



**HISTORIC PRESERVATION COMMISSION
NOVEMBER 16, 2023
ASSEMBLY HALL**

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

- I. Call to Order
- II. Approval of Minutes
 - A. 10-26-2023 HPC Work Session Draft Minutes
 - B. 10-26-2023 HPC Regular Meeting Minutes
- III. Public Hearing
 - A. COA-2023-00275 (125 Graham Rd)(continued)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for a new single-family dwelling at 125 Graham Rd. The property is identified as Moore County PID Number 00020108. The property owners are David and Louise Parks and the applicant is Thomas Bradford.
 - B. COA-2023-00422 (110 McCaskill Rd E)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for the construction of a detached garage and additions at 110 McCaskill Rd E. The property is identified as Moore County PID Number 00019473. The property owners are Samuel and Sara Cornwall and applicant is Masters Properties, Inc.
 - C. COA-2023-00397 (20 Culdee 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 construction of an addition to the garage at 20 Culdee Rd. The property is identified as Moore County PID Number 00026358. The property owner is Scott Ahrens and applicant is Pinehurst Homes, Inc.
- IV. Review of Normal Maintenance and Minor Work items
 - A. Minor Work COA's issued 10/15/2023 - 11/7/2023
- V. New Business
 - A. Approval of the 2024 Meeting Schedule
 - B. Commission Organizational Items
- VI. Next Meeting Date
 - A. 12-21-2023 HPC 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.



**10-26-2023 HPC WORK SESSION DRAFT MINUTES
ADDITIONAL AGENDA DETAILS:**

FROM:

Shelby Grow

CC:

Pamela Graham, Michael Mandeville, Maria Carpenter

DATE OF MEMO:

11/7/2023

MEMO DETAILS:

Attached is a draft copy of the 10.26.23 HPC Work Session minutes.

ATTACHMENTS:

Description

10.26.2023 HPC Draft Work Session Minutes



**HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING
THURSDAY, OCTOBER 26TH, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
3:00 PM**

Members Present:

John Taylor, Chair
Richard Vincent, Vice Chair
Angelique Fabiani
David Herring
Roxanne Vaitkus
Karl Ecker
Cara Mathis

Members Absent:

Staff Present:

Alex Cameron, Planning Director
Pamela Graham, Planning Supervisor
Michael Mandeville, Senior Planner
Maria Carpenter, Planner
Shannon Konstantinou, Village Clerk
Shelby Grow, Administrative Specialist
Lori Hercules, IT Technician

Approximately 1 member(s) of the public in attendance.

I. Call to Order

Mr. Taylor called the Special Meeting to order at 03:05 PM.

Mr. Taylor provided background on the proposed revisions to the Historic District Standards to be discussed.

Mr. Vincent arrived at the meeting at 03:17 PM.

II. Discuss Proposed Revisions to the Historic District Standards

The Commission and Staff discussed proposed revisions to the Historic District Standards as submitted by Commission members, which focused on Section III-B and C.

After discussing the proposed revisions, the Commission and Staff agreed further work needed to be done before any changes to the Standards could be agreed upon.

III. Motion to Adjourn

Mr. Taylor adjourned the Work Session meeting at 03:58 PM.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk
Village of Pinehurst

A videotape of this meeting is located on the Village website: www.vopnc.org.

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DRAFT



**10-26-2023 HPC REGULAR MEETING MINUTES
ADDITIONAL AGENDA DETAILS:**

FROM:

Shelby Grow

CC:

Pamela Graham, Michael Mandeville, Maria Carpenter

DATE OF MEMO:

11/6/2023

MEMO DETAILS:

Attached is the draft copy of the HPC Regular Meeting Minutes from the 10.26.23 meeting.

ATTACHMENTS:

Description

📎 10.26.2023 HPC Draft Minutes



**HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, OCTOBER 26TH, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM**

Members Present:

John Taylor, Chair
Richard Vincent, Vice Chair
Roxanne Vaitkus
David Herring
Angelique Fabiani
Cara Mathis
Karl Ecker

Members Absent:

Staff Present:

Pamela Graham, Planning Supervisor
Michael Mandeville, Senior Planner
Maria Carpenter, Planner
Shannon Konstantinou, Clerk to the Board
Shelby Grow, Administrative Specialist
Lori Hercules, IT Technician

Approximately 4 member(s) of the public in attendance.

I. Call to Order

Mr. Taylor called the Regular Meeting to order at 04:03 PM. Mr. Taylor explained the purpose of the meeting, each Commission member introduced themselves, and Mr. Taylor introduced Staff.

Mr. Cameron announced Ms. Shelby Grow's promotion from Customer Service Representative to the role of Administrative Specialist.

II. Approval of Minutes

A. 09-28-2023 Work Session Meeting Minutes

Mr. Ecker moved to approve the minutes of the September 28th, 2023 Meeting. Seconded by Ms. Mathis. Approved by a vote of 7-0.

B. 09-28-2023 Regular Meeting Minutes

Mr. Ecker moved to approve the minutes of the September 28th, 2023 Meeting. Seconded by Mr. Vincent. Approved by a vote of 7-0.

Mr. Ecker moved to recess the Regular Meeting and open the Public Hearing. Seconded by Ms. Vaitkus. Approved by a vote of 7-0.

III. Public Hearing

All Commission members stated they had visited all sites and did not have any ex parte communication.

Mr. Taylor explained the procedures of a quasi-judicial public hearing.

Ms. Carpenter was sworn into the Public Hearing and testified as follows.

A. COA-2023-00274 (125 Graham Rd) (continued)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for a new single-family dwelling at 125 Graham Rd. The property is identified as Moore County PID Number 00020108. The property owners are David and Louise Parks and the applicant is Thomas Bradford.

Ms. Carpenter stated the Applicant asked the Commission to continue the meeting to the November 16th, 2023 Regular Meeting.

Mr. Ecker moved to continue the case to the next Public Hearing of November 16th, 2023. Seconded by Ms. Fabiani. Approved by a vote of 7-0.

B. COA-2023-00388 (38 Chinquapin Rd)

The purpose of this public hearing is to consider a request for a Major Certificate of Appropriateness within the Pinehurst Historic District for painting the brick façade white at 38 Chinquapin Rd. The property is identified as Moore County PID Number 00030476. The property owner is Conner Smith and the applicant is Daniel Brown.

Ms. Carpenter discussed the proposed work and submitted into evidence the Staff Report with attachments / exhibits, Presentation, and Application and Applicant's materials / exhibits. Mr. Taylor accepted the materials submitted by Ms. Carpenter into evidence.

The Commission thanked Ms. Carpenter for her presentation.

Mr. Daniel Brown, Contractor, was sworn into the public hearing.

Mr. Brown stated the intention behind painting the brick is to hide many areas of patch work, window replacement damage, and mismatched joints.

The Commission, Mr. Brown, and Ms. Carpenter discussed the proposed paint will be used for the brick only and the existing white trim will remain the same with the shutters being painted black and overhangs or additional trim being painted "White Tail", the proposed paint having a slight yellow tint to it and being a match to a Benjamin Moore color from the approved color palette, the cupola being white to match the existing trim.

Mr. Taylor reminded the Commission the application is to consider painting of the brick only, and painting of any other trim, etc. is not in the purview of the Commission for this hearing.

The Commission, Mr. Brown, and Ms. Carpenter discussed the Standards for residential and commercial properties with regard to painted brick being the same (residential painted brick referenced on page 32 and commercial painted brick referenced in the section dealing with masonry); the brick being historic but also containing many patches of different brick and putty areas; reviewed Exhibit X-1 showing the existing, unpainted brick façade of the property; whether the brick could be cleaned instead of painted to enhance the appearance of the façade; discussed previously approved replacement of the entry door and the condition of other existing entry doors; the variations in brick and joint colors adding to the historic charm of the façade; and possibly finding a mineral wash or other type of finish that would achieve the same look at white paint without damaging the brick or causing the brick to fail.

