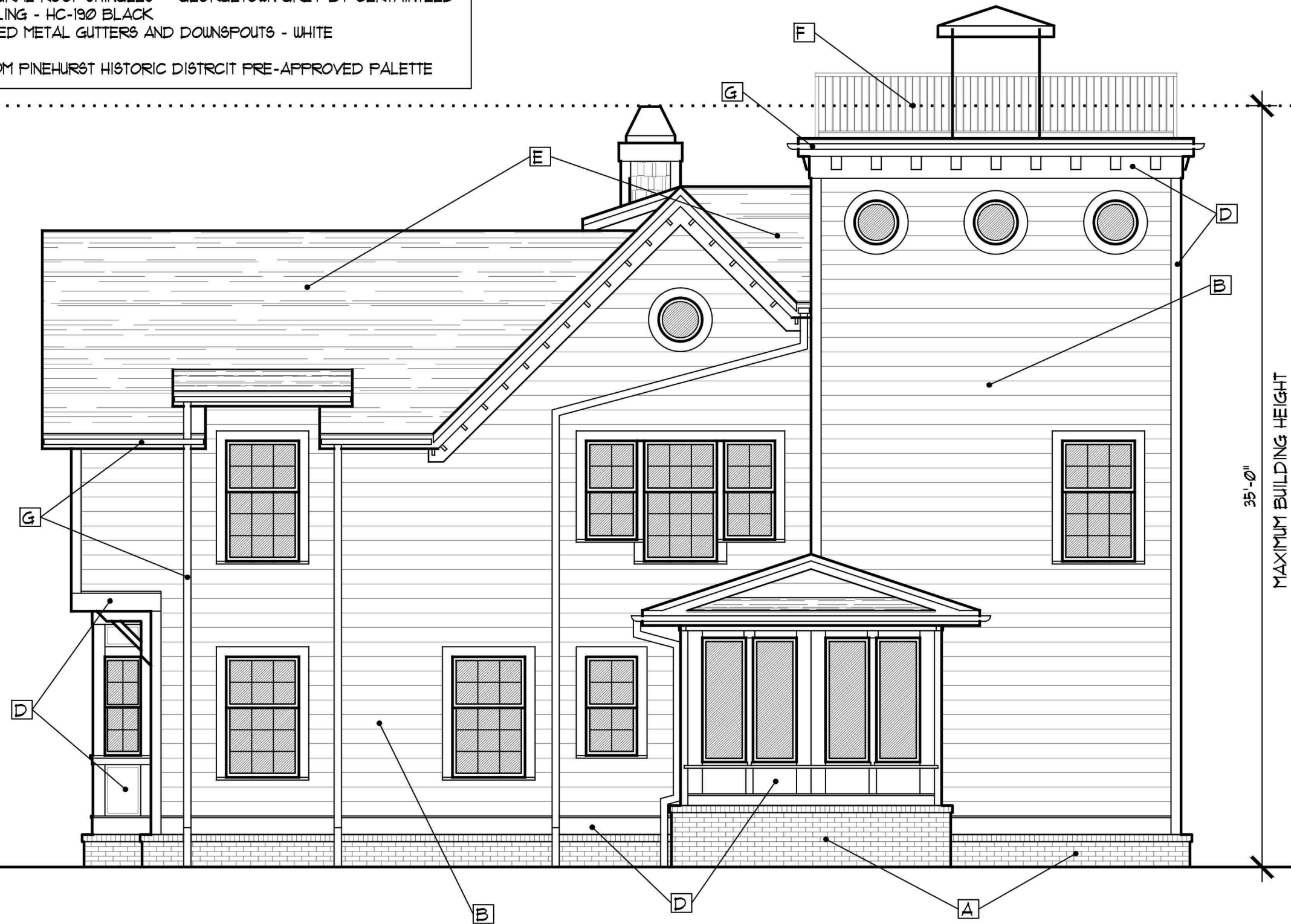


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ALL COLORS FROM PINEHURST HISTORIC DISTRICT PRE-APPROVED PALETTE



RIGHT SIDE ELEVATION
LAZZO RESIDENCE - PINEHURST N.C.

SCALE: 3/16" = 1' - 0"

MOON BROS. INC.
ARCHITECTS / CRAFTSMEN

16 NOVEMBER 2018



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ALL COLORS FROM PINEHURST HISTORIC DISTRICT PRE-APPROVED PALETTE



LEFT SIDE ELEVATION

LAZZO RESIDENCE - PINEHURST N.C.

SCALE: 3/16" = 1' - 0"

MOON BROS. INC.
ARCHITECTS / CRAFTSMEN

16 NOVEMBER 2018

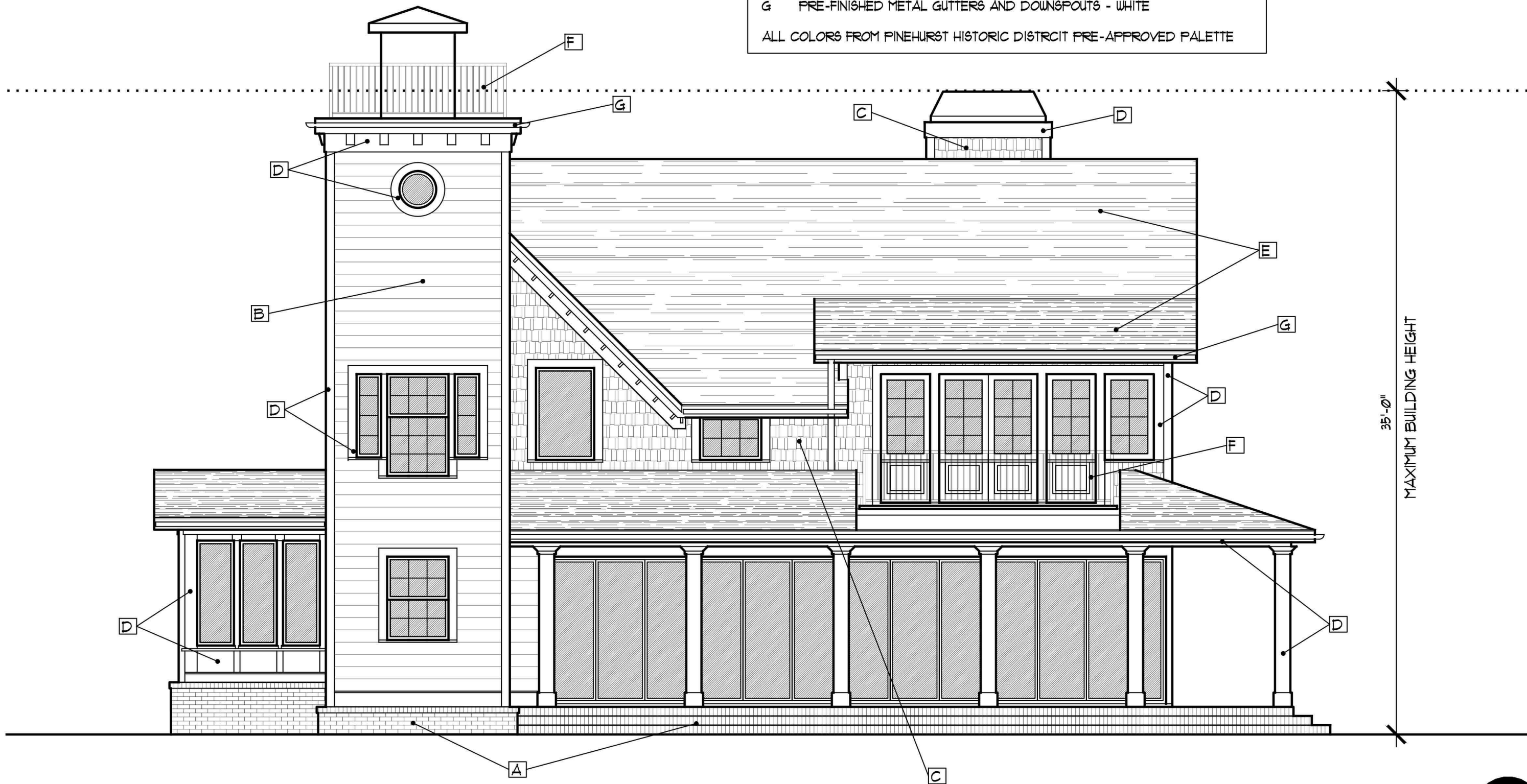


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- F METAL RAILING - HC-190 BLACK
- G PRE-FINISHED METAL GUTTERS AND DOWNSPOUTS - WHITE

ALL COLORS FROM PINEHURST HISTORIC DISTRICT PRE-APPROVED PALETTE



REAR (GOLF COURSE) ELEVATION
LAZZO RESIDENCE - PINEHURST N.C.

SCALE: 3/16" = 1' - 0"

MOON BROS. INC.
ARCHITECTS / CRAFTSMEN

16 NOVEMBER 2018

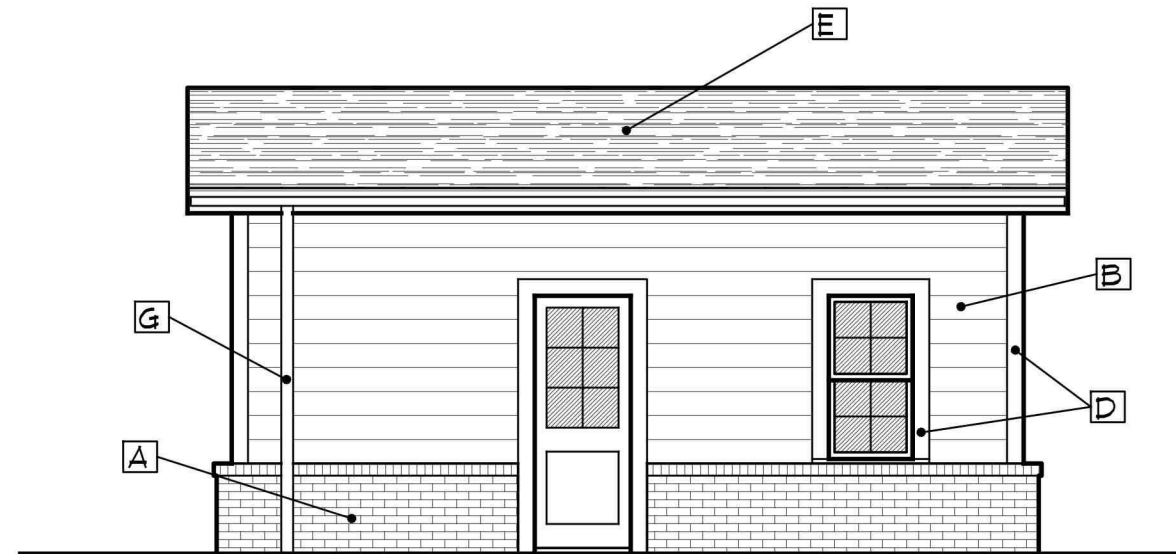
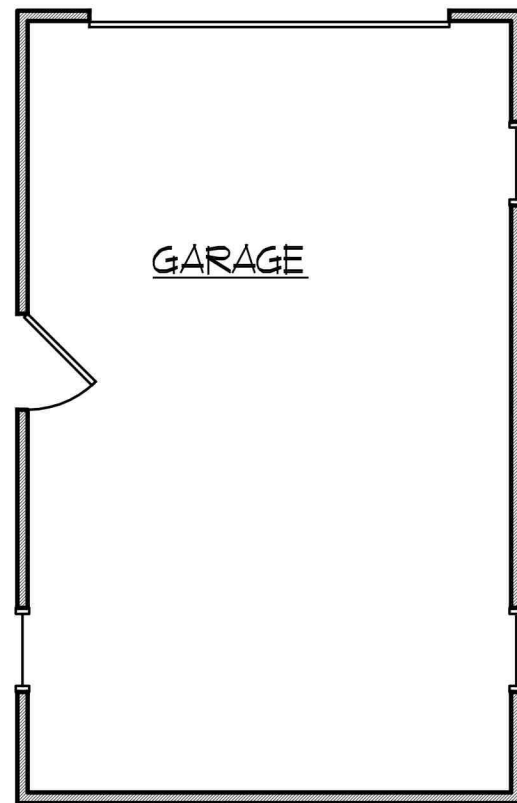


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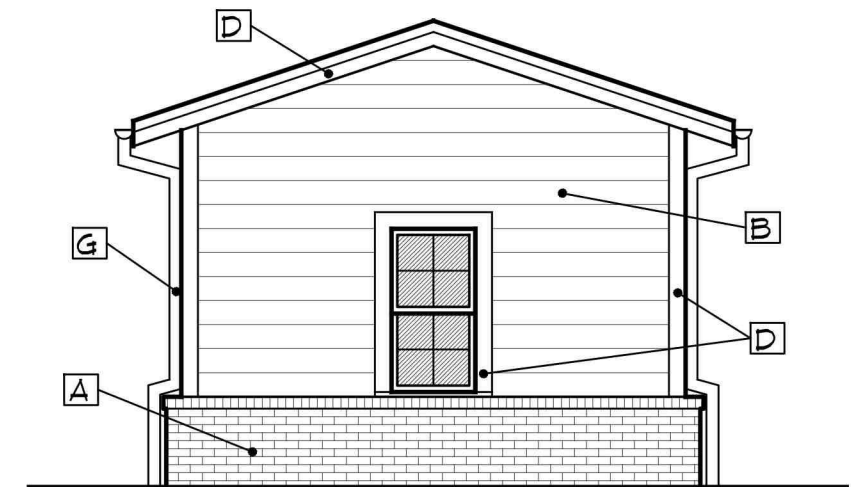
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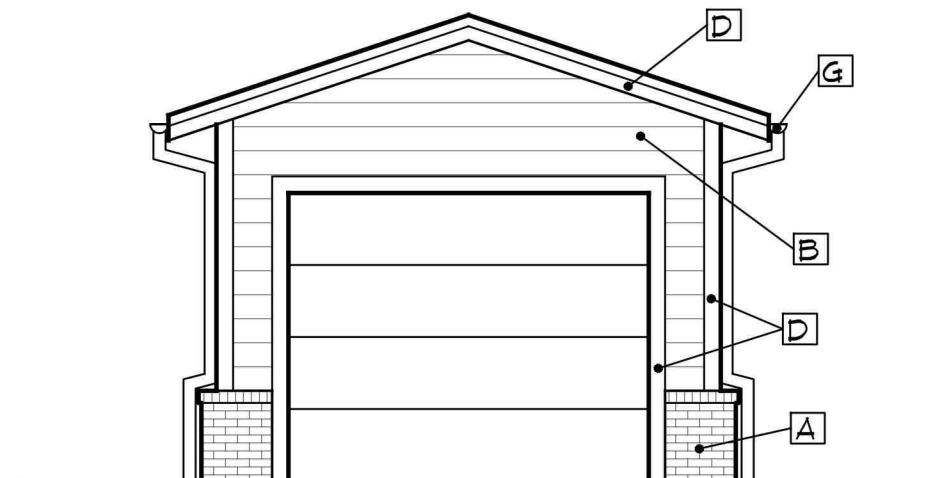
ALL COLORS FROM PINEHURST HISTORIC DISTRICT PRE-APPROVED PALETTE



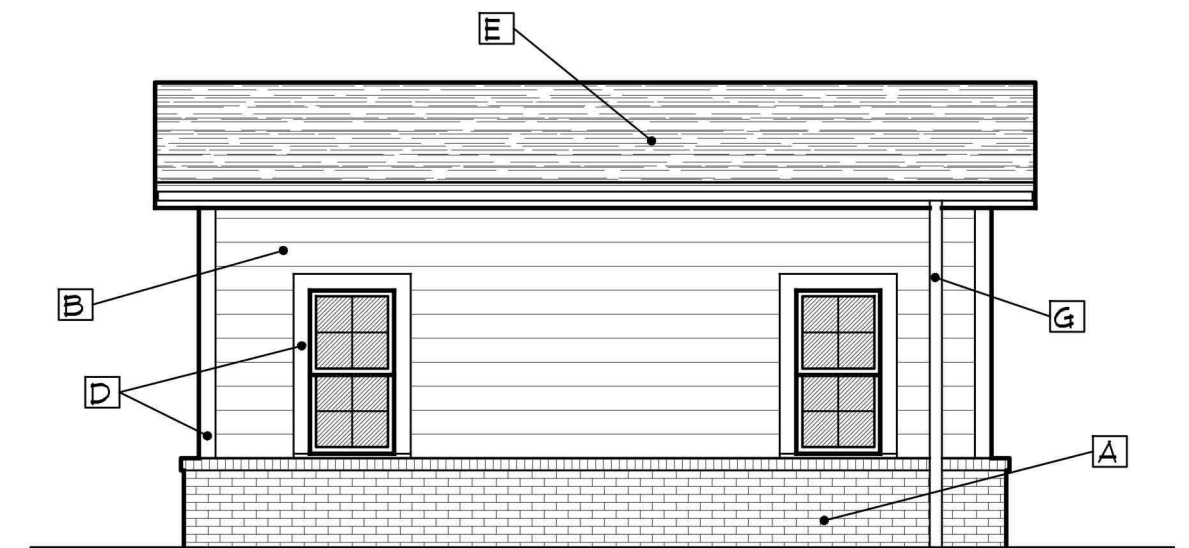
RIGHT SIDE GARAGE ELEVATION



REAR GARAGE ELEVATION



FRONT GARAGE ELEVATION



LEFT SIDE GARAGE ELEVATION





1 SOUTH ELEVATION
NOT TO SCALE



4 NORTH ELEVATION
NOT TO SCALE



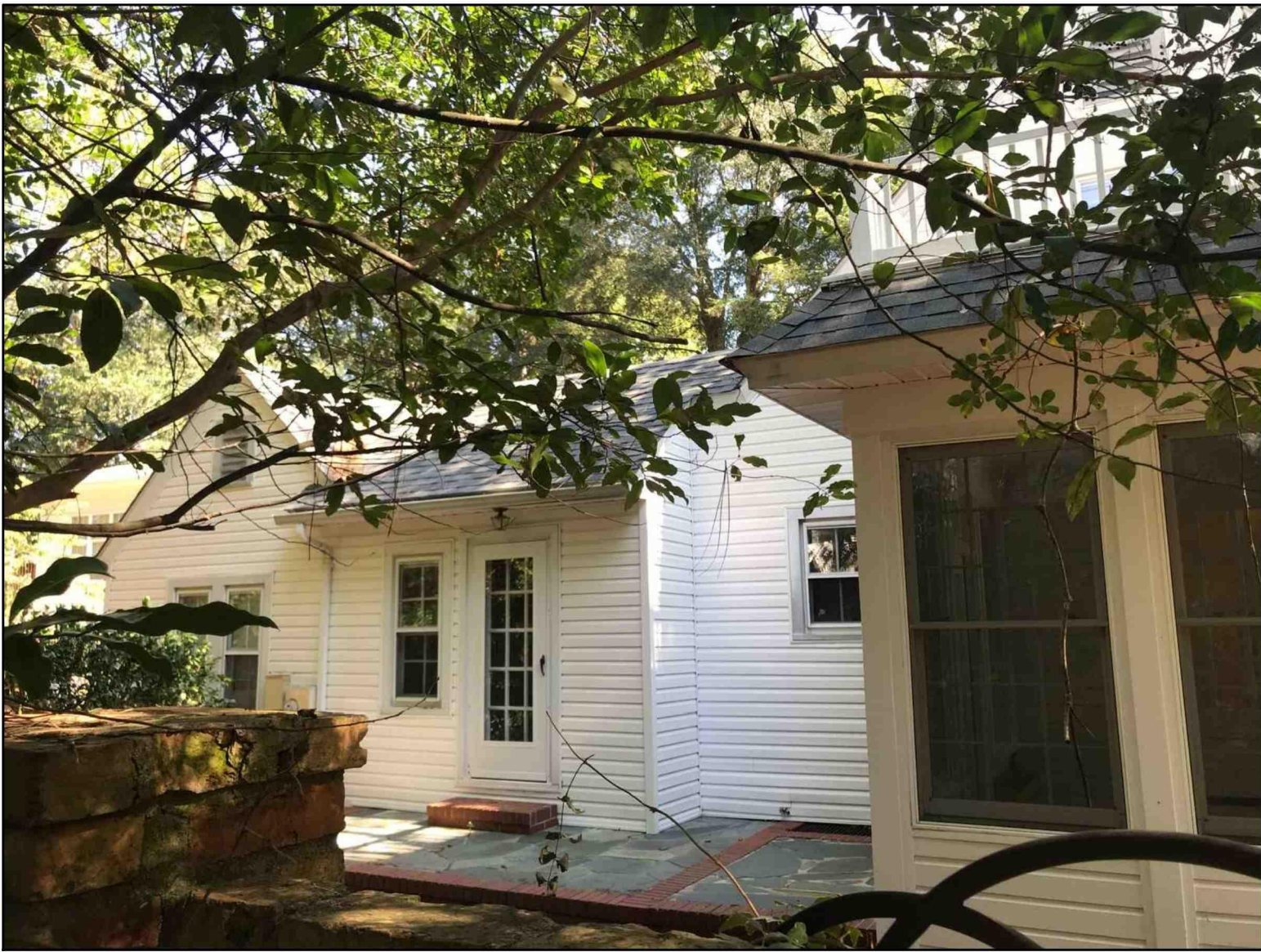
2 SOUTH EAST ELEVATION
NOT TO SCALE



5 NORTH WEST ELEVATION
NOT TO SCALE



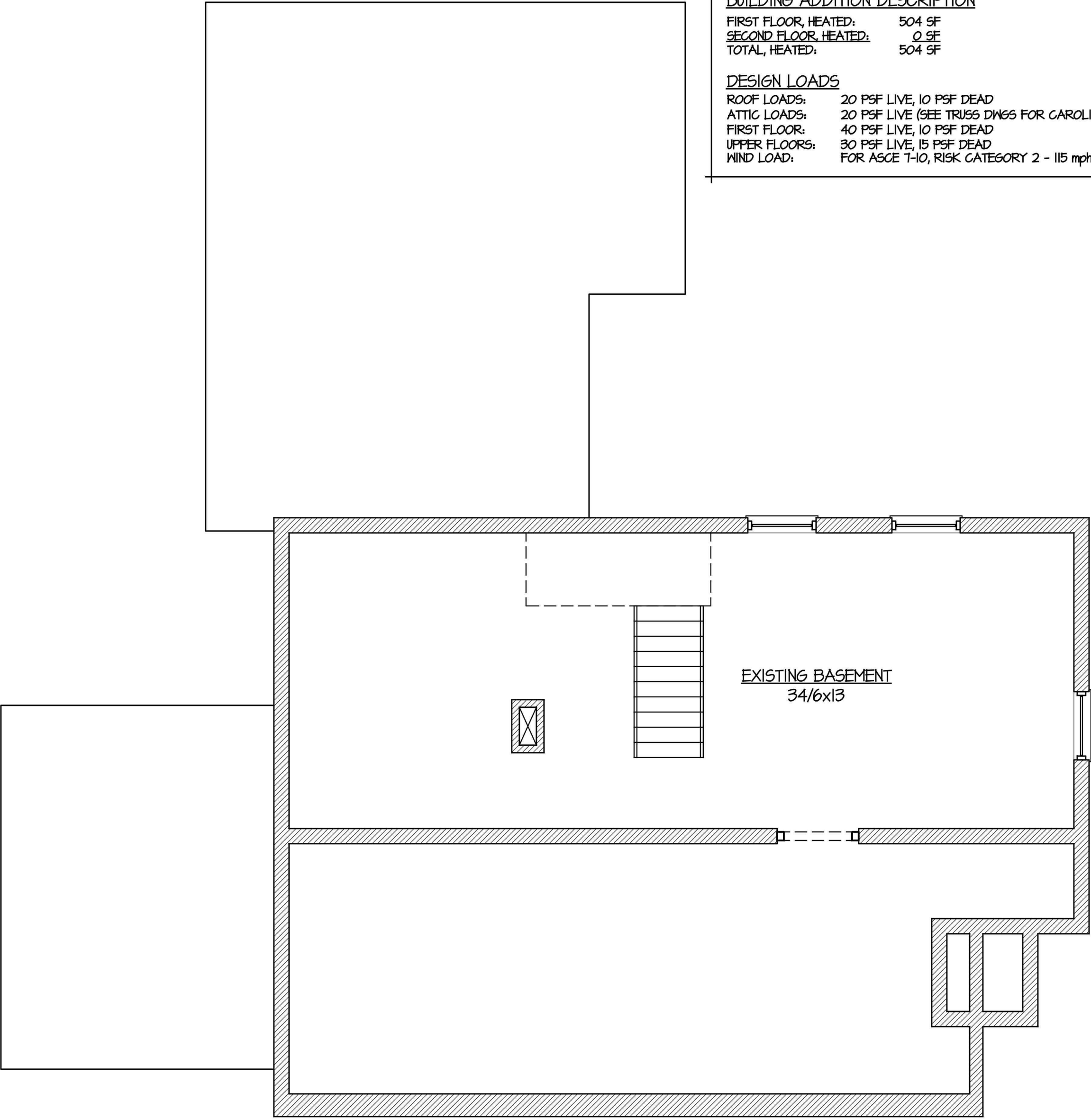
3 EAST ELEVATION
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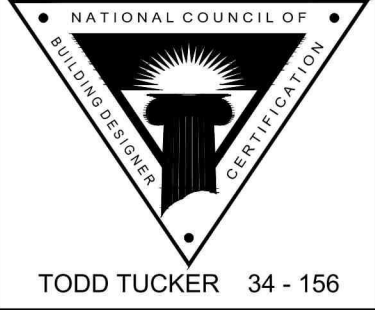
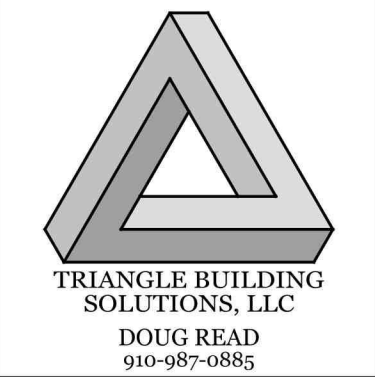
6 WEST ELEVATION
NOT TO SCALE

