



**HISTORIC PRESERVATION COMMISSION
NOVEMBER 17, 2022
ASSEMBLY HALL**

**PINEHURST, NORTH CAROLINA
4:00 PM**

- I. Call to Order
- II. Public Hearing
 - A. COA-2022-00184 (95 Woods Rd)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the addition of a dormer to the right side of the dwelling. The property is further identified as Moore County PID Number 00014565. The property owner and applicant is James Crawford
 - B. COA-2022-00196 (80 Ritter Rd)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the renovations to exterior and addition of a screened porch and deck at 80 Ritter Rd. The property is identified as Moore County PID Number 00015371. The property owner is Gestion Magb, Inc. and the applicant is Pinehurst Homes, Inc.
 - C. COA-2022-00197 (80 Carolina Vista)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the replacement of windows and relocation of a door at 80 Carolina Vista. The property is further identified as Moore County PID Number 00025808. The property owner is Resorts of Pinehurst Inc. and applicant is Pinehurst No. VII, LLC.
 - D. COA-2022-00189 (155 Cherokee Rd)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the replacement of roofing at 155 Cherokee Rd. The property is further identified as Moore County PID Number 00014105. The property owner is Resorts of Pinehurst Inc. and applicant is CentiMark Corp.
- III. Review of Normal Maintenance and Minor Work items
 - A. Minor Work COA's issued 10/14/2022 - 11/10/2022
- IV. 2023 HPC Meeting Calendar

Approval of the 2023 HPC Meeting Calendar.
- V. Board Organizational Items
- VI. Next Meeting Date
 - A. 12-15-2022 Regular Meeting

VII. Motion to Adjourn

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement.



**COA-2022-00184 (95 WOODS RD)
ADDITIONAL AGENDA DETAILS:**

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the addition of a dormer to the right side of the dwelling. The property is further identified as Moore County PID Number 00014565. The property owner and applicant is James Crawford

FROM:

mcarpenter@vopnc.org

CC:

acameron@vopnc.org; skonstantinou@vopnc.org; acassidy@vopnc.org

DATE OF MEMO:

11/7/2022

MEMO DETAILS:

Please, see attached materials relating to this public hearing.

ATTACHMENTS:

Description

- ▣ Exhibit S-1
- ▣ Exhibits A-1 to A-2



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Historic Preservation Commission
From: Maria Carpenter, Planner
CC: Alex Cameron, Planning Supervisor
 Alfred Cassidy, Senior Planner
 Shannon Konstantinou, Administrative Specialist
Date: November 10, 2022
Subject: Major COA Request for 95 Woods Rd.

Applicant:	James Crawford
Owners:	James Crawford
Property Location:	95 Woods Rd.
Land Use:	Single Family Residential
PID#	00014565
COA#:	2022-00184

Request and Background:

 ☒ **Contributing**

 ☐ **Non-Contributing**

The applicant requests a Certificate of Appropriateness (COA) for the addition of a dormer to the right side of the dwelling. The property is further identified as Moore County PID Number 00014565. The structure was built in 1953 and the property is +/- 0.245 acres in size.

The applicant proposes to construct an additional dormer of the right side of the dwelling. The proposed addition will have materials and colors that match the existing home on the property and will consist of matching roof shingles, cedar shake siding painted to match the existing color and new windows to match existing. The property is listed as Contributing within the Pinehurst Historic District.

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

Standards of Review

Per the adopted Historic District Standards, new construction or additions not considered to be Minor Work is considered Major Work requiring review by the Historic Preservation Commission.

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

Applicable Standards:***III. CHANGES TO EXISTING RESIDENCES******A. ROOFS***

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

C. WINDOWS AND DOORS

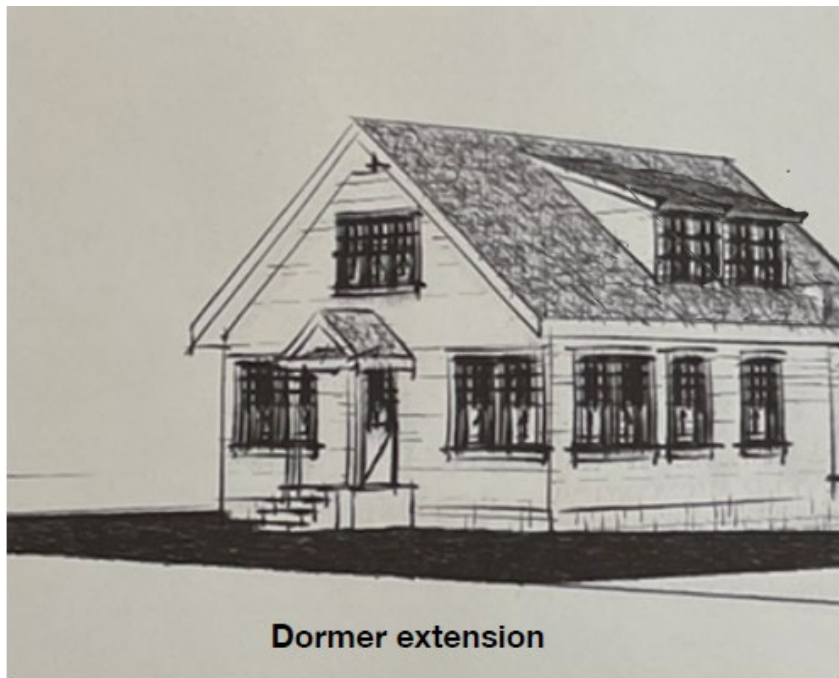
2. SECTION III.C.1 - Adding new windows and door openings or altering or filling existing openings *should* not compromise the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
3. SECTION III.C.6 - Window and door surrounds and trim *should* match the original door or window surrounds and trim. Replacing sash windows should not alter the original trim.
4. SECTION III.C.7 - The number and size of panes, mullions, and muntins, and all window and door hardware *should* be compatible with those of the existing windows and doors.
5. SECTION III.C.9 - New windows and doors easily visible from the street *should* be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and detail.

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

1. SECTION III.I.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 Pinehurst Historic District.
2. SECTION III.I.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.
3. SECTION III.I.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.
4. SECTION III.I.9 – Additions and accessory buildings such as carriage houses, garages and other buildings **must** be located as inconspicuously as possible, in rear or side yards.
5. SECTION III.I.10 - An addition **must not** obscure, damage, or destroy the character-defining features of an historic primary structure.

N. PAINT

1. SECTION III.N.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 congruous with the Pinehurst Historic District, and must be in the Village of Pinehurst Color Palette. Darker colors are recommended for trim and accents only.



Proposed elevations of dormer addition



Existing Dwelling

Staff Comments:

The applicant has submitted an application and provided additional documentation in an attempt to satisfy the burden of proof. The Commission will need to determine if the proposed dormer addition is compatible with the character and scale of the existing primary structure, and whether it meets the Historic District Standards.



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

November 3, 2022

Dear Property Owner(s),

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

Thursday, November 17th, 2022
At 4:00 p.m.
At Pinehurst Village Assembly Hall
395 Magnolia Rd. Pinehurst, NC 28374

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the addition of a dormer to the right side of the dwelling. The property is further identified as Moore County PID Number 00014565. The property owner and applicant is James Crawford.

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

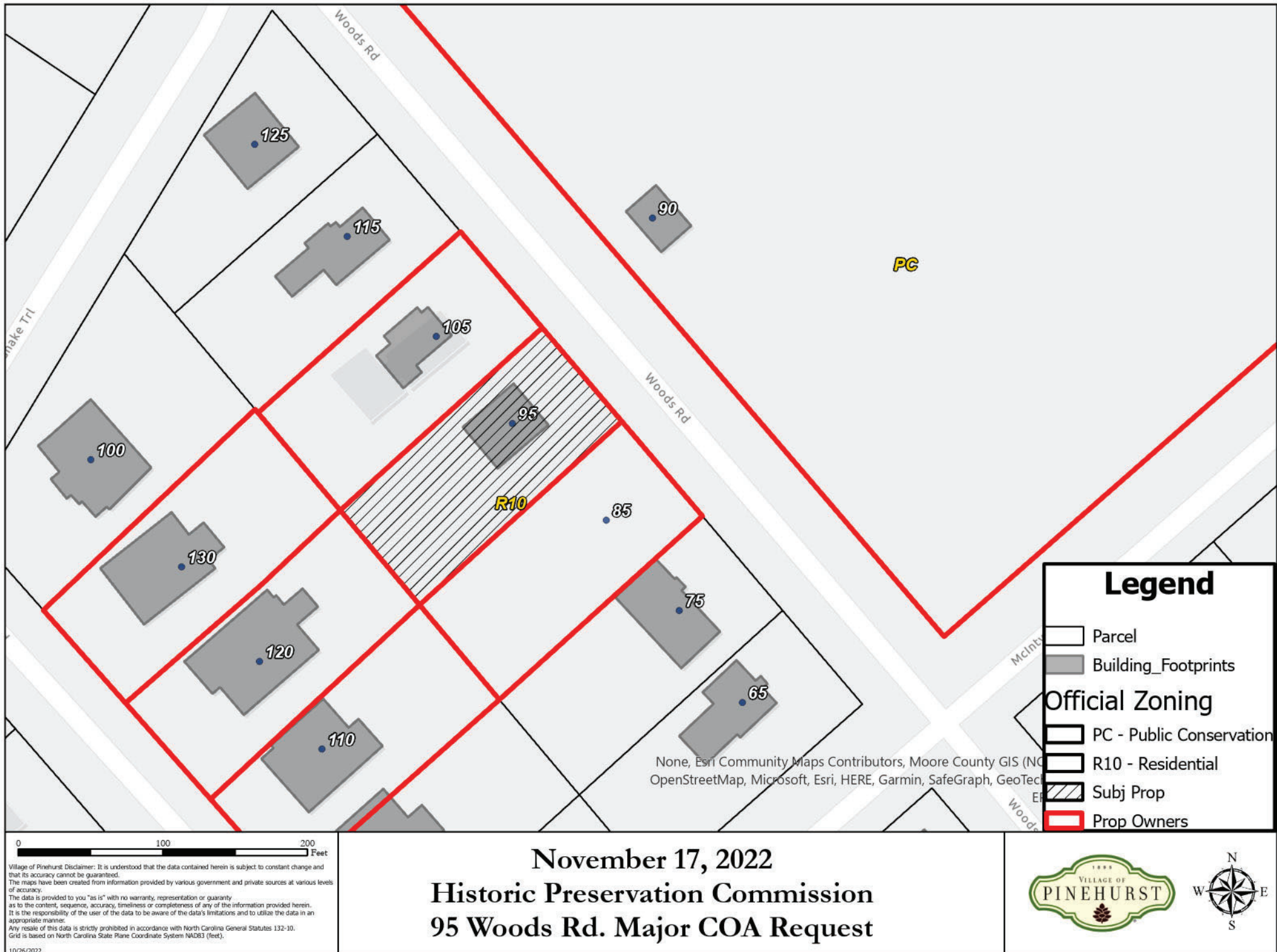
The meeting will be streamed in real-time on the Village's website, at www.vopnc.org/live.

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

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

Public Hearing Notification

EXHIBIT S-1.7



CRAWFORD, JAMES
95 WOODS RD
PINEHURST,NC,28374

HARRIS, CHRISTOPHER W
110 MEDLIN RD
PINEHURST,NC,28374

KORNEGAY, STEVEN S
105 WOODS ROAD
PINEHURST,NC,28374

WELDY, ERIC & MARGARET
PO BOX 3696
PINEHURST,NC,28374

VILLAGE OF PINEHURST
395 MAGNOLIA RD
PINEHURST,NC,28374

LLOYD, TIMOTHY
130 MEDLIN ROAD
PINEHURST,NC,28374

DRIESBAUGH, SHAWN MICHAEL
120 MEDLIN ROAD
PINEHURST,NC,28374



Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

☒ Major Work☐ Minor Work

Certificate of Appropriateness Information

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

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

The online application must be completed in full and submitted with the associated fees listed in the Village's Fees and Charges Schedule, which can be accessed at

<https://www.vopnc.org/home/showpublisheddocument/12985/637738809623000000>.

***This application must be completed in full and submitted as supporting material to the online application.**

Intake Information

Property Address	
Street Address	95 Woods Road
City, State, Zip Code	Pinehurst, NC 28374
Parcel ID #	

Owner Information			
Name	James Crawford	Home Phone #	
Street Address	Same as above	Mobile Phone #	9106840688
City, State, Zip Code		Business Phone #	
Email	jamescrawford8@gmail.com		

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



Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Licensed Professionals (Optional) (License #s must include all letters and numbers as filed with the NC Licensing Board)	
License #	83637
Name	James Crawford
Street Address	95 Woods Road
City, State, Zip	Pinehurst NC 28374
Phone #	910-684-0688
Email	crawford.modern@gmail.com

General Information

Description of Changes to the Structure	Extend existing shed roof dormer on the right side of the house only by roughly 5'. We will match the existing cedar shake siding, the color of the siding, asphalt roof shingles, trim and windows.		
Type of Work	☒ Addition	☐ Alteration	☐ New
Existing Use		Proposed Use	
☐ Vacant ☒ Single Family Low Density ☐ Single Family Medium Density ☐ Single Family High Density ☐ Multi-Family Development ☐ Office ☐ Retail ☐ Lodging ☐ Recreational ☐ Institutional ☐ Medical ☐ Industrial ☐ Services		☐ Vacant ☒ Single Family Low Density ☐ Single Family Medium Density ☐ Single Family High Density ☐ Multi-Family Development ☐ Office ☐ Retail ☐ Lodging ☐ Recreational ☐ Institutional ☐ Medical ☐ Industrial ☐ Services	
Includes Demolition		☒ Yes ☐ No	
Includes Tree Removal		☐ Yes ☒ No	

**Historic Certificate of Appropriateness (COA)
Major and Minor**

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Exterior Materials and Colors

	Existing Material(s)	Proposed Material(s)	Existing Color(s)	Proposed Color(s)
Front Elevation Siding				
Rear Elevation Siding				
Right Elevation Siding	Cedar Shake	Cedar Shake	Blue	Blue
Left Elevation Siding				
Trim				
Windows	Vinyl Replacement	Vinyl	White	White
Chimney				
Foundation				
Front Door				
Shutters				
Garage Door				
Roof	Asphalt	Asphalt	Black	Black
Awning				
Fence				
Front Porch				
Deck				
Patio				
Sidewalk				
Sky Lights / Solar				
Driveway				
Signage				
Other: _____				
Other: _____				

Required Documents☐ Site Plan/Survey or Sketch☐ Elevation Drawings☒ Photos of Existing Site☐ Floor Plans☐ Landscaping Plan**Certification**

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

Applicant Signature: James CrawfordDate: 10/24/22



Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Property Owner Authorization

I hereby certify that I am the owner on record for the property listed on this application. In addition, I am giving authorization to the applicant and / or licensed professional(s) listed on this application to petition the Historic Preservation Commission on my behalf for approval of the changes requested in this application.

Owner / Owner's Representative Signature: James Crawford

Date: 10/24/22

95 Woods Road | Pinehurst

Extension of existing dormer on right side of home, only towards the back of the house.



Existing dormer



Construction Details:

- Floor Joists - Existing
- Subfloor - Existing
- New exterior framing - 2x4 to match existing
- Rafters - 2x6 to match existing ceiling

Finish Details:

- Match existing cedar siding
- Match existing exterior paint color
- Match existing roof shingles
- Match existing vinyl windows*

*We will eventually update all windows to be wooden and historically appropriate at a future date



Dormer extension



COA-2022-00196 (80 RITTER RD)
ADDITIONAL AGENDA DETAILS:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the renovations to exterior and addition of a screened porch and deck at 80 Ritter Rd. The property is identified as Moore County PID Number 00015371. The property owner is Gestion Magb, Inc. and the applicant is Pinehurst Homes, Inc.

FROM:

mcarpenter@vopnc.org

CC:

acameron@vopnc.org; skonstantinou@vopnc.org; acassidy@vopnc.org

DATE OF MEMO:

11/7/2022

MEMO DETAILS:

Please, see attached materials relating to this public hearing.

ATTACHMENTS:

Description

- ▣ Exhibit S-1
- ▣ Exhibits A-1 to A-4



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Historic Preservation Commission
From: Maria Carpenter, Planner
CC: Alex Cameron, Planning Supervisor
 Alfred Cassidy, Senior Planner
 Shannon Konstantinou, Administrative Specialist
Date: November 10, 2022
Subject: Major COA Request for 80 Ritter Rd E.

Applicant:	Pinehurst Homes, Inc.
Owners:	Gestion MABG, Inc.
Property Location:	80 Ritter Rd E.
Land Use:	Single Family Residential
PID#	00015371
COA#:	2022-00196

Request and Background:

 ☒ **Contributing**

 ☐ **Non-Contributing**

The applicant requests a Certificate of Appropriateness (COA) for construction of an addition consisting of a screened-in porch and deck, a concrete parking pad, and enclosing of a carport, as well as replacing windows, removing a garage door, painting trim and doors, and re-roofing. The property is further identified as Moore County PID Number 00015371. The primary structure was built in 1911 and the property is +/- 0.505 acres in size.

The applicant proposes to add a screened in porch and deck in the left side yard, as well as enclosing a detached carport located in the right rear yard, and adding a concrete parking pad. The proposed addition and enclosed carport will have materials that match the existing home on the property and will consist of white wood siding and stucco with trim to be black and new black asphalt shingles. The garage door currently on the house will be removed and replaced with double doors. The shutters will be painted black and front door painted black and white. The existing screened in porch on the rear of the house will be enclosed with materials and windows to match those existing on home. New vinyl windows will be installed to match existing windows as closely as possible. The property is listed as contributing within the Pinehurst Historic District.

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

Standards of Review

Per the adopted Historic District Standards, new construction or additions not considered to be Minor Work is considered Major Work requiring review by the Historic Preservation Commission.

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

Applicable Standards:

III. CHANGES TO EXISTING RESIDENCES

A. ROOFS

1. SECTION III.A.1 - Any changes or additions to the configuration of an existing roof shall be compatible with the architectural style of the existing structure and **must** be congruous with the Pinehurst Historic District.
2. SECTION III.A.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. SECTION III.A.4 - If repair or replacement of an entire roof is necessary, the new material *should* match the existing material in composition, dimension, size, shape, color, pattern and texture.

B. EXTERIOR WALLS AND TRIM

1. SECTION III.B.1 - Any changes or additions to an exterior wall, such as windows or door openings, bays, vents, balconies or chimneys, **must** be compatible with the architecture of the structure and **must** be congruous with the character of the Pinehurst Historic District.
2. SECTION III.B.4 - Repair or replacement of an entire exterior wall or wooden feature or deteriorated detail *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.
3. SECTION III.B.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.

C. WINDOWS AND DOORS

1. SECTION III.C.1 - Adding new windows and door openings or altering or filling existing openings *should not* compromise the architectural character of the structure and must be congruous with the Pinehurst Historic District.
2. SECTION III.C.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. SECTION III.C.4 - If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it *should* be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - a. Wooden windows on street-facing elevations *should* be replaced in kind.
 - b. If windows are repaired or replaced, the muntins, mullions, lintels and sills of the new Installation *should* be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
 - c. Windows *should* have true or simulated divided lights.

d. Snap-in muntins are not appropriate.