Mr. Taylor asked whether there was any member of the audience wishing to present testimony either in favor of or opposition to the proposed Major Work. None came forward.

Mr. Taylor closed the evidentiary portion of the Public Hearing.

The Commission deliberated whether the different styles / colors / types of brick add to the character of the building, the damage that can occur to brick when painted, painted brick on commercial buildings that were not previously painted is compatible with the District, using a mineral wash technique instead of standard paint or solid opaque paint, allowing the property to be painted white setting a precedent for other properties to be painted white, the whole building (all elevations) being painted, other options to soften the repair / patched areas that do not involve painting the brick, the proposal having two sides to consider: preserving the brick integrity and not setting precedent aesthetically, continuing the case to allow the Applicant to modify the proposal, the different ages of different sections of the building, consideration of contributing or not contributing not being in the purview of the Commission, and any change from the proposed painting of the brick requiring a new application.

Mr. Herring moved that the Historic Preservation Commission deny a Certificate of Appropriateness (COA-2023-00388) and find the proposed Major Work at 38 Chinguapin Rd. is not consistent with Historic District Standards and is deemed incongruous with the Pinehurst Historic District based on the testimony given, the material submitted and the findings of fact. Seconded by Mr. Ecker. Approved by a vote of 6-1 with Ms. Vaitkus dissenting.

Mr. Ecker moved to adjourn the Public Hearing and re-enter the Regular Meeting. Seconded by Ms. Mathis. Approved by a vote of 7-0.

IV. Review of Normal Maintenance and Minor Work Items
A. Minor Work COA's Issued 09/15/2023 – 10/14/2023.

V. Next Meeting Date
11-16-2023 Regular Meeting

The Commission and Staff discussed scheduling additional Work Session to continue the review of proposed revisions to the Standards. It was agreed a Work Session would be held in January with the date being determined at either the November or December Regular Meeting.

Mr. Ecker announced his departure from the Commission in December due to a relocation outside of Pinehurst.

Additionally, Mr. Taylor announced his term and eligibility to serve on the Commission expires in January 2024.

VI. Motion to Adjourn

Mr. Ecker moved to adjourn the meeting. Seconded by Mr. Vincent. Approved by a vote of 7-0 at 04:55 PM.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk
Village of Pinehurst

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COA-2023-00275 (125 GRAHAM RD)(CONTINUED)
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 a new single-family dwelling at 125 Graham Rd. The property is identified as Moore County PID Number 00020108. The property owners are David and Louise Parks and the applicant is Thomas Bradford.

FROM:

mcarpenter@vopnc.org

CC:

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

DATE OF MEMO:

11/8/2023

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 & Inspections Director
Pam Graham, Planning Supervisor
Michael Mandeville, Senior Planner
Shannon Konstantinou, Village Clerk
Date: September 20, 2023
Subject: Major COA Request for 125 Graham Road (continued)

Applicant:	Thomas Bradford
Owners:	Pear Tree Properties, LLC
Property Location:	125 Graham Rd.
Land Use:	Single Family Residential
PID#	00020108
COA#:	2023-00274

Request and Background:

The applicant requests a Certificate of Appropriateness (COA) for a new single-family dwelling at 125 Graham Rd. The property is further identified as Moore County PID Number 00020108. The property is currently vacant and is +/- 0.469 acres in size.

The applicant proposes to build a 3274 heated square foot, 2 story single family dwelling with garage, covered front porch, rear patio, driveway, and walkways.

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 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:

IV. RESIDENTIAL NEW CONSTRUCTION

B. GENERAL STANDARDS

1. Section IV.B.1 - New residential primary structures **must** be congruous in size, scale, proportion, style, materials, and architectural character with the range of existing structures within the Pinehurst Historic District.
2. Section IV.B.2 - All construction **must** be compliant with the Pinehurst Development Ordinance and adhere to the relevant Standards herein as appropriate to specific projects.
3. Section IV.B.3 - Color schemes **must** comply with the Village of Pinehurst Color Palette as described in Section III, Chapter N, PAINT, and *should* be compatible with the architecture of the structure.
4. Section IV.B.4 - Detailing on new primary structures *should* be compatible with its overall architectural style.
5. Section IV.B.5 - On the front and street facing elevations, posts and columns *should* be of dimensions, shapes and styles that are compatible with the architecture and size of the main structure.
6. Section IV.B.6 - Roof forms *should* be congruous with the Pinehurst Historic District.
7. Section IV.B. - A simple roofline frequently features gable, gambrel, or hip roof forms.

C. WINDOWS AND DOORS

8. Section IV.C.1 – Window and door openings **must** be congruous with other primary structures in the Pinehurst Historic District in terms of proportion, shape, position, location, pattern, and size.
9. Section IV.C.2 – Windows *should* feature true divided or simulated divided lights and muntins or windows with interior fixed muntins. Snap-in muntins are **not appropriate**.
10. Section IV.C.3 –Glass block windows are **not allowed** on street-facing elevations.
11. Section IV.C.4 – Applying paint, tint or darkening film to window or door panes is **not appropriate** on street-facing elevations.

E. ACCESSORY FEATURES AND STRUCTURES

12. Section IV.E.4 – Attached garages *should* not be prominent on the street-facing elevation and *should* be set behind the front facade of the primary structure. Every effort *should* be made to position garages so that the garage doors open to the rear or side of the dwelling.

F. BUILDING MATERIALS

13. Section IV.F.1 – The predominant materials and finishes for proposed new primary structures **must** be congruous with the historic materials and finishes in the Pinehurst Historic District in terms of composition, scale, pattern, detail, texture, finish, and color.
14. Section IV.F.2 – Clapboard, stucco, brick, stone, wood, shingles, or combinations of these are some of the characteristic materials in the Pinehurst Historic District and are *recommended*.
15. Section IV.F.3 – The following materials and treatments are **not permitted** for new residential construction in the Pinehurst Historic District.

- a. Asbestos siding or shingles, including those stamped or embossed with a brick or stone pattern, for walls
- b. Plywood siding
- c. Vinyl siding or aluminum siding
- d. Plastic, sheet metal, or a similar material used as siding or panels
- e. Any treatment of material that imparts a glossy or reflective finish to the material
- f. Concrete, cinderblock, or glass block.
- g. Boxed chimneys

VII. SITE FEATURES

B. DRIVEWAYS AND OFF-STREET PARKING

- 19. Section VII.B.2 – New driveways *should* be located so that a minimum of alteration to historic site features, such as landscaping, walkways, and retaining walls, is necessary.
- 20. Section VII.B.3 – Existing mature trees on the property *should* be incorporated into new street-front parking areas whenever possible, and new trees introduced to re-establish the tree canopy over time.

C. LANDSCAPING AND VEGETATION

- 21. Section VII.C.1 – Additions or alterations to the existing landscape, including plant material, hardscape, and accessory structures, **must** be compatible with the architectural character of the primary structure and congruous with the Pinehurst Historic District.
- 22. Section VII.C.3 – Existing large trees and other significant landscape elements should be incorporated into plans for additions and new construction.

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 new construction is congruous with the Historic District and meets the Historic District Standards.



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

August 9, 2023

Dear Property Owner(s),

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

Thursday, August 24th, 2023
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 a new single-family dwelling at 125 Graham Rd. The property is identified as Moore County PID Number 00020108. The property owners are David and Louise Parks and the applicant is Thomas Bradford.

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/>.