EXISTING ELEVATIONS

SUMMARY	
PROJECT INFO	
NAME OF PROJECT:	EVERETTE ROAD ADDITIONS & RENOVATIONS
PROJECT ADDRESS:	215 EVERETTE ROAD, PINEHURST, NC
PROPOSED USE:	RESIDENTIAL
CONTACT:	TBD
CODE COMPLIANCE:	2012 NC STATE RESIDENTIAL BUILDING CODE
PROJECT COORDINATOR:	TBD
DESIGNER:	TODD TUCKER, AIBD, CPBD
EXISTING BUILDING DESCRIPTION	
FIRST FLOOR, HEATED:	1536 SF
SECOND FLOOR, HEATED:	500 SF
TOTAL, HEATED:	2124 SF
BASEMENT:	514 SF
BUILDING HEIGHT:	25'-0" (EXISTING)
NUMBER OF FLOOR:	2 STORIES
BUILDING ADDITION DESCRIPTION	
FIRST FLOOR, HEATED:	504 SF
SECOND FLOOR, HEATED:	0 SF
TOTAL, HEATED:	504 SF
DESIGN LOADS	
ROOF LOADS:	20 PSF LIVE, 10 PSF DEAD
ATTIC LOADS:	20 PSF LIVE (SEE TRUSS DINGS FOR CAROLINA-6), 10 PSF DEAD
FIRST FLOOR:	40 PSF LIVE, 10 PSF DEAD
UPPER FLOORS:	30 PSF LIVE, 15 PSF DEAD
WIND LOAD:	FOR ASCE 7-10, RISK CATEGORY 2 - 115 mph, 3 SEC PEAK GUST



7 EXISTING FOUNDATION PLAN
1/4" = 1'-0"



TODD TUCKER 34 - 156

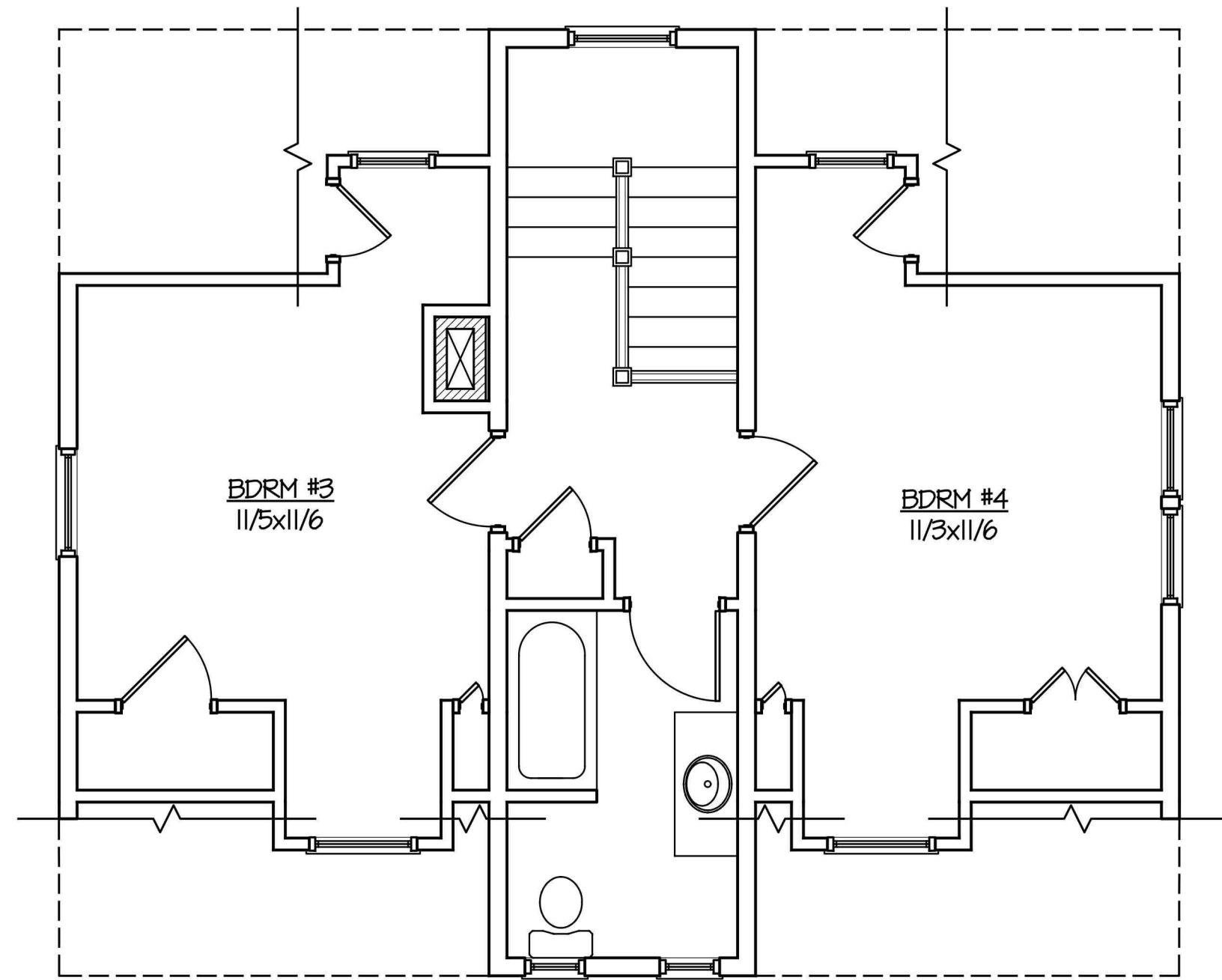
FORTIFIED-WISE™
PROFESSIONAL

215 EVERETTE RESIDENCE
EXISTING CONDITIONS / SUMMARY

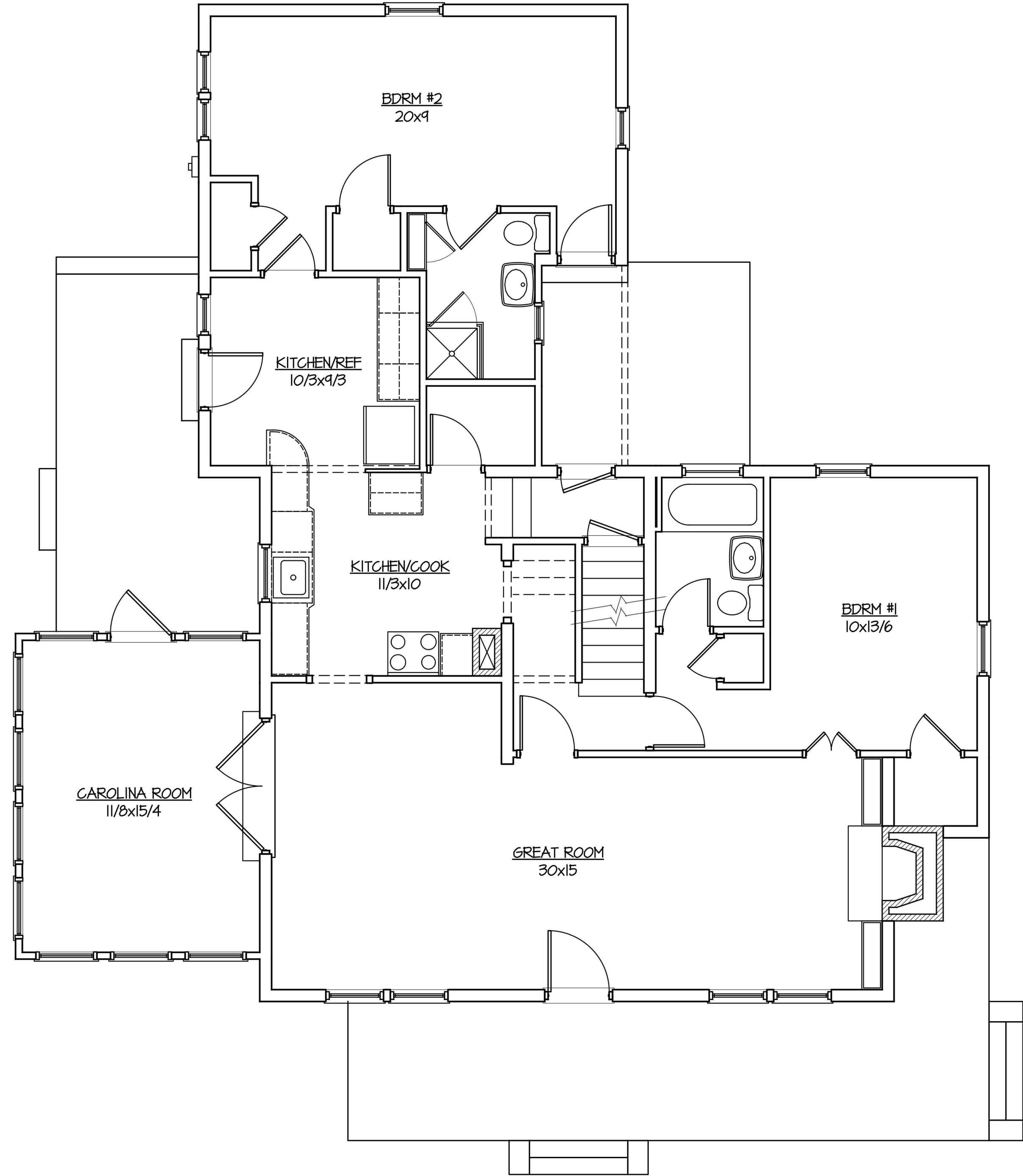
PLAN NO:
JCT181102

DATE:
NOVEMBER 2018

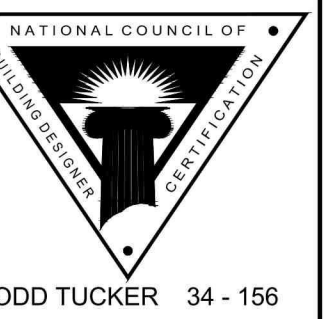
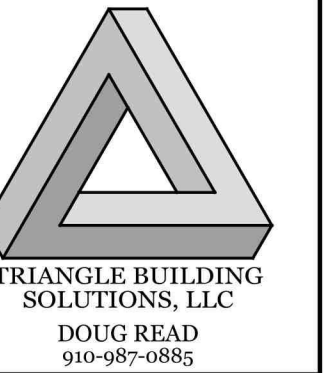
SHEET NO:
1



② EXISTING SECOND FLOOR PLAN
1/4" = 1'-0"



① EXISTING FIRST FLOOR PLAN
1/4" = 1'-0"



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PROFESSIONAL

THE INFORMATION IN THESE CONSTRUCTION DOCUMENTS IS FOR THE SOLE USE OF THE CLIENT IN CONNECTION WITH THE BUILDING DESCRIBED IN THE DOCUMENTS. THE DESIGNER HAS ATTEMPTED TO EXAMINE AND ACCURATELY SET OUT THE CONSTRUCTION OF THE BUILDING BASED UPON THE CLIENT'S REQUIREMENTS AND THE LOCAL GOVERNING CODES. IF THE CLIENT ORDERS OR INCURS ANY OF ANY PART OR PARTS OF THE PROJECT OR NON-COMPLIANCE WITH THE CONSTRUCTION DOCUMENTS, THE CLIENT SHALL BE RESPONSIBLE FOR THE COST OF THE DESIGNER'S REVISIONS AND ANY OTHER REVISIONS TO THE DOCUMENTS RELATED TO THE PROJECT AND OTHER REVISIONS AS REPRESENTED BY THE DESIGNER TO THE CLIENT.

215 EVERETTE RESIDENCE

EXISTING CONDITIONS

SHEET TITLE:

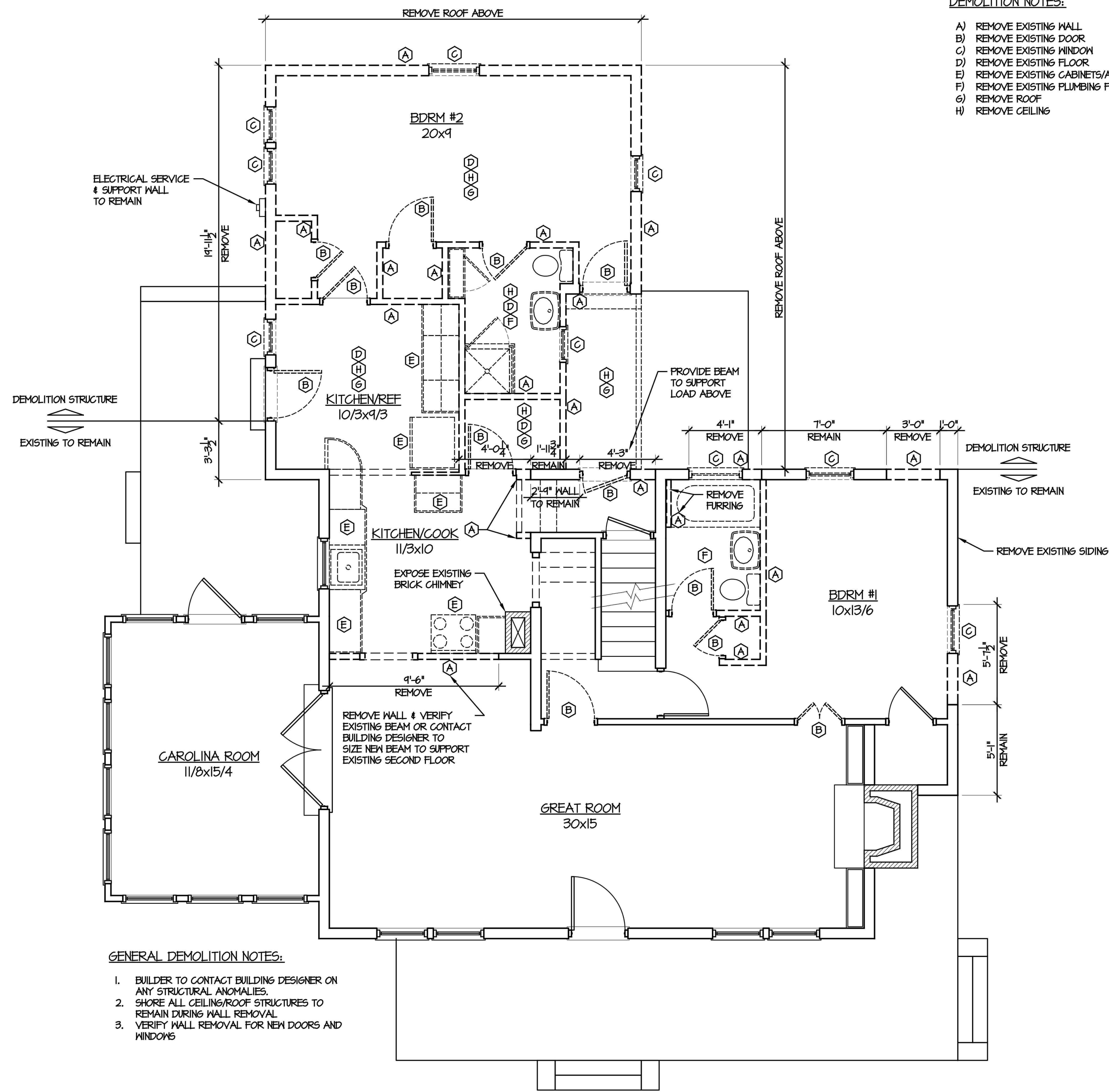
PLAN NO:
JCT181102

DATE:
NOVEMBER 2018

SHEET NO:

2

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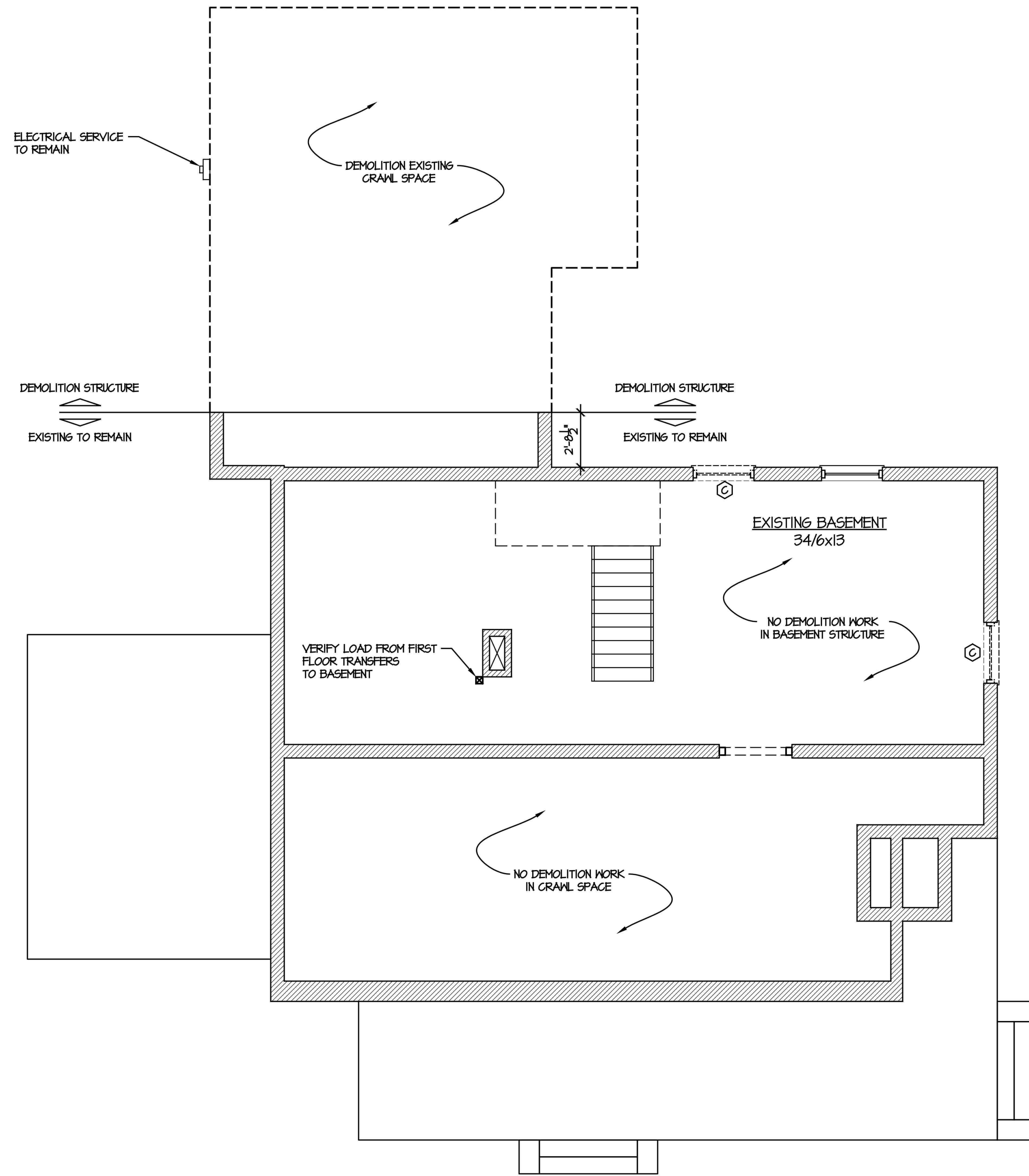
DEMOLITION NOTES:

- A) REMOVE EXISTING WALL
- B) REMOVE EXISTING DOOR
- C) REMOVE EXISTING WINDOW
- D) REMOVE EXISTING FLOOR
- E) REMOVE EXISTING CABINETS/APPLIANCES
- F) REMOVE EXISTING PLUMBING FIXTURES
- G) REMOVE ROOF
- H) REMOVE CEILING

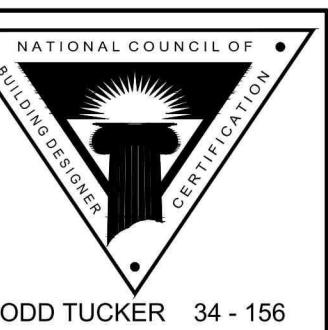
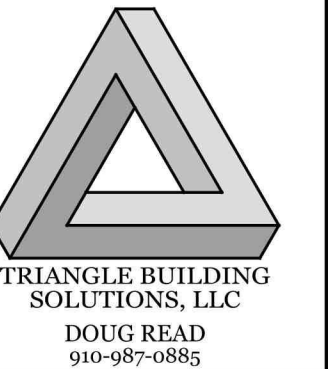
GENERAL DEMOLITION NOTES:

1. BUILDER TO CONTACT BUILDING DESIGNER ON ANY STRUCTURAL ANOMALIES.
2. SHORE ALL CEILING/ROOF STRUCTURES TO REMAIN DURING WALL REMOVAL.
3. VERIFY WALL REMOVAL FOR NEW DOORS AND WINDOWS.

2 FIRST FLOOR DEMOLITION PLAN
1/4" = 1'-0"



1 BASEMENT DEMOLITION PLAN
1/4" = 1'-0"



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THE INFORMATION IN THESE CONSTRUCTION DOCUMENTS IS FOR THE SOLE USE OF THE CLIENT IN CONNECTION WITH THE PROJECT. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED HEREIN. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED HEREIN. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR VERIFYING THE ACCURACY OF THE INFORMATION PROVIDED HEREIN.