4. SECTION III.C.5 - Windows and doors of existing structures *should* retain their original size and dimension, except as may be modified to accommodate code compliance and accessibility.
5. SECTION III.C.6 - Window and door surrounds and trim *should* match the original door or window surrounds and trim. Replacing sash windows *should not* alter the original trim.
6. SECTION III.C.7 - The number and size of panes, mullions, and muntins, and all window and door hardware *should* be compatible with those of the existing windows and doors.
7. SECTION III.C.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.

E. SHUTTERS AND AWNINGS

1. SECTION III.E.4 - Shutters *should* be wood or have the appearance of wood in composition and texture, and be appropriately mounted.
 - d. Shutter color *should* be compatible with the structure and should be in the Village of Pinehurst Color Palette.

F. CHIMNEYS

1. SECTION III.F.1 - New chimneys or chimney repairs and alterations *should* be compatible with the architectural character of the structure and **must** be congruous with chimneys in the Pinehurst Historic District.
2. SECTION III.F.6 - Chimney stacks *should* not have stucco applied above the foundations as a means of stabilization
3. SECTION III.F.7 - Exterior chimneys *should* have a masonry finish and should extend from grade level for additions.
4. SECTION III.F.8 - Wooden, boxed chimneys are not appropriate on new construction and additions.
5. SECTION III.F.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.

H. DECKS AND PATIOS

1. SECTION III.H.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 Pinehurst Historic District.
2. SECTION III.H.2 - Decks *should* be constructed so that they can be removed in the future with little damage to the existing structure.
3. SECTION III.H.3 - Decks, posts, and railings *should* be compatible in scale, design, material, and detail with the structure or previously existing features.
4. SECTION III.H.4 - The height of a deck *should* align with the first floor level of the structure.
5. SECTION III.H.5 - Decks and patios *should* be located on the rear or least character-defining elevation of the structure.
6. SECTION III.H.6 - Deck framing *should* be screened by landscaping or skirt boards.
7. SECTION III.H.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.

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

1. SECTION III.I.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 Pinehurst Historic District.
2. SECTION III.I.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.
3. SECTION III.I.7 - The height of an accessory building **must** not be taller than the primary structure and **must** be smaller in scale than the primary structure.

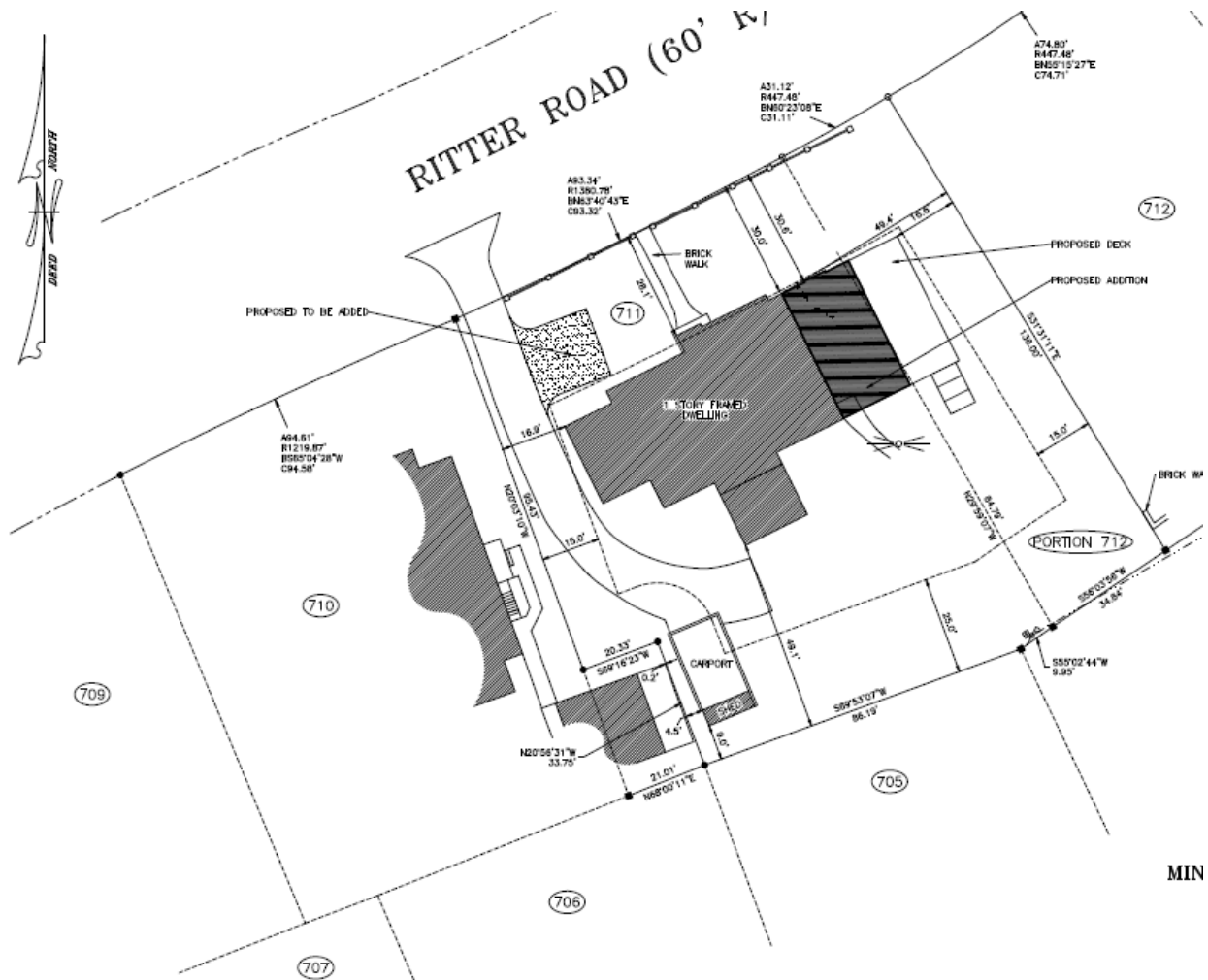
4. SECTION III.I.8 - The foundation height of an addition or accessory building *should* align with that of the primary structure.
5. SECTION III.I.9 - Additions and accessory buildings such as carriage houses, garages and other buildings **must** be located as inconspicuously as possible, in rear or side yards.

K. WOOD

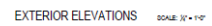
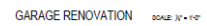
1. SECTION III.K.1 - New wooden features or details or replacement of a missing feature or detail or element **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. SECTION III.K.3 - If a wooden feature is completely 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.
3. SECTION III.K.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.
4. SECTION III.K.6 - Wooden surfaces and features **must** be in colors that are in the Village of Pinehurst Color Palette.

N. PAINT

1. SECTION III.N.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 congruous with the Pinehurst Historic District, and **must** be in the Village of Pinehurst Color Palette. Darker colors are recommended for trim and accents only.



Site Plan



6



Certaiteed Landmark Shingles - Black



Metal Garage door Black



SW 6258
Tricorn Black
Interior / Exterior
Location Number: 251-C1

Paint Color for Exterior Door and Shutters



Foundation stucco gray



Composite decking gray



Wood lap siding white

Materials & Colors



Existing Front of House



Existing Left Side & Left Rear



Existing Left Side



Existing Front



Existing Carport

Staff Comments:

The applicant has submitted an application and provided additional documentation in an attempt to satisfy the burden of proof. The Commission will need to determine if the proposed addition, enclosing of the carport, and renovations are compatible with the character and scale of the existing primary structure and whether they meet the Historic District Standards.



HISTORY, CHARM, AND SOUTHERN HOSPITALITY_____

November 3, 2022

Dear Property Owner(s),

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

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395 Magnolia Rd. Pinehurst, NC 28374

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the renovations to exterior and addition of a screened porch and deck at 80 Ritter Rd. The property is identified as Moore County PID Number 00015371. The property owner is Gestion Magb, Inc. and the applicant is Pinehurst Homes, Inc.

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

PLANNING & INSPECTIONS

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

Public Hearing Notification

EXHIBIT S-1.12



0 160 320 Feet

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

10/31/2022

November 17, 2022
Historic Preservation Commission
80 Ritter Rd E. Major COA Request



GESTION MAGB INC
2170 RENE LEVESQUE W ST202

”

ADKINS, KIRK S
70 E CAROLINA VISTA
PINEHURST,NC,28374

HILL, PETER ARNOLD
311 SELKIRK TRAIL
SOUTHERN PINES,NC,28387

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

FRIPP MANAGMENT, LLC
60 CAROLINA VISTA DR
PINEHURST,NC,28374

ADVANTAGE PG, INC
6312 KINARD RD
DURHAM,NC,27703

**Historic Certificate of Appropriateness (COA)
Major and Minor**

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

☒ Major Work☐ Minor Work**Certificate of Appropriateness Information**

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

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

The online application must be completed in full and submitted with the associated fees listed in the Village's Fees and Charges Schedule, which can be accessed at <https://www.vopnc.org/home/showpublisheddocument/12985/637738809623000000>.

***This application must be completed in full and submitted as supporting material to the online application.**

Intake Information

Property Address	
Street Address	80 Ritter Road
City, State, Zip Code	Pinehurst, NC 28374
Parcel ID #	00015371

Owner Information			
Name	Gestion MAGB Inc	Home Phone #	
Street Address	2170 Rene Levesque W ST202	Mobile Phone #	
City, State, Zip Code	Montreal Canada	Business Phone #	
Email	gbiron@populiacapital.ai		

Applicant			
Name	Pinehurst Homes Inc	Other Phone #	910-295-5400
Email	admin@pinehursthomesinc.com	Street Address	6895 NC Hwy 211 W
Mobile Phone #	910-773-9309	City, State, Zip Code	West End, NC 27376



Historic Certificate of Appropriateness (COA)

Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Licensed Professionals (Optional)	
(License #s must include all letters and numbers as filed with the NC Licensing Board)	
License #	28728
Name	Pinehurst Homes Inc.
Street Address	6895 NC Hwy 211 W
City, State, Zip	West End NC 27376
Phone #	910-295-5400
Email	admin@pinehursthomesinc.com

General Information

Description of Changes to the Structure	Renovation and update of existing home. Removal of the asphalt circle drive on the left side of the property and removal of the stone patio's on grade at the left side will allow for an addition. Addition of screen porch and deck to left side of structure as indicated on the site plan. The existing carport at the right rear of the property will be enclosed and become a 1 car garage. All materials used for the renovation and addition will match the existing materials as close as possible		
Type of Work	☒ Addition	☒ Alteration	☐ New
Existing Use		Proposed Use	
☐ Vacant ☒ Single Family Low Density ☐ Single Family Medium Density ☐ Single Family High Density ☐ Multi-Family Development ☐ Office ☐ Retail ☐ Lodging ☐ Recreational ☐ Institutional ☐ Medical ☐ Industrial ☐ Services		☐ Vacant ☒ Single Family Low Density ☐ Single Family Medium Density ☐ Single Family High Density ☐ Multi-Family Development ☐ Office ☐ Retail ☐ Lodging ☐ Recreational ☐ Institutional ☐ Medical ☐ Industrial ☐ Services	
Includes Demolition		☒ Yes ☐ No	
Includes Tree Removal		☐ Yes ☒ No	



Historic Certificate of Appropriateness (COA)

Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Exterior Materials and Colors

	Existing Material(s)	Proposed Material(s)	Existing Color(s)	Proposed Color(s)
Front Elevation Siding	Wood Lap	Match Existing	White	White
Rear Elevation Siding	Wood Lap	Match Existing	White	White
Right Elevation Siding	Wood Lap	Match Existing	White	White
Left Elevation Siding	Wood Lap	Match Existing	White	White
Trim	Wood	Match Existing	White	White
Windows	Wood Clad	White Vinyl	White	White
Chimney	Brick	Stucco	White	White
Foundation	Stucco	Match Existing	Gray	Gray
Front Door	Wood and metal	Keep Existing	White and gray	White and black
Shutters	Wood	Keep Existing	Green	Black
Garage Door	Wood	Metal	White	Black
Roof	Shingles	Shingles	Gray	Black
Awning	N/A	N/A	N/A	N/A
Fence	Decorative Block	Keep Existing	Gray	Gray
Front Porch	Concrete	Keep Existing	Gray	Gray
Deck	N/A	Composite	N/A	Gray
Patio	Blue Stone	To Be Removed	Gray	To Be Removed
Sidewalk	Brick	Keep Existing	Red	Red
Sky Lights / Solar	N/A	N/A	N/A	N/A
Driveway	Asphalt	N/A	Black	N/A
Signage				
Other: Front door baluster	Metal	Keep Existing	Gray	Black
Other:				

Required Documents

☐ Site Plan/Survey or Sketch	☐ Elevation Drawings	☐ Photos of Existing Site
☐ Floor Plans	☐ Landscaping Plan	

Certification

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

Applicant Signature: _____

Date: October 25th, 2022

Planning and Inspections Department
395 Magnolia Rd - Pinehurst, North Carolina 28374
(910) 295-8660 - www.vopnc.org



Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Property Owner Authorization

I hereby certify that I am the owner on record for the property listed on this application. In addition, I am giving authorization to the applicant and / or licensed professional(s) listed on this application to petition the Historic Preservation Commission on my behalf for approval of the changes requested in this application.

Owner / Owner's Representative Signature: _____

DocuSigned By:

Genevieve Biron

A698D8717C60491...

Date: 11/2/2022



AREA IN:
 HOUSE ADDITION=677 sq.ft.±
 HOUSE=2,435 sq.ft.±
 DRIVE =1755 sq.ft.±
 WALK =290 sq.ft.±
 REVISED CARPORT =297 sq.ft.±

TOTAL IMPERVIOUS=5454 sq.ft.±

TOTAL IMPERVIOUS=5454 sq.ft.±
 17,885 SQ FT OF LOT
 = 30% COVERAGE BY IMPERVIOUS SURFACE AFTER REMOVAL.

PRELIMINARY DRAWING
 NOT FOR SALES, CONVEYANCES,
 OR RECORDATION.

I certify that this map was drawn under my supervision from an actual survey made under my supervision; that the boundaries not surveyed are indicated as drawn from information shown hereon; that the ratio of precision or positional accuracy is 1/10,000+; and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56. 1600).

Further:

I hereby certify that the premises shown & described hereon, do not lie in a F.E.M.A. designated 100 year flood plain area.

REFERENCE:
 DEED BOOK 5772, PAGE 132
 DEED BOOK 521, PAGE 712
 MOORE COUNTY REGISTRY
 ACREAGE DETERMINED
 BY COORDINATE METHOD.

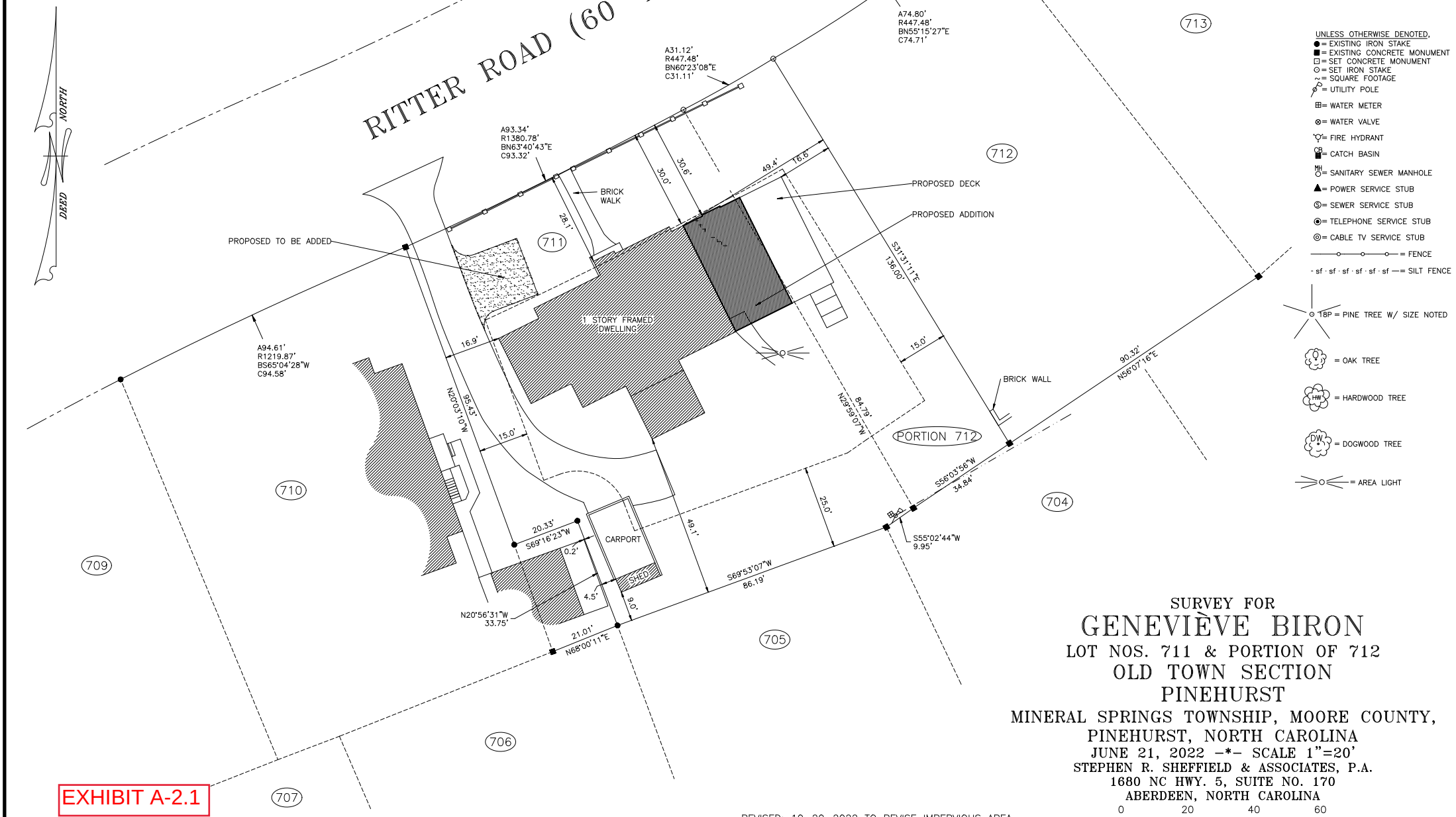
NOT INTENDED TO BE PREPARED
 FOR RECORDATION IN ACCORDANCE
 WITH G. S. 47-30 AS AMENDED.