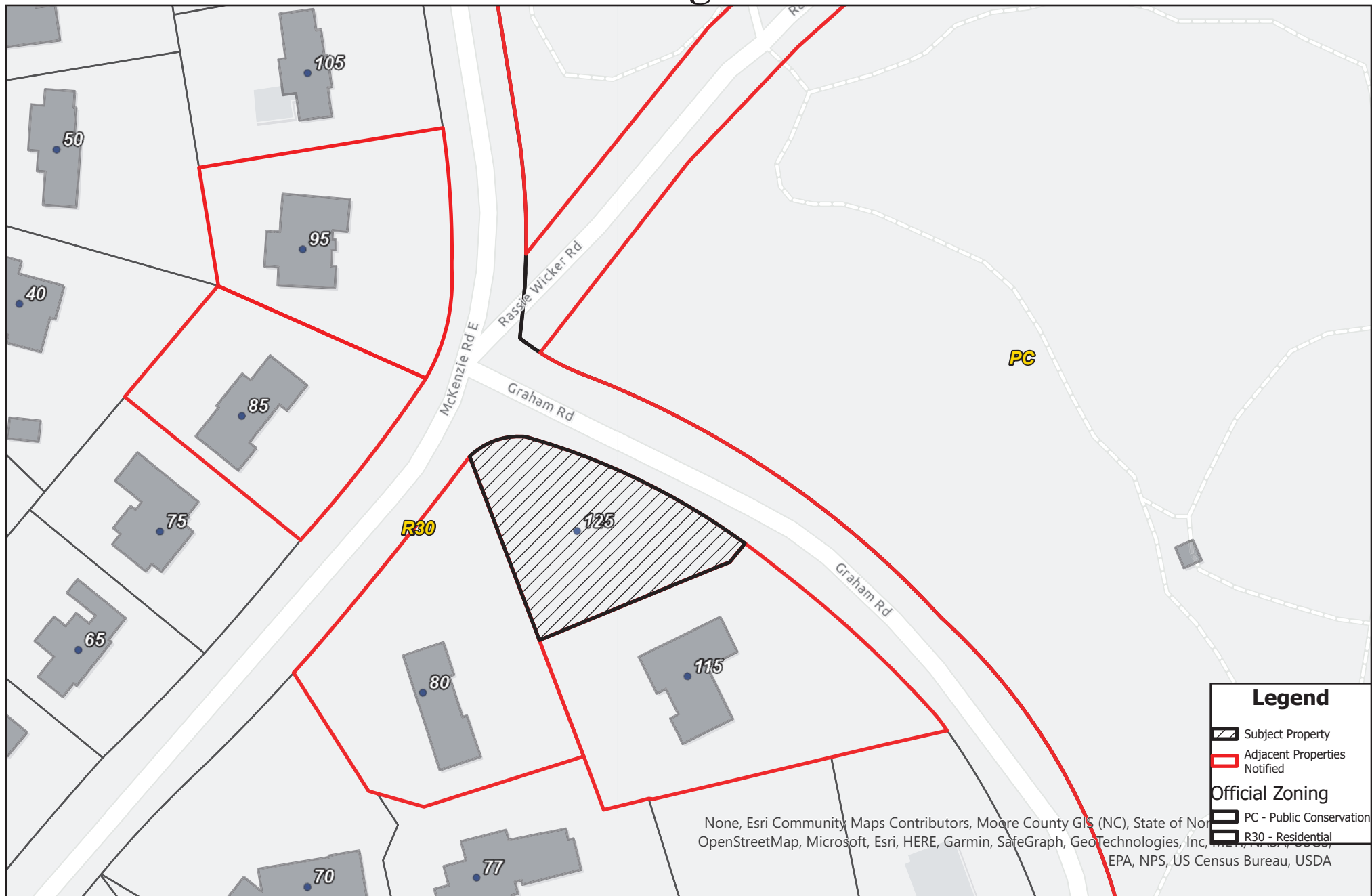
The meeting will be streamed in real-time on the Village's website, at www.vopnc.org/live. All persons wishing to be heard should be present during the public hearing so that the facts presented are made a matter of record.

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



0 155 310 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. Gnd is based on North Carolina State Plane Coordinate System NAD83 (feet).

7/27/2023

August 24, 2023

Historic Preservation Commission

125 Graham Rd. Major COA Request



TISMAN, SIMON
85 MCKENZIE RD E
PINEHURST,NC,28374

RJ CLARKE GROUP LLC, THE
W4106 JERSEY HURST LANE
LAKE GENEVA,WI,53147

PARKS, LOUISE ALDRIDGE (HRS)
C/O DAVID PARKS
GREENSBORO,NC,27410

SCHOONOVER, CHARLES G
115 GRAHAM ROAD
PINEHURST,NC,28374

PARKS, DAVID L & LOUISE A
4334 FOUR FARMS RD
GREENSBORO,NC,27410

VILLAGE OF PINEHURST
395 MAGNOLIA RD
PINEHURST,NC,28374

COA-2023-00274 - 125 Graham Road

[Menu](#) [Help](#)

File Date: [07/24/2023](#)

Application Status: [In Review](#)

Application Type: [Historic Certificate of Appropriateness - Major](#)

Application Detail: [Detail](#)

Description of Work: [New Residential single Family Home](#)

Application Name: [125 Graham Road](#)

Address: [125 Graham Rd, Pinehurst, NC 28374](#)

Owner Name: [PARKS, DAVID L & LOUISE A](#)

Owner Address: [GREENSBORO, NC 27410](#)

Parcel No: [00020108](#)

Contact Info:	Name	Organization Name	Contact Type	Contact Primary Address	Status
	Thomas Bradford	Pear Tree Prope...	Applicant		Active
	Beth Perry	Bradford Builders	Contact		Active

Licensed Professionals Info:	Primary	License Number	License Type	Name	Business Name	Business License #
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Job Value: [\\$0.00](#)

Total Fee Assessed: [\\$500.00](#)

Total Fee Invoiced: [\\$500.00](#)

Balance: [\\$0.00](#)

Custom Fields:	GENERAL INFORMATION	Type of Work	Existing Use
	Description of Changes to the Structure	New	Vacant
	Proposed Use	Includes Demolition?	Includes Tree Removal?
	Single Family Low Density	No	Yes
	COA Number	Conditions of COA (If Any)	
	-	-	

PERMIT DATES	Permit Issued Date	Permit Expiration Date
Application Expiration Date	-	-
-		

FRONT ELEVATION
Existing Material Existing Color Proposed Material Proposed Color

REAR ELEVATION
Existing Material Existing Color Proposed Material Proposed Color

RIGHT ELEVATION
Existing Material Existing Color Proposed Material Proposed Color

LEFT ELEVATION
Existing Material Existing Color Proposed Material Proposed Color

TRIM
Existing Material Existing Color Proposed Material Proposed Color

WINDOWS
Existing Material Existing Color Proposed Material Proposed Color

CHIMNEY
Existing Material Existing Color Proposed Material Proposed Color

FOUNDATION
Existing Material Existing Color Proposed Material Proposed Color

FRONT DOOR
Existing Material Existing Color Proposed Material Proposed Color

SHUTTERS
Existing Material Existing Color Proposed Material Proposed Color

GARAGE DOOR

Existing Material	Existing Color	Proposed Material	Proposed Color
ROOF			
Existing Material	Existing Color	Proposed Material	Proposed Color
ROOF EXHAUST VENTS			
Existing Material	Existing Color	Proposed Material	Proposed Color
FRONT PORCH			
Existing Material	Existing Color	Proposed Material	Proposed Color
DECK			
Existing Material	Existing Color	Proposed Material	Proposed Color
PATIO			
Existing Material	Existing Color	Proposed Material	Proposed Color
SIDEWALK			
Existing Material	Existing Color	Proposed Material	Proposed Color
SKY LIGHTS			
Existing Material	Existing Color	Proposed Material	Proposed Color
DRIVEWAY			
Existing Material	Existing Color	Proposed Material	Proposed Color
HOUSE NUMBER			
Existing Material	Existing Color	Proposed Material	Proposed Color
OTHER			
Existing Material	Existing Color	Proposed Material	Proposed Color

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	Application Acceptance		Accepted	07/25/2023	Kimberly Stepnoski
	Review for Completeness		Additional I...	07/25/2023	Maria Carpenter
	Review Distribution				
	Historic Review				
	Planning Review				
	Review Consolidation				
	HPC Public Hearing Notice				
	Property Owner Notific...				
	Staff Report				
	HPC Hearing				
	COA Issued				
	Inspection				