215 EVERETTE RESIDENCE

DEMOLITION PLANS

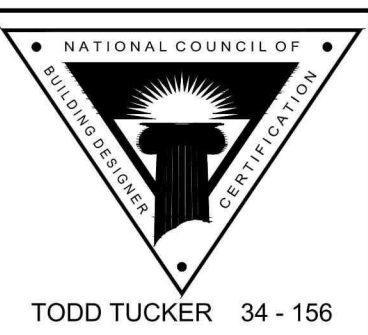
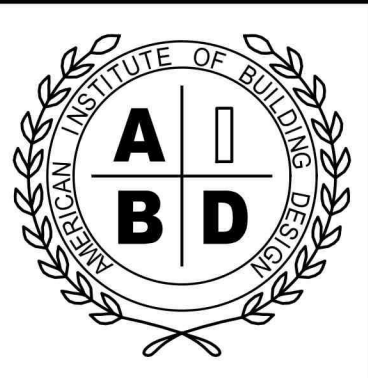
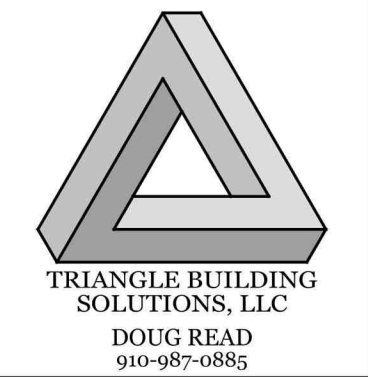
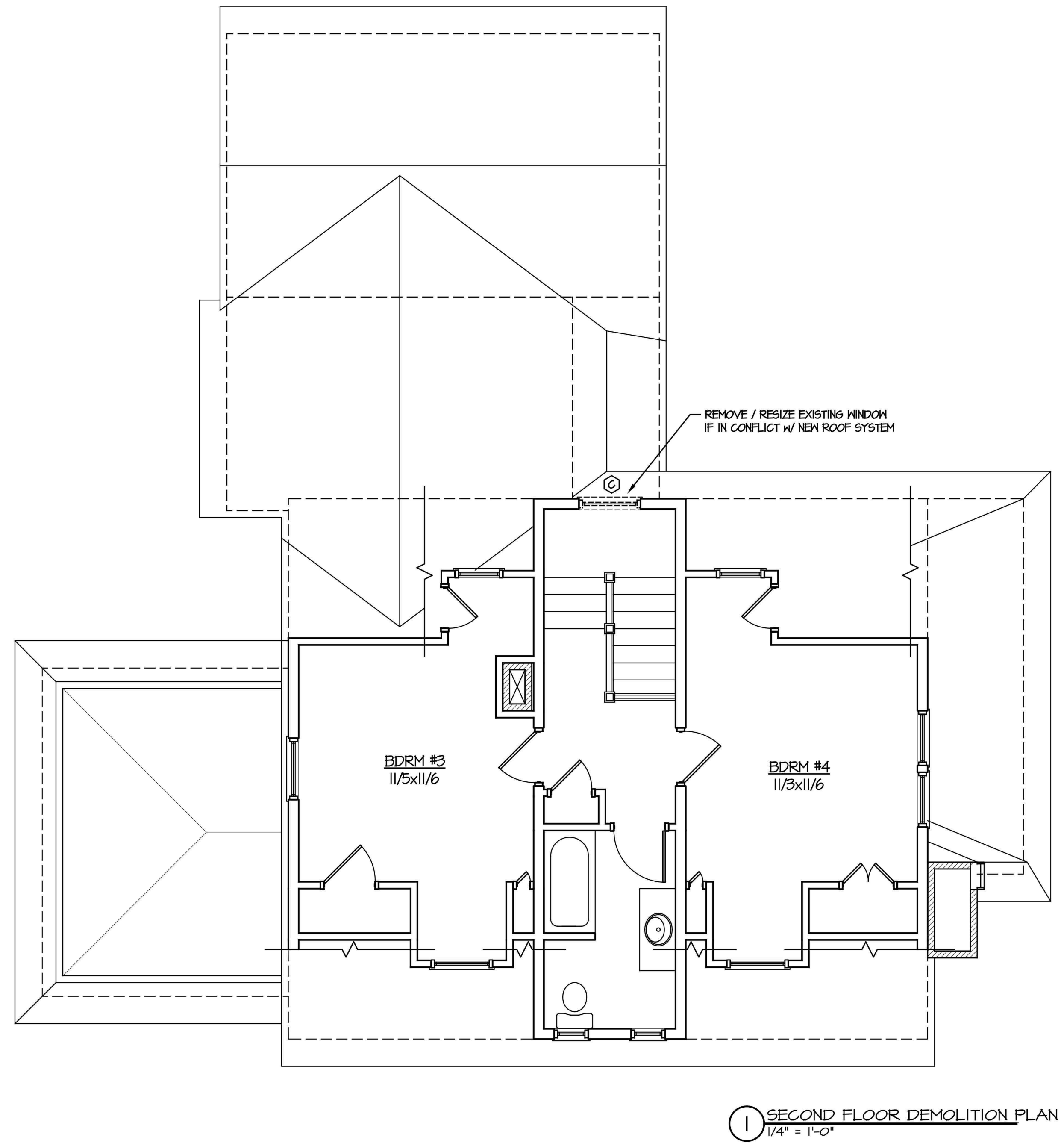
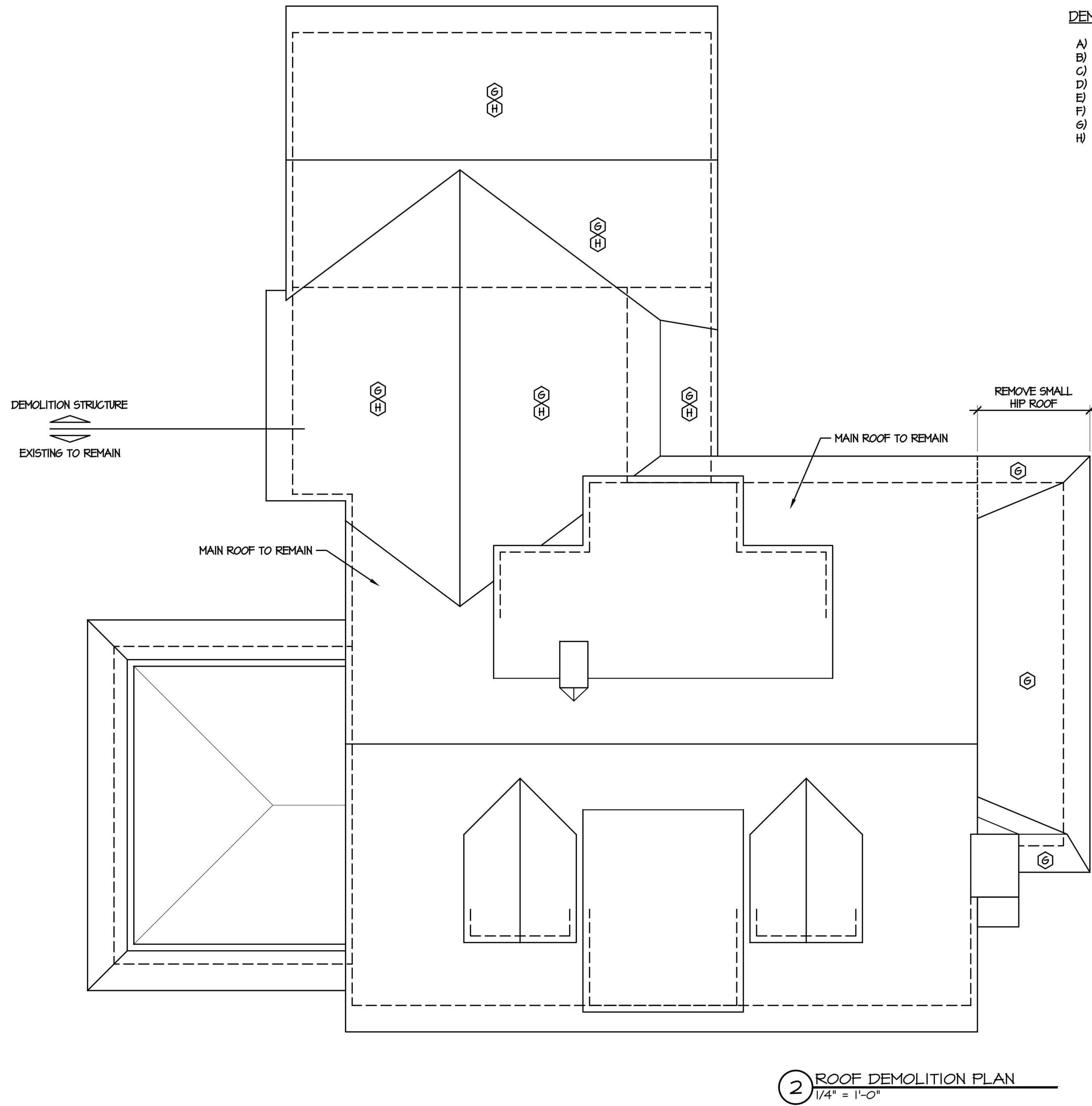
SHEET TITLE:

PLAN NO:
JCT181102

DATE:
NOVEMBER 2018

SHEET NO:

3



THE INFORMATION IN THESE CONSTRUCTION DOCUMENTS IS FOR THE SOLE USE OF THE CLIENT IN CONNECTION WITH THE PROJECT DESCRIBED IN THE DOCUMENTS. THE DESIGNER HAS ATTEMPTED TO COMPLY WITH ALL APPLICABLE CODES, ORDINANCES, AND REGULATIONS. IF THE CLIENT ORDERS OR INCURS ANY OF ANY PART OR PARTS OF THE PROJECT OR ANY-CONNECTION WITH THE CONSTRUCTION DOCUMENTS FROM ANY OTHER SOURCE, THE CLIENT SHALL BE RESPONSIBLE FOR ANY AND ALL SUCH ACTIONS. THE CLIENT SHALL BE RESPONSIBLE FOR ANY AND ALL SUCH ACTIONS. THE CLIENT SHALL BE RESPONSIBLE FOR ANY AND ALL SUCH ACTIONS.

215 EVERETTE RESIDENCE

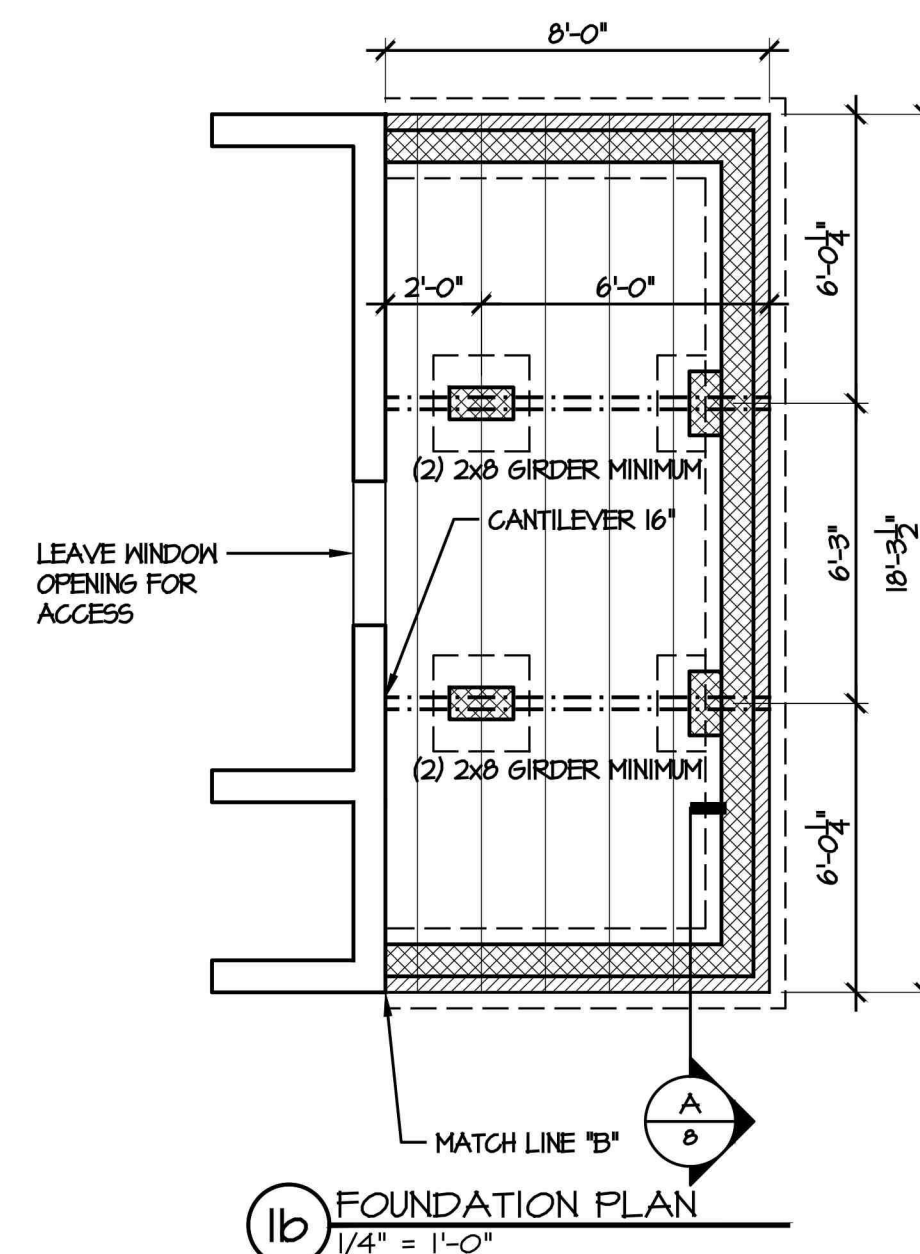
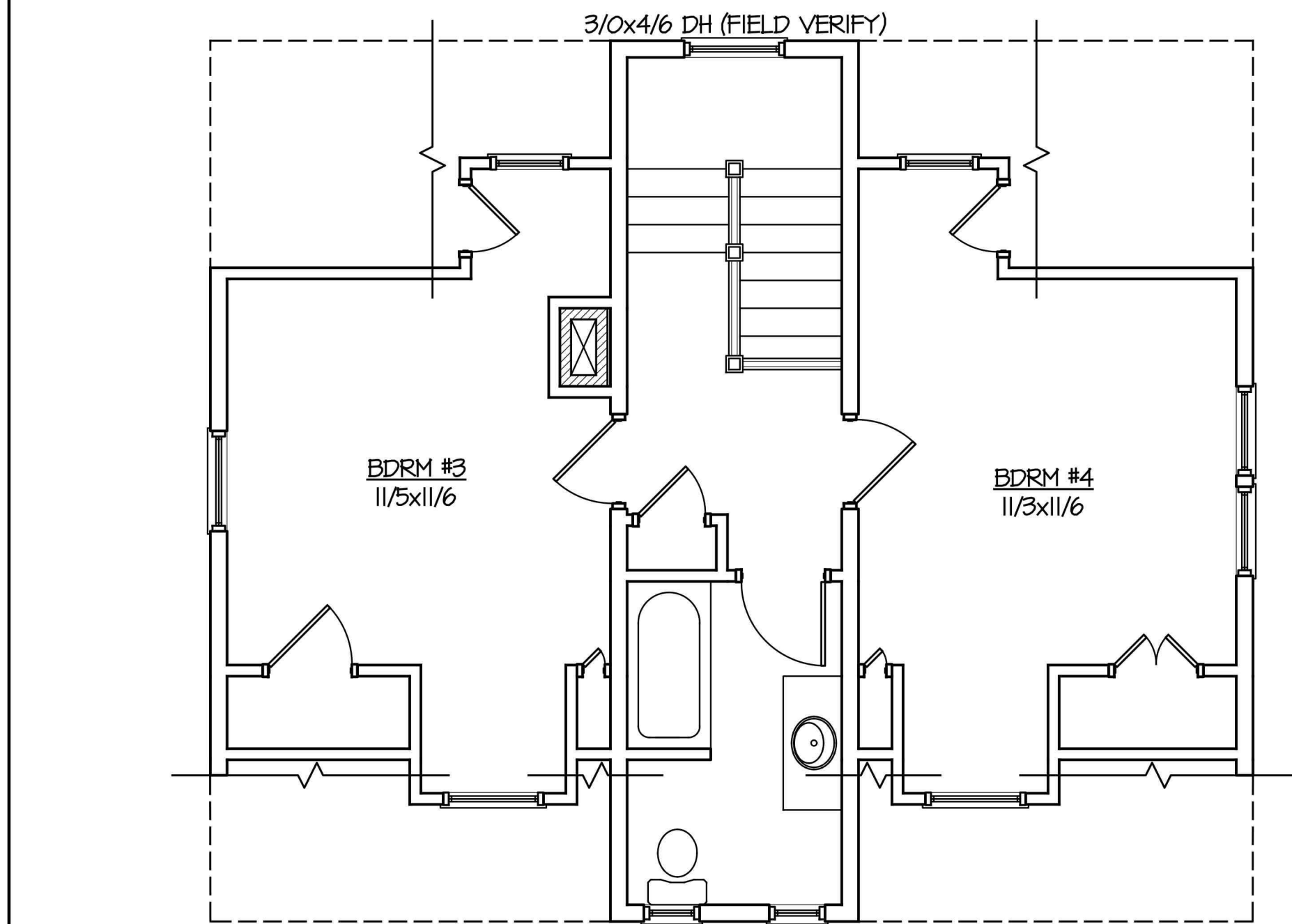
DEMOLITION PLANS

PLAN NO:
JCT181102

DATE:
NOVEMBER 2018

SHEET NO:

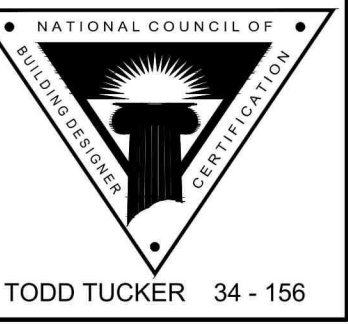
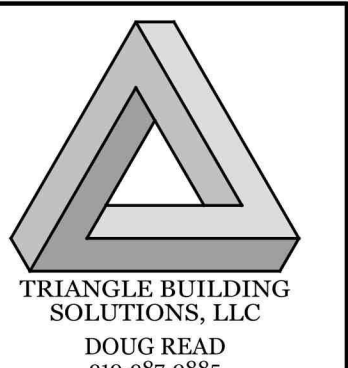
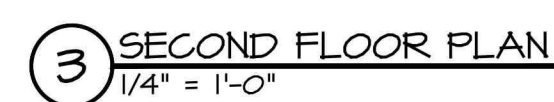
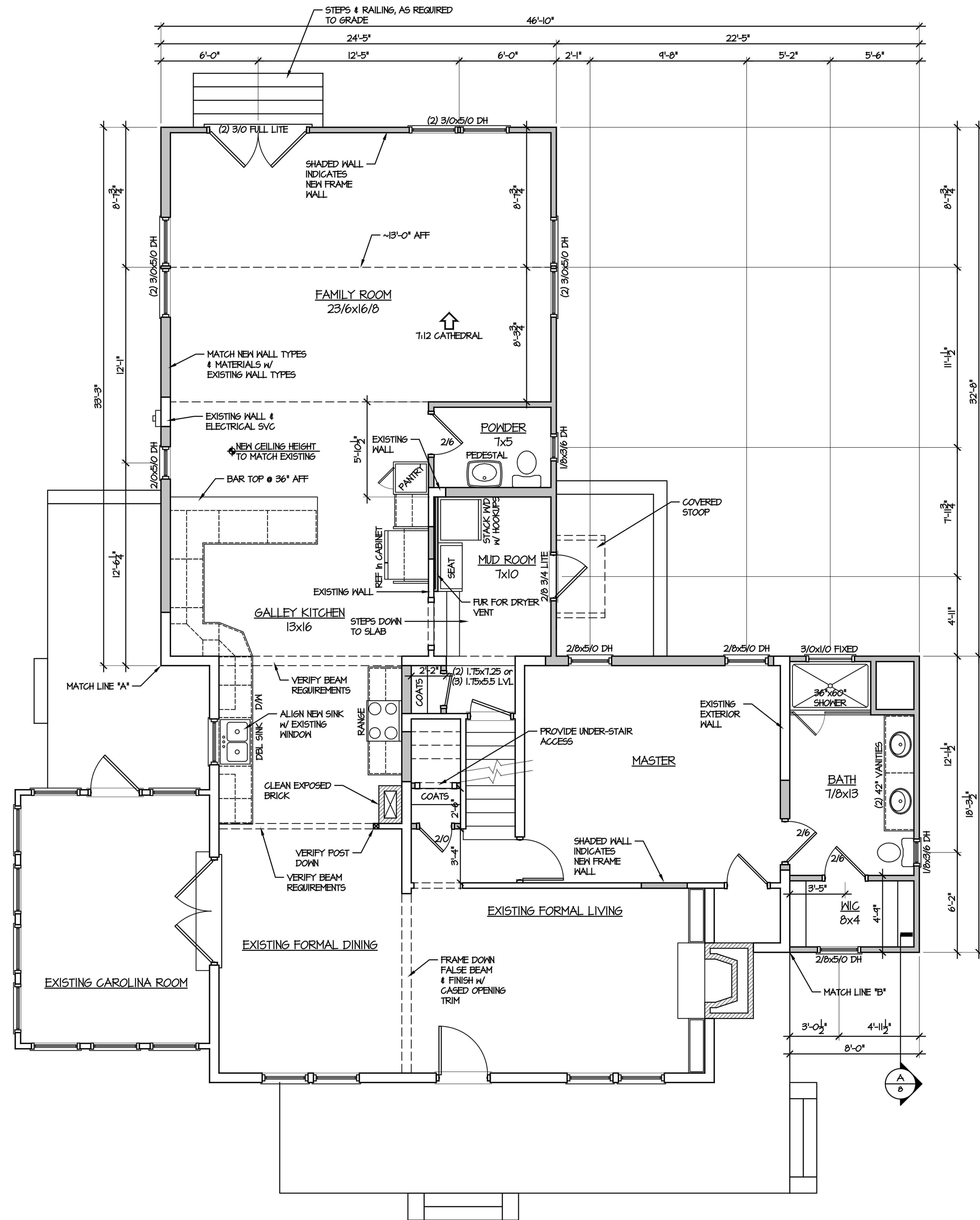
4



VENTILATION NOTES:
CRAWL SPACE AREA: 634 S.F.
1500 S.F. PER 1 S.F. VENTS = 0.43 S.F.
REQUIRED VENTS W/ V.B. + ONE VENT
WITHIN 3' OF EA. CORNER= 2 VENT

FOUNDATION PLAN NOTES:

1. DOUBLE JOISTS UNDER ALL PARTITIONS
2. SILL BE P.T. WOOD 2x6
3. NOT USED
4. PROVIDE VAPOR BARRIER AT GRAVEL SPACE
5. EMBEDMENT VENTS TO BE 8"X16" MIN. W/ 50 G. IN MIN. FRESH AIR VENT AREA
6. NOT USED
7. GIRDER TO BE FLUSH FRAMED (SIZE AS NOTED)
8. ANCHOR BOLTS - 6"-0" O.C. AND 1'-0" FROM EACH CORNER (EMBED 8" MIN. IN SOLID GROUT)
9. GC TO REVIEW TRUSS SHOP DRAWINGS & NOTIFY DESIGNER IF REQUIRED POINT LOAD TIERS OR BEARING WALLS ARE ADDED TO FOUNDATION PLAN
10. SECURE NEW CONG. FOOTINGS TO EXISTING FOOTINGS w/ HILTI OR SIMPSON EPOXY SYSTEMS
11. FRAMING SPANS BASED ON 2" SFF