CORPORATE LICENSE NO. C-1987

S. R. SHEFFIELD, PLS NO. 1365

DATE: OCTOBER 20, 2022

LOCATION SKETCH



- UNLESS OTHERWISE DENOTED.
- = EXISTING IRON STAKE
 - = EXISTING CONCRETE MONUMENT
 - = SET IRON STAKE
 - = SET IRON STAKE
 - = SQUARE FOOTAGE
 - ⊙ = UTILITY POLE
 - ⊙ = WATER METER
 - ⊙ = WATER VALVE
 - ⊙ = FIRE HYDRANT
 - ⊙ = CATCH BASIN
 - ⊙ = SANITARY SEWER MANHOLE
 - ▲ = POWER SERVICE STUB
 - ⊙ = SEWER SERVICE STUB
 - ⊙ = TELEPHONE SERVICE STUB
 - ⊙ = CABLE TV SERVICE STUB
 - = FENCE
 - sf - sf - sf - sf - sf - sf - = SILT FENCE

- ⊙ 18P = PINE TREE W/ SIZE NOTED
- ⊙ = OAK TREE
- ⊙ = HARDWOOD TREE
- ⊙ = DOGWOOD TREE
- ⊙ = AREA LIGHT

SURVEY FOR
GENEVIÈVE BIRON
 LOT NOS. 711 & PORTION OF 712
 OLD TOWN SECTION
 PINEHURST

MINERAL SPRINGS TOWNSHIP, MOORE COUNTY,
 PINEHURST, NORTH CAROLINA
 JUNE 21, 2022 *- SCALE 1"=20'
 STEPHEN R. SHEFFIELD & ASSOCIATES, P.A.
 1680 NC HWY. 5, SUITE NO. 170
 ABERDEEN, NORTH CAROLINA



EXHIBIT A-2.1

REVISED: 10-20-2022 TO REVISE IMPERVIOUS AREA.

SYMBOL	UNIT SIZE (WxH)	TYPE	NOTES
W-1	NOT USED		
W-2	2'-6" x 4'-0"	SINGLE HUNG WINDOW	
W-3	2'-6" x 5'-0"	SINGLE HUNG WINDOW	
W-4	(2)2'-6" x 5'-0"	MULLED SINGLE HUNG WINDOWS	
W-5	2'-6" x 4'-11"	DOUBLE HUNG EXISTING WINDOW	REPLACE SASHES; DIMENSIONS INSIDE JAMBS
W-6	3'-0" x 5'-0½"	DOUBLE HUNG EXISTING WINDOW	REPLACE SASHES; DIMENSIONS INSIDE JAMBS
W-7	3'-3¾" x 5'-0¾"	DOUBLE HUNG EXISTING WINDOW	REPLACE SASHES; DIMENSIONS INSIDE JAMBS
W-8	3'-0" x 4'-11½"	DOUBLE HUNG EXISTING WINDOW	REPLACE SASHES; DIMENSIONS INSIDE JAMBS
W-9	2'-0" x 3'-11½"	DOUBLE HUNG EXISTING WINDOW	REPLACE SASHES; DIMENSIONS INSIDE JAMBS
W-10	3'-0½" x 4'-11¼"	DOUBLE HUNG EXISTING WINDOW	REPLACE SASHES; DIMENSIONS INSIDE JAMBS
W-11	2'-2½" x 4'-11¼"	DOUBLE HUNG EXISTING WINDOW	REPLACE SASHES; DIMENSIONS INSIDE JAMBS
W-12	2'-5" x 3'-7"	DOUBLE HUNG EXISTING WINDOW	REPLACE SASHES; DIMENSIONS INSIDE JAMBS
W-13	3'-0" x 5'-0"	SINGLE HUNG WINDOW	

1. ALL DIMENSIONS ARE TO FACE OF FRAMING OR EXISTING WALL FINISH
2. VERIFY ALL TUB AND VANITY FRAMING DIMENSIONS WITH SPECS OF PRODUCT SELECTED.
3. ALL PRODUCTS SHALL BE INSTALLED AS PER MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.
4. G.C. SHALL PROVIDE ALL PERMITS AND COORDINATE ALL REQUIRED INSPECTIONS AS REQUIRED TO COMPLETE THE WORK AS INDICATED ON THESE DRAWINGS.
5. G.C. SHALL VERIFY ALL DIMENSIONS AND QUANTITIES.

GROUND FLOOR

1. 4" OAK STRIP FLOORING THROUGHOUT EXCEPT AS NOTED BELOW.
2. TILE AT ALL BATHROOMS INCLUDING SHOWERS.
3. LVP AT SCREENED DECK.
4. TREX AT DECK.

GROUND FLOOR EXISTING CONDITIONED:	2,414 GROSS S.F.
BASEMENT FLOOR EXISTING CONDITIONED:	846 GROSS S.F.
RENOVATED GARAGE EXISTING CONDITIONED:	346 GROSS S.F.
<u>TOTAL EXISTING CONDITIONED:</u>	<u>3,606 GROSS S.F.</u>
SCREENED DECK ADDITION:	677 GROSS S.F.
DECK & STAIRS ADDITION:	576 S.F.
EXISTING ENTRY STEPS:	35 S.F.
BASEMENT TERRACE & STEPS ADDITION:	103 S.F.
<u>TOTAL UNCONDITIONED:</u>	<u>1,391 S.F.</u>
<u>TOTAL GROUND FLOOR:</u>	<u>3,805 S.F.</u>

GROUND FLOOR			
SYMBOL	SIZE (WxH)	TYPE	NOTES
(A)	(2)2'-8" x 7'-3"+/-	EXTERIOR SCREEN DOOR PAIR	
(B)	(4)4'-8"+/- x 6'-10"	EXTERIOR STACKING DOORS	FULLY GLAZED BY PELLA
(C)	2'-6" x 6'-8"	INTERIOR DOOR	
(D)	2'-8" x 6'-8"	INTERIOR DOOR	
(E)	(2)2'-6" x 6'-8"	INTERIOR DOOR PAIR	
(F)	2'-8" x 6'-8"	INTERIOR DOOR	
(G)	2'-6" x 6'-8"	INTERIOR DOOR	
(H)	2'-8" x 6'-8"	INTERIOR DOOR	
(I)	(4)2'-0" x 6'-8"	INTERIOR BI-FOLD DOORS	
(J)	(4)1'-3" x 6'-8"	INTERIOR BI-FOLD DOORS	
(K)	(4)1'-6" x 6'-8"	INTERIOR BI-FOLD DOORS	
(L)	2'-8" x 6'-8"	INTERIOR DOOR	
(M)	2'-4" x 6'-8"	INTERIOR DOOR	
(N)	(2)1'-6" x 6'-8"	EXISTING SLIDER INTERIOR DOORS	
(O)	(2)1'-6" x 6'-8"	EXISTING SLIDER INTERIOR DOORS	
(P)	2'-4" x 6'-8"	INTERIOR POCKET DOOR	
(Q)	2'-0" x 6'-8"	INTERIOR DOOR	
(R)	(2)2'-0" x 6'-8"	INTERIOR DOOR PAIR	
(S)	(2)2'-0" x 6'-8"	INTERIOR DOOR PAIR	
(T)	3'-5" x 6'-8"	EXISTING ENTRY DOOR	TO REMAIN
(U)	2'-11" x 6'-8"	EXISTING ENTRY STORM DOOR	TO REMAIN



SYMBOL LEGEND					
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
Ⓢ	EXHAUST FAN	Ⓢ	ELECTRICAL OUTLET	Ⓢ	FLOOD LIGHT
Ⓢ	CEILING FAN W/ LIGHT	Ⓢ	220V ELECTRICAL OUTLET	Ⓢ	WALL MOUNTED LIGHT
Ⓢ	CEILING FAN	Ⓢ	CEILING OUTLET	Ⓢ	UTILITY LIGHT
Ⓢ		Ⓢ	FLOOR MOUNTED OUTLET	Ⓢ	BREAKER BOX
Ⓢ		Ⓢ	SWITCHED OUTLET	Ⓢ	T.V. / DATA
Ⓢ		Ⓢ	EXHAUST FAN W/ CAN LIGHT	Ⓢ	SMOKE DETECTOR
Ⓢ		Ⓢ	PENDANT LIGHT	Ⓢ	SWITCH
Ⓢ		Ⓢ	6" RECESSED CAN LIGHT	Ⓢ	THREE WAY
Ⓢ		Ⓢ	SURFACE MOUNTED LIGHT	Ⓢ	FOUR WAY
Ⓢ		Ⓢ		Ⓢ	GROUND FAULT INTERRUPT
Ⓢ		Ⓢ		Ⓢ	WATERPROOF

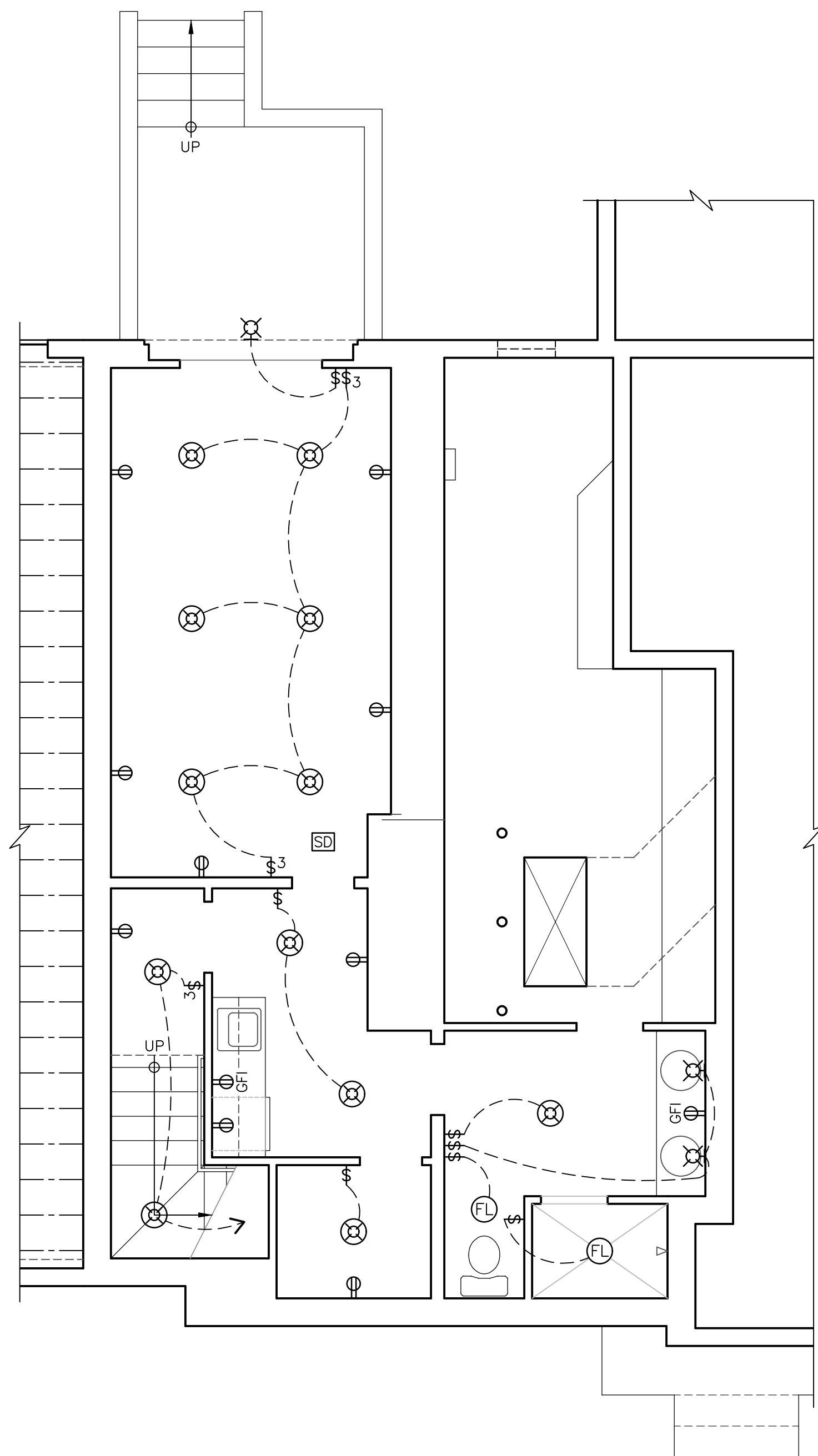
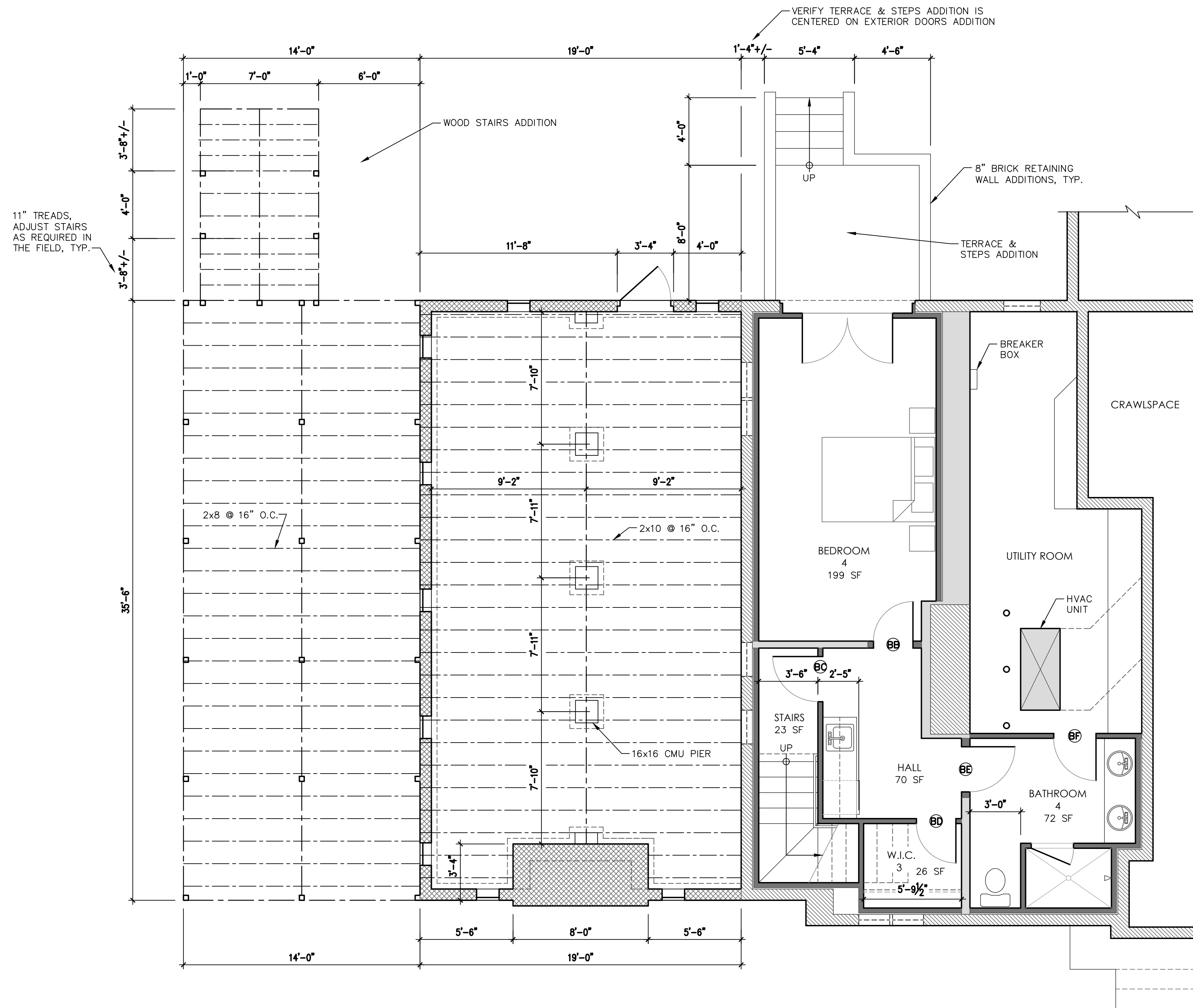


EXHIBIT A-2.3
402 BASEMENT LIGHTING & ELECTRIC POWER PLAN SCALE: 1/4" = 1'-0"



401 RENOVATION / ADDITION BASEMENT & FOUNDATION FLOOR PLAN SCALE: 1/4" = 1'-0"



Imark Design
Mark Dean
(910)-986-5384
imark.drafting@yahoo.com

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

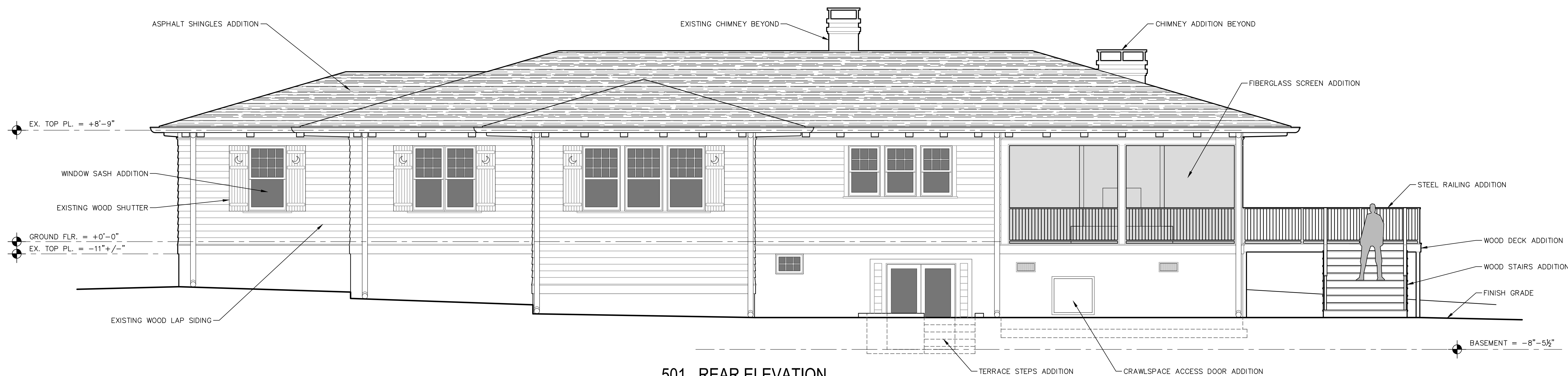


GESTION MAGB
RESIDENCE RENOVATION
80 RITTER ROAD, PINEHURST, NORTH CAROLINA

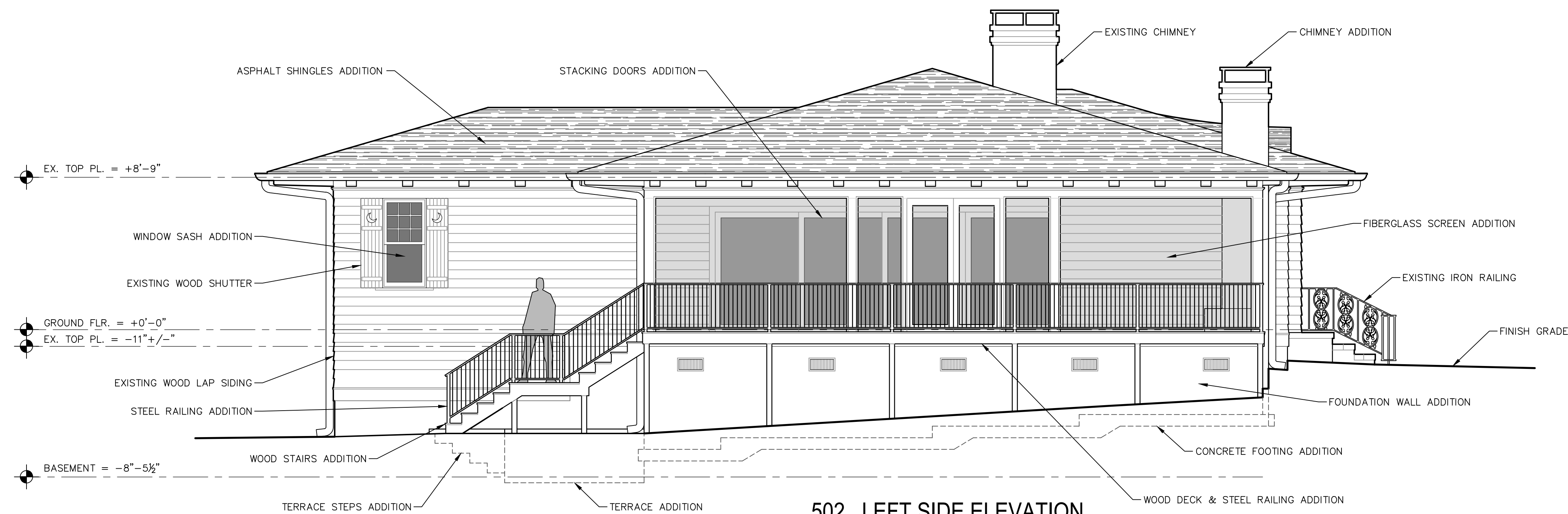
- RENOV. / ADD. BSMT. FND. PL. / BSMT. ELEC. POWER PLAN.
- SCALE : 1/4" = 1'-0"
- DATE : 9 / 27 / 2022