Condition Status:	Name	Short Comments	Status	Apply Date	Severity	Action By
	Documents:	File Name	Document Group	Category	Description	Type
		RCW letter	PLN_HIST			application/pdf
		GIS letter	PLN_HIST			application/pdf
		Rendering of front	PLN_HIST			application/pdf
		bldg.plans	PLN_HIST			application/pdf
		foundation plan	PLN_HIST			application/pdf
		Elevations	PLN_HIST			application/pdf
		bldg.plan	PLN_HIST			application/pdf
		Show all				

Application Comments:	View ID	Comment	Date
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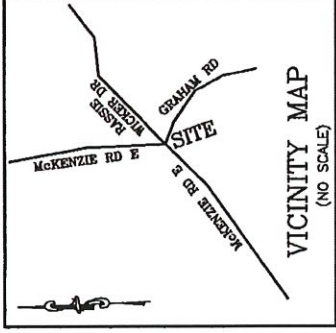
Initiated by Product: ACA

Scheduled/Pending Inspections:	Inspection Type	Scheduled Date	Inspector	Status	Comments
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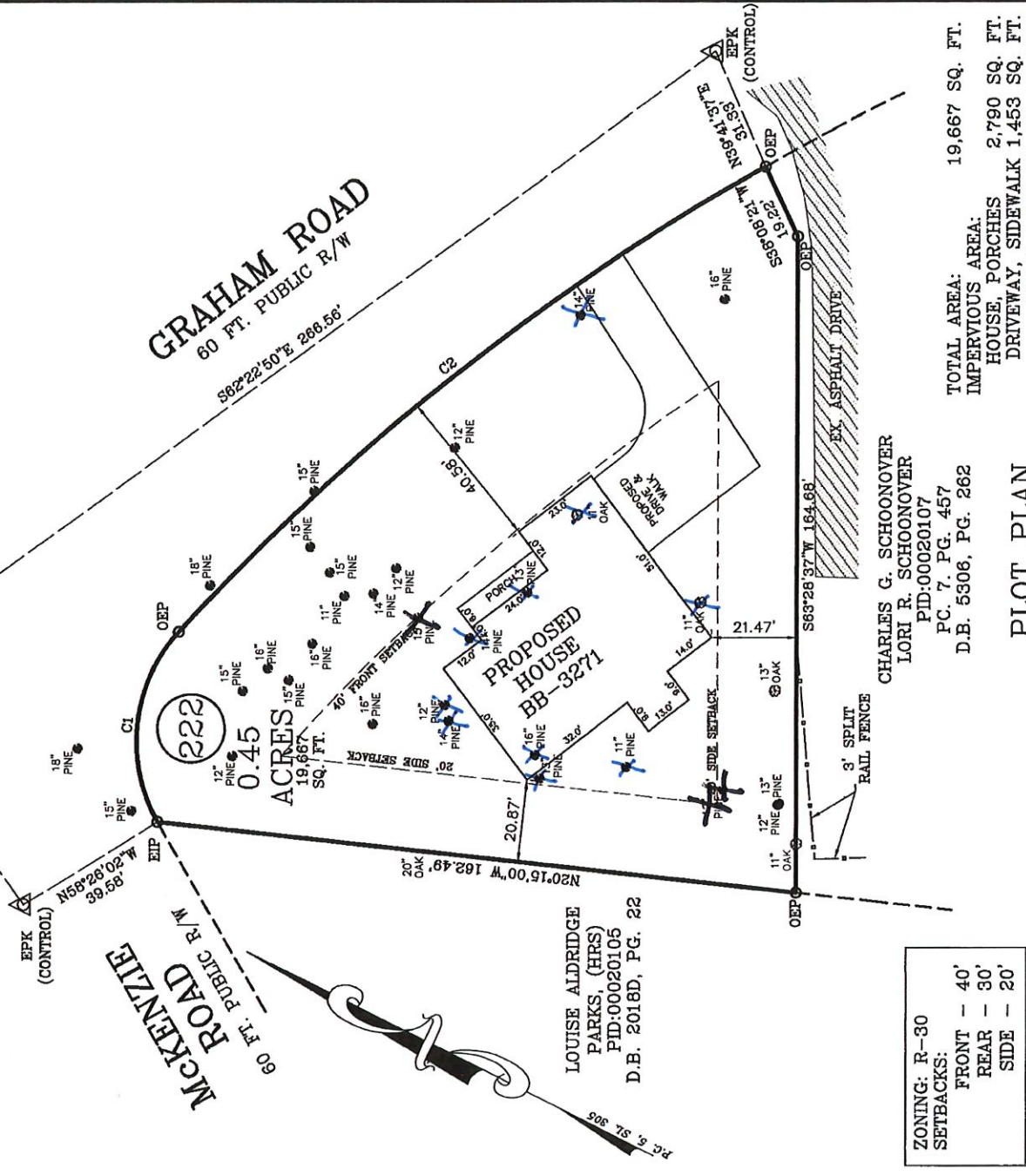
Resulted Inspections:	Inspection Type	Inspection Date	Inspector	Status	Comments
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Required Inspections:

CURVE	LENGTH	RADIUS	CHORD	CHORD BEARING
C1	51.52'	40.85'	48.17'	N69°51'21"E
C2	189.09'	580.00'	188.25'	S64°43'19"E



	DENOTES IRON PIPE OR BREAK IN LINE
	DENOTES CONTROL CORNER
BG	BELOW GROUND REC RECORDED
AG	ABOVE GROUND MEAS MEASURED
EPK	EXISTING PK WALL
EIR	EXISTING IRON REBAR
SIR	SET REBAR
NOTE	- 1/2" IRON REBAR SET FLUSH W/ THE GROUND AT ALL PROPERTY CORNERS UNLESS OTHERWISE NOTED.



SURVEY FOR: BRADFORD BUILDERS
ADDRESS: GRAHAM ROAD
CITY OF: PINEHURST, NC
COUNTY OF: MOORE

TOTAL AREA: 19,667 SQ. FT.
IMPERVIOUS AREA:
HOUSE, PORCHES 2,790 SQ. FT.
DRIVEWAY, SIDEWALK 1,453 SQ. FT.
TOTAL 4,243 SQ. FT (21.57%)

TOWNSHIP OF: MINERAL SPRINGS
REV DATE: OCTOBER 31ST, 2023
DATE: OCTOBER 19TH, 2023
SCALE: 1" = 30'

REFERENCE: LOT 222
SMITH & SWOOPE
PROPERTY
P.C. 5, SL. 305



Larry King & Associates, R.L.S., P.A.

P.O. Box 53787
1333 Morganton Road, Suite 201
Fayetteville, NC 28305
Phone: (910) 483-4300
Fax: (910) 483-4052
www.LKanda.com
NC Firm License C-0887

"I certify that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in P.C. 5, SL 305 or other reference source as shown); that the boundaries not surveyed are indicated as drawn from information in Book and page as referenced above; 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. 1.600)".