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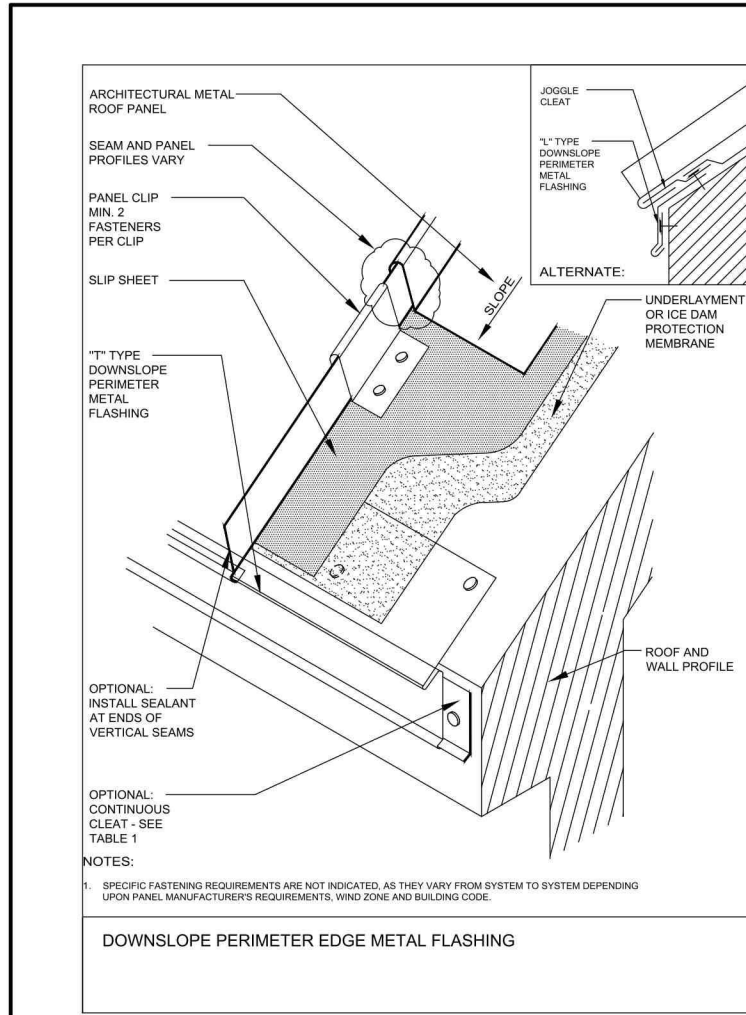
215 EVERETTE RESIDENCE
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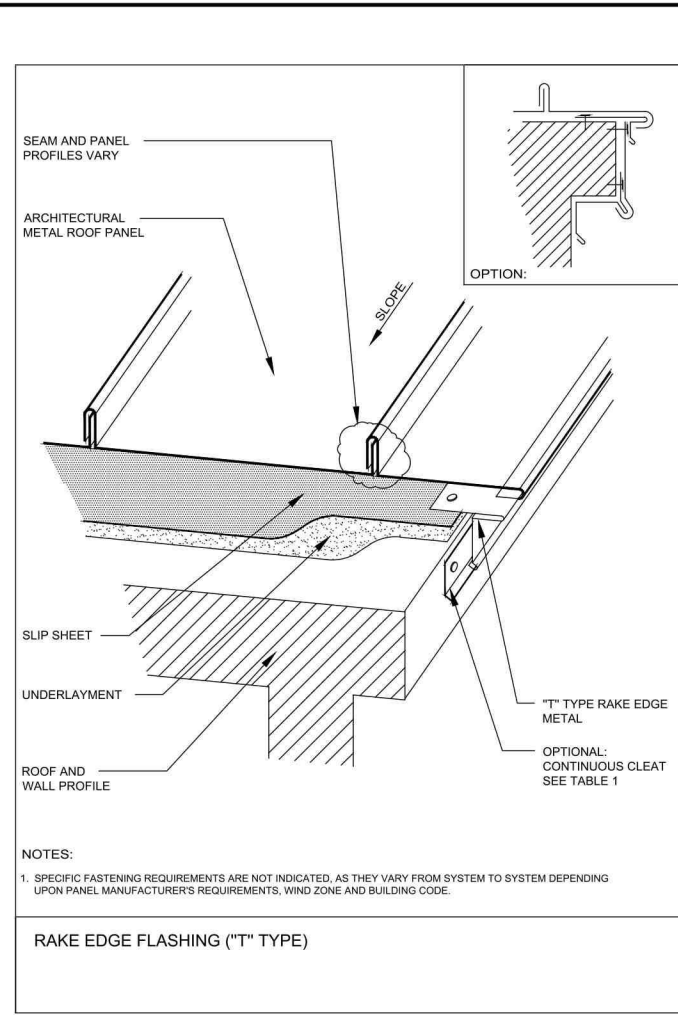
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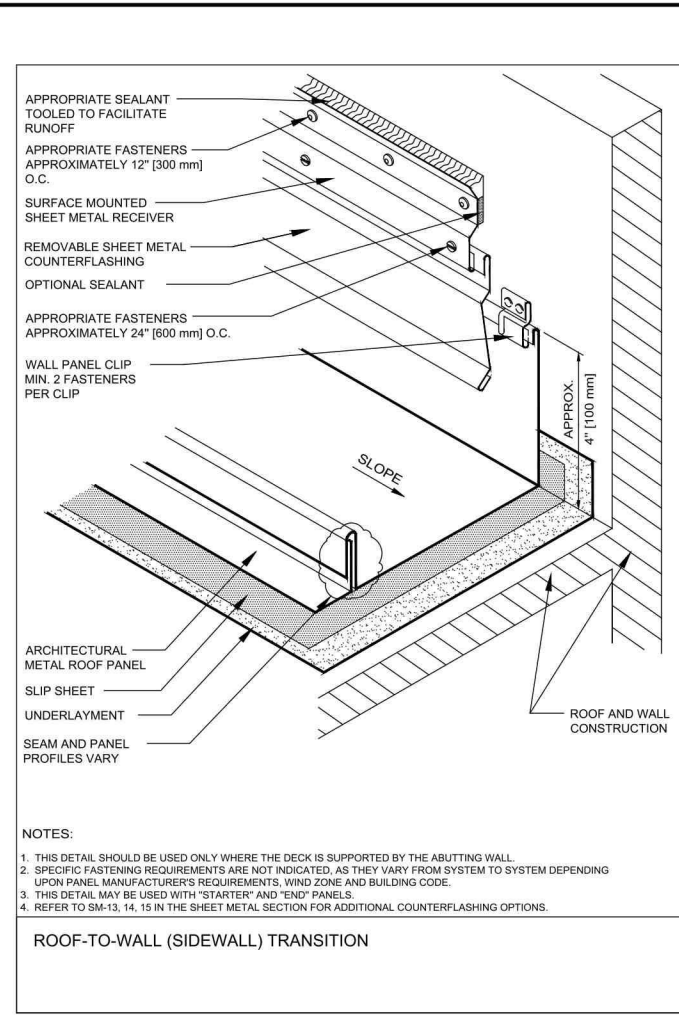
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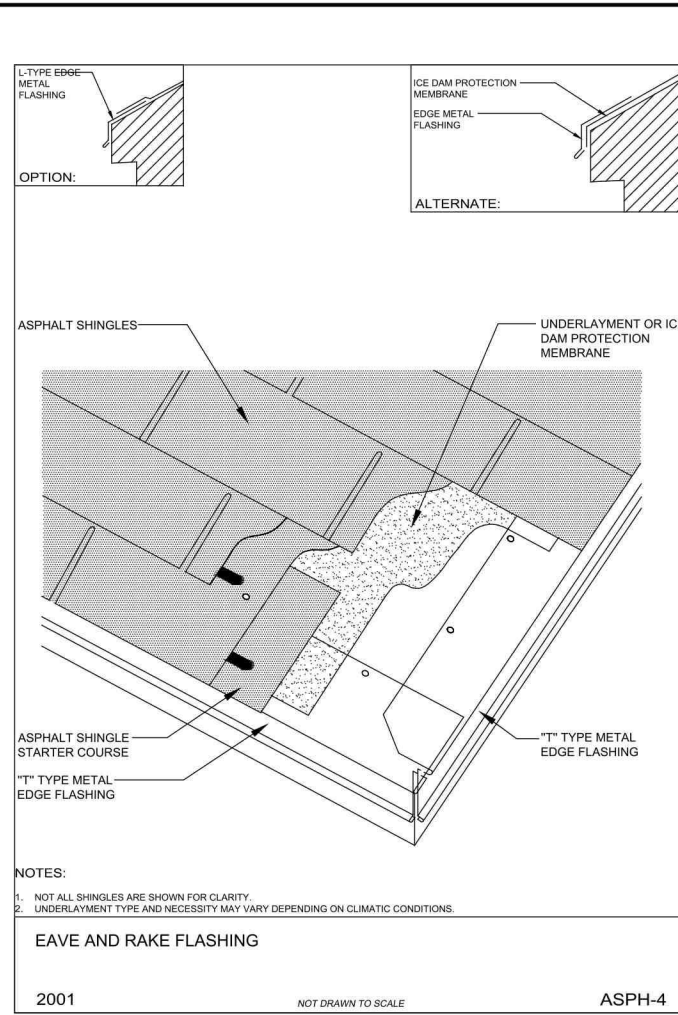
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N.T.S.



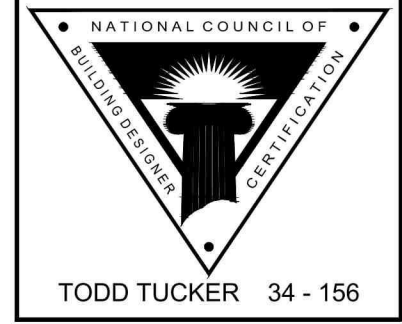
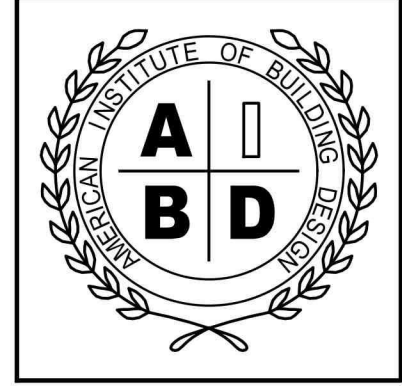
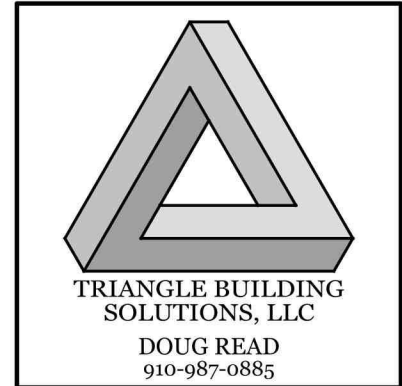
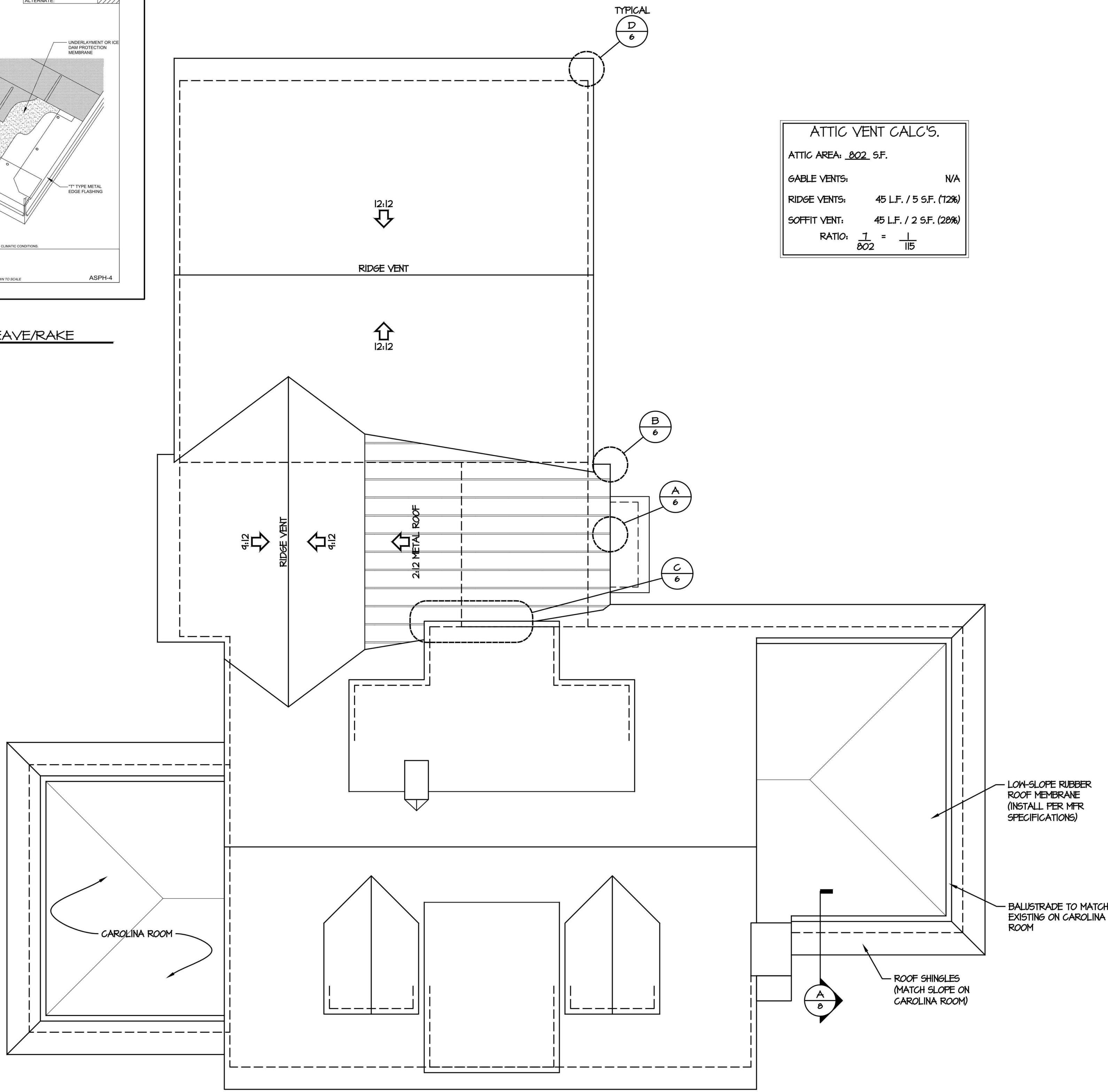
B ROOF DETAIL @ RAKE
N.T.S.



C ROOF / WALL TRANSITION
N.T.S.



D ROOF DETAIL EAVE/RAKE
N.T.S.



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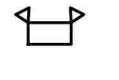
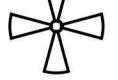
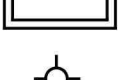
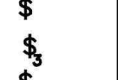
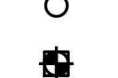
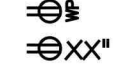
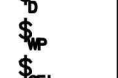
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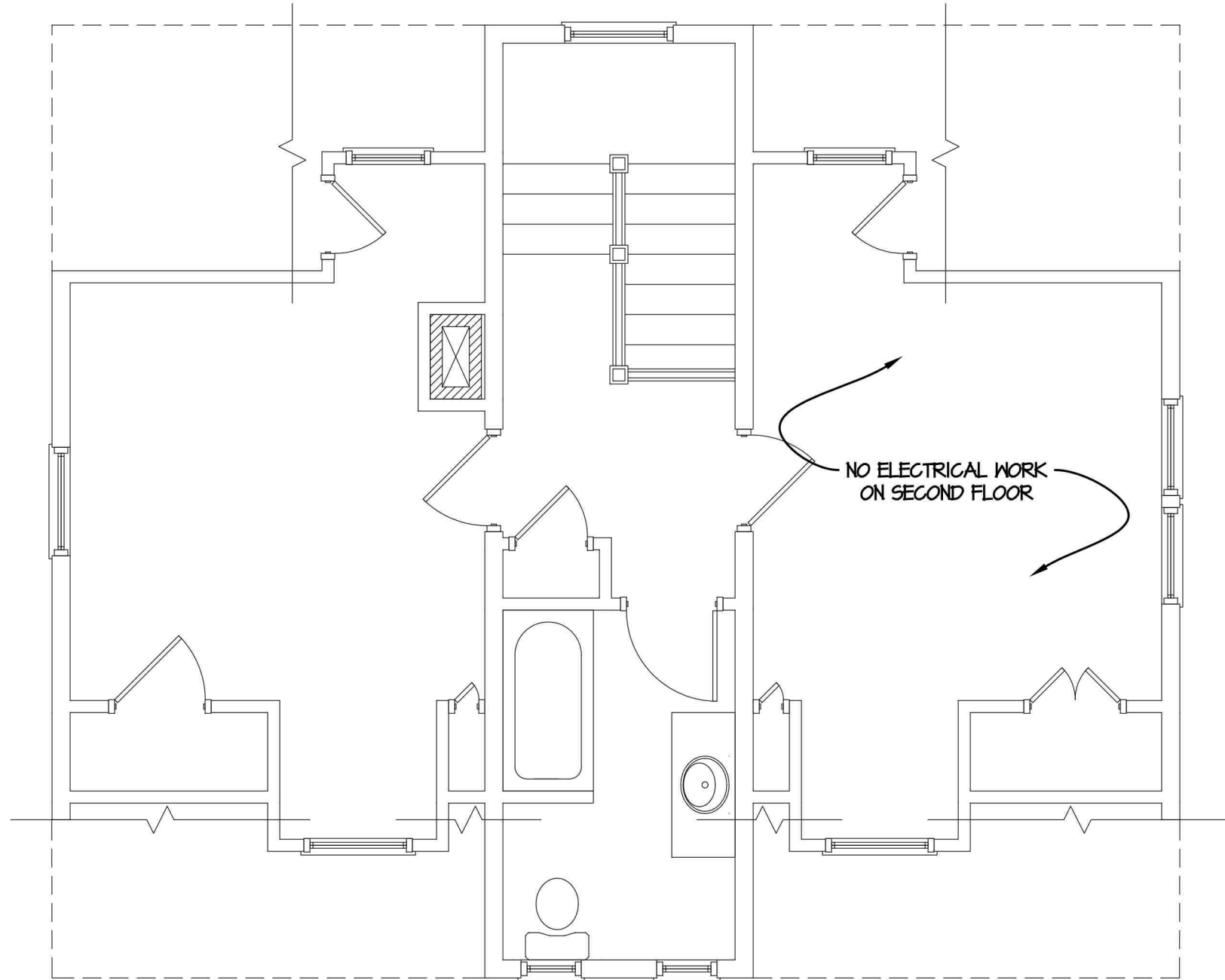
215 EVERETTE RESIDENCE
ROOF PLAN / DETAILS

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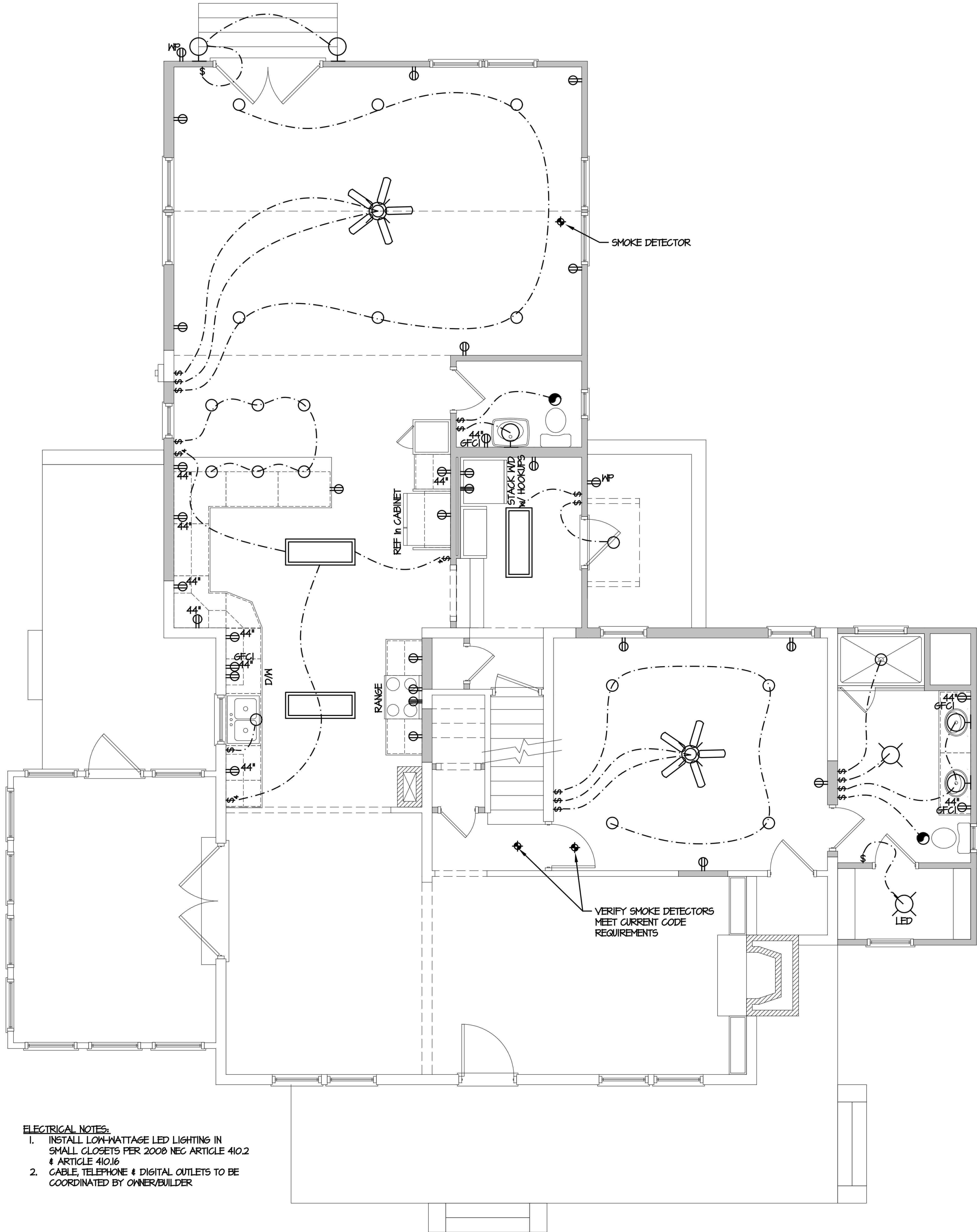
DATE:
NOVEMBER 2018

SHEET NO:
6

ELECTRICAL LEGEND					
	CEILING FAN W/ LIGHT		FLOOD LIGHT W/ MOTION SENSOR		FLOOR OUTLET (LOC. BY OWNER)
	CEILING FAN ON DIMMER SWITCH		EXHAUST FAN W/ LIGHT		220 VOLT OUTLET
	CEILING-MOUNTED FLUORESCENT LIGHT		WATER-PROOF RECESS LIGHT		GROUND-FAULT OUTLET
	CEILING-MOUNTED LIGHT		RECESS LIGHT		WALL OUTLET
	WALL-MOUNTED LIGHT		EYEBALL (DIRECTIONAL) LIGHT		QUADRAPLEX WALL OUTLET
	UL-APPROVED SMOKE DETECTOR		TELEPHONE JACK		THERMOSTAT
			CABLE TV JACK		ONE POLE SWITCH
			1/2 HOT OUTLET		THREE-WAY SWITCH
			WATER-PROOF OUTLET		FOUR-WAY SWITCH
			OUTLET MOUNTED XX" A.F.F.		DIMMER SWITCH
					WATER-PROOF SWITCH
					GROUND-FAULT SWITCH

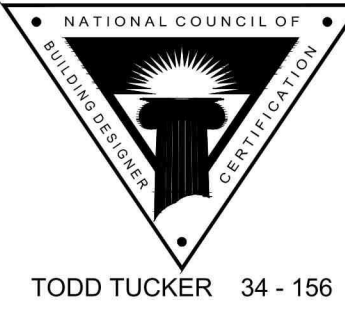
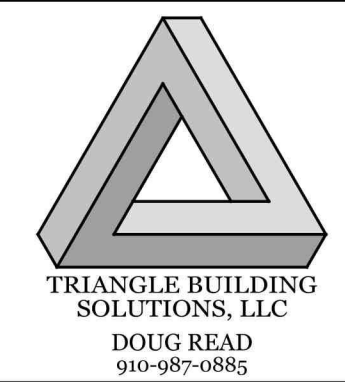


2 SECOND FLOOR PLAN
1/4" = 1'-0"



1 FIRST FLOOR PLAN
1/4" = 1'-0"

- ELECTRICAL NOTES:
1. INSTALL LOW-WATTAGE LED LIGHTING IN SMALL CLOSETS PER 2008 NEC ARTICLE 410.2 & ARTICLE 410.16
 2. CABLE, TELEPHONE & DIGITAL OUTLETS TO BE COORDINATED BY OWNER/BUILDER