• DRAWING NO. :

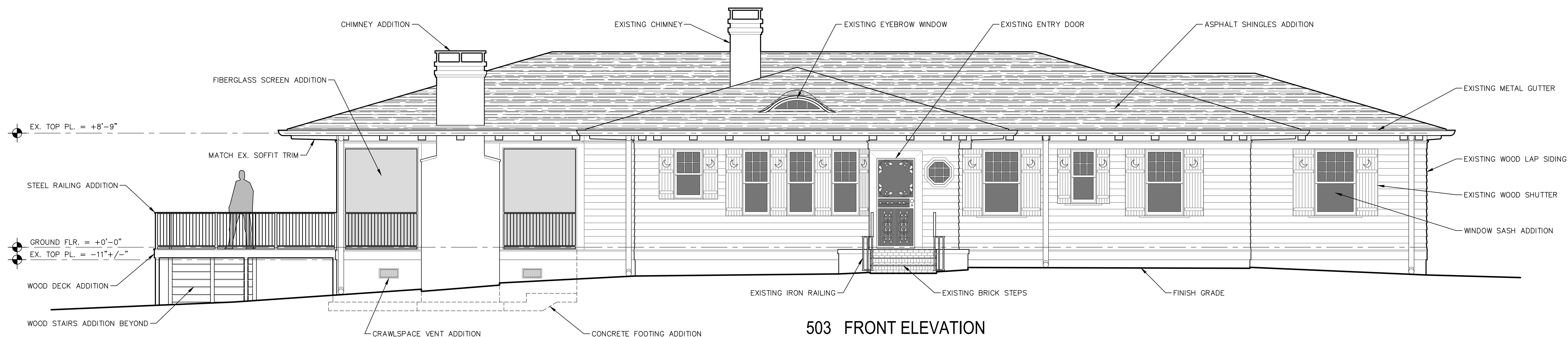
H-4



501 REAR ELEVATION



502 LEFT SIDE ELEVATION



503 FRONT ELEVATION

EXHIBIT A-2.4

EXTERIOR ELEVATIONS

SCALE: 1/4" = 1'-0"



Imark Design

Mark Dean
(910)-986-5384
imark.drafting@yahoo.com

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GESTION MAGB
RESIDENCE RENOVATION
80 RITTER ROAD, PINEHURST, NORTH CAROLINA

• RENOVATION /
ADDITION EXTERIOR
ELEVATIONS
• SCALE : 1/4" = 1'-0"
• DATE : 9 / 27 / 2022

• DRAWING NO. :

H-5



Imark Design
Mark Dean
(910)-986-5384
imark.drafting@yahoo.com

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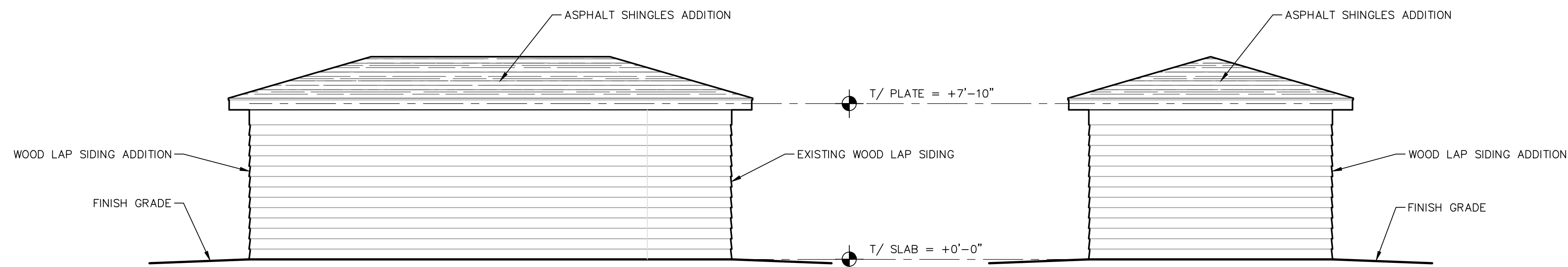


GESTION MAGB
RESIDENCE RENOVATION
80 RITTER ROAD, PINEHURST, NORTH CAROLINA

- EXT. ELEVATIONS / GARAGE RENOV. PLANS & ELEVATIONS
- SCALE : $\frac{1}{4}" = 1'-0"$
- DATE : 9 / 27 / 2022

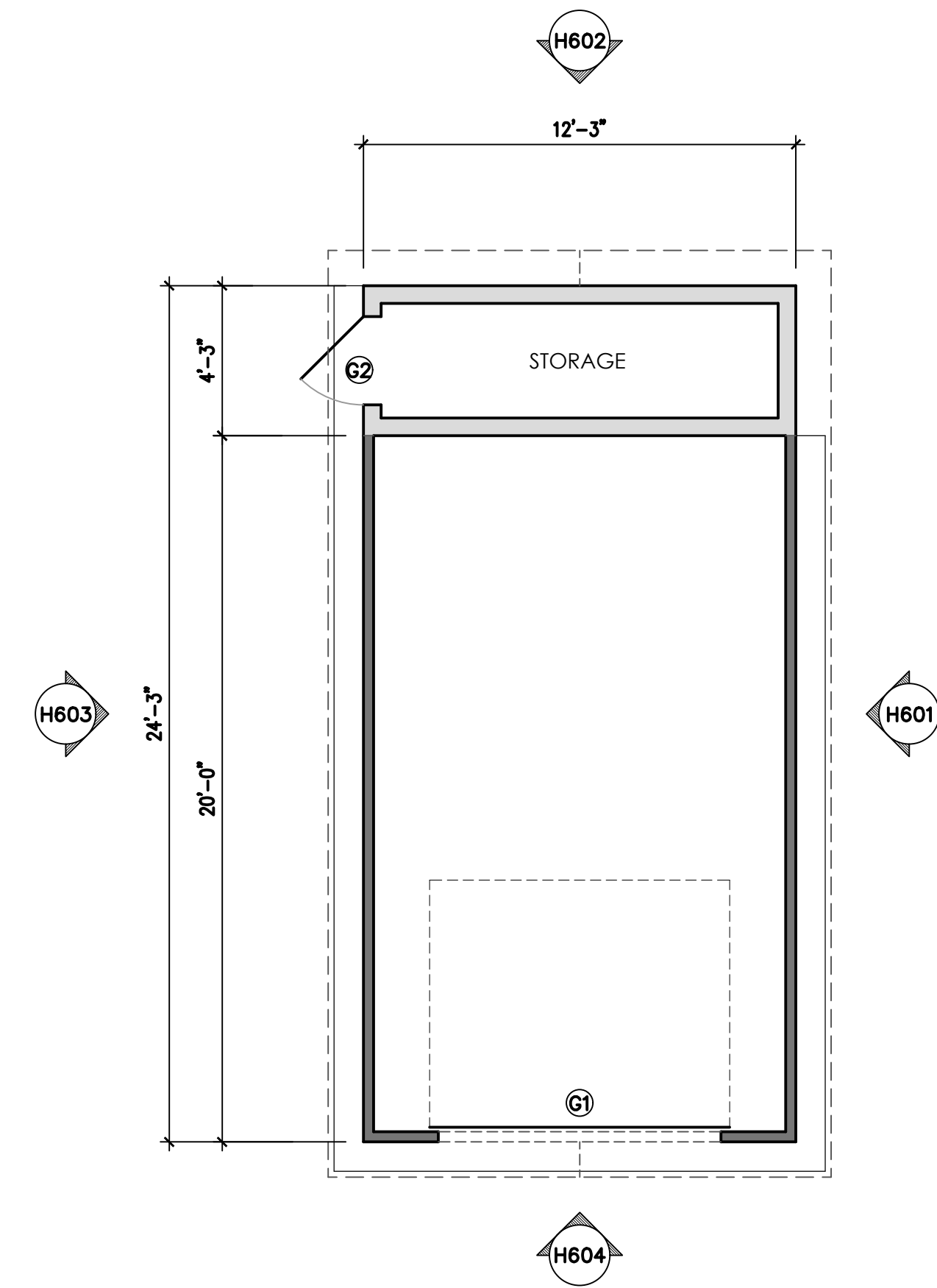
• DRAWING NO. :

H-6



601 RIGHT SIDE ELEVATION

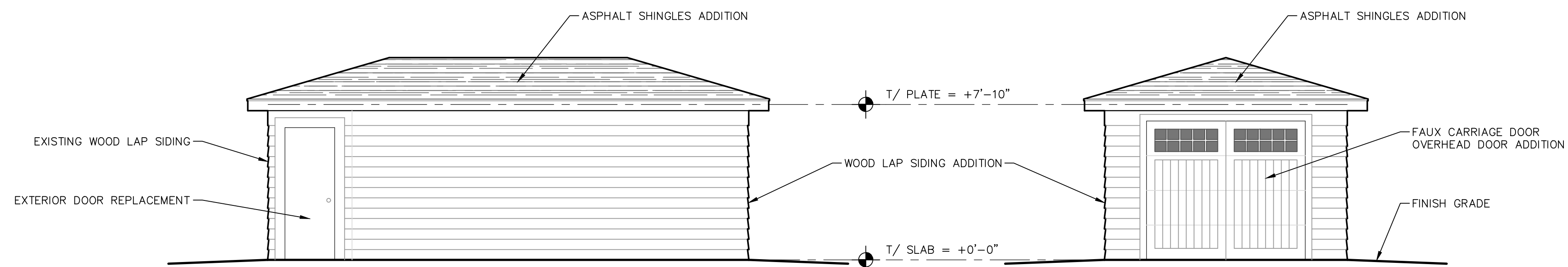
602 REAR ELEVATION



605 FLOOR PLAN

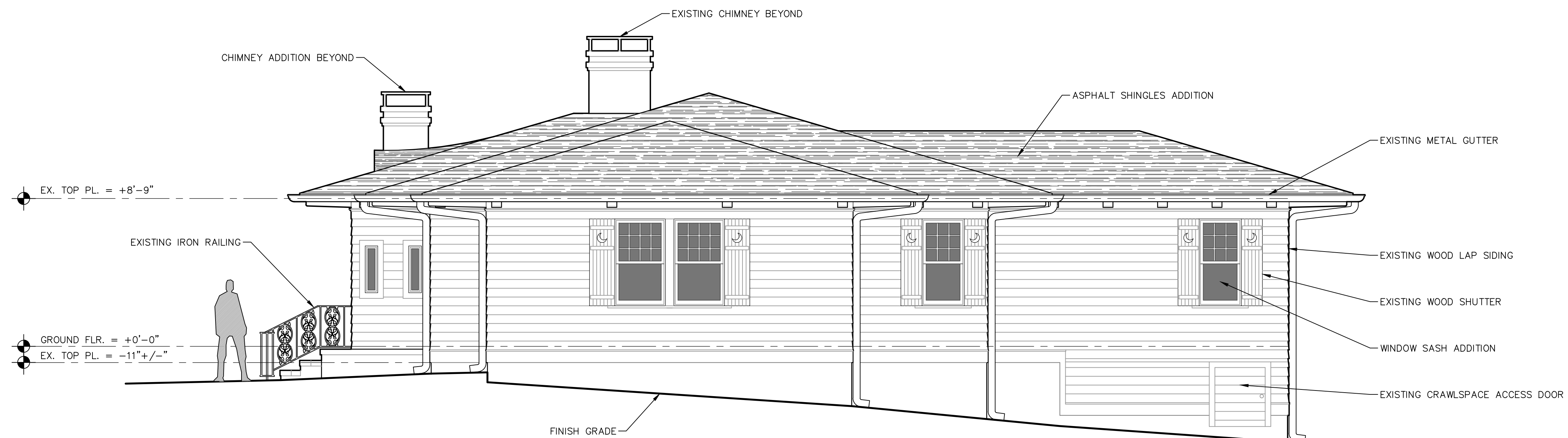
GARAGE RENOVATION

SCALE: $\frac{1}{4}" = 1'-0"$



603 LEFT SIDE ELEVATION

604 FRONT ELEVATION



606 RIGHT SIDE ELEVATION

EXTERIOR ELEVATIONS

SCALE: $\frac{1}{4}" = 1'-0"$

EXHIBIT A-2.5

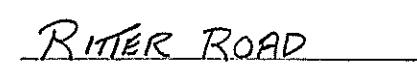


EXHIBIT A-2.6

Description of Changes to the Structure

80 Ritter Road, Pinehurst, NC

The home at 80 Ritter Road will be renovated in a manner which preserves the historic features of the Village of Pinehurst. The goal of the renovation is to preserve the existing historic qualities of the structure using materials and techniques which match the existing materials as closely as possible. The renovation includes additions to the left side of the structure. The additions of this project include a screen porch and deck on the left side of the home. The screen porch is depicted per plan, and will feature the new deck, to be built with composite, gray colored decking. The existing bluestone patio will be removed along with the asphalt circle drive on the left of the property to make room for the screen porch and deck addition. There will be an addition of a parking pad on the front of the home, per submitted site plan. The existing screen porch will be enclosed per plan, and the new materials for the trim and siding will match the existing trim and siding as closely as possible. Exterior siding and trim will be repaired as needed with new material to match the existing material as closely as possible, and the exterior color will remain white. New white vinyl windows will be installed, which match the existing windows and mullions as closely as possible. The existing chimney will remain as existing on the home. A new chimney will be constructed on the left side of the home per the submitted plan. The new chimney will be finished with white stucco. The home's foundation will remain the same as existing stucco in the color gray. The existing front door and shutters on the home will remain on the home and be repainted. The front door will be painted white and black, and the shutters will be painted black. The existing concrete front porch will remain gray in color as existing and the front door/porch balusters will remain black as existing currently on the home. The current white, wooden garage door, located on the rear of the home, will be removed, and replaced with double doors, as depicted per the submitted plan rear elevation. There will be a terrace added at the rear, by the double doors, per plan. The existing carport located at the right rear of the property will remain on the existing footprint and be enclosed to become a 1 car garage. The 1 car garage exterior siding and trim materials will match the existing home materials as closely as possible. The garage door will be a metal faux carriage door with windows across the top panel, as depicted on the plan, and painted black in color. A new black shingle roof will be installed to both the home and the detached garage. The existing decorative block fence across the front of the property will remain as existing, in the color gray. Landscaping around the additions will be as indicated on the landscaping plan to meet requirements. Landscaping around the existing structure will remain as currently existing on site. The renovation plan has been designed to be in keeping with the historical values and architecture used in the Village of Pinehurst. Coupling the renovation design with new materials which match the materials used during the original construction as close as possible from what is currently available will add to the historic value and quality of the historic Village of Pinehurst.



Certainteed Landmark Shingles - Black



Paint Color for Exterior Door and Shutters

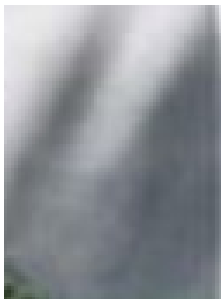


Composite decking gray

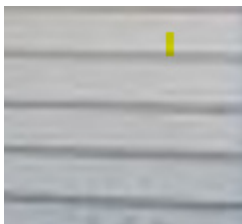
EXHIBIT A-3.3



Metal Garage door Black



Foundation stucco gray



Wood lap siding white

EXHIBIT A-4.1



EXHIBIT A-4.2



EXHIBIT A-4.3



EXHIBIT A-4.4



EXHIBIT A-4.5





COA-2022-00197 (80 CAROLINA VISTA)
ADDITIONAL AGENDA DETAILS:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the replacement of windows and relocation of a door at 80 Carolina Vista. The property is further identified as Moore County PID Number 00025808. The property owner is Resorts of Pinehurst Inc. and applicant is Pinehurst No. VII, LLC.

FROM:

mcarpenter@vopnc.org

CC:

acameron@vopnc.org; skonstantinou@vopnc.org; acassidy@vopnc.org

DATE OF MEMO:

11/7/2022

MEMO DETAILS:

Please, see attached materials relating to this public hearing.

ATTACHMENTS:

Description

- ▣ Exhibit S-1
- ▣ Exhibits A-1 to A-3



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Historic Preservation Commission
From: Maria Carpenter, Planner
CC: Alex Cameron, Planning Supervisor
 Alfred Cassidy, Senior Planner
 Shannon Konstantinou, Administrative Specialist,
Date: November 10, 2022
Subject: Major COA Request for 80 Carolina Vista

Applicant:	Pinehurst No.VII, LLC
Owners:	Resorts of Pinehurst, LLC
Property Location:	80 Carolina Vista
Land Use:	Hotel
PID#	00025808
COA#:	2022-00197

Request and Background:

 ☒ **Contributing**

 ☒ **Non-Contributing**

The applicant requests a Certificate of Appropriateness to add windows at the Ryder Cup Porch and Dogwood Room, as well as changing the location of a door opening and changing it from a single door to a double door. The new windows and door will be aluminum clad simulated divided light to match the windows installed in the Coffee Shop. The property is further identified as Moore County PID Number 00025808. The existing structure (hotel) was built between 1899 – 1900.

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

Standards of Review

Per the adopted Historic District Standards, eliminating or adding windows and/or door is considered Major Work requiring review by the Historic Preservation Commission for issuance of a Certificate of Appropriateness.