W-Larry King DL# 1339
W. Larry King, Professional Land Surveyor L-1339
11-1-23

EXHIBIT A-2.2



PORCHES HAVE BRICK
PAVERS-- COLOR
ATTACHED

FRONT PORCH RAILING
SHOWN ON ATTACHED
PICTURE

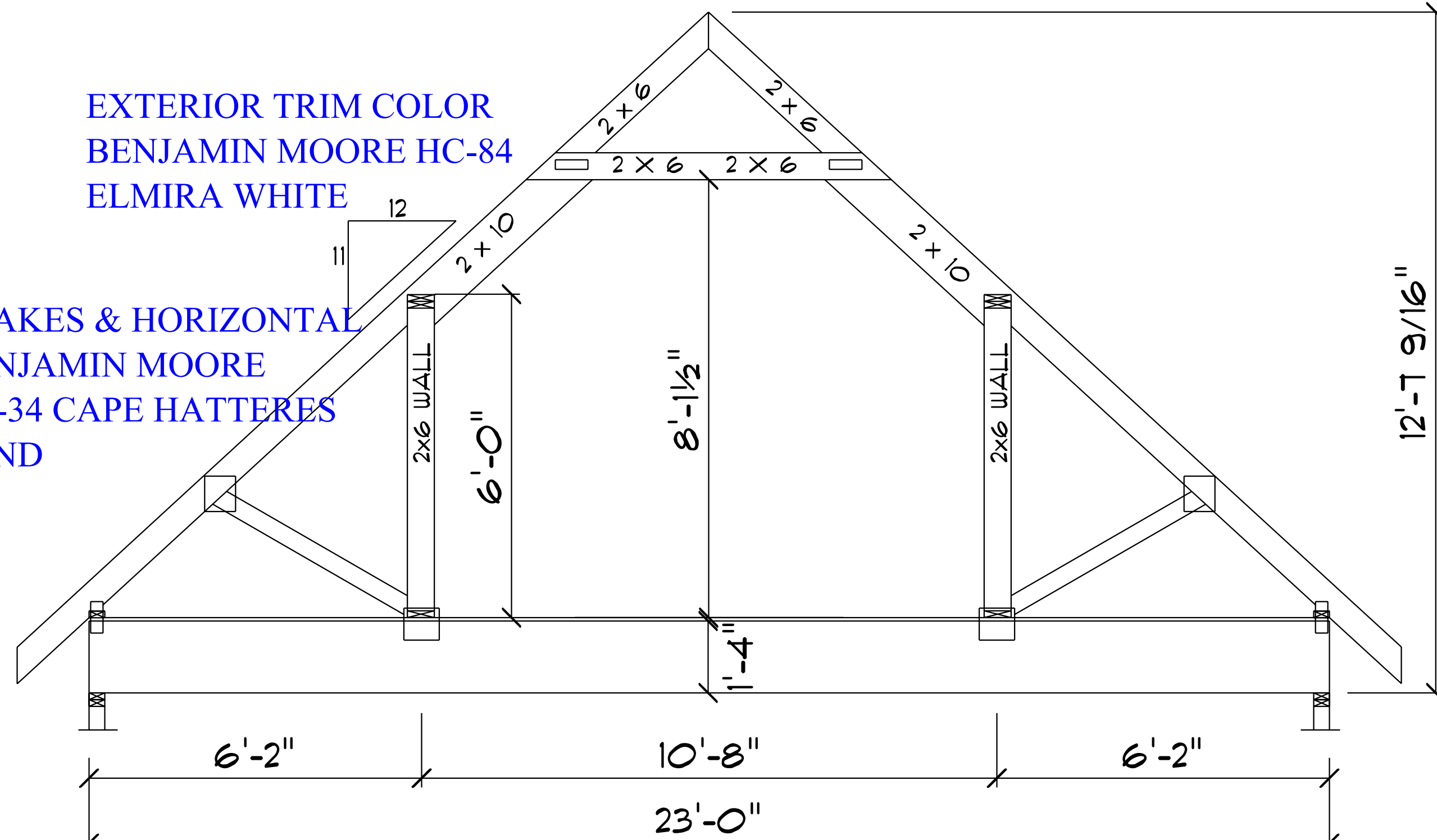
FRONT ELEVATION
SCALE: 1/4" = 1'