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215 EVERETTE RESIDENCE

ELECTRICAL PLANS

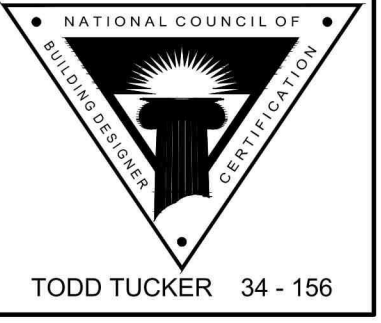
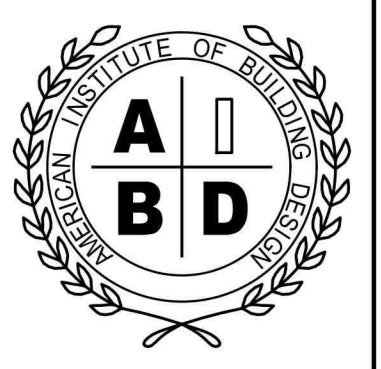
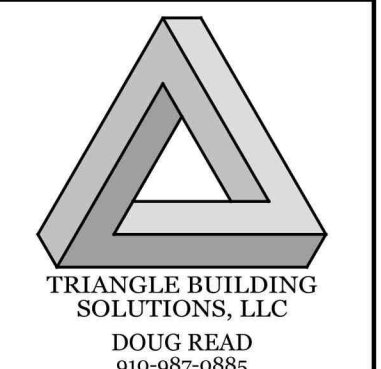
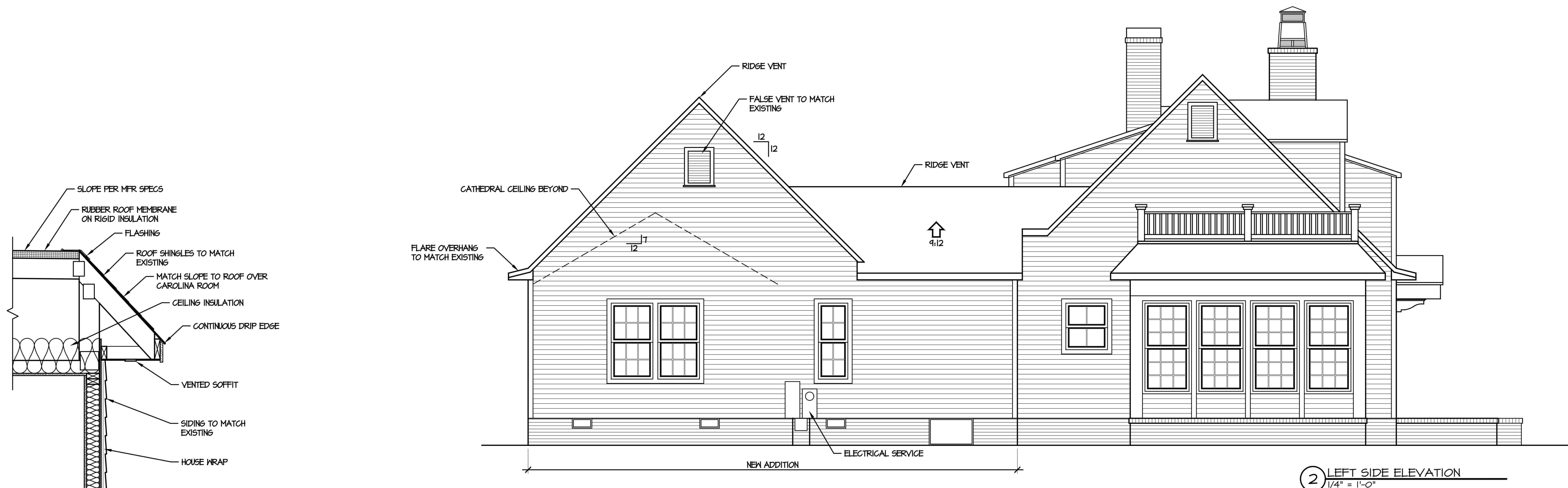
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215 EVERETTE RESIDENCE

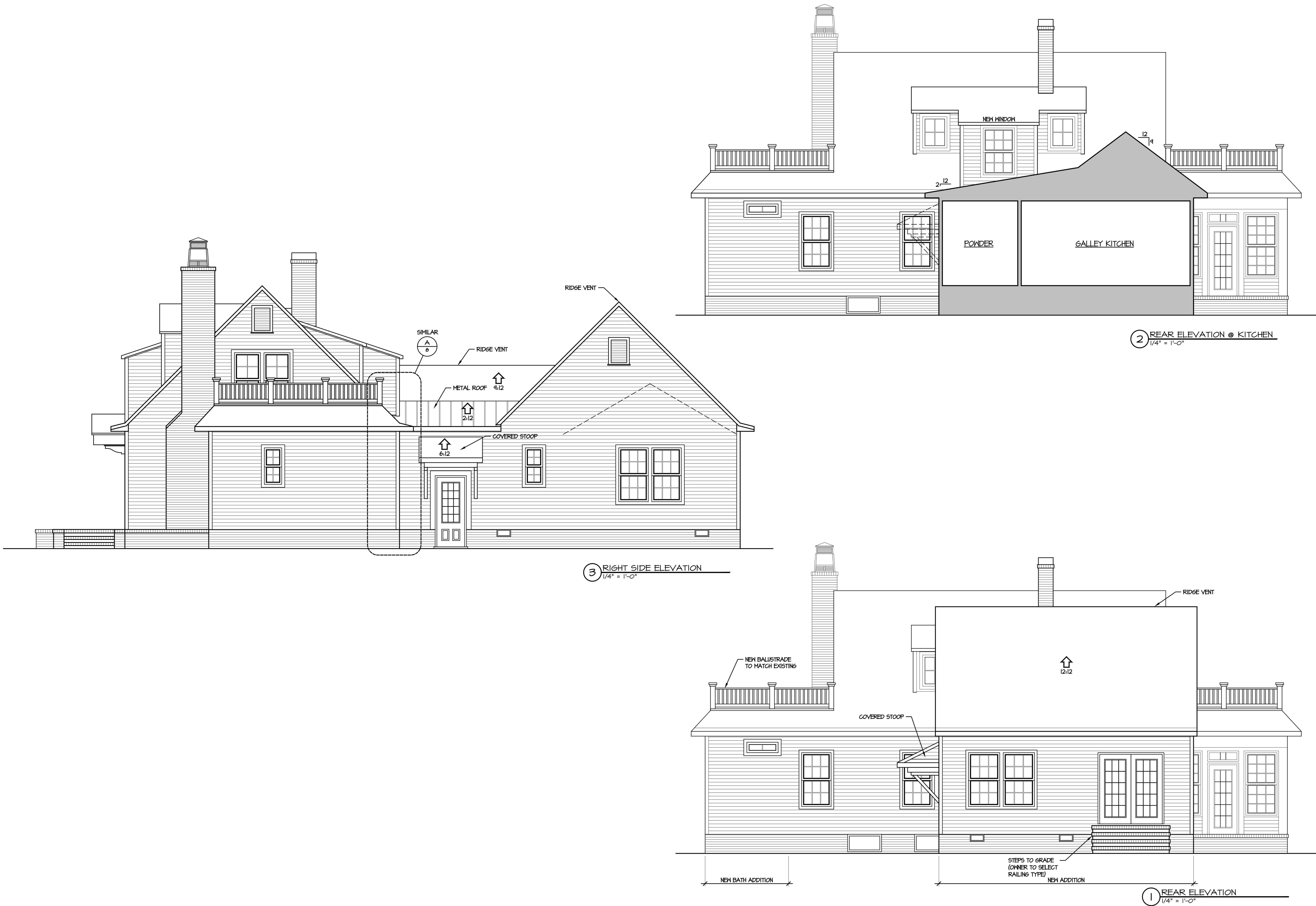
ELEVATIONS / SECTION

PLAN NO:
JCT181102

DATE:
NOVEMBER 2018

SHEET NO:

8



CR
CAROLINA RESIDENTIAL
DESIGN GROUP, LLC
Professional Member
Institute of Classical Architecture
American Institute of Building Design
Certified Professional Building Designer
TODD TUCKER, AIBD, CPBD
910-425-7939

Triangle Building Solutions, LLC
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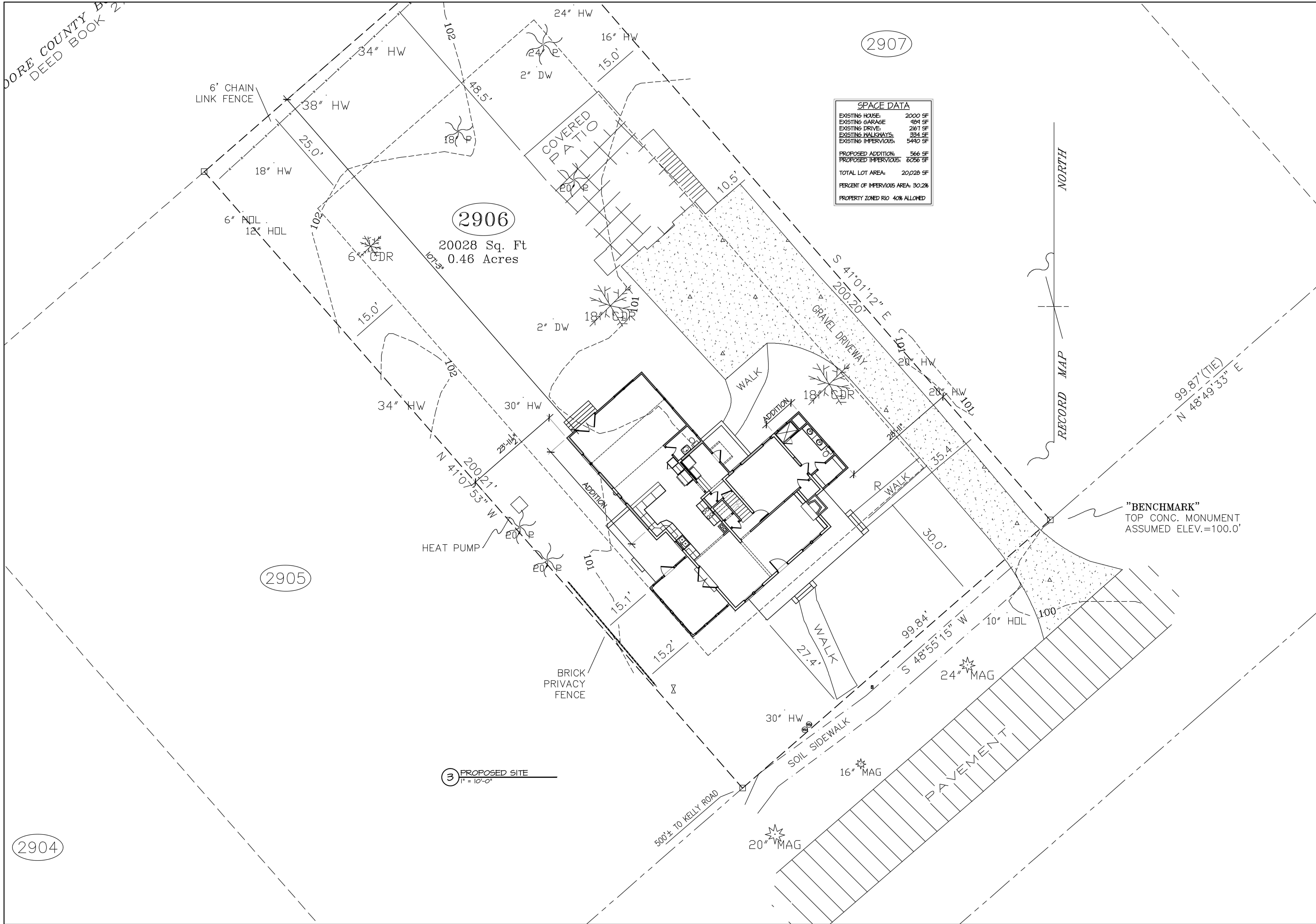
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215 EVERETTE RESIDENCE
ELEVATIONS
SHEET TITLE:

PLAN NO:
JCT181102

DATE:
NOVEMBER 2018

SHEET NO:
9





**HISTORIC PRESERVATION COMMISSION
NOVEMBER 15-, 2018
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM**

MINUTES

Commission Members in Attendance:

Molly Gwinn, Chair
Christine Dandeneau, Vice-Chair
Bob Farren, HPC Member
Jim McChesney, HPC Member
Mark Parson, HPC Member
John Taylor, HPC Member

Board Member not in Attendance:

Tom Schroeder, HPC Member

Staff in Attendance:

Stephanie Goodrich, Senior Planner
Gwendy Hutchinson, Planning and Administrative Assistant

I. Call to Order

Chair Molly Gwinn introduced the Commission members, staff and welcomed members of the audience. Chair Gwinn stated that the overview of our Commission is to approve Certificates of Appropriateness for new construction and Major Work, and to do so by conducting hearings and Findings of Fact where applications come before us. Our mission is to take no action except to preserve what is congruous with the special character of the Village of Pinehurst Historic District. This special character to be preserved and enhanced is that of a growing and vibrant Village.

II. Approval of Minutes

A. October 25, 2018

Jim McChesney made a motion to approve the October 25, 2018 Minutes; John Taylor seconded the motion, which was unanimously approved.

III. Sworn In:

The following were sworn in: Stephanie Goodrich, Senior Planner; Lisa Fuquay, Property Owner; and Alan Walters, Contractor.

IV. Public Hearing

A. COA – 18-99

A request to replace all windows of the main dwelling at 110 Short Road, Pinehurst, NC. The property can be identified as Moore County LRK# 21823. The applicant is Simmons Window Company and the owner is Caribou Partners.

Stephanie Goodrich read portions of the staff report into the record and confirmed that adjacent property owners were notified and that the property had been properly posted.

Lisa Fuquay, Property Owner was present to answer any questions or address any concerns of the Commission.

After discussion, Christine Dandeneau made a motion to issue a Certificate of Appropriateness as amended, to have the 1600 series for the windows to be placed in the front of the home and the 1300 series for the windows to be placed on the side and rear of the home and to adopt the Findings of Fact; Bob Farren seconded the motion, which was unanimously approved.

Lisa Fuquay, Property Owner; agreed to the amendments to the 1600 and 1300 series for the windows.

B. COA – 18-100

A request to construct a covered and screened porch on the side of the main dwelling at 45 Ferguson Road, Pinehurst, NC. The property can be identified as Moore County LRK# 17757. The applicant is Alan Walters Construction and the owner is Dokim Elphick

Stephanie Goodrich read portions of the staff report into the record and confirmed that adjacent property owners were notified and that the property had been properly posted.

Alan Walters, Alan Walters Construction was present to answer any questions or address any concerns of the Commission.

After discussion, Christine Dandeneau made a motion to issue a Certificate of Appropriateness to construct a covered and screened porch on the side of the main dwelling at 45 Ferguson Road and to adopt the Findings of Fact; Jim McChesney seconded the motion, which was unanimously approved.

V. Review of Normal Maintenance and Minor Work items

A. Review of Normal Maintenance and Minor Work

The Commission did not have any comments.

VI. Next Meeting Date:

A. December 13, 2018

VII. Motion to Adjourn

*With no further discussion, Bob Farren made a motion to adjourn.
John Taylor seconded the motion, which was unanimously approved.*

A complete recording and videotape of this meeting is available on our website at www.vopnc.org.

*Vision: The Village of Pinehurst is a charming vibrant community which reflects our rich history and traditions.
Mission: Promote enhance and sustain the quality of life for residents, businesses, and visitors. Values: Service,
Initiative, Teamwork, and Improvement.*



Village of Pinehurst



Adopted on _____, 2019



Recommended by the 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: TBD, 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

Molly Gwinn, Chair
Bob Farren
Christine Dandeneau
Jim McChesney
Mark Parson
Tom Schroeder
John Taylor

2016-18 Historic District Guidelines Revision Committee

Historic Preservation Commission (HPC) Chairman, Jim Lewis HPC Vice-Chair, Jack Farrell
HPC Commissioners: Judy Davis, Molly Gwinn, and Jim McChesney
Planning and Zoning Board Member, Leo Santowaso
Architect, Christine Dandeneau
Village of Pinehurst Business Owner, Kevin Drum Home Builder, Wayne Haddock
Village of Pinehurst Senior Planners, Alex Cameron and Stephanie Goodrich



TABLE OF CONTENTS

I. INTRODUCTION	1
A. The Special Character of the Historic District	2
B. The Historic Preservation Commission	3
C. Principles of Preservation	4
D. Frequently Asked Questions	5
II. HISTORIC DISTRICT GUIDELINES OVERVIEW	8
A. Approval Requirements	8
B. Basic Work and Routine Maintenance	9
C. Minor Works	10
D. Major Work	12
E. How to Obtain a Certificate of Appropriateness	13
F. Public Meetings	14
G. Certificate of Appropriateness Flowchart	15
III. CHANGES TO EXISTING RESIDENCES	16
A. Roofs	17
B. Exterior Walls and Trims	18
C. Windows and Doors	19
D. Storm Windows and Doors	20
E. Shutters and Awnings	21
F. Chimneys	22
G. Porches, Entrances and Balconies	23
H. Decks and Patios	25
I. Additions and Accessory Buildings— Carriage Houses, Garages and Other Buildings	26
J. Utilities and Other Mechanical Systems	28
K. Wood	29
L. Masonry	30
M. Architectural Metals	31
N. Paint	32
IV. RESIDENTIAL NEW CONSTRUCTION	34
A. Characteristic Architectural Styles	35
B. General Guidelines	38
C. Windows and Doors	40
D. Shutters	41
E. Accessory Buildings	42
F. Building Materials	43



TABLE OF CONTENTS

V. CHANGES TO EXISTING COMMERCIAL STRUCTURES	44
A. General Guidelines	45
B. Storefronts	46
C. Awnings	47
D. Additions	47
VI. COMMERCIAL NEW CONSTRUCTION	48
A. Characteristic Architectural Styles	49
B. General Guidelines	50
C. Franchise Architecture	52
D. Utilities and Service Areas	52
VII. SITE FEATURES	53
A. Fences and Walls	54
B. Driveways and Off-Street Parking	56
C. Landscaping and Vegetation	57
D. Swimming Pools	59
E. Lighting	59
F. Signage	60
G. Installation of Small/Micro Wireless Facilities	62
H. Accessibility, Health and Safety	62
VIII. RELOCATIONS AND DEMOLITIONS	63
A. Relocations	63
B. Demolitions	63
IX. PARKS AND PUBLIC SPACES	64
APPENDICES	66
A. History of Pinehurst	67
B. Map of the Historic District	72
C. Certificate of Appropriateness Application Procedures; Checklist	73
D. Village of Pinehurst Color Palette	75
E. Village Planting Guide	79
F. Relevant Statutes and Resolutions	80
G. Resources	81
H. Glossary	82



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 maps in Appendix B, *Map of 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.



A. The Special Character of the Historic District

The special character of the Pinehurst Historic District evolved directly from the founding of the Village of Pinehurst in 1895 by James Walker Tufts of Boston. It was owned and managed by Mr. Tufts, his sons and grandsons from 1895 until 1970. During this 75-year period the essential character of Pinehurst was preserved even as the community expanded beyond its central core of cottages, inns, and shops. The Tufts vision for a New England Village around a wooded village green endures today as the special character of Pinehurst.

To implement his vision in 1895, Tufts hired the landscape architecture firm of Frederick Law Olmsted who designed a system of curvilinear streets and lush landscaping around the village green. The first cottages were small and reflected a combination of Queen Anne and Colonial Revival styles. By 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, displaying Colonial Revival, Mediterranean Revival, Cape Cod and Period Cottage characteristics. During the same period, the neighborhood to the east of the Village core expanded in a grid pattern to accommodate more modest housing for resort staff. The neighborhood includes cottages in a range of popular national styles from different eras, for example Ranch, Cape Cod, and Modernist dwellings. Also located in the neighborhood are the elementary school, a church, a car dealership, and a few businesses.

The Village of Pinehurst today retains its historic character due to the careful preservation of original structures from the late 19th and early 20th centuries and the cultivation of its lush landscapes. The village is protected by Pinehurst Historic Overlay District, which was established by the Village Council in 2006, in accordance with North Carolina General Statute 160A-400, to "safeguard its heritage by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory." At the same time, the Village Council appointed the Historic Preservation Commission to develop and administer the Guidelines that would maintain the special character of the properties and landscapes within the district.



B. The Historic Preservation Commission

The mission of the Historic Preservation Commission is to “preserve and approve that which is congruous with the special character of the Village of Pinehurst Historic District.” The 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 the Historic District. Likewise, new construction should be congruent with the District in design and scale.

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

- Any changes or additions to the configuration an existing roof **must** be compatible with the structure and **must** be congruous with the Historic District
- **It is not appropriate** to introduce new windows or door openings if they will compromise the architectural integrity of the structure.

Other guidelines contain the word should. For example:

- Changes or additions to the configuration of any existing roof should be compatible with the existing structure.

All guidelines contribute to the standard of congruity with the special character of the Historic District by which the HPC evaluates applications for changes, additions, and new construction. In short, a project must meet the overarching requirement that it is congruous with the special character of the Historic District in order to be approved and issued a Certificate of Appropriateness.

The Historic Preservation Commission may at times determine that a proposed change or design which does not meet the Guidelines is, in fact, more congruous with the special character of their 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 its District. **Strict adherence to the Guidelines in those cases is not required if the Historic Preservation Commission clearly states (on the record) the reasons why the proposed design or improvements are congruous or incongruous before issuing or denying a Certificate of Appropriateness.**



C. Principles of Preservation

The Guidelines are not meant to be a comprehensive preservation manual. There are *additional resources*

- A majority of the sources listed are Preservation Briefs published by the National Park Service.
- Owners of historic properties should give special consideration to the Secretary of Interior's Standards for Rehabilitation. Those offer excellent guidance for property owners who are committed to the preservation or restoration of their historic property.
- An application form for work which will require a Certificate of Appropriateness can be found in Appendix C. 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 H contains a comprehensive glossary of relevant terms.

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

Identify, Retain, and Preserve Historic Features and Materials

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

Maintain, Stabilize and Protect Historic Materials and Features

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

Replace Deteriorated Component That Are Beyond Repair With "In Kind" or Compatible Materials

All effort should be made to replace the historic fabric of the building using the same material as the original construction. That includes the type of materials, the design, dimensions, mass, scale, orientation, color detailing and texture.

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

Use of replacement materials should be limited in scope to only the elements that are deteriorated beyond repair.

Missing historic features can be replaced if documented by historic photographs or physical evidence shows that the feature was once there.



D. 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 Overlay 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 on the North Carolina General Assembly legislation webpage.](#) 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. More detailed maps 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 a Historic District. Why am I required to follow the Historic Guidelines?

- A. The Historic District boundary is based on the architectural character of the residences and streetscapes that contribute to the overall historic nature of the Village and its special 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, scale, 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 an opportunity for the continued evolution of historical architecture in the District.



D. Frequently Asked Questions

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 within the Historic District.

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 a 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 with legal standing may testify for or against an application and make their statements under oath. In making its decision, the HPC is required to consider only sworn testimony which is presented during the hearing.



D. Frequently Asked Questions

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 within 30 days. 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. The HPC bases its decision to approve or deny a COA application on whether the project is congruent with the historic character of the Historic District. A project, including a renovation, addition, or new construction, must be in harmony or congruent with the character, density, scale, and setting of the surrounding properties.

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

Changes or additions to an existing building must be sufficiently **compatible** with the primary structure and **congruent** with the Historic District. New buildings must be sufficiently **congruent** with the special character of the Historic District.

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 Historic District. Several relevant factors are used by the HPC to assess scale including total square feet, heated square feet, height, footprint, and mass. The HPC considers these factors in the context of the size of other nearby structures, as well as the presence of similar-sized structures in the Historic District.



II. HISTORIC DISTRICT GUIDELINES AND 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.

APPROVAL REQUIREMENTS

Projects can be approved two ways, depending on the extent of the work and possible alteration of historic features. Some repairs and minor replacements or improvements can be approved at the staff level. For major work, typically additions and new construction, a public hearing before the HPC is 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 a new application and approval; see additional details Sections C and D below.

Projects fall into one of three types as defined below.

Basic Work and Routine Maintenance

Minor Work

Major Work



II. HISTORIC DISTRICT GUIDELINES AND OVERVIEW

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
- 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 with new fixtures that are compatible with the primary structure
- 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 congruent with a 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



II. HISTORIC DISTRICT GUIDELINES AND OVERVIEW

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.

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 may elect to refer a Minor Work case to the HPC for consideration. **Minor Work projects must meet all applicable requirements.**

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 fire exits
- 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 that is not visible from the street
- Installation of gutters and downspouts
- Painting consistent with Village of Pinehurst Color Palette

CONTINUED ON NEXT PAGE



II. HISTORIC DISTRICT GUIDELINES AND OVERVIEW

C. MINOR WORKS CONTINUED

- 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.) .
- 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
- Installation of skylights and solar panels
- Installation of accessory buildings with no dimension greater than 12 feet
- Demolition of small outbuildings that are 120 square feet or less
- 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
- Minor work changes to an approved COA prior to the work being completed
- Handicapped accessibility ramps that are not permanently attached to a commercial building
- Installation of small/micro cell wireless facilities that meet the guidelines
- Pool demolition and infill



II. HISTORIC DISTRICT GUIDELINES AND OVERVIEW

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, are more substantial in nature than Minor Work projects, or Minor Work not approved by Planning Staff.