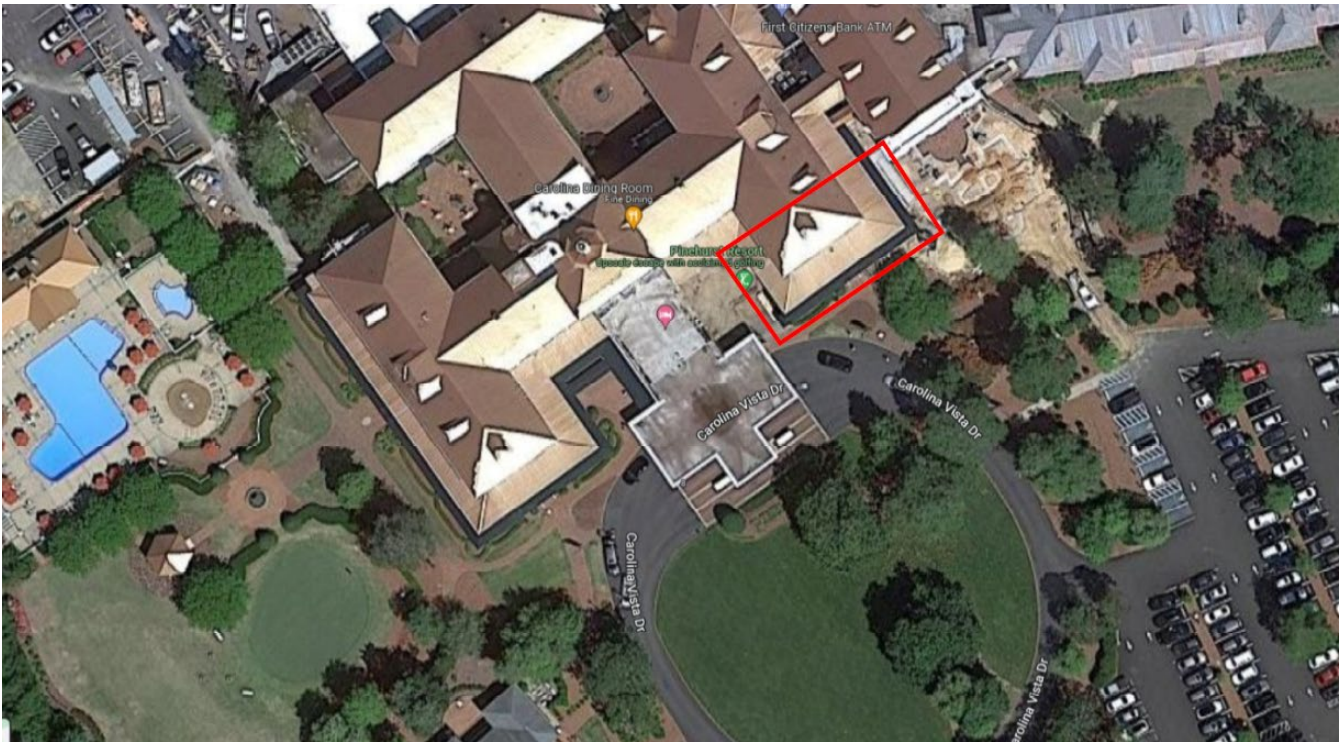
The Commission shall not approve a Certificate of Appropriateness until the evidence presented meets the standards within the Historic District Standards and/or is determined to satisfy the burden of proof that the proposed request is congruous with the Historic District.

Applicable Standards :***V. CHANGES TO EXISTING COMMERCIAL STRUCTURES******A. GENERAL STANDARDS***

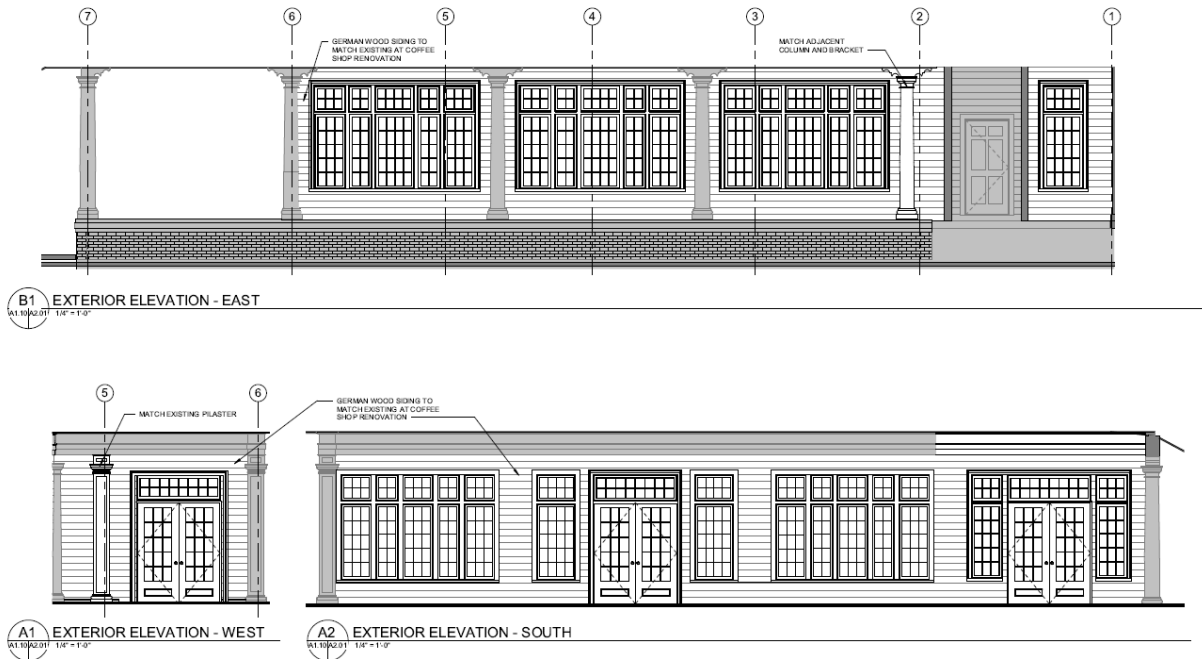
1. SECTION V.A.1 – Any changes or additions to a commercial building, including alterations in roofline, fenestration, architectural details, and materials, **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. SECTION V.A.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. SECTION V.A.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. SECTION V.A.4 - Paint colors **must** be in the Village of Pinehurst Color Palette.
5. SECTION V.A.6 - Clear display glass *should* not be replaced with non-transparent or tinted materials.

B. STOREFRONTS

6. SECTION V.B.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 Pinehurst Historic District.



Location of changes



Elevations



Existing



Proposed



Existing



Proposed

Staff Comments:

The applicant has submitted an application and provided additional documentation in an attempt to satisfy the burden of proof. The Commission would need to determine if the addition of windows and the door opening location change is compatible with the architectural character of the structure and congruous with the district, and if it meets the Historic District Standards.



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

November 3, 2022

Dear Property Owner(s),

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

Thursday, November 17th, 2022
At 4:00 p.m.
At Pinehurst Village Assembly Hall
395 Magnolia Rd. Pinehurst, NC 28374

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the replacement of windows and relocation of a door at 80 Carolina Vista. The property is further identified as Moore County PID Number 00025808. The property owner is Resorts of Pinehurst Inc. and applicant is Pinehurst No. VII, LLC.

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

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

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

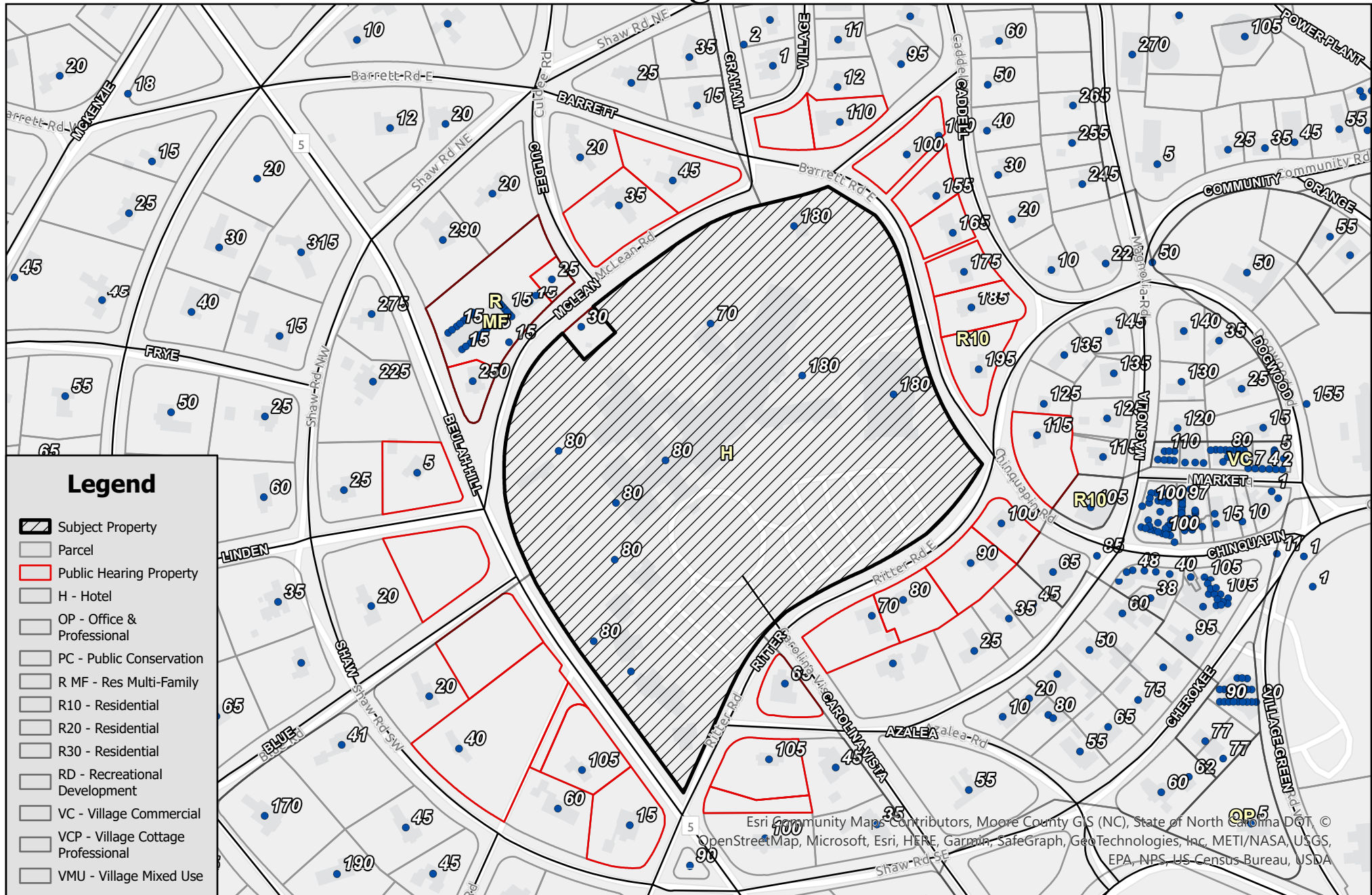
For more information, please call (910) 295-1900.

PLANNING & INSPECTIONS

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

Public Hearing Notification

EXHIBIT S-1.8



0 475 950 Feet

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

7/14/2022

November 17, 2022
 Historic Preservation Commission
 80 Carolina Vista Major COA Request



WHITFIELD, LYNDA H
2802 SE DUNE DR., APT 1407
STUART,FL,34996

CLOUGH, CHRISTIAN
1506 PLEASANT VIEW RD
COOPERSBURG,PA,18036

GOODING, ROBERT H & NANCY W
3417 HORSESHOE BEND
RALEIGH,NC,27613

GESTION MAGB INC
2170 RENE LEVESQUE W ST202
,,

BUNDER, JEFFREY
20 SHAW RD SW
PINEHURST,NC,28374

MOORE COUNTY
PO BOX 905
CARTHAGE,NC,28327-0905

BUCHELE, BARRY K
C/O SOVEREIGN AEROSPACE
CARTHAGE,NC,28327

MCARTHUR, DANIEL L
PO BOX 190
PINEHURST,NC,28370

MOORE COUNTY
PO BOX 905
CARTHAGE,NC,28327-0905

ADKINS, KIRK S
70 E CAROLINA VISTA
PINEHURST,NC,28374

GERARDOT, MATTHEW & MICHELLE
165 E BARRETT ROAD
PINEHURST,NC,28374

RICE, COREY JAMES
PO BOX 3347
PINEHURST,NC,28374

CORDELL, CHARLES L
PO BOX 10
PINEHURST,NC,28374-0010

KASPER, FREDERICK TRUSTEE
8942 PERKINS DRIVE
MENTOR,OH,44060

MOORE, SUSAN S
180 EDGEWATER PL
PINEHURST,NC,28374

MOSSO, JOSEPH A JR &
P O BOX 1593
PINEHURST,NC,28370-1593

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

DEWEY, PAUL H & MICHELE K
110 MCLEAN ROAD
PINEHURST,NC,28374

BLOCK, MATTHEW
1601 B MEDICAL DR
LAURINBURG,NC,28352

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

HENDERSON, GREGORY B & BONNY B
PO BOX 934
PINEHURST,NC,28370

WELCH, KEEFER D & PATRICIA A
45 MCLEAN RD
PINEHURST,NC,28374

ROBERTS PROFESSIONAL SERVICES, LLC
40 DALRYMPLE RD
PINEHURST,NC,28374

ADVANTAGE PG, INC
6312 KINARD RD
DURHAM,NC,27703

DEWEY, PAUL H & MICHELE K
110 MCLEAN ROAD
PINEHURST,NC,28374

HALL, BERTRAM B
155 BARRETT ROAD
PINEHURST,NC,28374

THOMPSON, JAMES W & THOMPSON, LYNNE C
211 FOALING ROUND LANE
CARTHAGE,NC,28327

THIGPEN, FRANK C & LYNNE S
PO BOX 1034
PINEHURST,NC,28374-1034

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

O'CONNOR, CHRISTOPHER K
185 BARRETT ROAD E
PINEHURST,NC,28374

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

KEANE, DANIEL O
592 IROQUOIS ST
ORADELL,NJ,07649



EXHIBIT A-1.1

Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

☒ Major Work

☐ Minor Work

Certificate of Appropriateness Information

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

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

The online application must be completed in full and submitted with the associated fees listed in the Village's Fees and Charges Schedule, which can be accessed at

<https://www.vopnc.org/home/showpublisheddocument/12985/637738809623000000>.

***This application must be completed in full and submitted as supporting material to the online application.**

Intake Information

Property Address	
Street Address	80 Carolina Vista Drive
City, State, Zip Code	PINEHURST, NORTH CAROLINA 28374
Parcel ID #	855212865690

Owner Information			
Name	Resorts of Pinehurst, Inc (Pinehurst, LLC)	Home Phone #	NA
Street Address	80 Carolina Vista Dr	Mobile Phone #	910-986-3038
City, State, Zip Code	Pinehurst, NC 28374	Business Phone #	NA
Email	calvin.burkley@pinehurst.com		

Applicant			
Name	Calvin Burkley	Other Phone #	NA
Email	calvin.burkley@pinehurst.com	Street Address	80 Carolina Vista Dr
Mobile Phone #	910-986-3038	City, State, Zip Code	Pinehurst, NC 28374



EXHIBIT A-1.2

Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Licensed Professionals (Optional) (License #s must include all letters and numbers as filed with the NC Licensing Board)	
License #	8088
Name	Randy Holmes
Street Address	2101 East Main Street
City, State, Zip	Richmond, Virginia, 23223
Phone #	9303804.649.
Email	Rholmes@glaveandholmes.com

General Information

Description of Changes to the Structure	We will be replacing the current vinyl windows and doors along the front of the Carolina Hotel at the Ryder Cup Porch and our Dogwood Room. We will also be changing the location of a door opening at the Dogwood Room by centering it on the space and changing from a single door to a double door. The new windows will match what we just installed around the Lobby and Coffee Shop, which were aluminum clad simulated divided lite.		
Type of Work	☐ Addition	☐ Alteration	☐ New
Existing Use	Proposed Use		
☐ Vacant ☐ Single Family Low Density ☐ Single Family Medium Density ☐ Single Family High Density ☐ Multi-Family Development ☐ Office ☐ Retail ☒ Lodging ☐ Recreational ☐ Institutional ☐ Medical ☐ Industrial ☐ Services	☐ Vacant ☐ Single Family Low Density ☐ Single Family Medium Density ☐ Single Family High Density ☐ Multi-Family Development ☐ Office ☐ Retail ☒ Lodging ☐ Recreational ☐ Institutional ☐ Medical ☐ Industrial ☐ Services		
Includes Demolition	☒ Yes ☐ No		
Includes Tree Removal	☐ Yes ☒ No		



EXHIBIT A-1.3

Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Exterior Materials and Colors

	Existing Material(s)	Proposed Material(s)	Existing Color(s)	Proposed Color(s)
Front Elevation Siding	Wood	Wood	White	White
Rear Elevation Siding				
Right Elevation Siding	Wood	Wood	White	White
Left Elevation Siding	Wood	Wood	White	White
Trim	Wood	Wood	White	White
Windows	Vinyl	Aluminum Clad	White	White
Chimney				
Foundation				
Front Door	Wood	Aluminum Clad SDL	White	White
Shutters				
Garage Door				
Roof				
Awning				
Fence				
Front Porch				
Deck				
Patio				
Sidewalk				
Sky Lights / Solar				
Driveway				
Signage				
Other: _____				
Other: _____				

Required Documents

☒ Site Plan/Survey or Sketch

☒ Elevation Drawings

☒ Photos of Existing Site

☒ Floor Plans

☐ Landscaping Plan

Certification

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

Applicant Signature: _____

Date: 10.27.2022

Planning and Inspections Department
395 Magnolia Rd - Pinehurst, North Carolina 28374
(910) 295-8660 - www.vopnc.org



EXHIBIT A-1.4

Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Property Owner Authorization

I hereby certify that I am the owner on record for the property listed on this application. In addition, I am giving authorization to the applicant and / or licensed professional(s) listed on this application to petition the Historic Preservation Commission on my behalf for approval of the changes requested in this application.