FRONT
COLUMNS WILL
BE 10 inch
SQUARE

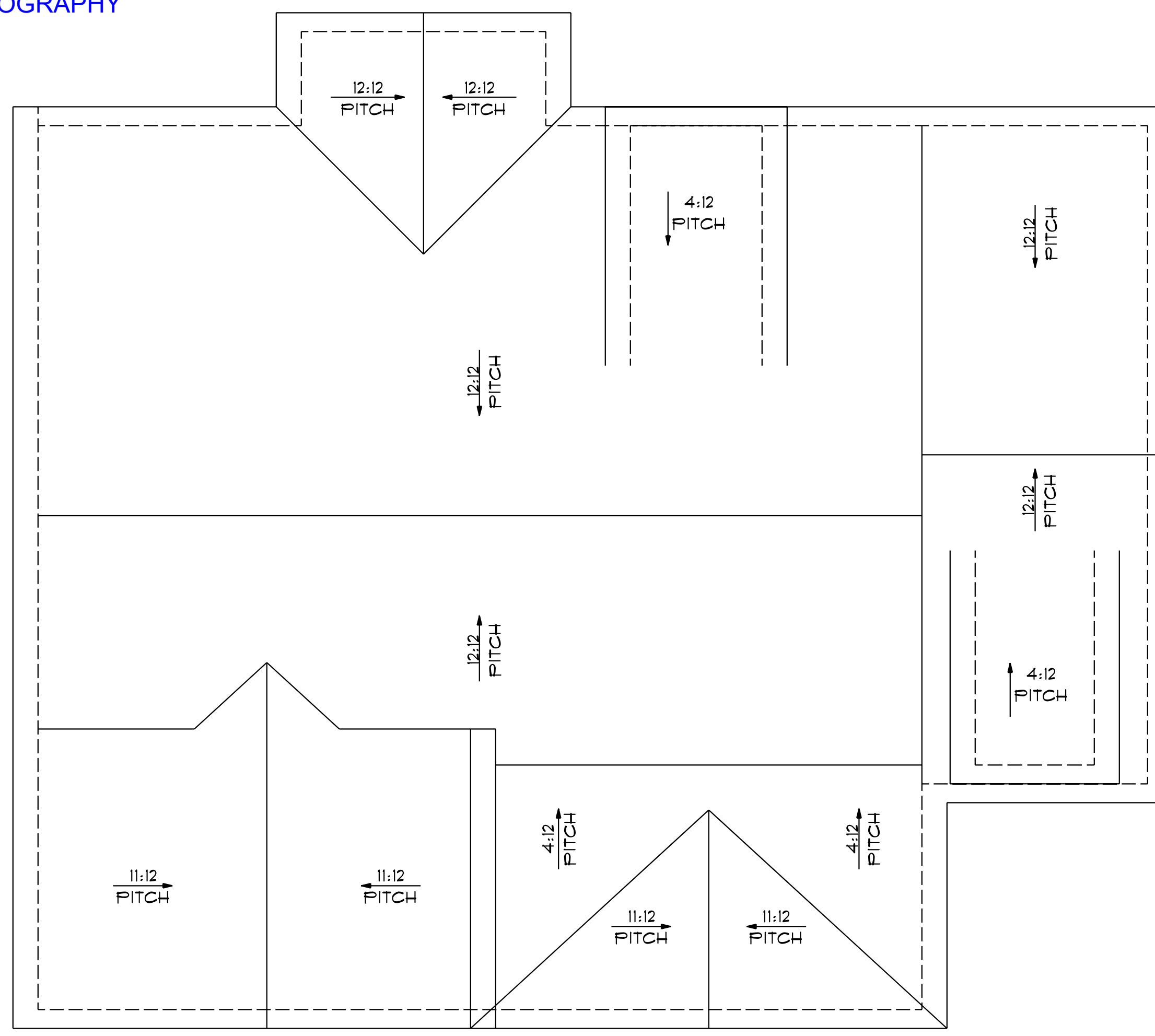
EXTERIOR TRIM COLOR
BENJAMIN MOORE HC-84
ELMIRA WHITE

SHAKES & HORIZONTAL
BENJAMIN MOORE
AC-34 CAPE HATTERES
SAND

FOUNDATION HEIGHT
SUBJECT TO SITE
TOPOGRAPHY



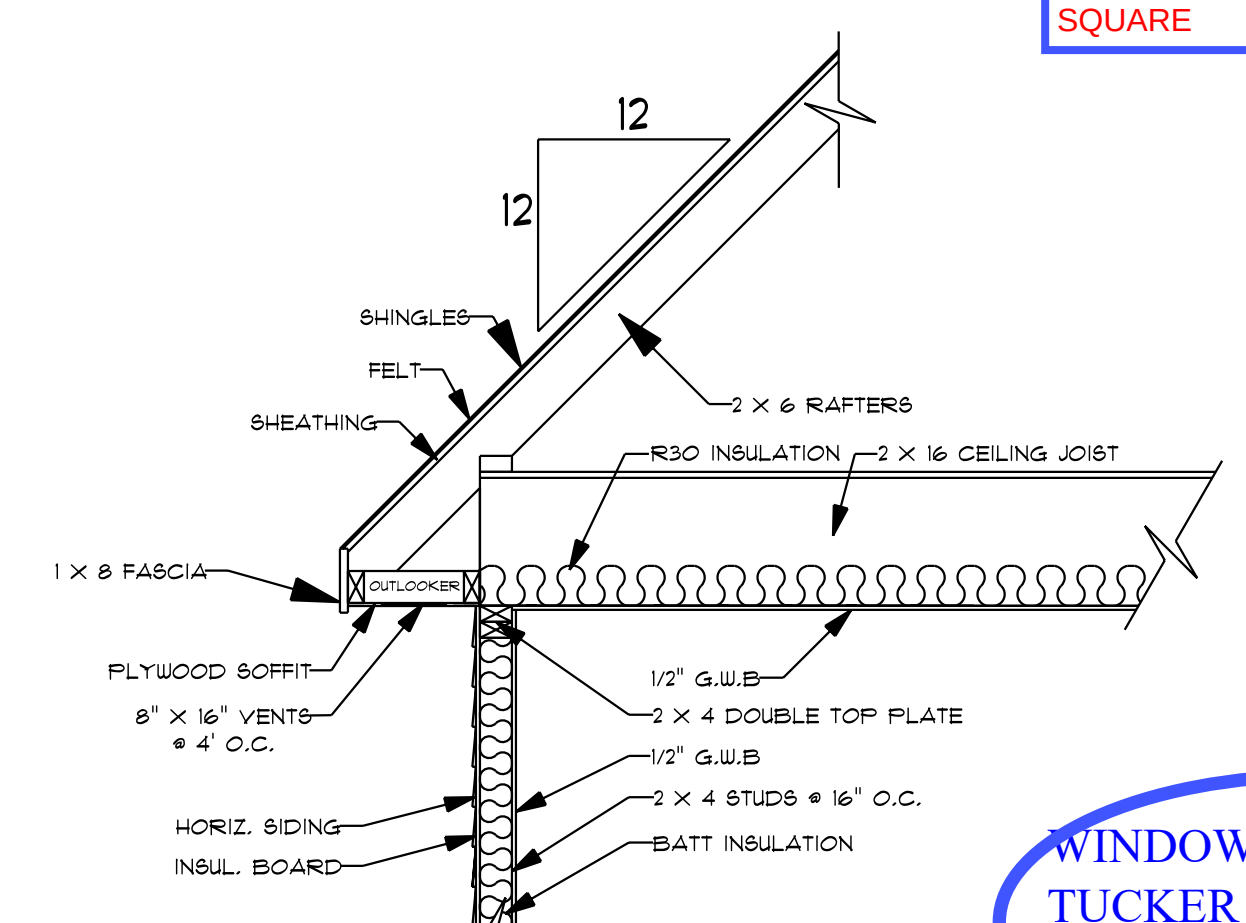
GARAGE TRUSS
SCALE: 1/2" = 1'



ROOF PLAN
SCALE: 3/16" = 1'



REAR ELEVATION
SCALE: 1/8" = 1'



ROOF OVERHANG DETAIL
SCALE: 1/2" = 1'

BRICK STEPS
FRONT AND
REAR

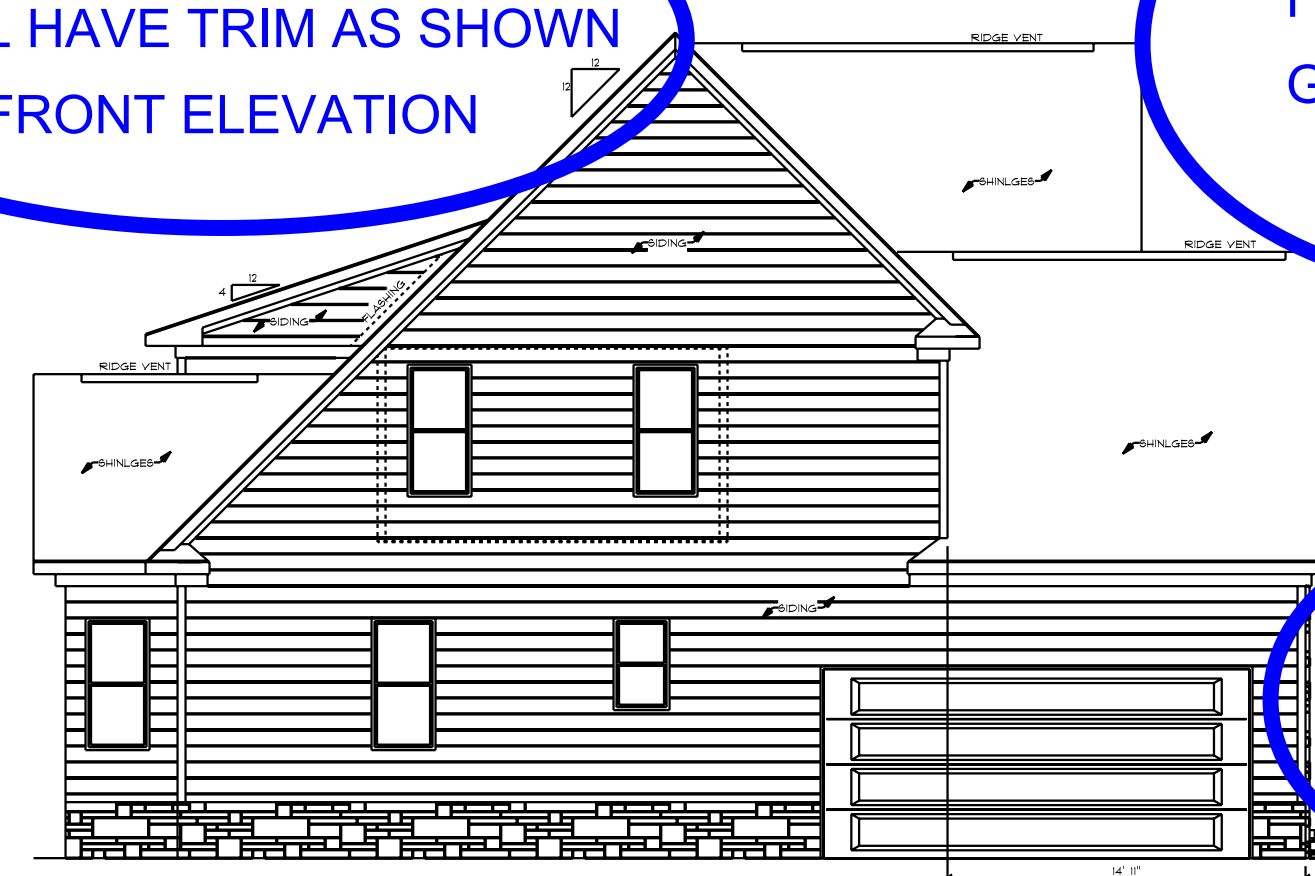
WINDOWS
TUCKER WOOD W/VINYL
PAINTABLE SDL SASH