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 structures 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 is not compatible with the existing window(s) and/or door(s)
- Eliminating or adding windows and/or doors
- Resurfacing buildings with different materials from that which was removed
- Replacement roofing with 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
- Changes made to an approved major work Certificate of Appropriateness without approval of the change from Village Staff or the HPC



II. HISTORIC DISTRICT GUIDELINES AND OVERVIEW

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 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 C and illustrated in Certificate of Appropriateness (COA) Flow Chart on page 15. 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 completed applications for major work is three weeks before each monthly hearing. The application must be accompanied by drawings, photographs, specifications such as building height and setback distances, etc. The HPC only considers applications meeting all applicable zoning and code requirements once confirmed by the Village Planner. 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 C. Adjacent property owners are notified of the application as required by law.

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. Testimony by the property owners, or their designees
4. Questions by Commissioners with additional testimony from property owner or designees
5. Testimony by other parties with legal standing.
6. Further testimony by the property owners, or their designees, if desired
7. Additional discussion by the Commissioners
8. Vote by Commissioners



II. HISTORIC DISTRICT GUIDELINES AND OVERVIEW

F. PUBLIC MEETINGS

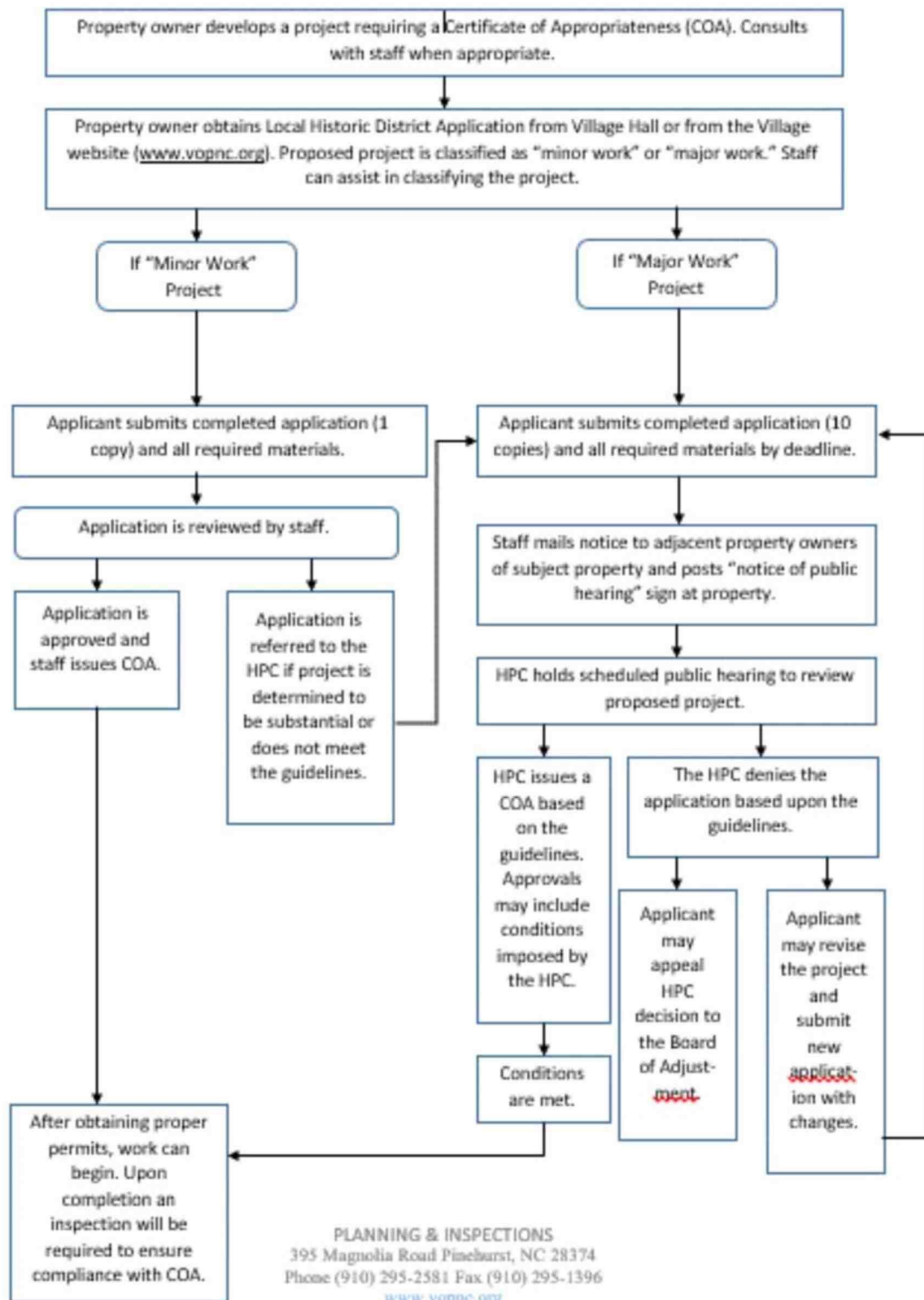
The remarks and documents presented by the property owner are important because they allow the Commission to be fully informed about the project. The purpose of review by the Commission is to determine if the project is congruent with the special character of the Historic District. The Commission will 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.



II. HISTORIC DISTRICT GUIDELINES AND OVERVIEW

G. PINEHURST CERTIFICATE OF APPROPRIATENESS FLOWCHART





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.

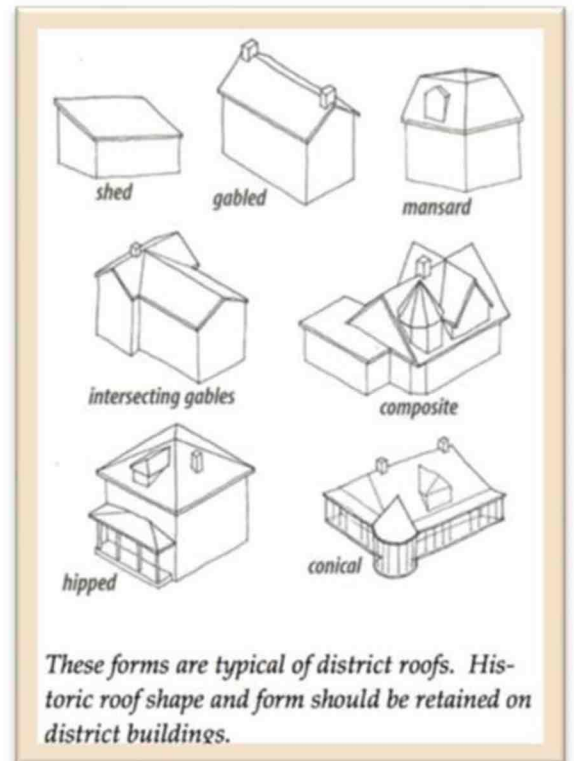
Many existing structures in a Historic District utilize materials and features that would not be approved for new construction. Property owners will be allowed to continue the use of those non-conforming materials for additions and accessory buildings.



III. CHANGES TO EXISTING RESIDENCES

A. Roofs

1. Any changes or additions to the configuration an existing roof **must** be compatible with the structure and **must** be congruous with the Historic District.
2. Roofs and roof forms that contribute to the overall character of a structure, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices should be retained and preserved. Likewise, roofing materials should be preserved and retained whenever possible.
3. If a roof feature, such as a dormer, is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the structure, roofline and its Historic District.
4. If repair or replacement of an entire roof is necessary, the new material should match the existing material in composition, dimension, size, shape, color, pattern and texture.
5. Metal roofs should be compatible with the architecture of the existing structure and the material should be copper or one of the following colors: weathered copper color, dark brown, dark bronze, dark gray, dark green, or dark silver.
6. If standing seam metal roofs are used on residences, the seams should not exceed 1 inch in height and one quarter (1/4) inch in width.
7. Vents, including soffit vents and low profile ridge vents should be installed in manner that does not diminish the original design of the roof or destroy the character of roof details.
8. New gutters and downspouts should be installed so that character defining architectural features of the structure are not damaged or lost.
9. Replacement gutters and downspouts should be coated with paint or a baked-enamel finish in a color in the Village of Pinehurst Color Palette, unless they are made of copper.
10. Roof ventilators, solar attic fans and solar panels should be located inconspicuously and not visible from the street.
11. Skylights and skylight tubes should be inconspicuously placed on the rear roof surface, and should have a flat profile.





III. CHANGES TO EXISTING RESIDENCES

B. Exterior Walls and Trim

1. Any changes or additions to an exterior wall, such as windows or door openings, bays, vents, balconies or chimneys, **must** be compatible with the architecture of the structure and **must** be congruous with the character of the Historic District.
2. Exterior walls that contribute to the 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.
3. If an existing exterior wall feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the character of the structure.
4. Repair or replacement of an entire exterior wall or wooden feature or deteriorated detail or element should be limited to the minimal amount necessary and 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.
5. Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, is not appropriate.
6. Wooden surfaces and features should 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



III. CHANGES TO EXISTING RESIDENCES

C. Windows and Doors

1. Adding new windows and door openings or altering or filling existing openings **must** not compromise the architectural character of the structure and **must** be congruous with the Historic District.
2. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.
3. If a 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.
4. If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - A. Wooden windows on street-facing elevations should be replaced in kind.
 - B. If windows are repaired or replaced, the muntins, mullions, lintels and sills of the new Installation should be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
 - C. Windows should have true or simulated divided lights.
 - D. Snap-in muntins are not permitted.
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 should be compatible with those of the existing windows and doors.
8. New dormer windows on street-facing elevations should be compatible with the size and placement of existing windows on primary elevations and should not compromise the architecture of the structure
9. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.

CONTINUED ON NEXT PAGE



III. CHANGES TO EXISTING RESIDENCES

C. Windows and Doors

10. 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.
11. Bay windows should sit on a stone/brick foundation, wood brackets, and/or an extension of beams from the main structure
12. Glass Block windows are **not permitted** on street-facing elevations.
13. Painted, tinted or filmed glass on windows or doors is **not appropriate** on street-facing elevations.
14. Sliding doors are **not permitted** on street-facing elevations.
15. Security bars should be installed in a way that avoids damages to the historic fabric. Custom security bars should align with the vertical and horizontal dividing elements of doors and windows and are preferred over standard expandable models.

D. Storm Windows and Doors

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



III. CHANGES TO EXISTING RESIDENCES

E. Shutters and Awnings

1. New shutters **must** be compatible with the historic character of the structure and **must** be congruent with existing shutters in the Historic District.
2. Shutters that contribute to the overall historic form and character of a structure, including their functional and decorative features, should be retained and preserved.
3. If a shutter or awning is missing or deteriorated and replacement is desired, it should be replaced with a new shutter or awning based on the original or a new design compatible with the character of the structure.
4. Shutters should be wood or have the appearance of wood in composition and texture, and be appropriately mounted.
 - A. If the original shutter was operable, the replacement should be operable or appear to be operable.
 - B. Each shutter should be equal to the height of the window opening, and one half the width.
 - C. Shutters on arched windows should have an arched head as well.
 - D. Shutter color should be compatible with the structure and should be in the Village of Pinehurst Color Palette.
5. Awnings should be based on historical awning profiles, styles, and shapes and be in a scale compatible with the building.
 - A. New awnings should not obscure windows, doors, porches, or other character-defining features or damage the original material.
 - B. It is preferable that awnings be canvas or a woven fabric.
 - C. Awning colors should be compatible with the colors of the structure and should be in the Village of Pinehurst Color Palette.



III. CHANGES TO EXISTING RESIDENCES

F. Chimneys

1. New chimneys or chimney repairs and alterations **must** be compatible with the architectural character of the structure and **must** be congruous with chimneys in the Historic District.
2. Chimneys and their functional and decorative features that contribute to the overall historic form and character of a structure should be retained and preserved.
3. If an existing chimney feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the character of the structure.
4. 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.
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 should have a masonry finish and should extend from grade level for new structures or additions.
8. Wooden, boxed chimneys are not appropriate 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 should be compatible with architectural style of the structure or building



III. CHANGES TO EXISTING RESIDENCES

G. Porches, Entrances, and Balconies

1. New porches, entrances, and balconies or alterations to porches, entrances, and balconies on street-facing elevations **must** be compatible with the architectural character of the structure and **must** be congruous with similar elements in the Historic District.
2. Front Porches, entrances, 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 should not be removed from street-facing elevations unless historically accurate or compatible with the architectural character of the structure.
 - D. A front porch or balcony should not be enclosed in any form unless historically accurate or compatible with the architectural character of the structure.
 - 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.
3. 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.
4. 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.

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III. CHANGES TO EXISTING RESIDENCES

G. Porches, Entrances, and Balconies

5. New porches and entrances on the street-facing elevations **must** be compatible in height and architectural character with the existing structure, and based on historical evidence that a porch is appropriate to the structure or the style of structure.
 - A. The height of the porch should align with the first floor level of the structure.
 - B. Porch posts, columns, and railings should be compatible in composition, dimension, shape, color, pattern and texture with the structure.
 - C. New porches should be painted or stained in a color compatible with that of the structure and in the Village of Pinehurst Color Palette
6. 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.

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.





III. CHANGES TO EXISTING RESIDENCES

H. Decks and Patios

1. The addition of a deck or patio **must not** obscure, damage, or destroy character- defining features of a primary or accessory structure and **must** be congruous with the character of the Historic District.
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 should be located on the rear or least character-defining elevation of the structure.
6. Deck framing should be screened by landscaping or skirt boards.
7. Decks should be painted, stained, or have a manufactured color compatible with the color of the structure and the Village of Pinehurst Color Palette.



Rear porch and balcony addition



III. CHANGES TO EXISTING RESIDENCES

I. Additions and Accessory Buildings—Carriage Houses, Garages, and Other Buildings

1. Additions and new accessory buildings, such as carriage houses, garages, and other buildings, **must be** compatible with the character and scale of the primary structure and **must be** congruous with the character of the Historic District.
2. Accessory buildings, including carriage houses, garages or other buildings and their features that contribute to the overall character of the primary structure should be retained and preserved. Removal or relocation of an accessory buildings must comply with the guidelines in Section VIII.
3. If a carriage house, garage or outbuilding is completely missing and replacement is desired, the replacing structure must comply with the guidelines for new construction.
4. Repair of a carriage house, garage or building feature or deteriorated detail or element 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.
5. New features, such as windows or door openings, bays, vents, dormers, roof forms, balconies, chimneys, or other details should not be introduced on existing carriage houses, garages, or buildings if they are incompatible with the primary structure.

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 pediment aligned

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



III. CHANGES TO EXISTING RESIDENCES

I. Additions and Accessory Buildings—Carriage Houses, Garages, and Other Buildings

6. Windows and doors in additions and accessory buildings should be similar to those in the existing primary structure in their proportions, spacing, and materials.
7. The height of an addition or accessory building **must not** be taller than the primary structure and should be smaller in scale than the primary structure.
 - A. The foundation height of an additions or accessory building should align with that of the primary structure.
 - B. Eave lines of an addition should be aligned with or below the eave line of the primary structure to demonstrate subordination to the primary structure.
8. Additions and accessory buildings such as carriage houses, garages and other buildings **must** be located as inconspicuously as possible, in rear or side yards.
9. An addition **must not** obscure, damage, or destroy the character-defining features of an historic primary structure.
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. Attached or detached garages should open to the rear or side of the primary structure.
 - A. If no reasonable alternative is available, a front-facing garage should be set back at least 10 feet from the front elevation of the residence.
 - B. Multiple front-facing garages that dominate the façade are not appropriate in the Historic District.
12. Additions should be inset from the front and rear corners of the primary structure to differentiate them from the existing primary structure and to reduce public visibility.

DESIGN GOAL



✓✓ Best pitch to align with scale

✓ Okay but garage pitch too steep

✗ Garage height and pitch oversized



III. CHANGES TO EXISTING RESIDENCES

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 and **must** be congruous with similar elements in the Historic District.
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 panels should be installed in a manner that screens or camouflages their appearance as much as possible and should not be highly visible from the street.
5. Window air-conditioning units should be located only on rear or inconspicuous elevations.
6. Satellite dishes larger than 39.37 inches or one meter in diameter should not be visible from the street.
7. Trash, recycle containers, and mechanical systems **must** be located in the side or rear elevations of the property and should be screened.



III. CHANGES TO EXISTING RESIDENCES

K. Wood

1. New wooden features or details or replacement of a missing feature or detail or element **must** be compatible with the architectural character of the structure and **must** be congruous with the Historic District.
2. 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.
3. If a wooden feature is completely missing and is to be replaced, it should be replaced with a new feature based on an original feature or a new design compatible in scale, size, material, texture, and color with the structure and immediate streetscape.
4. If repair or replacement of an entire wooden feature, 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 should match the original material in composition, dimension, size, shape, color, pattern, texture and profile.
 - B. Painted wooden siding that is sound should not be replaced or covered.
5. Vinyl, aluminum, Masonite or similar engineered wood product **must** not cover a wooden detail, element, or feature.
6. Wooden surfaces and features should be painted or stained in colors that are in the Village of Pinehurst Color Palette.
7. Use of vertical siding or authentic board and batten should be limited to accents and not be a primary siding. Plywood siding is not permitted.



III. CHANGES TO EXISTING RESIDENCES

L. Masonry

1. The addition of a masonry feature or the alteration of a distinctive masonry element or material **must** be compatible with the architectural character of the structure and **must** be congruous with the Historic District.
2. 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.
3. 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.
4. 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.
5. 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.
6. Manufactured stone **must** have the appearance of natural stone in scale, size, texture and color. Use of manufactured stone should be confined to designs in which the stone appears to be functional and contributes to the character of the structure.
8. Traditionally exposed brick or stone surfaces should not be parged or 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. Painting a brick surface is not appropriate unless the surface was previously painted.
10. New mortar should duplicate the original in strength, color, texture, and composition. Match existing mortar joints in width and profile and composition of mortar.
11. Pressure washing can be done in limited areas to clean or remove an applied coating or staining. It is recommended that an inconspicuous area be tested on a low pressure setting prior to wholesale cleaning. Sandblasting is not appropriate in most cases.



III. CHANGES TO EXISTING RESIDENCES

M. Architectural Metals

1. Architectural metal features **must** be compatible with the architectural character of the structure and **must** be congruous with the Historic District.
2. 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.
3. 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, texture and color of the structure.
4. 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.
5. Architectural metal surfaces and features should be painted in the Village of Pinehurst Color Palette, unless it is a copper surface.



III. CHANGES TO EXISTING RESIDENCES

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 a 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.

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 D provides a listing of the approved paint colors with manufacturer reference numbers. The catalogue with samples is available for viewing in 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.



III. CHANGES TO EXISTING RESIDENCES

N. Paint

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

1. Paint and stain colors for exterior walls, architectural elements or details, decks, and porches **must** be compatible with the architectural character of the structure, **must** be congruent with the Historic District, and **must** be in the Village of Pinehurst Color Palette. Darker colors are recommended for trim and accents only.
2. Historic painted surfaces and materials that contribute to the character of the structure should be retained and preserved.
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 should be the same color as the window sash or trim.
5. Painting copper and terra cotta surfaces is **not appropriate**.

PLEASE SEE APPENDIX D IN PAGE 75 FOR APPROVED PAINT COLORS



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.



IV. RESIDENTIAL NEW CONSTRUCTION

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*
- *Showing respect for the site's topography and character defining site features*

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

STYLE	EXAMPLE
Craftsman Bungalow • Low –pitched roof • Wide eave overhang • Braces under gables • Porch with square or tapered columns • Stone chimneys • Gabled or shed dormers • Exposed rafters under eaves • Broad front porch	
Cottage • Sloping, uneven roof • Brick, stone or stucco siding • Steep gables • Prominent brick or stone chimney • Casement windows with small panes • Small dormer windows	



IV. RESIDENTIAL NEW CONSTRUCTION

A. Characteristic Architectural Styles

STYLE	EXAMPLE
Colonial Revival • Rectangular overall house shape • Gable or hip roof • Overhanging second floor • 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	 A photograph of a two-story Colonial Revival style house with white siding, dark shutters, and a prominent portico with columns. The house is surrounded by lush greenery and a paved driveway leads to the front.
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	 A photograph of a two-story Georgian Revival style house with white siding and dark shutters. The house features a symmetrical facade with a central entrance and multiple windows. A large, ornate stone fountain is in the foreground on a gravel driveway.
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	 A photograph of a two-story Federal Revival style house with red brick construction and white trim. The house has a symmetrical facade with a central entrance and multiple windows. A paved walkway leads to the front door, flanked by greenery.



IV. RESIDENTIAL NEW CONSTRUCTION

A. Characteristic Architectural Styles

STYLE	EXAMPLE
Queen Anne or Folk 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	



IV. RESIDENTIAL NEW CONSTRUCTION

B. General Guidelines

DESIGN GOAL

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

Several relevant factors are used by the HPC to assess scale including

Total square feet

Heated square feet

Height and square footage of the front or street facing façades

Footprint

Mass

Impact on adjacent structures and the relationship to its immediate surroundings

1. New residential primary structures **must** be congruent in size, scale, proportion, style, materials, and architectural character with the adjacent structures and the range of existing structures within the Historic District.
2. All construction **must** be compliant with the PDO and adhere to the relevant Guidelines herein as appropriate to specific projects.
3. Color schemes should comply with the Village of Pinehurst Color Palette as described in Section III, Chapter N, PAINT, and should be compatible with the architecture of the structure.
4. Detailing on new primary structures should be compatible with its overall architectural style.
5. On the front and street facing elevations, posts and columns should be of dimensions, shapes and styles that are compatible with the architecture and size of the main structure.
6. Similar side yard setbacks establish a rhythm of buildings along a street that should be maintained.
7. Roof forms should be congruent with the Historic District.
 - A. A simple roofline frequently features gable, gambrel, or hip roof forms.
 - B. A-frame, dome, and mansard roofs are not appropriate in new construction.



IV. RESIDENTIAL NEW CONSTRUCTION

B. General Guidelines

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 expensive.

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

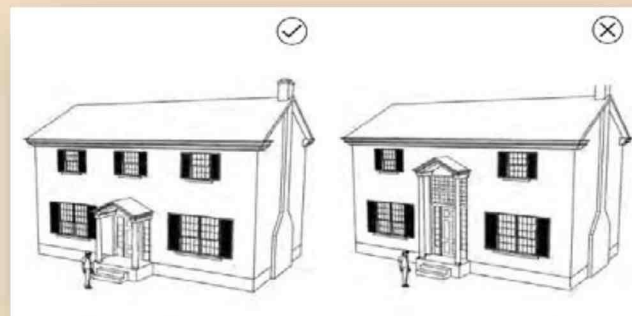


DESIGN GOAL

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

DESIGN GOAL

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





IV. RESIDENTIAL NEW CONSTRUCTION

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.
2. Windows should feature true divided or simulated divided lights and muntins or windows with interior fixed muntins. Snap-in muntins are not permitted.
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. Applying paint, tint or darkening film to window or door panes is **not appropriate** on street-facing elevations.
7. Sliding doors are **not permitted** on street-facing elevations



✗ A Bay window without support



✓ A Bay window with support

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.



✗ A house with all horizontal windows

DESIGN GOAL

Vertical windows are usual in the Historic District



✓ A house with all vertical windows



IV. RESIDENTIAL NEW CONSTRUCTION

D. Shutters

1. Shutters **must** be congruent with existing shutters in the Historic District in style, material, design, and color.
2. Shutters should be wood or have the appearance of wood in composition and texture, and be appropriately mounted. Operable shutters are recommended.
3. Each shutter should be equal to the height of the window opening and one half the width.
4. Shutters on arched windows should match and have an arched head as well.



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.



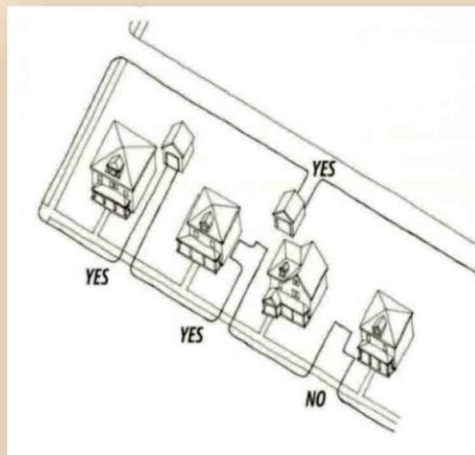
IV. RESIDENTIAL NEW CONSTRUCTION

E. Accessory Features and Structures

1. All proposed site features and accessory buildings, including garages, and other buildings, as well as other structures such as gazebos, patios, arbors, and pergolas, (etc.), **must** be compatible with features of the principal structure and **must** be congruous with other accessory structures in its the Historic District.
2. Accessory buildings **must** be equal or lower in height than the primary structure and the roof should 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.
 - a. Detached garages should be positioned so that the garage doors open to the rear or side of the residence.
 - 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 appropriate in the Historic District.