Owner / Owner's Representative Signature: _____

Date: 10.27.2022

Mon	Tue	Wed	Thurs	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2101 East Main Street
Richmond, Virginia 23223

T 804 649 9303 F 804 343 3378
W gloveandholmes.com

PROJECT TITLE

PINEHURST
RESORT
CAROLINA HOTEL
RYDER CUP
LOUNGE

CONSULTANTS

STRUCTURAL ENGINEER

Lynch Mykims
1579 Summit Ave., Suite 301
Richmond, VA 23220
T 804-346-3035
F 804-346-1171
W www.lynchmykims.com

MEP ENGINEER
Lawrence Perry & Associates, Inc.
15 E. Salem Ave., SE, Suite 101
Roanoke, VA 24011
T 540-342-1916
F 540-344-3410
W www.lpai-inc.com

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CONSTRUCTION

PROJECT NUMBER	
G&HA #: 22006	
PC#: -	

OCT 7, 2022

DRAWN BY: DCM CHECKED BY: STM

REVISIONS	NO.	DATE	DESCRIPTION
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SHEET TITLE
DEMOLITION PLAN

SHEET NUMBER

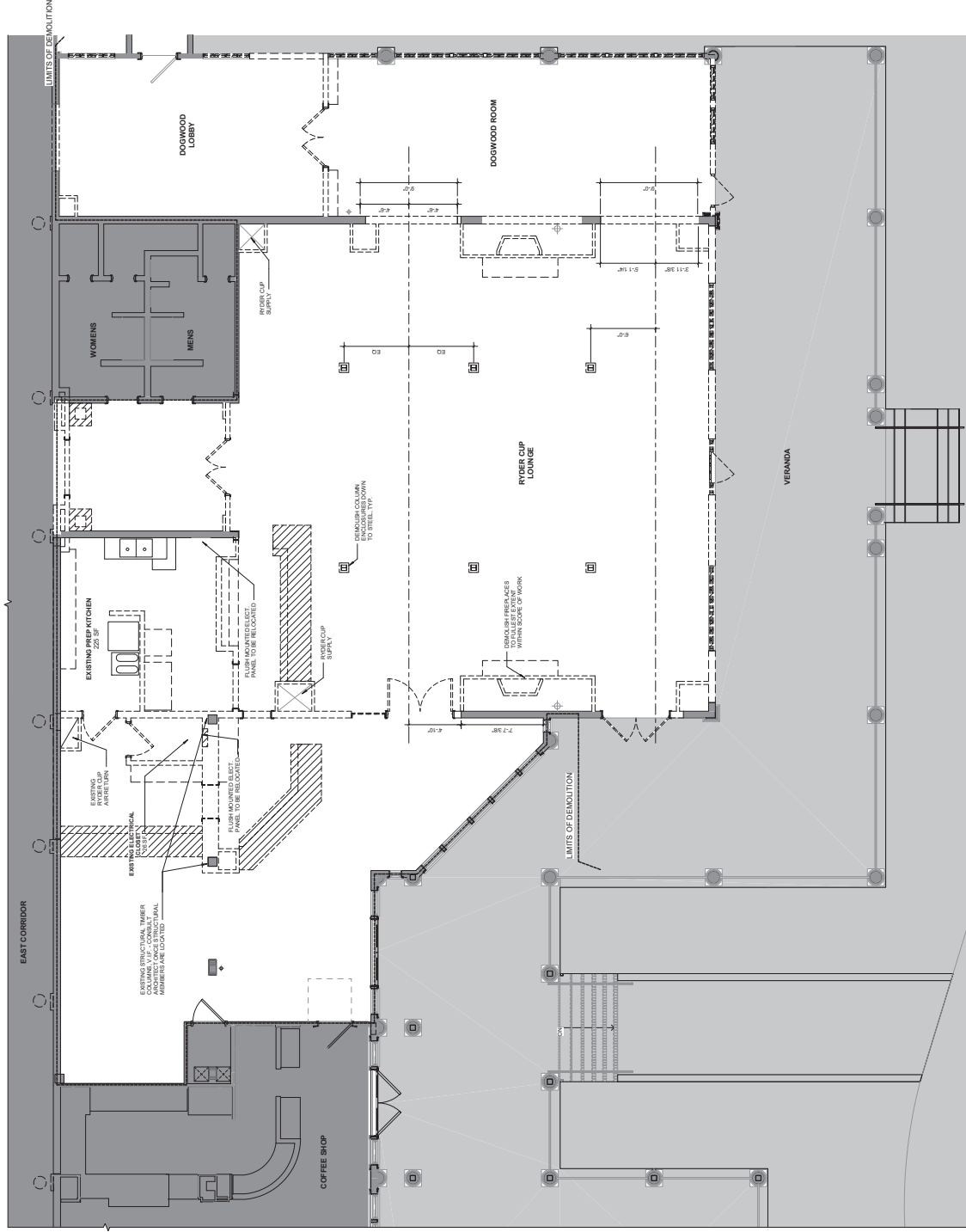
AD1.01

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EXISTING WALL AND/OR CEILING TO BE REMOVED	EXISTING WINDOW TO BE REMOVED	EXISTING WALL, WINDOW AND/OR DOOR TO REMAIN	EXISTING CEILING, BEAM OR ANVING TO BE REMOVED	NOT IN SCOPE OF WORK

DEMOLITION NOTES

1. REMOVE ADHESIVE, MORTAR OR SETTING BEDS ETC. FROM WALL AND FLOOR FINISHES ARE REMOVED. EXISTING FINISHES ARE TO REMAIN UNLESS OTHERWISE SPECIFIED OR SCHEDULED FINISHES. ADJACENT SURFACES FOR REMOVAL ARE TO BE PROTECTED PER MANUFACTURER'S RECOMMENDATIONS FOR PROTECTION.
2. VERIFY EXISTING BUILDING INFORMATION SHOWS LOCATION OF FINISHES TO BE REMOVED AND ADAPT THE REMOVAL METHOD TO THE TYPE OF FINISHES AND DISCREPANCIES.
3. PROVIDE SCHED, FORM WORK AND BRACING THROUGHOUT DEMOLITION OF EXISTING CONSTRUCTION.
4. REFER TO STRUCTURAL, MECHANICAL, PLUMBING AND ELECTRICAL SCHEDULES FOR LOCATION OF EXISTING CUTTING AND PATCHING REQUIRED FOR INSTALLATION OF NEW WORK.
5. PERFORM DEMOLITION WITH OTHER WORK. DEMOLITION OF EXISTING FINISHES SHALL BE COMPLETED PRIOR TO DEMOLITION OF EXISTING STRUCTURE. DEMOLITION SHALL INCLUDE ASSOCIATED MECHANICAL, ELECTRICAL, PLUMBING AND OTHER UTILITIES, UNLESS SPECIFICALLY INDICATED.
6. INTERIOR FINISHES TO BE REMOVED UNLESS OTHERWISE SPECIFIED. EXISTING FINISHES ARE LIMITED TO FLOOR FINISHES, CEILING, INTERIOR CORNICE MOLDING, CHAIR RAIL, BASE TRIM AND WOOD TRIM.
7. REMOVE MEYER EQUIPMENT AND ASSOCIATED DUCTING, PIPING AND WIRING UNLESS OTHERWISE INDICATED.
8. REMOVE EXISTING INTERIOR WALLS, PARTITIONS, EXTERIOR SIGNS AND OTHER WALL FINISHES.
9. REMOVE CROWN, DOORS SCHEDULED FOR REMOVAL ON STORE FRONTS. REUSE REMOVE HANDRAIL FROM DOORS TO REUSE.
10. REMOVE FURNITURE.
11. REMOVE EXISTING EXTERIOR CORNER LIGHT FIXTURES, EXTERIOR CORNER LIGHT FIXTURES AND LIGHT FIXTURES AND DELIVER TO OWNER.
12. MEYER EQUIPMENT IS TO BE REMOVED AND DELIVER TO OWNER. UNLESS OTHERWISE SPECIFIED, COORDINATE REMOVALS WITH OWNER. CAREFULLY REMOVE EXISTING MEYER EQUIPMENT AND STORE AT THE LOCATION DESIGNATED BY OWNER.
13. WHEN ENCOUNTERING ANY PREVIOUSLY INSTALLED, BENEATH FINISHES SCHEDULED FOR DEMOLITION, MINIMIZE DAMAGE TO THE UNDERLYING FINISH AND MATERIALS. DEMOLITION SHALL BE COMPLETED IN THE DIRECTION, COORDINATE REMOVAL WITH OWNER.
14. REMOVE EXISTING INTERIOR WALLS, PARTITIONS AND CEILING SHALL HAVE CLEAN SAW CUT FLOORS AND CEILING SHALL HAVE CLEAN SAW CUT SALVAGED MASONRY SHALL BE KEPT IN MATCH TO EXISTING.



DEMOLITION PLAN - FIRST FLOOR

1. INVESTIGATE AND VERIFY LOCATION OF STRUCTURAL MEMBERS, INCLUDING FOUNDATIONS, WALLS, FLOORS, ROOFING, CEILING, AND OTHER ELEMENTS AND THEIR RELATIVE POSITIONS PRIOR TO THE BEGINNING OF WORK.
2. COORDINATE WITH ELECTRICAL AND PLUMBING CONTRACTORS TO LOCATE AND MARK ALL EXISTING PIPING, DUCTS, AND ELECTRICAL WIRING BEFORE ANY WALL OR CEILING REMOVAL OR REPAIR WORK.
3. CHECK FLOORS, WALLS, CEILINGS, ETC. FOR DAMAGED OR EXPOSED DURING WORK IS TO BE REPAIRED, PATCHED, AND FINISHED AS REQUIRED TO MATCH.
4. PROVIDE WALL BLOCKING REQUIRED FOR WALL AND CEILING MOUNTED ITEMS.
5. PROVIDE PROTECTIVE COVERINGS FOR CONDUITS, DUCTS, VENTS, ETC. ALL FINISHES SHALL BE CONCEALED OR COVERED AND UNLESS NOTED AS EXPOSED ON DRAWINGS.
6. OFFSET STUDS WHERE REQUIRED SO THAT FINISH WALL SURFACES WILL BE FLUSH.
7. PROVIDE GALVANIZED IRON BETWEEN COLLARS AND METALS.
8. PROVIDE PRESSURE TREATED WOOD AT ALL LOCATIONS WHERE THERE IS CONTACT WITH CONCRETE OR SOIL.
9. PERFORM CONTACT AND PATCHING REQUIRED TO REPAIR AND FINISH ALL WORK TO MATCH THE QUALITY OF THE WORK.
10. PROVIDE PROTECTIVE COVERINGS AND PROTECTION OF ALL WORK DURING CONSTRUCTION AGAINST DAMAGE TO EXISTING FINISHES, INTERIORS, AND OTHER FINISHES ACCORDING TO CODES AND

[illegible]

DIMENSION NOTES

1. INFORMATION SHOWN ON THE DRAWINGS RELATES TO EXISTING CONDITIONS AS GIVEN AS THE BEST AVAILABLE INFORMATION. THE DRAWINGS ARE INTENDED TO SHOW THE NATURE OF THE EXISTING BUILDING CONDITIONS. DRAWINGS WERE PREPARED BY A PROFESSIONAL ARCHITECT. THE DRAWINGS ARE NOT INTENDED TO BE AN ACCURATE ACCOUNTING OF EXISTING CONDITIONS OR ALL THE REQUIRED WORK.
2. VARYING EXISTING DIMENSIONS, LOCATIONS, LEVELS, RISERS, AND ELEVATIONS OF EXISTING STRUCTURES, MATERIALS, AND FINISHES ARE NOT TO BE ASSUMED. THE ARCHITECT HAS BEEN ADVISED OF ANY DISCREPANCIES OR CONDITIONS OF THE EXISTING STRUCTURES PRIOR TO PROCEEDING WITH THE WORK.
3. DATA IN THE SPECIFICATIONS AND ON THE DRAWINGS SHALL BE USED TO DETERMINE THE NATURE AND SCOPE OF THE WORK. NO ALLOWANCE WILL BE MADE ON BEHALF OF THE CONTRACTOR FOR ANY EXTRA WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE CONDITIONS UNDER WHICH WORK IS TO BE PERFORMED.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR BUILDING GRIDS, LINES OR FINISH SURFACES UNLESS NOTED OTHERWISE. INTERIOR DIMENSIONS OF PLANS ARE TO BE USED UNLESS NOTED OTHERWISE.
5. NOT TO SCALE DRAWINGS: THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING AND ACTUAL FIELD MEASUREMENTS. NOTIFY THE ARCHITECT IF DISCREPANCIES ARE FOUND.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE WORK OF ALL TRADES TO ASSURE COMPLIANCE WITH THE DRAWINGS AND SPECIFICATIONS.
7. VERIFY ALL ELEVATIONS FOR EXISTING STRUCTURES FINISHED FLOOR. THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS TO FLOOR FINISHES.
8. REFER TO ALL DIMENSIONS TO FLOOR FINISHES.

NOT FOR
CONSTRUCTION

PROJECT NUMBER
G&HA#: 22006
PC#: -
MPO#:

OCT 7, 2022

DRAWN BY: DCM CHECKED BY: STM

NO.	DATE	DESCRIPTION
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SHEET TITLE
FLOOR PLAN

A1.10

GENERAL NOTES

1. REFER TO A-2.1 FOR EXTERIOR MATERIALS LEGEND

GLAVÉ & HOLMES ARCHITECTURE

2101 East Main Street
Richmond, Virginia 23223
T: 804-649-9303 F: 804-343-3378
W: glaveandholmes.com

PROJECT TITLE
PINEHURST RESORT
CAROLINA HOTEL
RYDER CUP LOUNGE
80 CAROLINA VISTA DRIVE
PINEHURST, NC 28174

CONSULTANTS
STRUCTURAL ENGINEER
Lynch Mills
11010 Westwood Ave., Suite 101
Richmond, VA 23238
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F: 804-348-9006
W: www.lynchmills.com

MEP ENGINEER
Lynch Mills
11010 Westwood Ave., Suite 101
Richmond, VA 23238
P: 804-348-9005
F: 804-348-9006
W: www.lynchmills.com

SEAL

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PROJECT NUMBER
PCH-2206
PCP: -
WOP: -

DATE
OCT 7, 2022

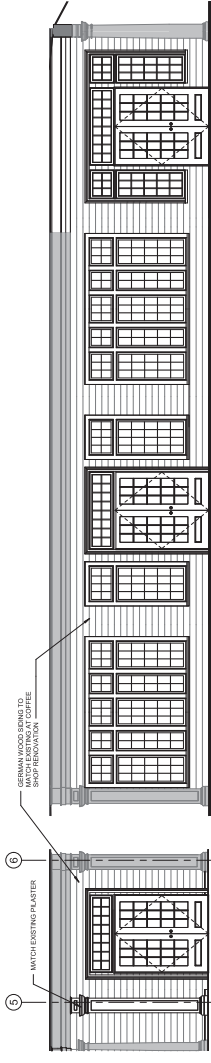
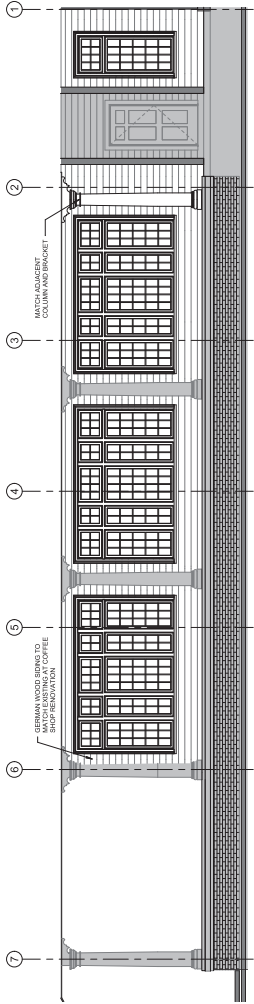
DRAWN BY: DCM CHECKED BY: STM

REVISIONS
NO. DATE DESCRIPTION

SHEET TITLE
EXTERIOR ELEVATIONS

SHEET NUMBER
A2.01

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2101 East Main Street
Richmond, Virginia 23223

T 804 649 9303 F 804 343 3378
W glaveandholmes.com

PROJECT TITLE
PINEHURST
RESORT
CAROLINA HOTEL
RYDER CUP
LOUNGE

CONSULTANTS

STRUCTURAL ENGINEER

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F 804-346-1171
W www.lynchmykins.com

MEP ENGINEER
Lawrence Perry & Associates,
15 E. Salem Ave., SE, Suite 10
Roanoke, VA 24011
T 540-342-1818
F 540-344-3410
W www.lpa-inc.com

SEAL

NOT FOR
CONSTRUCTION

PROJECT NUMBER
G&HA#: 22006
PC#: -
WON#: -

DATE
OCT 7, 2022

DRAWN BY: DCM CHECKED BY: STM

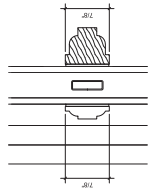
REVISIONS	
NO.	DATE DESCRIPTION

SHEET TITLE
EXTERIOR WINDOW
AND DOOR
ASSEMBLY TYPES

SHEET NUMBER

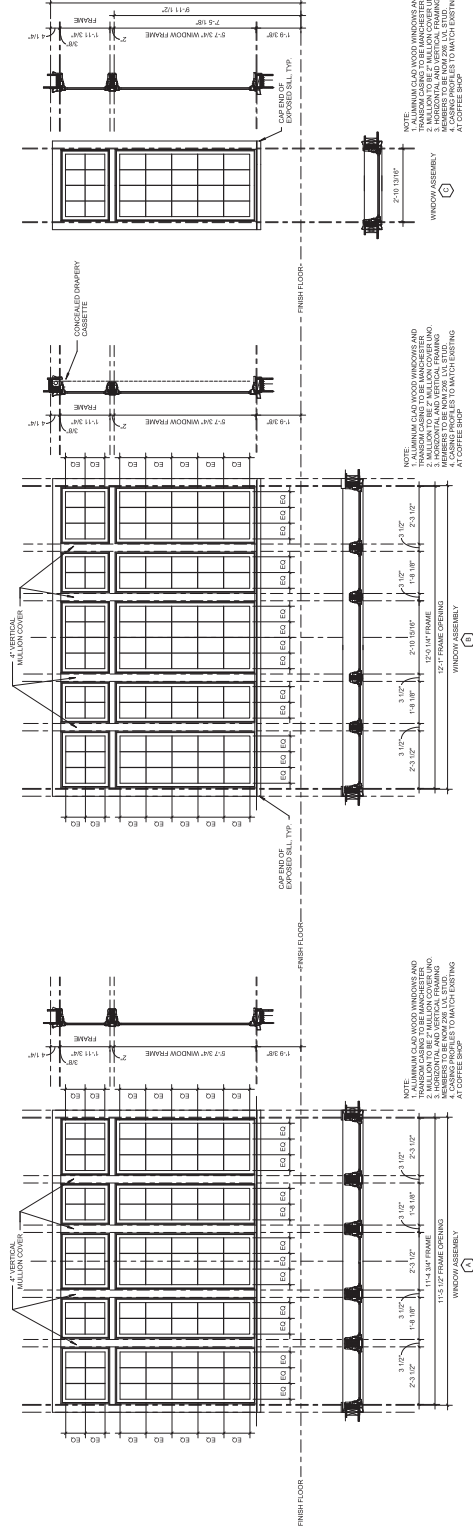
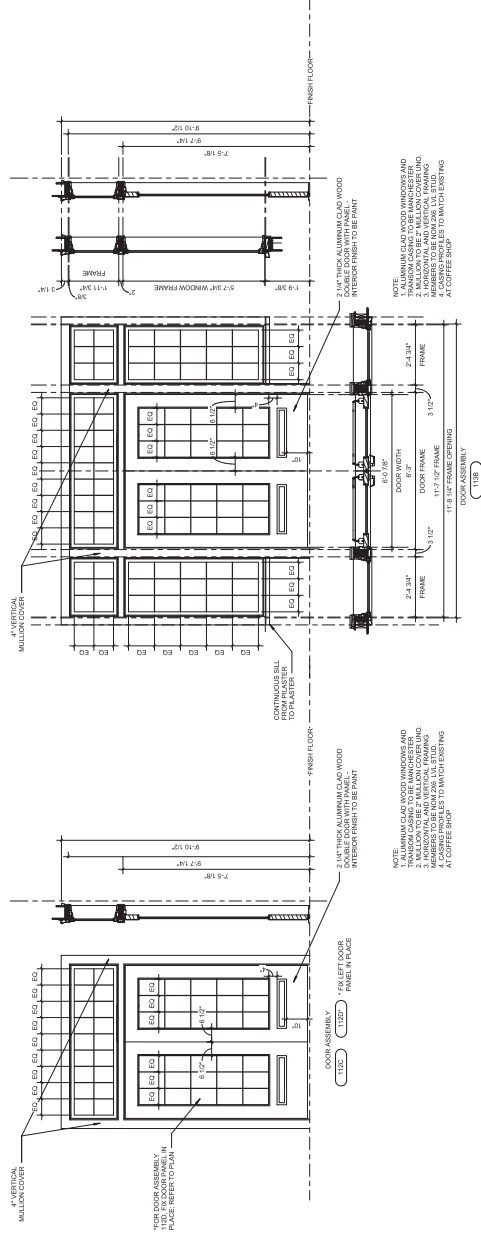
A5.11

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D1 DETAIL - EXTERIOR MUNTIN

NOTE:
ALL EXTERIOR MUNTINS TO BE 7/8" SOL.
(SIMULATED DIVIDED LIGHTS) MUNTINS
WITH PAINTED INTERIOR AND ALUMINUM
EXTERIOR. SHAPE BOTH SIDES MATCH
COFFEE SHOP EXTERIOR WINDOW(S).