REAR & SIDE WINDOWS
WILL HAVE TRIM AS SHOWN
ON FRONT ELEVATION

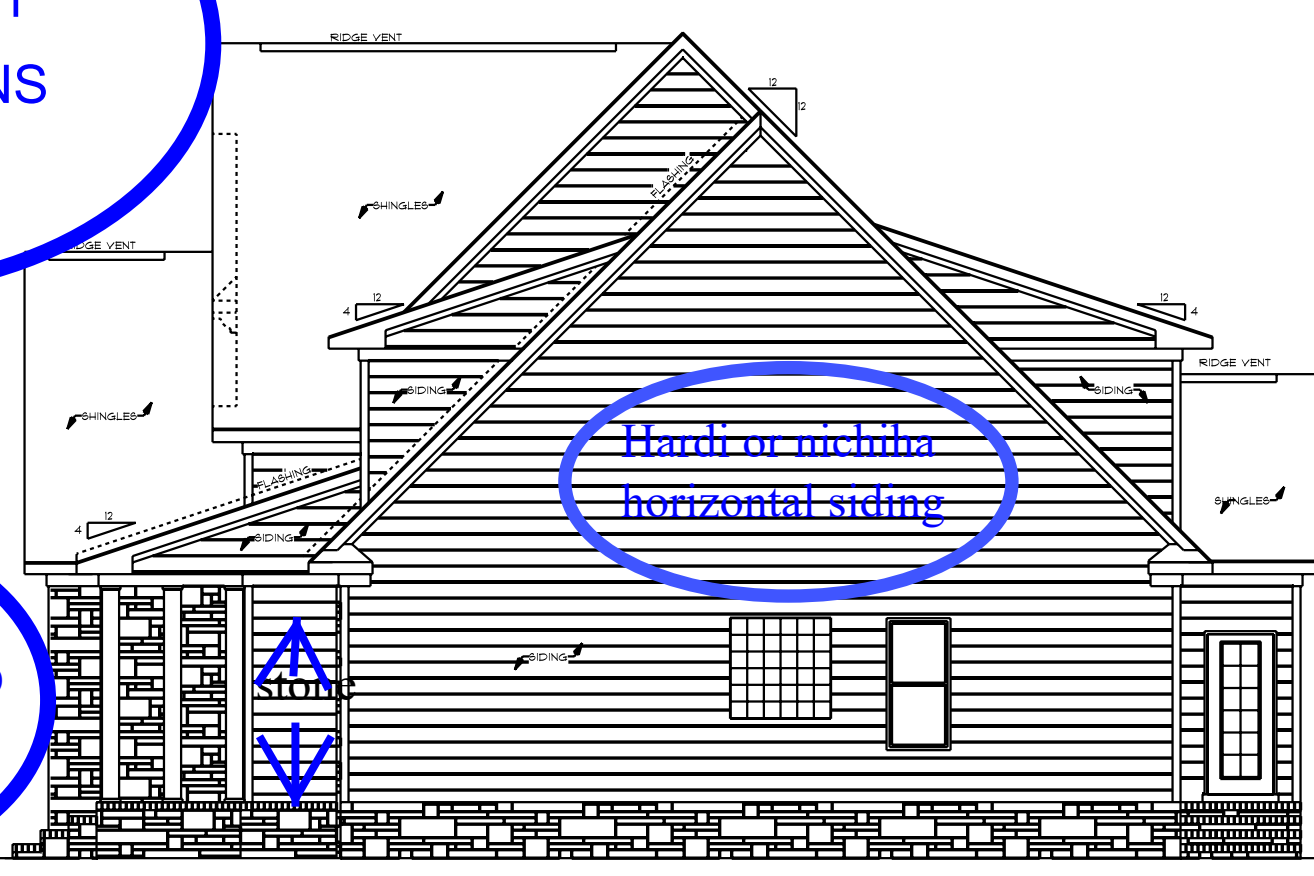
ALL WINDOWS WILL
HAVE 4 OVER 1
GRILL PATTERNS

GARAGE DOOR
TRIM ENHANCED
WITH CROWN
MOLDINGS

Hard to include
horizontal siding



LEFT ELEVATION
SCALE: 1/8" = 1'

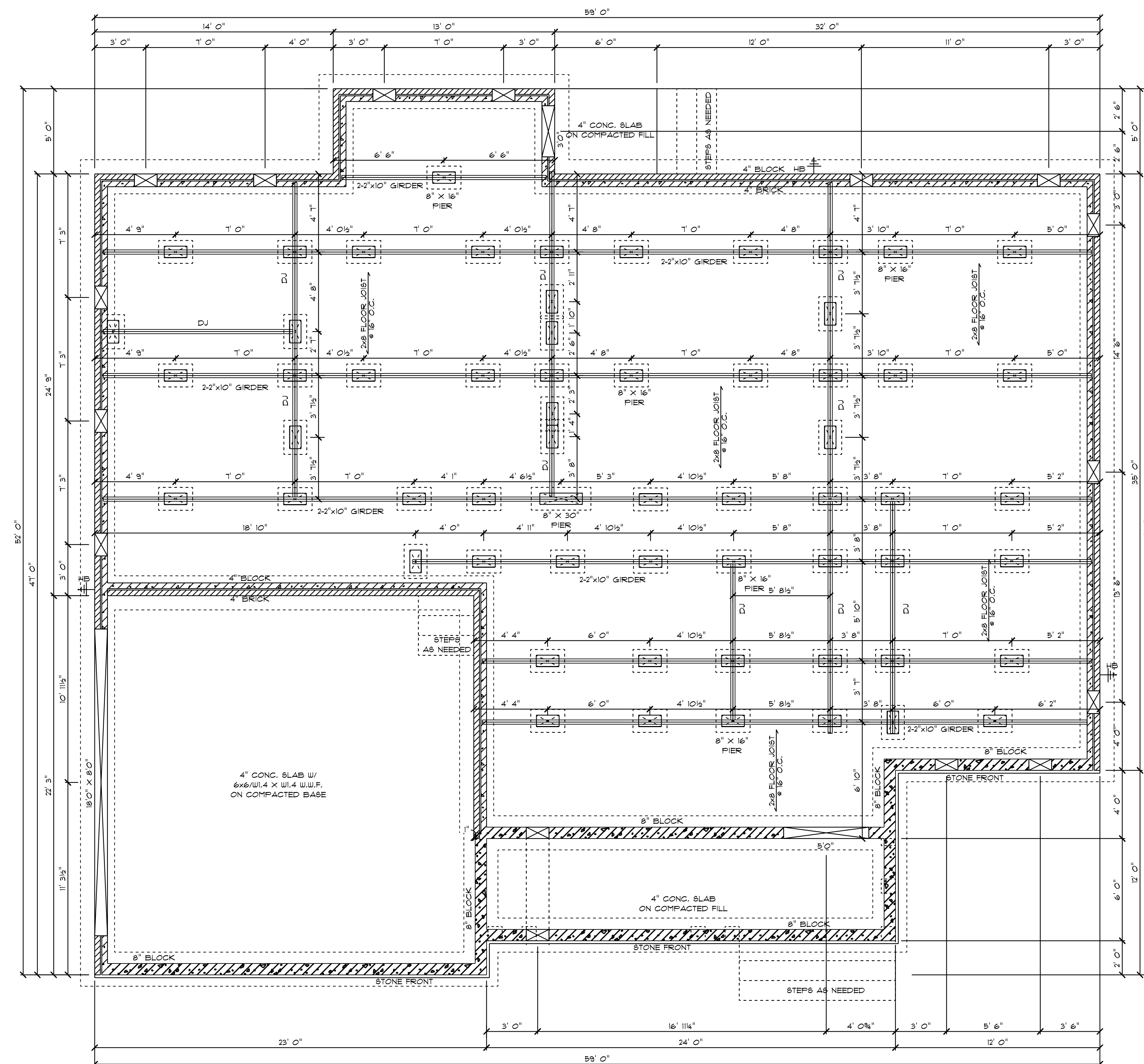


RIGHT ELEVATION
SCALE: 1/8" = 1'

553 S/F GARGAE
9'0" CEILING. HT- FIRST FL. 6'10 WINDOW HEIGHT W/ TRANSOM.
7'4" WINDOW HT WITHOUT TRANSOM.
8'0" CEILING. HT- SECOND FL. 7'4" WINDOW. HT.