DESIGN GOAL

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





IV. RESIDENTIAL NEW CONSTRUCTION

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, pattern, detail, texture, finish, and color.
2. Clapboard, stucco, brick, stone, wood, shingles, or combinations of these are some of the characteristic 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. Concrete, cinderblock, or glass block that is incongruous with the character of the Historic District



V. CHANGES TO EXISTING COMERCIAL 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

Directions on building elements and building materials as reviewed in Section III *Changes to Existing Residences* will 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.



V. CHANGES TO EXISTING COMERCIAL STRUCTURES

A. General Guidelines

1. Any changes or additions to a commercial building, including alterations in roofline, fenestration, architectural details, materials, and color, **must** be compatible with the architectural character of the structure and **must** be congruous with the Historic District.
2. 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.
3. Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, is **not appropriate**.
4. Paint colors should be in the Village of Pinehurst Color Palette.
5. 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.
6. Clear display glass should not be replaced with non-transparent or tinted materials.
7. Wall murals are **not permitted** in the historic district.



V. CHANGES TO EXISTING COMERCIAL STRUCTURES

B. Storefronts

1. Any changes or additions to the storefront or facades of commercial buildings **must** be compatible with the architectural character of the structure and **must** be congruous with the Historic District.
2. 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.
3. Deteriorated storefront feature(s) should be repaired rather than replaced and should match the original in size, scale, proportion, material, texture and detail.
4. If replacement of the entire storefront is necessary, the new design should be based on the original or a design that is compatible in size, scale, proportion, material, texture and detail with the building.
5. Display windows should not be reduced in size.
 - A. Snap-in muntins are **not permitted**.
 - B. Reopening covered or infilled glass transoms is recommended.
6. Substitution of inappropriate contemporary materials such as vinyl or aluminum panels for traditional materials is **not appropriate**.



V. CHANGES TO EXISTING COMERCIAL STRUCTURES

C. Awnings

1. Fabric awnings mounted above display windows **must** be compatible with the architectural character of the building and **must** be congruent with the Historic District. Any lettering should be placed along the bottom flap only.
2. Awnings should be compatible with the colors of the structure and should be in the Village of Pinehurst Color Palette.

D. Additions

1. Additions to commercial buildings **must** be compatible with the architectural character of the structure, including significant materials, features, fenestration, texture, proportions, mass, and scale and **must** be congruous with the Historic District.
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. Additions should be avoided on primary elevations and placed in the least conspicuous location.
4. Rooftop additions should be avoided but, if necessary, they **must** be compatible with the character of the building.
5. 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.



VI. COMMERCIAL NEW CONSTRUCTION

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 the structure into smaller modules to suggest the underlying historic lot pattern.

A. Characteristic Architectural Styles

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

1. Brick, one or two-story historic storefront
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.



2 Story Colonial Style



Greek Revival Style



VI. COMMERCIAL NEW CONSTRUCTION

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.
2. New commercial construction should reflect the character of existing commercial buildings in the Historic District in terms of human scale, fenestration, articulation, massing and materials.
3. Windows should be of similar styles found on existing commercial buildings in the Historic District.
4. Glass curtain walls, reflective glass, and painted or darkly tinted glass are **not permitted**.
5. Facade materials should consist of brick, shake, wood clapboard, or a similar compatible substitute material.
6. Entrances should reflect the character found on existing commercial buildings in the Historic District.
7. Roof forms should be congruent with those on existing commercial buildings in the Historic District.
8. New buildings should be painted in colors that are in the Village of Pinehurst Color Palette.

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

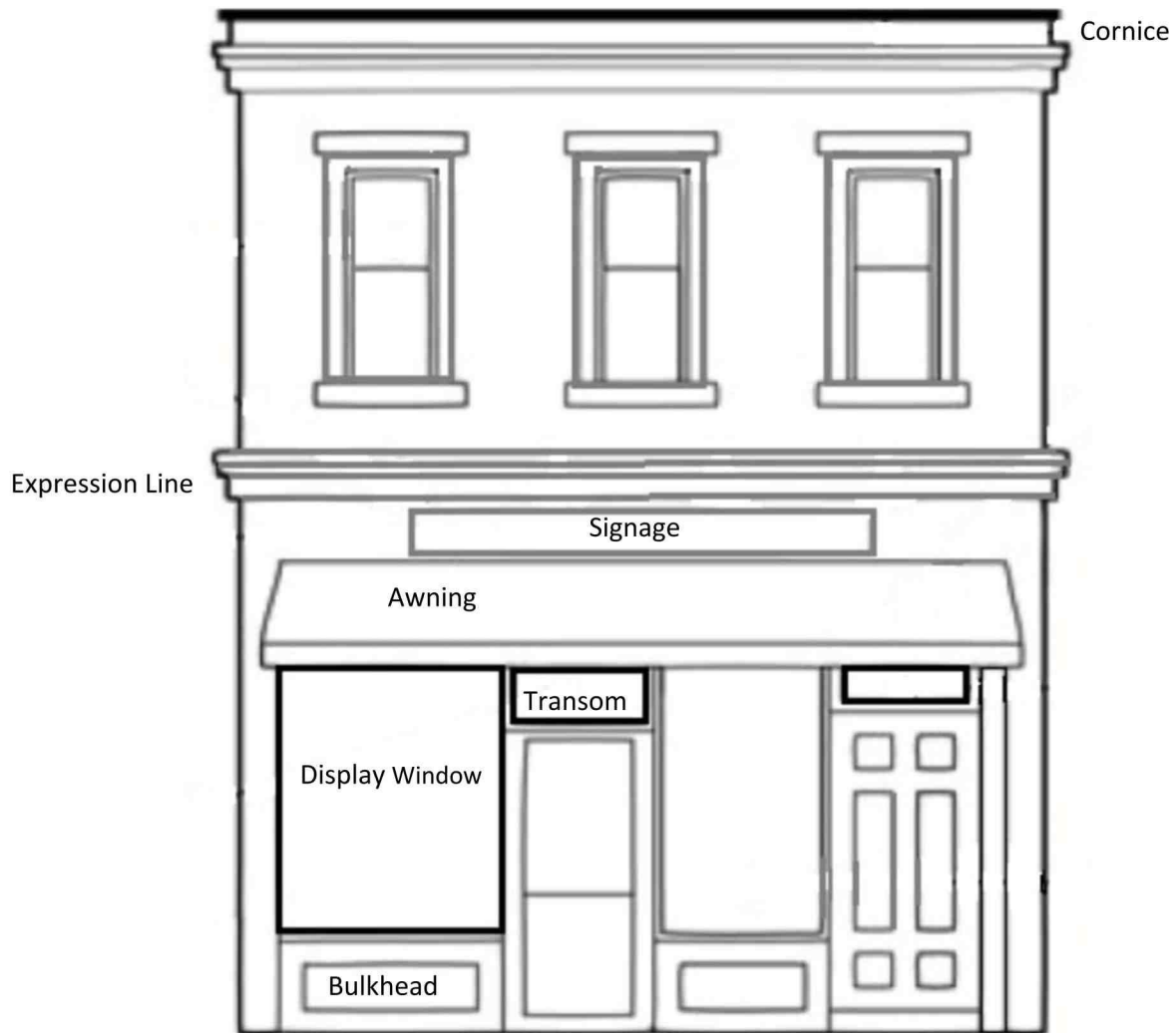
A building's overall design and its architectural parts relate to human dimensions and proportion with the use of design features – windows, awnings, balconies – that visually delineate human-scale spaces. Pedestrians experience a series of stimulating, appropriately scaled locations.





VI. COMMERCIAL NEW CONSTRUCTION

A typical storefront



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.



VI. COMMERCIAL NEW CONSTRUCTION

C. Franchise Architecture

1. 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.



Screened utility area in the commercial core



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 Addresses Micro-wireless facilities
- 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.



VII. SITE FEATURES

A. Fences and Walls

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 in style, material, decorative elements, and features such as gates, pillars, and hardware, with the character of the Historic District.
 - A. Historic fences and walls that contribute to the character of the Historic District should be retained and preserved.
 - 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 and the Pinehurst Development Ordinance.
3. Residential street side fences should 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 should be substantially open in character. The pickets should not be less than two inches nominal nor wider than four inches nominal, with a minimum of two inches (see PDO) and a maximum of four inches between pickets, and pickets must be at least one inch nominal thickness.
 - II. All other wooden fences should 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 should 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.

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VII. SITE FEATURES

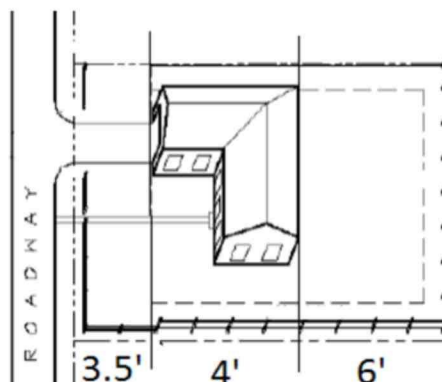
A. Fences and Walls

4. When measuring fence dimensions, consider all fence elements including posts.
 - A. Fences on the rear of the property **must not** be taller than six (6) feet in height from the back corner of the house, and side yard fences **must not** be taller than four (4) feet.
 - i. Fences greater than four (4) feet in height **must not** extend forward from the back corner of the house.
 - ii. An exception is to screen a private residence from a commercial or institutional building or parking lot. In this case, the screening fence **must not** extend beyond the front corner of the structure.
 - iii. Fences **must not** be placed on a golf course or lake fronting side of a property.
 - 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. Shadow box fences **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.
 - D. Solid wooden fences are **not permitted** in the Historic District.

Examples of appropriate wooden picket fences for the Historic District



Height limitations





VII. SITE FEATURES

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



VII. SITE FEATURES

C. Landscaping and Vegetation

1. Additions or alterations to the existing landscape, including plant material, hardscape, and accessory structures, **must** be compatible with the architectural character of the primary structure and congruous with the Historic District.
2. 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. Please refer to the Village Planting Guide for a list of plants that will thrive in this, their native environment. The full guide with the cover depicted below can be found on the Village of Pinehurst website
3. Existing large trees and other significant landscape elements should be incorporated into plans for additions and new construction.
 - A. Existing brick and stone pavers should be preserved.
 - B. Edging materials that are incongruent with the character of its the Historic District, such as exposed landscaping timbers, are **not appropriate**.
 - C. Pre-cast landscape cement block of a commercial nature are **not appropriate** in residential areas.
 - D. Arbors, trellises, and pergolas should be constructed in a manner that is compatible with the architecture of the primary structure.
4. 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.

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VII. SITE FEATURES

C. Landscaping and Vegetation

5. 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.
6. Satellite dishes that are larger than 39.37 inches or one meter in diameter should not be easily visible from the street.
7. 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.
8. Trash cans should be screened from public view.
9. Rain barrels should be installed in a manner that is discrete and unobtrusive.
10. Clay paths were an important part of the planned community design that renowned landscape architects Frederick Law Olmstead, Sr. and Warren Manning created and implemented. These paths are located within the Village of Pinehurst right of way and **must not** be altered without permission of the Village Assistant Manager.

**1920 s Photo of clay paths and street –
scaping**





VII. SITE FEATURES

D. Swimming Pools

1. New in-ground swimming pools **must** be congruous with the landscape of the Historic District.
2. In-ground swimming pools **must not** be easily visible from the street.
3. Above ground pools are **not permitted** in the Historic District.

E. Lighting

1. New exterior lighting **must** be compatible with the architectural character of the residence and congruous with 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.





VII. SITE FEATURES

F. Signage

Early photographs of the Village of Pinehurst's commercial district 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.



VII. SITE FEATURES

F. Signage

1. Significant historic signs within the district or landmark properties should be preserved and maintained.
2. Original signage incorporated into the architectural detail of commercial buildings should also be preserved.
 - A. Signs in the Village Center and other commercial district 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.
 - B. Signage on residential and commercial buildings **must be** congruent with the Historic District.
3. Signage color should be in the Village of Pinehurst Color Palette and should be muted in hue.
 - A. New signage should be composed of materials characteristic of the Historic District, such as wood, stone, or metal. Any substitute materials should present an authentic look and texture.
 - B. New signage should reflect the character of the Historic District.
4. Signage **must** 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.
5. Lighting for signs should be congruent with the character of the Historic District.



VII. SITE FEATURES

G. Installation of Small/Micro Wireless Facilities

Introduction of new telecommunications 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 **must not** be installed on flagpoles.
5. Wherever possible, these facilities should be located on existing structures.

H. 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. RELOCATION AND 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 primary structures, or accessory buildings.
4. Any damage to character-defining elements and significant architectural features during relocation should be repaired.

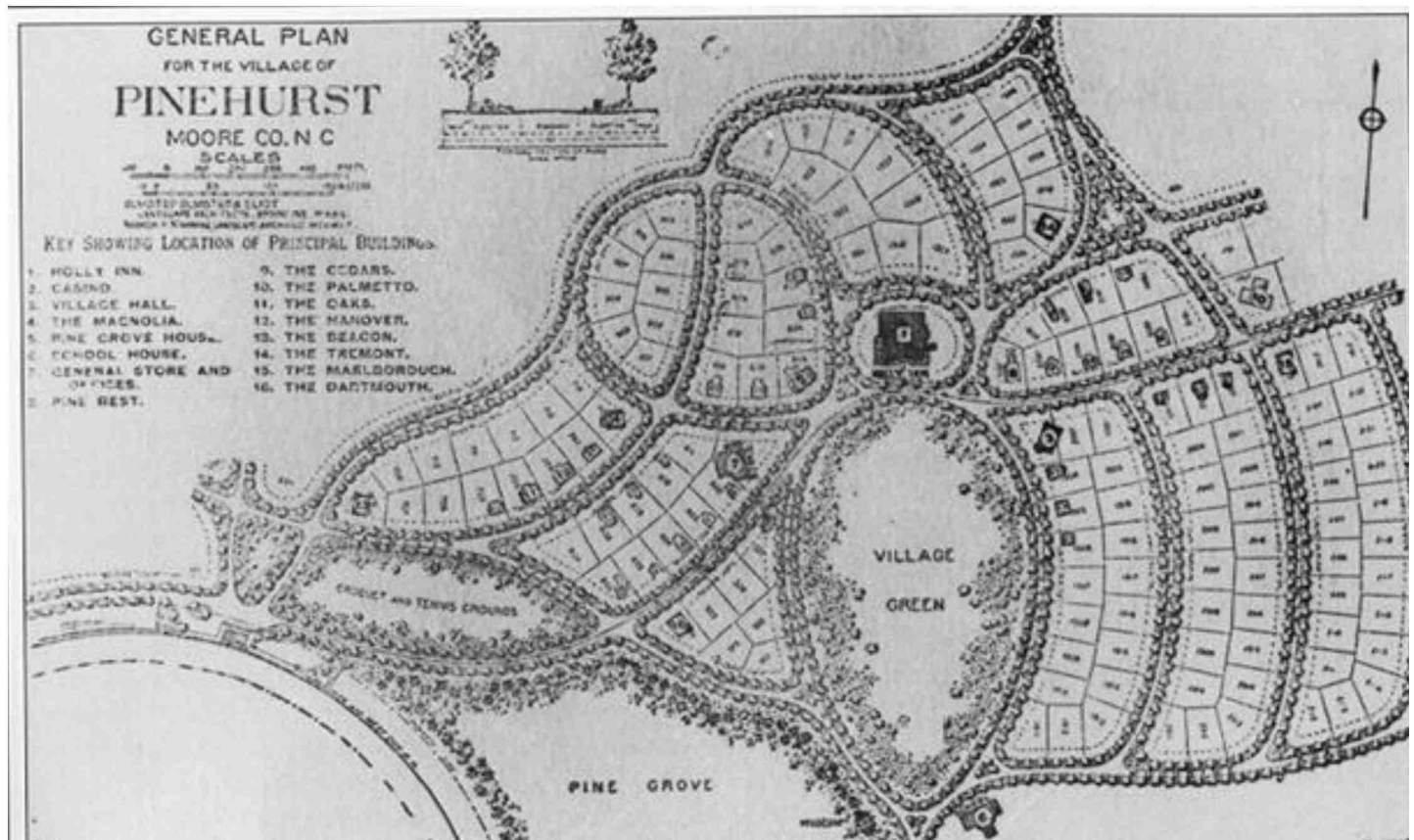
B. Demolitions

1. Prior to demolition, property owners should work with the Historic Preservation Commission in seeking alternatives to relocate a primary structure or important accessory building as an alternative to demolition.
2. Demolition guidelines apply to all structures and site features such as pools and gazebos within the Historic District.
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 Village Staff before the public hearing.
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

1. Historic parks and public spaces should be preserved.
2. 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.
3. Removal of trees should be minimized except for normal pruning and diseased and damaged trees.
4. Public art, statuary, artifacts, fountains, and memorials may be used as focal points in public spaces, but should not be placed in locations that will obscure historic buildings or their architectural features and detail.
4. 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.
5. New plants should be chosen from the Village of Pinehurst Planting Guide.



The Frederick Law Olmstead Plan for Pinehurst, North Carolina



APPENDICES

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



APPENDICES

A. History of Pinehurst

Development of Pinehurst 1895-2018

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 Brookline, Massachusetts-based landscape architecture firm of Olmsted, Olmsted and Eliot to create a "General Plan for the Village of Pinehurst and 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."



APPENDICES

A. History of Pinehurst

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 1900, golf course architect Donald James Ross came to Pinehurst and took over the golfing operations, a position he would retain until his death in 1948. 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.

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.



APPENDICES

A. History of Pinehurst

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 took over the management of the Village. 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.



APPENDICES

A. History of Pinehurst

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.



APPENDICES

A. History of Pinehurst

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.

B. Map of the Historic District





APPENDICES

C. Certificate of Appropriateness Application Procedures

Figure 1: Application form:

Please see the Village of Pinehurst website: www.vopnc.org

Planning staff can also email a copy to you or you can stop by Village Hall for a hard copy of the application form.



**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 may 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 ☐



**Application for
Local Historic District**

Description of Project:

Planning and Inspection Department
305 Magnolia Rd. - Pinehurst, North Carolina 28574
(919) 295-2581 - Fax (919) 295-1396 - www.villageofpinehurst.org
Page 2 of 4



**Application for
Local Historic District**

EXTERIOR MATERIAL COLOR FORM

EXTERIOR	MATERIAL	COLOR
Front Elevation		
Rear Elevation		
Right Elevation		
Left Elevation		
Town		
Windows		
Chimney		
Foundation		
Front Door		
Shutters		
Garage Door		
Roof		
Roof Exhaust Vents		
Front Porch		
Deck		
Patio		
Sidewalk		
Sky Light		
Driveway		
House Number		

Signature: _____ Date: _____

Planning and Inspection Department
305 Magnolia Rd. - Pinehurst, North Carolina 28574
(919) 295-2581 - Fax (919) 295-1396 - www.villageofpinehurst.org
Page 3 of 4



**Application for
Local Historic District**

Office Use Only

Project Type: ☐ Minimal Maintenance ☐ Minor Work ☐ Major Work
Current Status: ☐ Contributing ☐ Non-contributing ☐ Vacant
COAP# _____ Date: _____ Staff: _____ HPC Map(s): _____
Other required approvals: _____
Conditions: _____

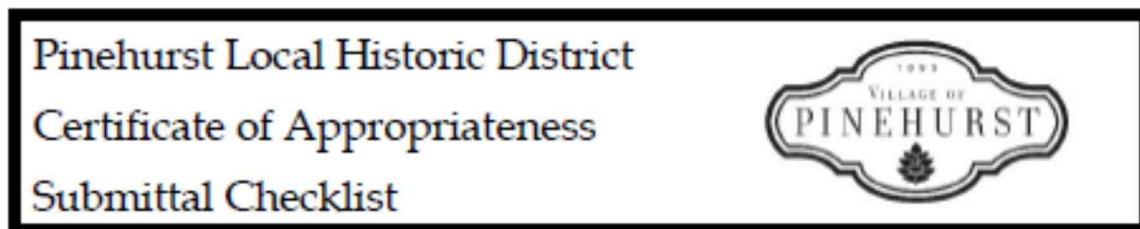
Planning and Inspection Department
305 Magnolia Rd. - Pinehurst, North Carolina 28574
(919) 295-2581 - Fax (919) 295-1396 - www.villageofpinehurst.org
Page 4 of 4



APPENDICES

C. Certificate of Appropriateness Application Procedures

Figure 2: Checklist



- ☐ Completed Local Historic District Application with detailed explanation of proposed project and material/color list.
- ☐ 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 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.
- ☐ Existing features and details – Include current 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 acknowledging this application, in the case of submission by an applicant or lessee (an email 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.



APPENDICES

D. 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 and trim colors for structures located within the 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.



APPENDICES

D. Village of Pinehurst Color Palette

Benjamin Moore paint Color—Approved Exterior Colors

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



APPENDICES

D. Village of Pinehurst Color Palette

Benjamin Moore Paint Colors— Approved Exterior Colors

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		



APPENDICES

D. Village of Pinehurst Color Palette

Benjamin Moore Paint- Approved trim Colors

Code	Color Name	Code	Color Name
2070-10	Tulsa Twilight	HC-71	Hasbrouck Brown
2072-20	Black Raspberry	HC-78	Litchfield Gray
2082-10	Chestnut	HC-80	Bleeker Beige
2094-20	Copper Mine	HC-84	Elmira White
2096-40	Gaucha Brown	HC-92	Wheeling Neutral
2102-30	Pueblo Brown	HC-102	Clarksville Gray
2106-50	Driftscape Tan	HC-23	Kennebunkport Green
2107-60	Sea Froth	HC-134	Tarrytown Green
2110-30	Saddle Soap	HC-137	Mill Springs Blue
2111-40	Taos Taupe	HC-142	Stratton Blue
2111-50	Stone Harbor	HC-157	Narragansett Green
2113-20	Pine Cone Brown	HC-158	Newburg Green
2123-20	Caribbean Teal	HC-171	Wickham Gray
2126-30	Anchor Gray	HC-172	Revere Pewter
2128-30	Evening Dove	HC-175	Briarwood
2139-10	River Rock	HC-177	Richmond Bisque
2139-50	Silver Marlin	HC-186	Charleston Brown
2140-40	Storm Cloud Gray	HC-182	Classic Burgundy
2141-40	Creeside Green	HC-187	Black Forest Green
2141-50	Horizon Gray	HC-190	Black
2143-40	Camouflage		
2143-60	Moonlight White		
2148-50	Sandy White		
2153-50	Desert Tan		
2160-50	Oklahoma Wheat		
2161-40	Acorn Yellow		
2163-10	Log Cabin		
2165-60	Durango Dust		
2166-50	Collingwood		
2166-60	Pale Oats		
2167-60	Sweet Salmon		
2173-30	Salmon Stream		
2174-20	Cinnamon		
2174-30	Sedona Clay		
AC-12	Copper Mountain		
HC-39	Putnam Ivory		
HC-40	Greenfield Pumpkin		
HC-45	Shaker Beige		
HC-66	Garrison Red		
HC-69	Whitall Brown		



APPENDICES

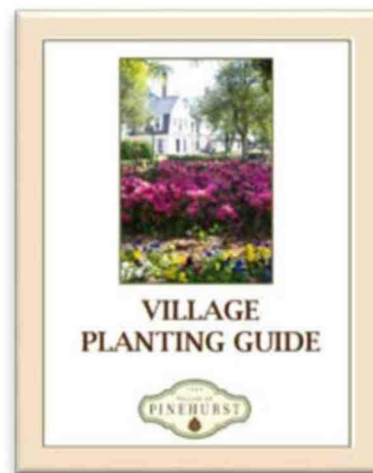
E. Village Planting Guide

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.



APPENDICES

F. Relevant Statutes and Resolutions

- The State of North Carolina statute for Historic Districts and Landmarks that establishes the roles of the Historic Preservation Commission and its limitations:

https://www.ncleg.net/enactedlegislation/statutes/html/bychapter/chapter_160a.html § 160A-400.1. thru § 160A-400.15.