EXTERIOR OPENING TYPES



EXHIBIT A-3.1



EXHIBIT A-3.2

EXHIBIT A-3.3

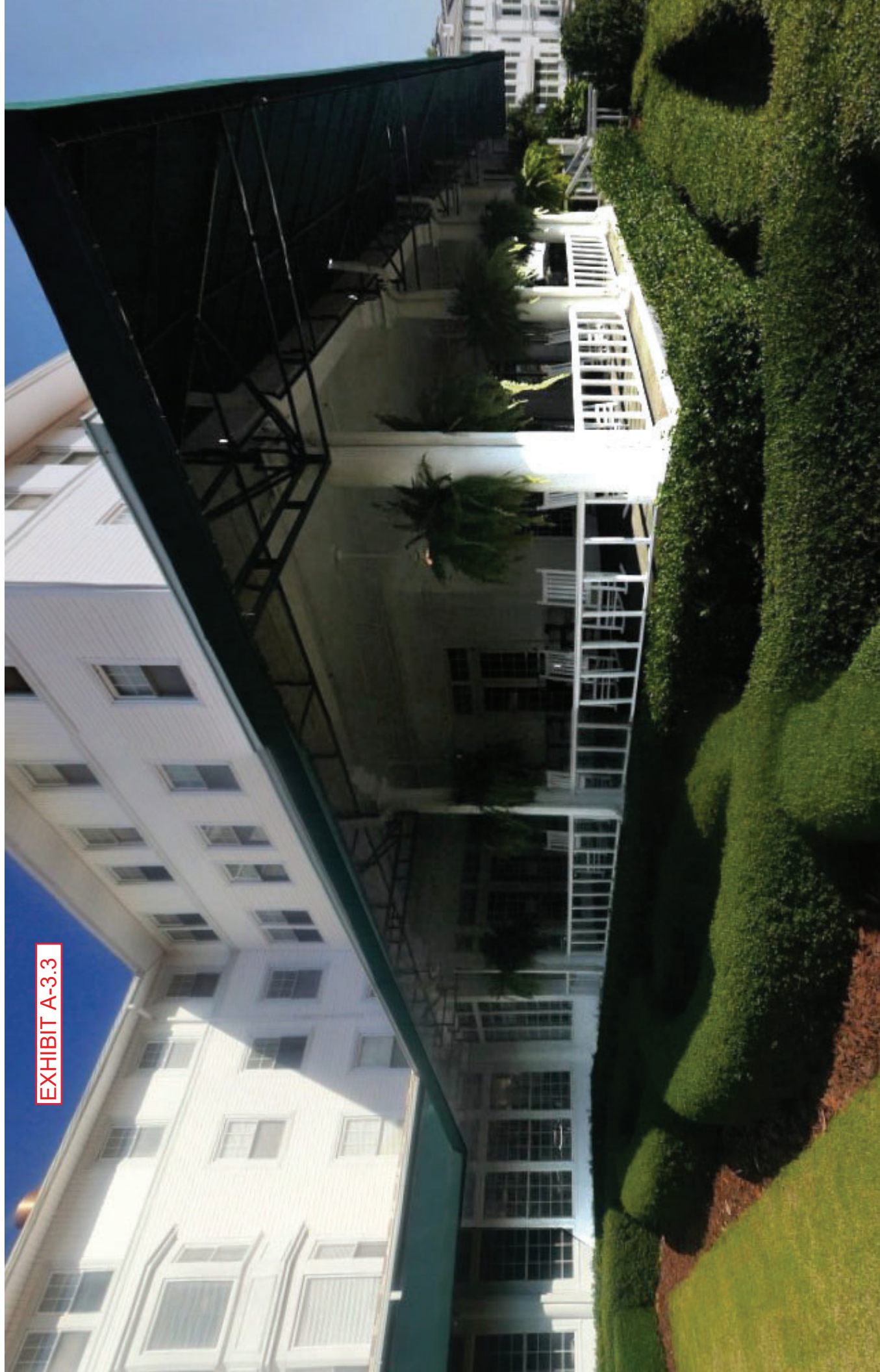




EXHIBIT A-3.4

EXHIBIT A-3.5



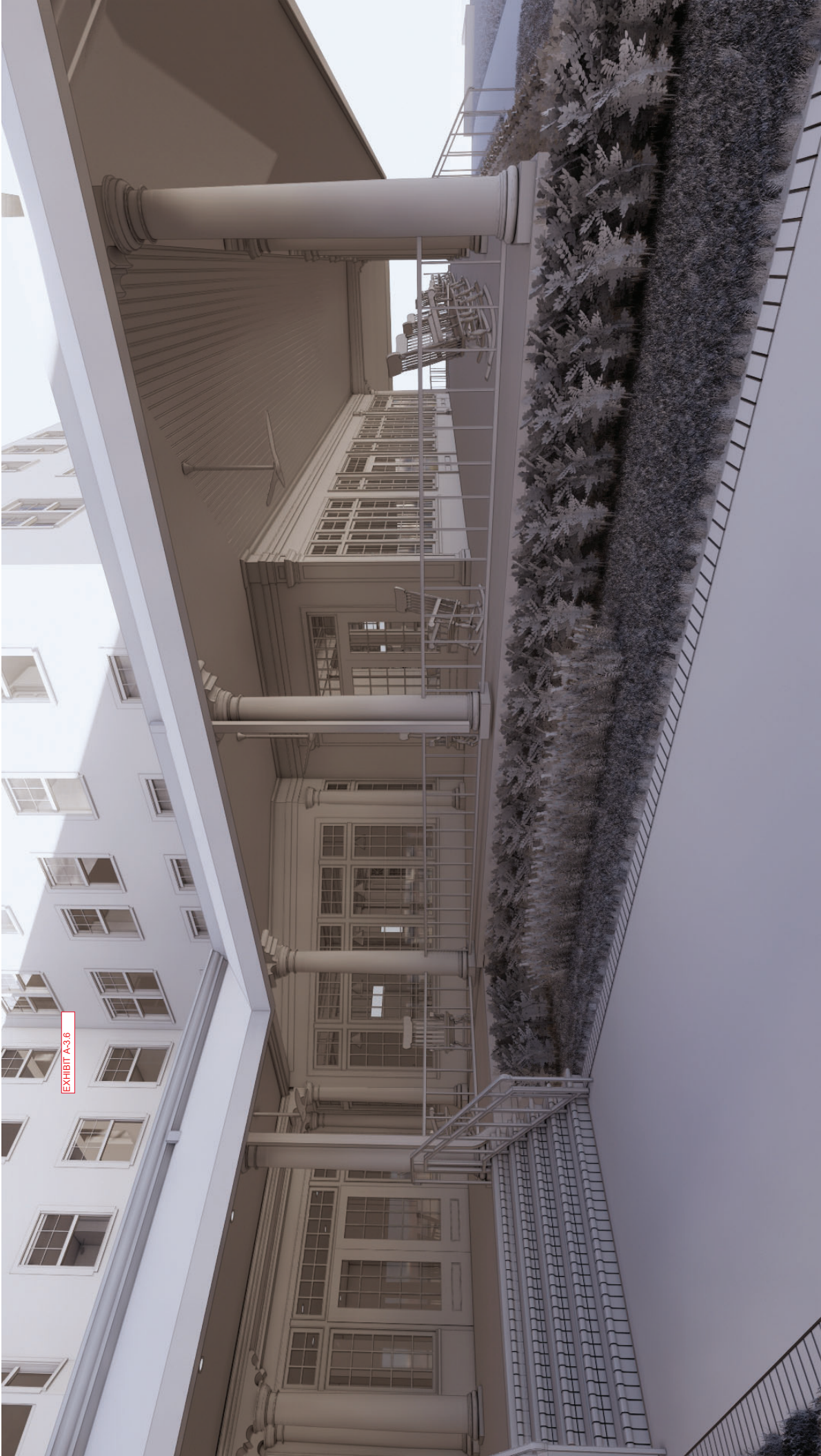


EXHIBIT A-3.6



EXHIBIT A-3.7

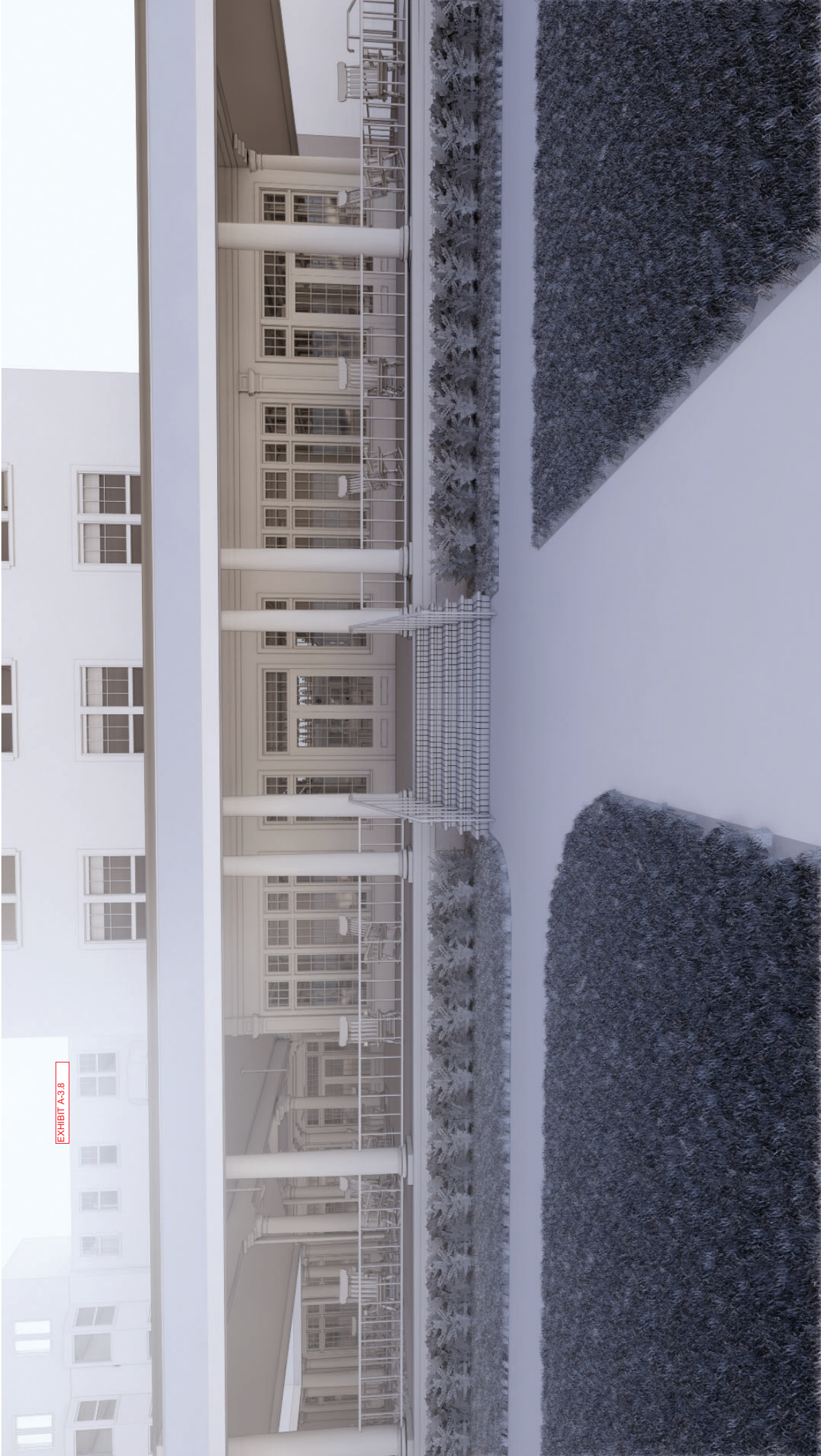


EXHIBIT A-3.8



EXHIBIT A-3.9



EXHIBIT A-3.10



COA-2022-00189 (155 CHEROKEE RD)
ADDITIONAL AGENDA DETAILS:

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the replacement of roofing at 155 Cherokee Rd. The property is further identified as Moore County PID Number 00014105. The property owner is Resorts of Pinehurst Inc. and applicant is CentiMark Corp.

FROM:

mcarpenter@vopnc.org

CC:

acameron@vopnc.org; skonstantinou@vopnc.org; acassidy@vopnc.org

DATE OF MEMO:

11/7/2022

MEMO DETAILS:

Please, see attached materials relating to this public hearing.

ATTACHMENTS:

Description

- ▣ Exhibit S-1
- ▣ Exhibits A-1 to A-3



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Historic Preservation Commission
From: Maria Carpenter, Planner
CC: Alex Cameron, Planning Supervisor
 Alfred Cassidy, Senior Planner
 Shannon Konstantinou, Administrative Specialist
Date: November 10, 2022
Subject: Major COA Request for 155 Cherokee Rd.

Applicant:	CentiMark Corp.
Owners:	Resorts of Pinehurst Inc.
Property Location:	155 Cherokee Rd.
Land Use:	Village Commercial
PID#	00014105
COA#:	2022-00189

Request and Background: ☒ **Contributing** ☐ **Non-Contributing**

The applicant requests a Certificate of Appropriateness to replace a portion of the roof at the Holly Inn. The roof the applicant is proposing to replace the current modified roof, asphalt with rubber, with a Thermoplastic Polyolefin (TPO) roof, a single-ply roofing membrane. The property is further identified as Moore County PID Number 00014105. The structure was built in 1895.

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

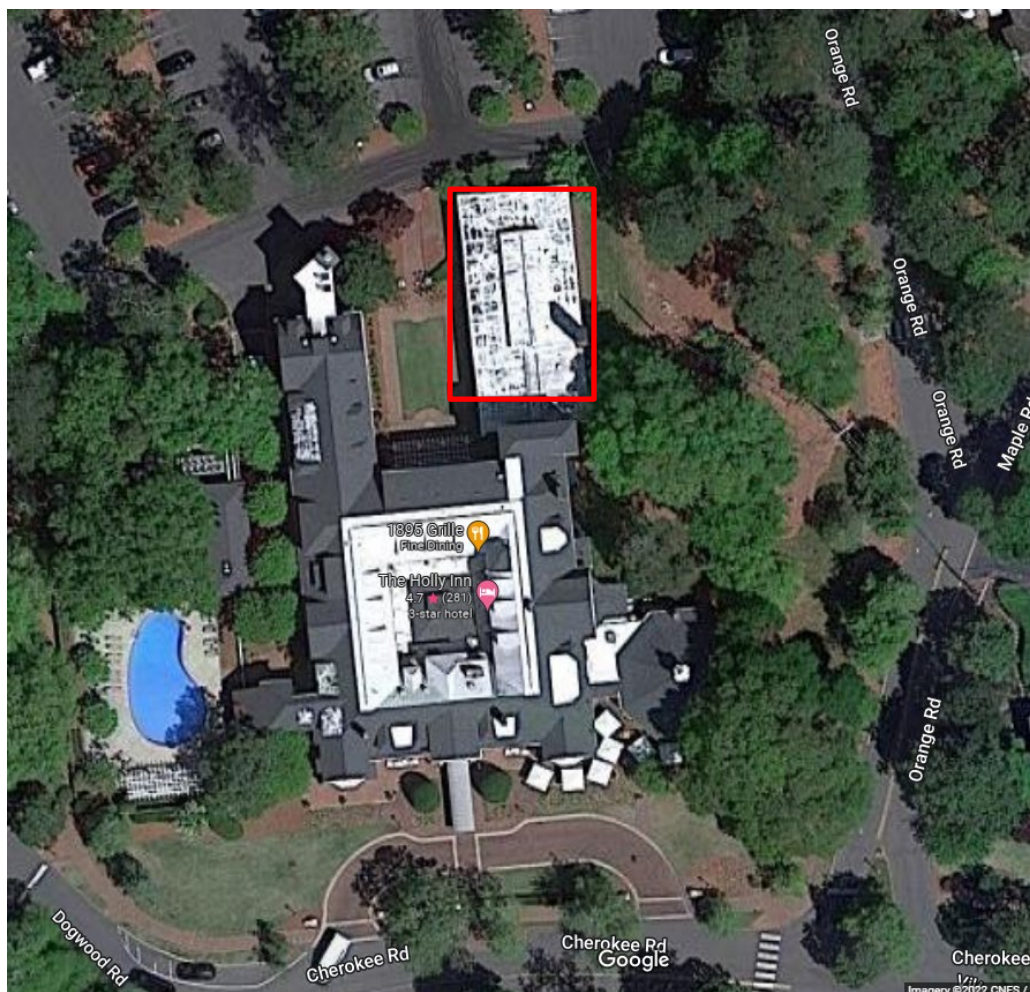
Standards of Review

Per the adopted Historic District Standards, replacement roofing with a different material or style from that being replaced is considered Major Work requiring review by the Historic Preservation Commission for issuance of a Certificate of Appropriateness.

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

Applicable Standards :***V. CHANGES TO EXISTING COMMERCIAL STRUCTURES******A. GENERAL STANDARDS***

1. SECTION V.A.1 – Any changes or additions to a commercial building, including alterations in roofline, fenestration, architectural details, and materials, **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. SECTION V.A.4 – Paint colors **must** be in the Village of Pinehurst Color Palette.



Aerial view of the proposed hotel roof replacement



Existing Roofing



Examples of Proposed TPO Roofing

Staff Comments:

The applicant has submitted an application and provided additional documentation in an attempt to satisfy the burden of proof. The Commission would need to determine if the proposed roofing material change is compatible with the architectural character of the structure and congruous with the district.