- Village Of Pinehurst Resolution Creating the Pinehurst Historic District

Resolution #13-37, Dated August 23, 2013. Available at Village Hall or on www.vopnc.org

- Village Of Pinehurst Resolution Creating the Historic Preservation Commission

Resolution #06-05, Dated March, 2006. Available at Village Hall or on www.vopnc.org



APPENDICES

G. Resources

- **The Secretary of the Interior's Standards for Rehabilitation**

The Secretary of the Interior, through the National Park Service has published *The Secretary of the Interior's Illustrated Guidelines for Rehabilitating Historic Buildings*

They can be found on www.NPS.gov. They offer suggestions and standards that are the basis for the Pinehurst Historic District Guidelines.

- **Resources for Technical Information from the National Park Service:**

Along those same lines there are several documents provided under Preservation Briefs and Preservation Tech Notes that provide guidance on a variety of topics and materials.

- **Tax Credits:**

The North Carolina State Historic Preservation Office may be able to help a property owner obtain tax credits for qualifying rehabilitation or restoration. They can be researched at www.hpo.ncdr.gov.



APPENDICES

H. Glossary

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.



APPENDICES

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.



APPENDICES

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 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 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.



APPENDICES

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.



APPENDICES

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.

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.



APPENDICES

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

PARGE: A thin coating of plaster or mortar.

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.



APPENDICES

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.

SMALL CELL WIRELESS: “Small cells” is an overarching term for low-powered radio access nodes that help provide service to both indoor and outdoor areas. These nodes can work in either licensed or unlicensed spectrum, and have a range between 10 meters and two kilometers.

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.



APPENDICES

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

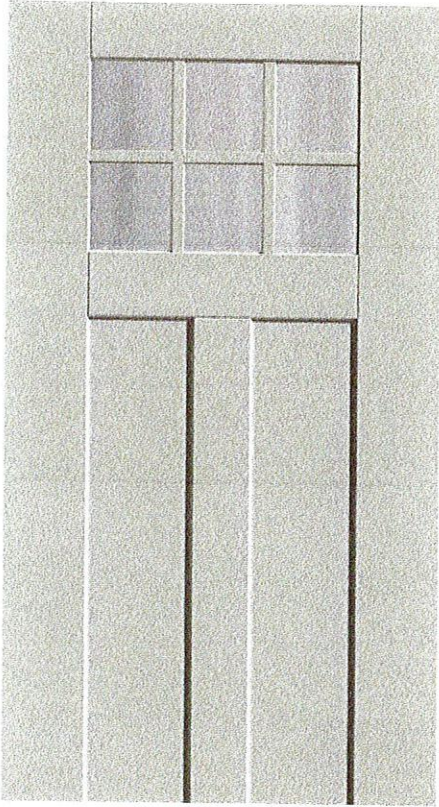
WATER TABLE: The plain or molded ledge or projection of an exterior wood wall, usually at the first floor level, that protects the foundation from rain running down the wall of a building. In masonry buildings, the water table refers to the belt course that differentiates the foundation from the exterior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



Smooth-Star[®] \$\$

Craftsman Lite 2 Panel Shaker Flush-Glazed | Style No. S4816XJ-SDLF1 

(0) [Write a review](#)



3 Available Sizes

2'8" x 6'8" 2'10" x 6'8" 3'0" x 6'8"

FINISH OPTIONS

Stain and Paint options may vary. Please contact your [retailer](#) for a complete list of their offering.

 Alpine	▼
---	---

GLASS OPTIONS

 See how this privacy compares to clear glass

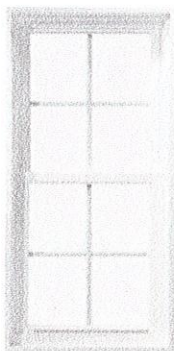
 Chinchilla	▼
---	---



VINYL

Encompass by Pella®

\$-\$\$



Encompass by Pella
double-hung window

FEATURES

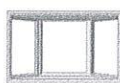
Durable, easy-care vinyl that will look great for years

Energy-efficient options that keep your home more comfortable

High-grade vinyl frames at budget-friendly prices

WINDOW STYLES

Specialty shapes, custom sizes and fixed configurations are also available.



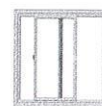
BAY
Available in East
Region only



DOUBLE-HUNG
Available in East
Region only



SINGLE-HUNG



SLIDING

PATIO DOOR STYLES



SLIDING



Colors & Finishes ENCOMPASS BY PELLA®

FRAME COLORS

Color-matched frames to complement your home.

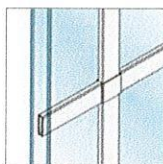


Grilles, Transoms & Sidelights ENCOMPASS BY PELLA®

GRILLES

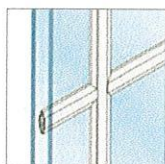
Grilles are color-matched to your window or patio door.

ALUMINUM GRILLES-BETWEEN-THE-GLASS:^{1,2}

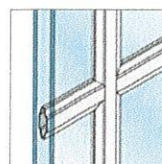


FLAT 5/8"

Available in West
Region only



CONTOUR 3/4"

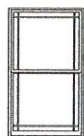


CONTOUR 1"

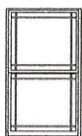
Available in East
Region only

GRILLE PATTERNS

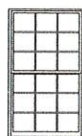
Choose from a variety of grille patterns for the traditional look of divided light.³



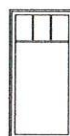
6-LITE PRAIRIE



9-LITE PRAIRIE



TRADITIONAL



TOP ROW



CUSTOM
Equally Divided



STARBURST⁴



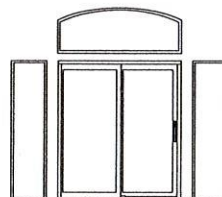
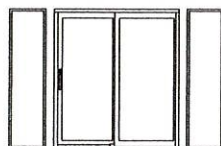
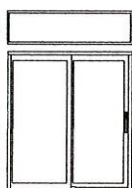
SUNBURST⁴



PERIMETER⁴

TRANSOMS & SIDELIGHTS

Combine your patio door with matching sidelights and a transom to add more light and style. Factory-assembled combinations are also available.



¹ Appearance of exterior grille color may vary depending on the Low-E insulating glass selection.

² Grilles are not available with blinds-between-the-glass on sliding patio doors.

³ Grille patterns offered may vary per product. See specific product information for availability.

⁴ Only available with a curved product or curved glass.

Window Hardware ENCOMPASS BY PELLA®

CAM-ACTION LOCK

Pella's cam-action locks pull sliding, single- and double-hung sashes against the weatherstripping for a tighter seal. Optional AutoLock hardware automatically locks the window when it is shut, simply close the sash and confirm it latches.



**CAM-ACTION
LOCK**



AUTOLOCK
Available in West
Region only

COLOR-MATCHED FINISHES:

WHITE

ALMOND

FOSSIL

INTEGRATED SASH LIFT

Make raising and lowering single- and double-hung window sashes easy with a standard, integrated sash lift.



**WINDOW INTEGRATED
SASH LIFT**

COLOR-MATCHED FINISHES:

WHITE

ALMOND

FOSSIL

WINDOW LIMITED OPENING DEVICES

A vent stop can be engaged or disengaged manually and restricts how far the bottom sash of a double-hung window can open. A window opening control device (WOCD) complies with a safety standard and allows for ventilation, emergency escape and rescue when released. A WOCD automatically limits the sash opening to less than four inches, unless it is intentionally disengaged, enabling the sash to fully open.



**VENT
STOP**



**OPENING
CONTROL
DEVICE**

COLOR-MATCHED FINISHES:

WHITE

ALMOND

FOSSIL

Patio Door Hardware & Blinds ENCOMPASS BY PELLA®

SLIDING PATIO DOOR HANDLE

Coordinate the door handle's interior color with other finishes in your home.



**SLIDING PATIO
DOOR HANDLE**

FINISHES:

WHITE

ALMOND

FOSSIL

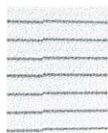
**SATIN
NICKEL**

**OIL-RUBBED
BRONZE**

**BRIGHT
BRASS**

BETWEEN-THE-GLASS BLINDS

Dress up your sliding patio door with blinds-between-the-glass.



WHITE¹

¹ Only available on 60" x 80" and 72" x 80" doors.

Glass ENCOMPASS BY PELLA®

INSULSHIELD® LOW-E GLASS

Advanced Low-E insulating dual-pane glass with argon^{1,2}

NaturalSun Low-E insulating dual-pane glass with argon^{1,2}

SunDefense™ Low-E insulating dual-pane glass with argon^{1,2}

ADDITIONAL GLASS OPTIONS

Clear insulating glass (standard)

Obscure Low-E insulating glass

Bronze-tinted Advanced Low-E insulating glass with argon

Tempered glass

Screens³

FLAT

Durable and functional, conventional fiberglass screens come standard on all vinyl windows. On sliding patio doors, optional heavy-duty sliding screens are available.

¹ InsulShield Low-E insulating glass is available without argon in most products.

² Not available with blinds-between-the-glass on sliding patio doors.

³ Warning: Screen will not stop child or pet from falling out of window or door. Keep child or pet away from open window or door.

Want to learn more? Call us at 833-44-PELLA or visit pella.com



The confidence of Pella's warranty.

Pella® products are backed by some of the strongest warranties in the business. See written limited warranty for details, including exceptions and limitations, at pella.com/warranty.



Connect with Pella:



Stephanie Goodrich

From: Joel Tew <JTew@tewlaw.us>
Sent: Tuesday, December 4, 2018 5:00 PM
To: Stephanie Goodrich
Cc: Cindy Tew; leehuckabee@gmail.com; Todd Tucker; Kenny Pucket
Subject: Tew/Everette-Windows & Door
Attachments: p-049409.pdf; ATT00001.htm; 12042018scan.pdf; ATT00002.htm

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Stephanie,

Lee Huckabee Homes has provided the Pella information for the window product which we would use for our remodel portion, and therefore which we propose to replace all the existing windows in the main house. See attached.

FYI, the Village approved this vinyl clad product for our carriage house addition in 2017, so this would make the main house and carriage house uniform. Also note that the Carolina Room on the east front of the main home, already has comparable vinyl clad windows.

We would select the various window options to match the existing #lite panels for each existing window, as applicable, so the main home would retain exactly its existing appearance from the street. But we would now have safe, functioning windows.

As for the front door, the attached Therma True product looks exactly like the current door. We would paint it the exact color as the existing door, which color also was approved by the Village in 2017.

Finally, Cindy and I now will be able to attend the HPC hearing on Dec 13th at 4 pm, hopefully with Mr Huckabee or Mr Puckett, for any materials questions.

I think this completes the information you had requested for our application for the COA.

Joel

Sent from my iPhone

Begin forwarded message:

From: "Cindy Tew" <CTew@tewlaw.us>
To: "Joel Tew" <JTew@tewlaw.us>
Subject: Everette

Joel attached is the Pella Windows and the Therma Tru door selections. Door would be painted the same color (Coole Blue SW 6759).

Cindy R. Tew
Legal Assistant
Tew & Associates
35595 US Highway 19 N., #921
Palm Harbor, FL 34684

(727) 216-6575 (office)

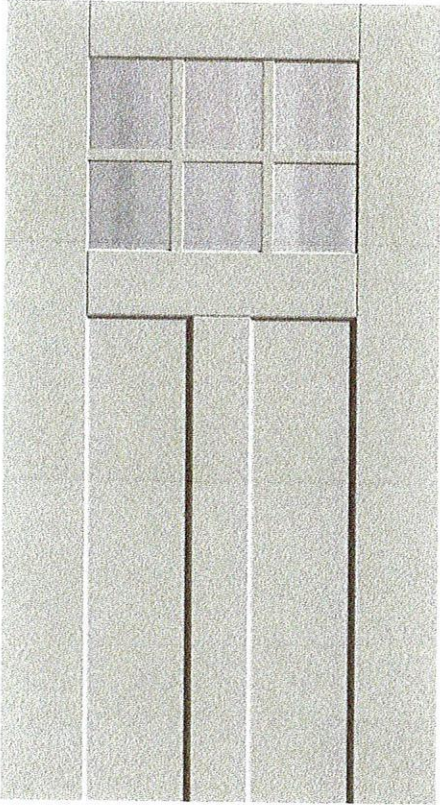
(727) 418-5117 (cell)

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Smooth-Star[®] \$\$

Craftsman Lite 2 Panel Shaker Flush-Glazed | Style No. S4816XJ-SDLF1 

(0) [Write a review](#)



3 Available Sizes

2'8" x 6'8" 2'10" x 6'8" 3'0" x 6'8"

FINISH OPTIONS

Stain and Paint options may vary. Please contact your [retailer](#) for a complete list of their offering.

 Alpine	▼
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GLASS OPTIONS

 [See how this privacy compares to clear glass](#)

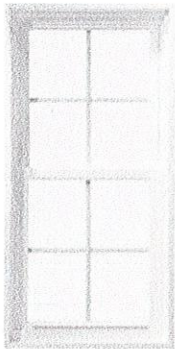
 Chinchilla	▼
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VINYL

Encompass by Pella®

\$-\$



Encompass by Pella
double-hung window

FEATURES

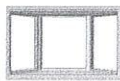
Durable, easy-care vinyl that will look great for years

Energy-efficient options that keep your home more comfortable

High-grade vinyl frames at budget-friendly prices

WINDOW STYLES

Specialty shapes, custom sizes and fixed configurations are also available.



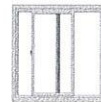
BAY
Available in East
Region only



DOUBLE-HUNG
Available in East
Region only



SINGLE-HUNG



SLIDING

PATIO DOOR STYLES



SLIDING



Colors & Finishes ENCOMPASS BY PELLA®

FRAME COLORS

Color-matched frames to complement your home.

WHITE

ALMOND

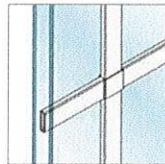
FOSSIL

Grilles, Transoms & Sidelights ENCOMPASS BY PELLA®

GRILLES

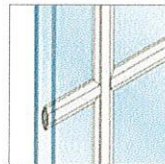
Grilles are color-matched to your window or patio door.

ALUMINUM GRILLES-BETWEEN-THE-GLASS:^{1,2}

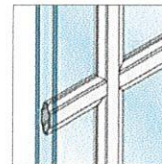


FLAT 5/8"

Available in West
Region only



CONTOUR 3/4"

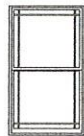


CONTOUR 1"

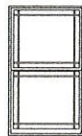
Available in East
Region only

GRILLE PATTERNS

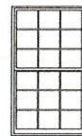
Choose from a variety of grille patterns for the traditional look of divided light.³



6-LITE PRAIRIE



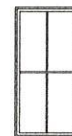
9-LITE PRAIRIE



TRADITIONAL



TOP ROW



CUSTOM
Equally Divided



STARBURST⁴



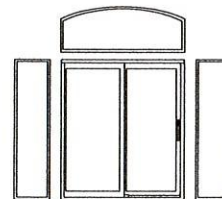
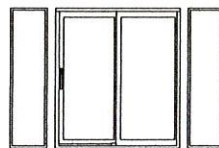
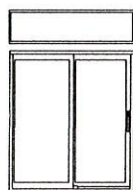
SUNBURST⁴



PERIMETER⁴

TRANSOMS & SIDELIGHTS

Combine your patio door with matching sidelights and a transom to add more light and style. Factory-assembled combinations are also available.



¹ Appearance of exterior grille color may vary depending on the Low-E insulating glass selection.

² Grilles are not available with blinds-between-the-glass on sliding patio doors.

³ Grille patterns offered may vary per product. See specific product information for availability.

⁴ Only available with a curved product or curved glass.

Window Hardware ENCOMPASS BY PELLA®

CAM-ACTION LOCK

Pella's cam-action locks pull sliding, single- and double-hung sashes against the weatherstripping for a tighter seal. Optional AutoLock hardware automatically locks the window when it is shut, simply close the sash and confirm it latches.



**CAM-ACTION
LOCK**



AUTOLOCK
Available in West
Region only

COLOR-MATCHED FINISHES:

WHITE

ALMOND

FOSSIL

INTEGRATED SASH LIFT

Make raising and lowering single- and double-hung window sashes easy with a standard, integrated sash lift.



**WINDOW INTEGRATED
SASH LIFT**

COLOR-MATCHED FINISHES:

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ALMOND

FOSSIL

WINDOW LIMITED OPENING DEVICES

A vent stop can be engaged or disengaged manually and restricts how far the bottom sash of a double-hung window can open. A window opening control device (WOCD) complies with a safety standard and allows for ventilation, emergency escape and rescue when released. A WOCD automatically limits the sash opening to less than four inches, unless it is intentionally disengaged, enabling the sash to fully open.



**VENT
STOP**



**OPENING
CONTROL
DEVICE**

COLOR-MATCHED FINISHES:

WHITE

ALMOND

FOSSIL

Patio Door Hardware & Blinds ENCOMPASS BY PELLA®

SLIDING PATIO DOOR HANDLE

Coordinate the door handle's interior color with other finishes in your home.



SLIDING PATIO
DOOR HANDLE

FINISHES:



BETWEEN-THE-GLASS BLINDS

Dress up your sliding patio door with blinds-between-the-glass.



WHITE¹

¹ Only available on 60" x 80" and 72" x 80" doors.

Glass ENCOMPASS BY PELLA®

INSULSHIELD® LOW-E GLASS

Advanced Low-E insulating dual-pane glass with argon^{1,2}

NaturalSun Low-E insulating dual-pane glass with argon^{1,2}

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ADDITIONAL GLASS OPTIONS

Clear insulating glass (standard)

Obscure Low-E insulating glass

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Tempered glass

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FLAT

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Want to learn more? Call us at 833-44-PELLA or visit pella.com



The confidence of Pella's warranty.

Pella® products are backed by some of the strongest warranties in the business. See written limited warranty for details, including exceptions and limitations, at pella.com/warranty.



Connect with Pella:



Stephanie Goodrich

From: Joel Tew <JTew@tewlaw.us>
Sent: Wednesday, December 5, 2018 8:53 AM
To: Stephanie Goodrich
Cc: leehuckabee@gmail.com; Kenny Pucket; Cindy Tew
Subject: Re: Tew/Everette-Windows & Door

Lee will need to confirm, but they are between the glass to my knowledge.

Same as existing Carolina Room and approved for Carriage House.

Joel

Sent from my iPhone

On Dec 5, 2018, at 8:50 AM, Stephanie Goodrich <sgoodrich@vopnc.org> wrote:

Thanks. I do need to know what kind of light dividers are proposed. It's not clear from the attached. Are they applied on the outside, true dividers, or simulated between the glass?

Stephanie

Stephanie Goodrich
Senior Planner, Village of Pinehurst
395 Magnolia Rd., Pinehurst, NC 28374
910-295-8659 <PineCombMini2_ebd83a51-a358-40fc-9b00-c3a33a0db4c8.png> sgoodrich@vopnc.org <PineCombMini2_8ecbc5e0-6363-4171-be86-a855e99cfae8.png> www.vopnc.org

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions. <PineCombMini2_75a5ee3e-c530-4b7e-8c53-af36a08c2299.png> Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors <PineCombMini2_33aecec2-13f7-437c-94a7-a29ce0c97297.png> Values: Service, Initiative, Teamwork, Improvement.

Pursuant to North Carolina General Statutes, Chapter 132, et seq., this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to requests for review.

From: Joel Tew <JTew@tewlaw.us>
Sent: Tuesday, December 4, 2018 5:00 PM
To: Stephanie Goodrich <sgoodrich@vopnc.org>
Cc: Cindy Tew <CTew@tewlaw.us>; leehuckabee@gmail.com; Todd Tucker <carolinaresidentialdesign@gmail.com>; Kenny Pucket <kpbuilders@nc.rr.com>
Subject: Tew/Everette-Windows & Door

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FYI, the Village approved this vinyl clad product for our carriage house addition in 2017, so this would make the main house and carriage house uniform. Also note that the Carolina Room on the east front of the main home, already has comparable vinyl clad windows.

We would select the various window options to match the existing #lite panels for each existing window, as applicable, so the main home would retain exactly its existing appearance from the street. But we would now have safe, functioning windows.

As for the front door, the attached Therma True product looks exactly like the current door. We would paint it the exact color as the existing door, which color also was approved by the Village in 2017.

Finally, Cindy and I now will be able to attend the HPC hearing on Dec 13th at 4 pm, hopefully with Mr Huckabee or Mr Puckett, for any materials questions.

I think this completes the information you had requested for our application for the COA.

Joel

Sent from my iPhone

Begin forwarded message:

From: "Cindy Tew" <CTew@tewlaw.us>
To: "Joel Tew" <JTew@tewlaw.us>
Subject: Everette

Joel attached is the Pella Windows and the Therma Tru door selections. Door would be painted the same color (Coole Blue SW 6759).

Cindy R. Tew
Legal Assistant
Tew & Associates
35595 US Highway 19 N., #921
Palm Harbor, FL 34684

(727) 216-6575 (office)
(727) 418-5117 (cell)

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**LOCAL HISTORIC DISTRICT APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
STAFF REPORT**

COA: 18-107

215 Everett Road

Parcel ID #15658

Additions/Alterations to SFD

PIN # 856205270963

APPLICANT:

Lee Huckabee Homes

PROPERTY OWNER(S):

Joel Tew DBA Hedgehog Development Company

RECEIVED:

11/6/2018

MEETING DATE:

12/13/2018

ZONING DISTRICT:

R-10

LHD STATUS:

Outside the boundary

ADDITIONAL APPROVALS/PERMITS NEEDED:

- ✓ ZONING APPROVAL
- ✓ BUILDING OFFICIAL – PRIOR TO PERMITTING

NATURE OF PROJECT:

- Side addition on NE
- Rear Addition on NNW
- Replacement windows and front door

FACTS

APPLICABLE SECTIONS OF STANDARDS AND GUIDELINES

STAFF ANALYSIS: 215 Everett Road was developed in 1927 as a single family home. It is a contributing structure in the Local Historic District, but is outside of the National Historic Landmark boundary. It is built in the Cape Cod Style. In 2017 the HPC Granted permission to demolish the accessory garage and build a new one, and staff approved repairs to the existing vinyl siding. The rear kitchen addition most likely dates back to 1980 or earlier.

A. SECTION 1.6.4.1 MAJOR WORK – *New construction or additions not considered to be minor;*

1. This request is considered to be major work because it involves new additions that **is/is not** considered minor work.

ADDITION TO MAIN DWELLING:

B. SECTION 3.1.2.1 ADDITIONS STANDARDS – *Additions shall be located as inconspicuously as possible, preferably on rear elevations.*

1. The proposed addition **will/will not** be inconspicuous and **will/will not** be on the rear elevation.

C. SECTION 3.1.2.2 ADDITIONS STANDARDS – *Additions must be compatible with the original buildings in terms of size, scale, color, materials and character.*

1. The proposed addition **will/will not** be of similar scale and character as the existing building.
2. The proposed addition **will/will not** consist of compatible materials and colors to the existing building.
3. The proposed work/structures **will/will not** be compatible with neighboring buildings.

D. SECTION 3.1.2.3 ADDITIONS STANDARDS – *Roof forms are particularly important and shall blend with original buildings.*

1. The rooflines of the proposed addition **will/will not** blend with the original building.

- E. **SECTION 3.1.2.4 ADDITIONS STANDARDS** – *Windows in additions shall be similar to those in the original buildings in their proportions, spacing, muntins, and materials.*
1. The windows in the proposed addition **will/will not** be similar to those in the original building.
- F. **SECTION 3.1.2.5 ADDITIONS STANDARDS** – *Additions shall not be taller than the original buildings.*
1. The proposed addition **will/will not** be taller than the original building.
- G. **SECTION 3.1.2.6 ADDITION STANDARDS** – *Foundations and eaves or major horizontal elements shall generally align on building and their additions.*
1. The proposed addition **will/will not** have foundations and eaves that generally align with the existing building.

WINDOWS & DOOR:

- H. **SECTION 2.4.2.2 WINDOWS AND DOORS STANDARDS** – *Windows and doors of existing buildings shall retain their original size and dimension;*
1. The proposed windows for the building **will/will not** retain their original size and dimension.
- I. **SECTION 2.4.2.3 WINDOWS AND DOORS STANDARDS** – *The number and size of panes, mullion, and muntin, and all window and door hardware shall be the same or similar to those of the original windows and doors;*
1. The panes, mullion, muntin and all hardware of the proposed windows **will/will not** be the same or similar to those of the original windows.
- J. **SECTION 2.4.2.4 WINDOWS AND DOORS STANDARDS** – *Windows and door surrounds and trim shall match the original door or window surrounds and trim;*
1. The trim for the proposed windows **will/will not** match the original trim.



LOCATION