HISTORY, CHARM, AND SOUTHERN HOSPITALITY_____

November 3, 2022

Dear Property Owner(s),

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

Thursday, November 17th, 2022
At 4:00 p.m.
At Pinehurst Village Assembly Hall
395 Magnolia Rd. Pinehurst, NC 28374

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the replacement of roofing at 155 Cherokee Rd. The property is further identified as Moore County PID Number 00014105. The property owner is Resorts of Pinehurst Inc. and applicant is CentiMark Corp.

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

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

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

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

PLANNING & INSPECTIONS

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

Public Hearing Notification

EXHIBIT S-1.6



0 250 500 Feet

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

10/25/2022

November 17, 2022
Historic Preservation Commission
155 Cherokee Rd. Major COA Request



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

SMITH, CAROLYN M
161 CHEROKEE RD
PINEHURST,NC,28374

GRDINA, SANDRA S TRUSTEE
973 GRAND VIEW LN
AURORA,OH,44202-8845

BOUDREAUX, BART A & LYNEL L
10 EVERETTE ROAD
PINEHURST,NC,28374

CARR, GEORGE E III &
4 GRANVILLE OAKS COURT
GREENSBORO,NC,27408

O'CONNOR, THOMAS J &
11220 ANGUS PL
POTOMAC,MD,20854

O'HARA, ROBERT JAMES
30 ORANGE ROAD
PINEHURST,NC,28374

RUCINSKY, THOMAS J
161 CHEROKEE ROAD UNIT 4
PINEHURST,NC,28374

VILLAGE OF PINEHURST
395 MAGNOLIA RD
PINEHURST,NC,28374

SOWELL, BRANDON
40 LASSWADE DRIVE
PINEHURST,NC,28374

SMITH, CAROLYN M
161 CHEROKEE RD
PINEHURST,NC,28374

VILLAGE OF PINEHURST
395 MAGNOLIA RD
PINEHURST,NC,28370

DRABIK, TIMOTHY
5220 BRIDLE PATH LANE
LEWISTON,NY,14092

WAGONER, DONALD & KAREN
PO BOX 1727
PINEHURST,NC,28374

VILLAGE OF PINEHURST
395 MAGNOLIA RD
PINEHURST,NC,28370

PTAH, LLC
109 ARNETTE STREET
ABERDEEN,NC,28315

MOSBROOK, JEAN N
225 MAGNOLIA RD
PINEHURST,NC,28374

HUTAFF, PHILLIP G
PO BOX 2212
PINEHURST,NC,28374

PINE CREST INN LIMITED
PO BOX 879
PINEHURST,NC,28374

HOLLY HOUSE PROPERTY OWNERS
C/O CAROLYN M SMITH
PINEHURST,NC,28374

PINE CREST INN LIMITED
PO BOX 879
PINEHURST,NC,28374

IVERSON, AMY KLINGENMEYER
PO BOX 3951
PINEHURST,NC,28374

PINE CREST INN LIMITED
PO BOX 879
PINEHURST,NC,28374

GRUBE, MARILYN MORGAN TRUSTEE
PO BOX 4360
PINEHURST,NC,28374

GENTRY HOLDINGS, LLC
5 CHINQUAPIN RD
PINEHURST,NC,28374

**Historic Certificate of Appropriateness (COA)
Major and Minor**

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

☒ Major Work☐ Minor Work**Certificate of Appropriateness Information**

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

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

The online application must be completed in full and submitted with the associated fees listed in the Village's Fees and Charges Schedule, which can be accessed at

<https://www.vopnc.org/home/showpublisheddocument/12985/637738809623000000>.

***This application must be completed in full and submitted as supporting material to the online application.**

Intake Information

Property Address	
Street Address	155 Cherokee Rd, Pinehurst, NC 28374
City, State, Zip Code	Pinehurst, NC, 28374
Parcel ID #	00014105

Owner Information			
Name	RESORTS OF PINEHURST, INC	Home Phone #	
Street Address		Mobile Phone #	
City, State, Zip Code	Pinehurst, NC, 28374	Business Phone #	910-690-1192
Email			

Applicant			
Name	Bik Ro O	Other Phone #	
Email	bik.roo@centimark.com	Street Address	6021 Airport Dr. Suite 100
Mobile Phone #	704-560-0238	City, State, Zip Code	Charlotte, NC, 28208



Historic Certificate of Appropriateness (COA) **Major and Minor**

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Licensed Professionals (Optional)	
(License #s must include all letters and numbers as filed with the NC Licensing Board)	
License #	13399
Name	CentiMark Corp.
Street Address	6021 Airport Dr. Suite 100
City, State, Zip	Charlotte, NC, 28208
Phone #	Bik Ro O
Email	bik.roo@centimark.com

General Information

Description of Changes to the Structure	Holly Inn		
	Install 1/4" Securock over the prepared surface. Install 60 mil TPO membrane via mechanically fasten.		
Type of Work: roof	☐ Addition	☐ Alteration	☐ New
Existing Use		Proposed Use	
☐ Vacant ☐ Single Family Low Density ☐ Single Family Medium Density ☐ Single Family High Density ☐ Multi-Family Development ☐ Office ☐ Retail ☒ Lodging ☐ Recreational ☐ Institutional ☐ Medical ☐ Industrial ☐ Services		☐ Vacant ☐ Single Family Low Density ☐ Single Family Medium Density ☐ Single Family High Density ☐ Multi-Family Development ☐ Office ☐ Retail ☒ Lodging ☐ Recreational ☐ Institutional ☐ Medical ☐ Industrial ☐ Services	
Includes Demolition		☐ Yes ☒ No	
Includes Tree Removal		☐ Yes ☒ No	



Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Exterior Materials and Colors

	Existing Material(s)	Proposed Material(s)	Existing Color(s)	Proposed Color(s)
Front Elevation Siding				
Rear Elevation Siding				
Right Elevation Siding				
Left Elevation Siding				
Trim				
Windows				
Chimney				
Foundation				
Front Door				
Shutters				
Garage Door				
Roof	BUR	TPO	white	white
Awning				
Fence				
Front Porch				
Deck				
Patio				
Sidewalk				
Sky Lights / Solar				
Driveway				
Signage				
Other: _____				
Other: _____				

Required Documents

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

Certification

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

Applicant Signature: _____

Date: 11/4/22

Planning and Inspections Department
395 Magnolia Rd - Pinehurst, North Carolina 28374
(910) 295-8660 - www.vopnc.org



Historic Certificate of Appropriateness (COA) Major and Minor

Fee: \$100 – Minor

Fee: \$500 – Major

(Revised 01/2022)

Property Owner Authorization

I hereby certify that I am the owner on record for the property listed on this application. In addition, I am giving authorization to the applicant and / or licensed professional(s) listed on this application to petition the Historic Preservation Commission on my behalf for approval of the changes requested in this application.

Owner / Owner's Representative Signature: _____

Date: _____

EXHIBIT A-2.1



EXHIBIT A-2.2



EXHIBIT A-2.3







EXHIBIT A-2.6



Construction Specification

Specifications For CentiMark TPO Mechanically Fastened System

Sections included: Holly Inn - Lower, Holly Inn - Upper

Project Preparation:

Perform a pre-job meeting to determine jobsite logistics and safety requirements.

Furnish proposed construction schedule, if needed.

Furnish and install proper safety equipment in accordance with Centimark's written safety program.

Safety Related

Furnish and install warning lines to identified areas associated with ground related roofing activities.

Store roofing materials in accordance with good roofing practices. Material placement will be to distribute weight loads throughout the entire roof area.

Surface Preparation:

Remove areas identified as wet down to the structural deck and fill the void with rigid insulation to level at a cost of \$5.50 per square foot for the first inch, each additional 1/2" of insulation thickness is an additional \$0.25. In the area of removal, the deck will be inspected and if it is not capable of providing an acceptable substrate for the installation of the new roof it will be replaced at a unit cost of \$11.00 per square foot. Areas of removal will be approved by an Owner's representative.

Remove existing perimeter drip edging and dispose of debris.

Remove existing wall flashings to a workable surface and dispose of debris. (Holly Inn - Lower Only.)

Insulation Attachment:

Furnish and install a protective mat over the existing prepared substrate.

Furnish and install one layer of 1/4" Gypsum Board, over a prepared substrate utilizing FM Global (FM) approved 3" plates and fasteners.

System Application:

Furnish and install **CentiMark** 60 mil reinforced, TPO roof membrane.

Position the TPO membrane over the prepared substrate and allow the membrane sufficient time to "relax" prior to installation.

Install the new TPO membrane over the prepared surface by utilizing mechanical fasteners on 10 foot centers.

Mechanical attachment of the membrane shall be done utilizing a 1" wide polymer batten bar or 2 3/8" round seam plates and FM Global (FM) approved fasteners. Maximum spacing 6" on center.

The thermoplastic membrane seams will be overlapped a minimum of 5", then hot air welded together. Weld width shall be a minimum of 1.5" in width for automatic machine welding. Weld width shall be 2" in width for hand welding. Upon completion of welding, each seam shall be probed to ensure proper securement.

HVAC, Curbed Penetrations and Other Air Handling Unit Details

Furnish and install at the base of the unit 2 3/8" round seam plates to the field membrane. Adhere a second piece of thermoplastic membrane to the curb with bonding adhesive and install prefabricated universal corners for reinforcement.

Parapet Wall Detail

(Holly Inn - Lower Only.)

Furnish and install 3" round plates at the base of the wall. The membrane will be adhered to the wall, welded to the base securement 3" plates and the existing coping re-installed. (Holly Inn - Lower Only.)

Furnish and install a 30" wide TPO protective mat at rooftop access points.

Parapet Wall Detail

(Holly Inn - Lower Only.)

Furnish and install 2 3/8" round seam plates or 1" wide polymer batten strip to the field sheet at the base of the wall. A second piece of membrane will be adhered to the wall, welded to the field sheet and terminated with an aluminum bar. (Holly Inn - Lower Only.)

Pipes Less Than 6" In Diameter

Furnish and install new prefabricated thermoplastic pipe boot secured at the top with a stainless steel screw type clamp adhered to the field sheet.

Stacks Greater Than 6" In Diameter

Furnish and install a 60 mil, non-reinforced thermoplastic flashing, where applicable.

Miscellaneous Projections

Furnish and install thermoplastic flashings to the roof projections. Upon completion of welding, each seam shall be probed to ensure proper securement.

Furnish and install supports and protection pads under conduit lines, gas lines and free standing units where necessary. (Holly Inn - Lower Only.)

Sheet Metal Accessories:

Furnish and install aluminum termination bar at the edge of the membrane at any applicable perimeter(s). (Holly Inn - Lower Only.)

Furnish and install new 24 gauge white thermoplastic coated metal gravel stop/drip edge with continuous cleat.

Standard Operating Procedures:

Employee Professionalism

All work shall be performed in a safe, professional manner in compliance with Centimark policy.

Permits

CentiMark will supply the necessary permits for the project.

Nightly Tie-In's

Depending on new roof system being installed, temporary water cut-offs are to be constructed at the end of each working day to protect the newly installed roof system and building interior.

Clean Up

All work premises will be cleaned daily during the construction process and at the completion of the project.

Job Acceptance and Punch List

Conduct a post job walk through for final sign-off of our job completion form.

Warranty

Upon purchase of the roofing system, you become entitled to receive the benefits of single source responsibility through **CentiMark's** comprehensive written warranty. This warranty protects your roof against defects in materials or workmanship. If your roof leaks at any time during the warranty period, we will provide complete warranty service.

Quote Name	Section Name	Length
All Quotes.	All Sections.	20

Exclusions

CentiMark Corporation disclaims any and all responsibility for pre-existing conditions including, but not limited to: structural damage or deficiencies, clogged drains, mold growth, excessive standing water, removal of hazardous material or other hidden deficiencies such as; damaged or leaking skylights, HVAC units/conduits, electrical or gas lines. This proposal does not cover, and in no case shall CentiMark be liable for, the removal of, or damage to, HVAC units/conduits, gas lines, water lines, electric lines, or conduits, whether located above, below, or in the roof system, lightning protection systems, landscaping, communication cable, communication devices, or other devices, including recalibration of satellites. It is the building owner's financial obligation to provide corrective measures.

Please know that CentiMark Corporation is not an architect, engineering or design professional, and consequently assumes no responsibility for any such services. The proposed scope of work has been submitted upon your specific request. Unless otherwise noted specifically in the proposed scope of work, you acknowledge that the following options are not included in the contract price, including: safety accessories; increased insulation; or enhanced roof draining upgrades such as added drains, emergency overflow scuppers, sloped/tapered insulation or larger gutters and downspouts. Please let us know if you would like to review or include any of these options.



PLANNING AND INSPECTIONS DEPARTMENT

TO: Pinehurst Historic Preservation Commission
FROM: Maria Carpenter, Planner
DATE: November 10, 2022
SUBJECT: Minor Work COA's Issued 10/14/2022 – 11/10/2022

**REPORT OF STAFF APPROVALS
NOVEMBER 17, 2022 MEETING
10/14/2022 – 11/10/2022/2022**

Record #	Nature of Work	Application Date	Issued Date	Address	Property Owner
COA-2022-00180	Driveway	10/11/2022	10/27/2022	60 Laurel Rd	John McKeithen
COA-2022-00185	Patio and pergola	10/12/2022	10/25/2022	125 Woods Rd	Tina Dougher
COA-2022-00187	Shed	10/13/2022	10/14/2022	4 Village Ln	Michael Vaden
COA-2022-00195	Patio	10/26/2022	11/1/2022	20 Woods Rd	William Craig
COA-2022-00198	Window replacement	10/31/2022	11/1/2022	225 Beulah Hill Rd	Barry Buchele



**2023 HPC MEETING CALENDAR
ADDITIONAL AGENDA DETAILS:**

Approval of the 2023 HPC Meeting Calendar.

FROM:

Shannon Konstantinou

CC:

Alfred Cassidy; Maria Carpenter

DATE OF MEMO:

10/28/2022

MEMO DETAILS:

Attached is a draft copy of the 2023 HPC Meeting Calendar.

ATTACHMENTS:

Description

📎 2023 HPC Meeting Calendar



2023 HISTORIC PRESERVATION COMMISSION MEETING SCHEDULE

BOARD/COMMITTEE	FREQUENCY	LOCATION	TIME	DATES	
HISTORIC PRESERVATION COMMISSION	4 th Thursday	Assembly Hall	4:00 PM	1/26/23	7/27/23
				2/23/23	8/24/23
				3/23/23	9/28/23
				4/27/23	10/26/23
				5/25/23	11/16/23*
				6/22/23	12/21/23*

**Frequency has been changed due to a Holiday*



**BOARD ORGANIZATIONAL ITEMS
ADDITIONAL AGENDA DETAILS:**

FROM:

Shannon Konstantinou

CC:

Alfred Cassidy; Maria Carpenter

DATE OF MEMO:

10/28/2022

MEMO DETAILS:

Attached are items relating to the acknowledgement of the Village's Ethics Policy and Conflict of Interest Policy for Volunteers for the calendar year 2023.

ATTACHMENTS:

Description

- ☐ Ethics Policy for 2023
- ☐ Conflict of Interest PDO Section 3.8
- ☐ Volunteer Conflict of Interest Form

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

I. **PURPOSE**

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

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

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

II. **DEFINITIONS**

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

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

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

III. POLICY

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

Standards of Conduct

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

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

Conflicts of interest involve:

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

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

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

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

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

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

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

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

2. **Misuse of Public Assets** Certain employees and volunteers of the Village of Pinehurst are charged with the receipt, safekeeping, transfer or disbursement of public money in the course of their duty. No concise written policy can cover every ethical or legal issue that may arise. A good foundation for ethical behavior consists of individual conscience, common sense, good judgment, and compliance with governmental laws and regulations.
 - (a) **Public Equipment**. All Village owned property and assets are to be used solely for the benefit of the public. No Village employee or volunteer shall request, use or permit the use of any publicly owned property, vehicle, equipment, labor, service, or supplies (new, surplus, scrap, or obsolete) for the personal convenience or advantage of the employee, volunteer, or any other person except for that use which is generally available to the public. Improper or unauthorized use of publicly owned property or removal of equipment, tools, supplies or materials, is not only an ethical violation but may also be a violation of the law.
 - (b) **Public Funds**. No Village employee or volunteer without authority of law, shall appropriate any portion of monies designated to be paid to the Village of Pinehurst or on behalf of the Village of Pinehurst to his own use or to the use of another. Nor shall any Village employee or volunteer knowingly alter, falsify, conceal, destroy, obliterate, or make a false entry or erasure in an account with the intent to defraud or deceive the Village of Pinehurst.
 - (c) **Payroll**. No Village employee shall attempt to defraud the Village of Pinehurst by making false entries to payroll time sheets, cards, or request compensation for time not worked.
 - (d) **Technology Resources**. Employees agree to adhere to the Village's Electronic Communication and Use Policy as it relates to technology resources.
3. **Confidential Information** Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged. Whenever an employee or volunteer sees, hears, or learns information which

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

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

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

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

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

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

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

IV. PROCEDURES

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

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

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

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

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

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

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

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

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

Approved by:


Policy Committee Chair

10-29-2015
Date


Village Manager

10/30/15
Date



Village of Pinehurst
Ethics Policy
Employee Acknowledgement

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

Printed Name: _____ Date: _____

Section 3.8 Conflict of Interest

3.8.1 Village Council

(A) A Council member shall not vote on any legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

(B) Members of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

(Ord. 21-12, passed 07-27-2021)

3.8.2 Appointed Board

(A) Members of appointed boards, including but not limited to the Planning and Zoning Board, Board of Adjustment and Historic Preservation Commission, shall not vote on any advisory or legislative decision regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the board member has a close familial, business, or other associational relationship.

(B) Members of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

(Ord. 21-12, passed 07-27-2021)

3.8.3 Staff

(A) No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the supervisor.

(B) No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Chapter unless the staff member is the owner of the land or building involved. No staff member or other individual or an employee of a company contracting with a local government to provide staff support shall engage in any work that is inconsistent with his or her duties or with the interest of the local government, as determined by the local government.

(Ord. 21-12, passed 07-27-2021)

**Organizations in Which Volunteer Currently Serves,
Directly or Indirectly**

(Provide name of organization/entity, and primary endeavor)

Organization/Entity: _____

Position: _____

Primary Endeavor: _____

Organization/Entity: _____

Position: _____

Primary Endeavor: _____

Organization/Entity: _____

Position: _____

Primary Endeavor: _____

Organization/Entity: _____

Position: _____

Primary Endeavor: _____

Affirmed by: _____ Date: _____

Print name:

Position: Planning & Zoning Board and Board of Adjustment

Witnessed by: _____ Date: _____

Print name: _____

Declaration of Potential Conflicts of Interest

(Describe circumstances i.e. enterprise, family member, relationship or possible conflict with the Village of Pinehurst)

Affirmed by: _____ Date: _____

Print name:

Position: Planning & Zoning Board and Board of Adjustment

Witnessed by: _____ Date: _____

Print name: _____