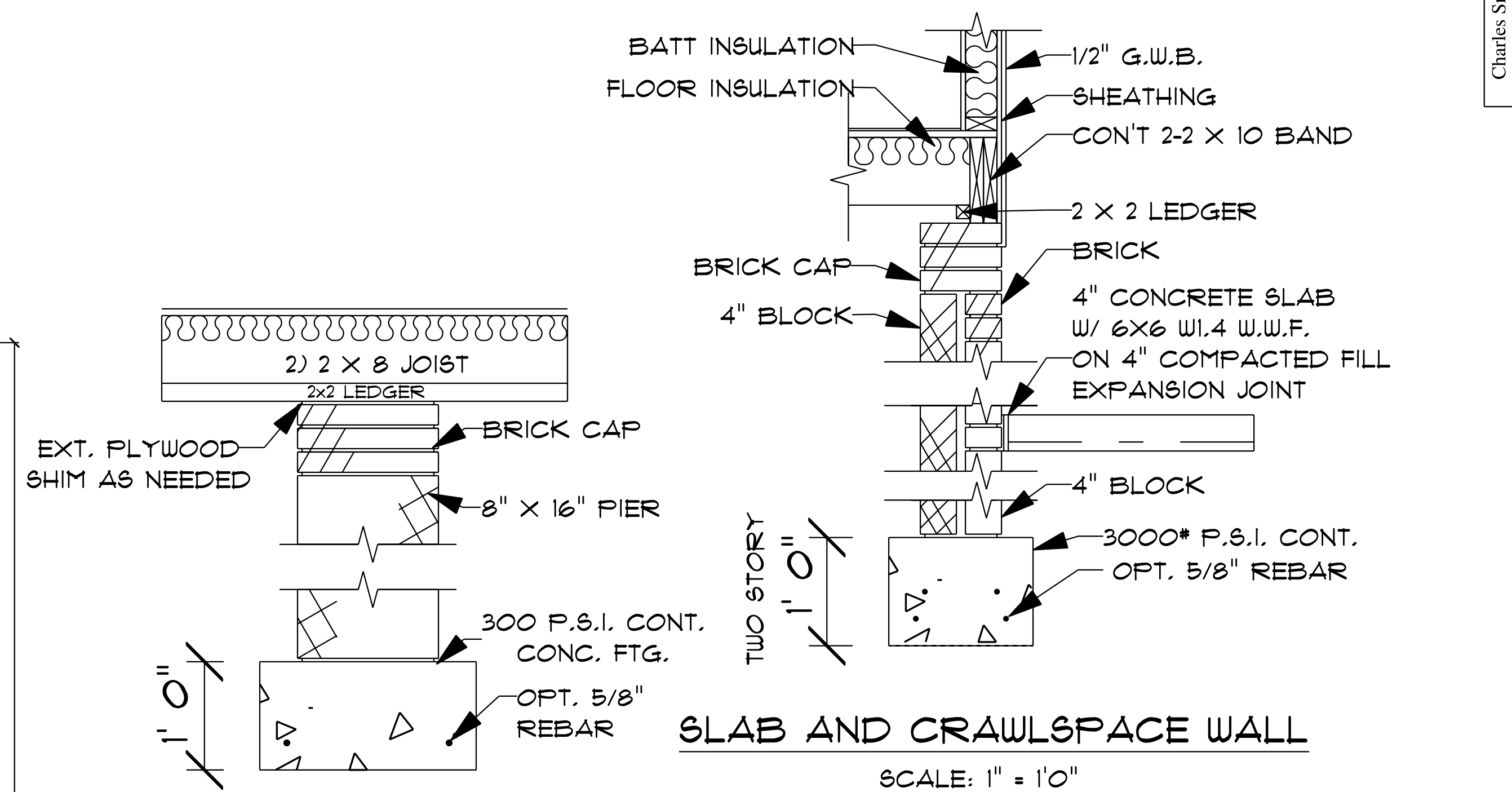
1995 S/F FIRST FLOOR
1279 S/F SECOND FLOOR
(NOT INCLUDING OPEN AREAS)
TOTAL HEATED: 3274

I DO HEREBY CERTIFY THAT THIS DRAWING OR PLAN AND RELATED
SPECIFICATIONS MEET ALL LOCAL REQUIREMENTS AND AREA IN
SUBSTANTIAL CONFORMITY WITH THE INTERNATIONAL BUILDING CODE
COUNCIL (2018 NORTH CAROLINA BUILDING CODE).

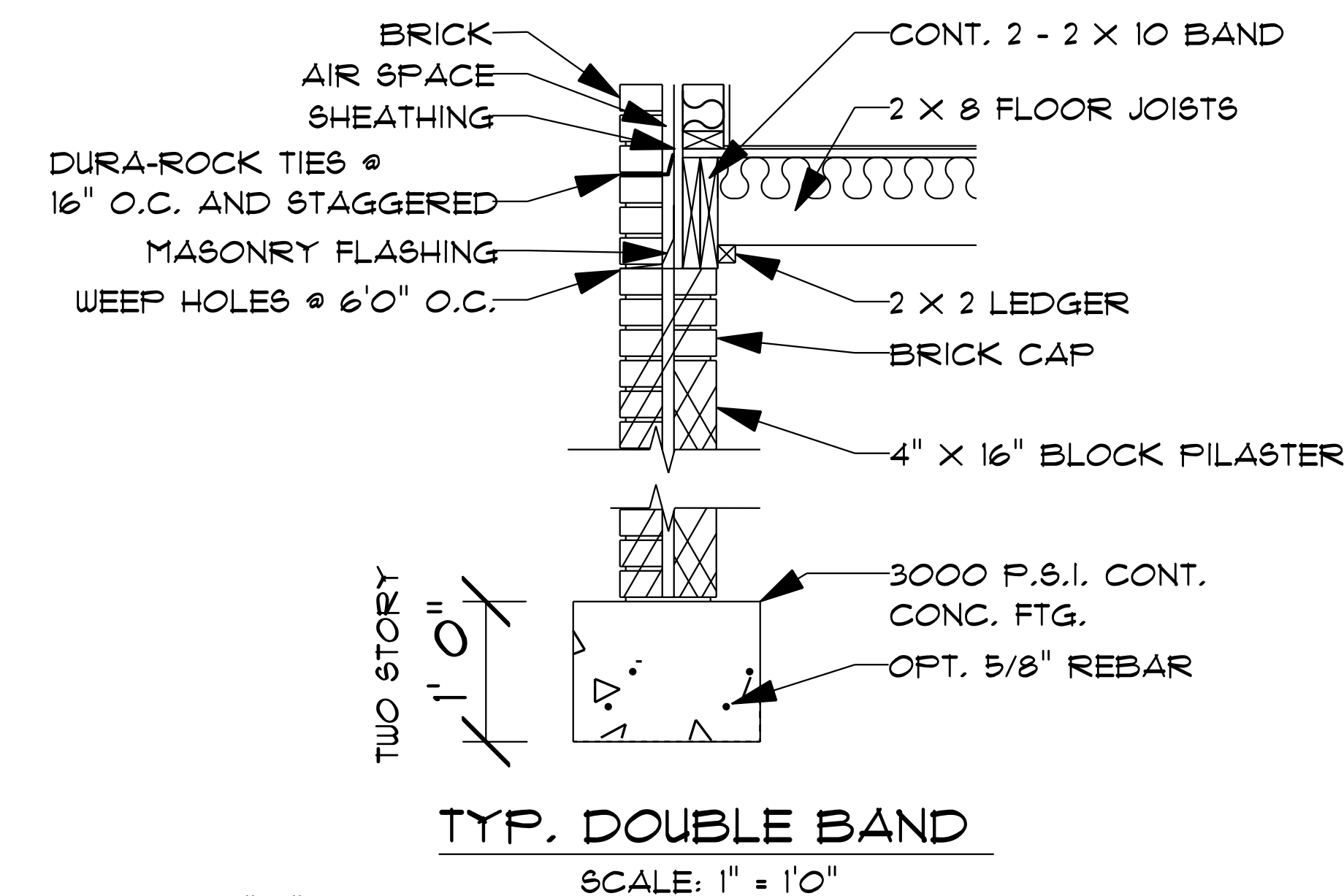


CRAWLSPACE FOUNDATION
SCALE: 1/4" = 1'0"

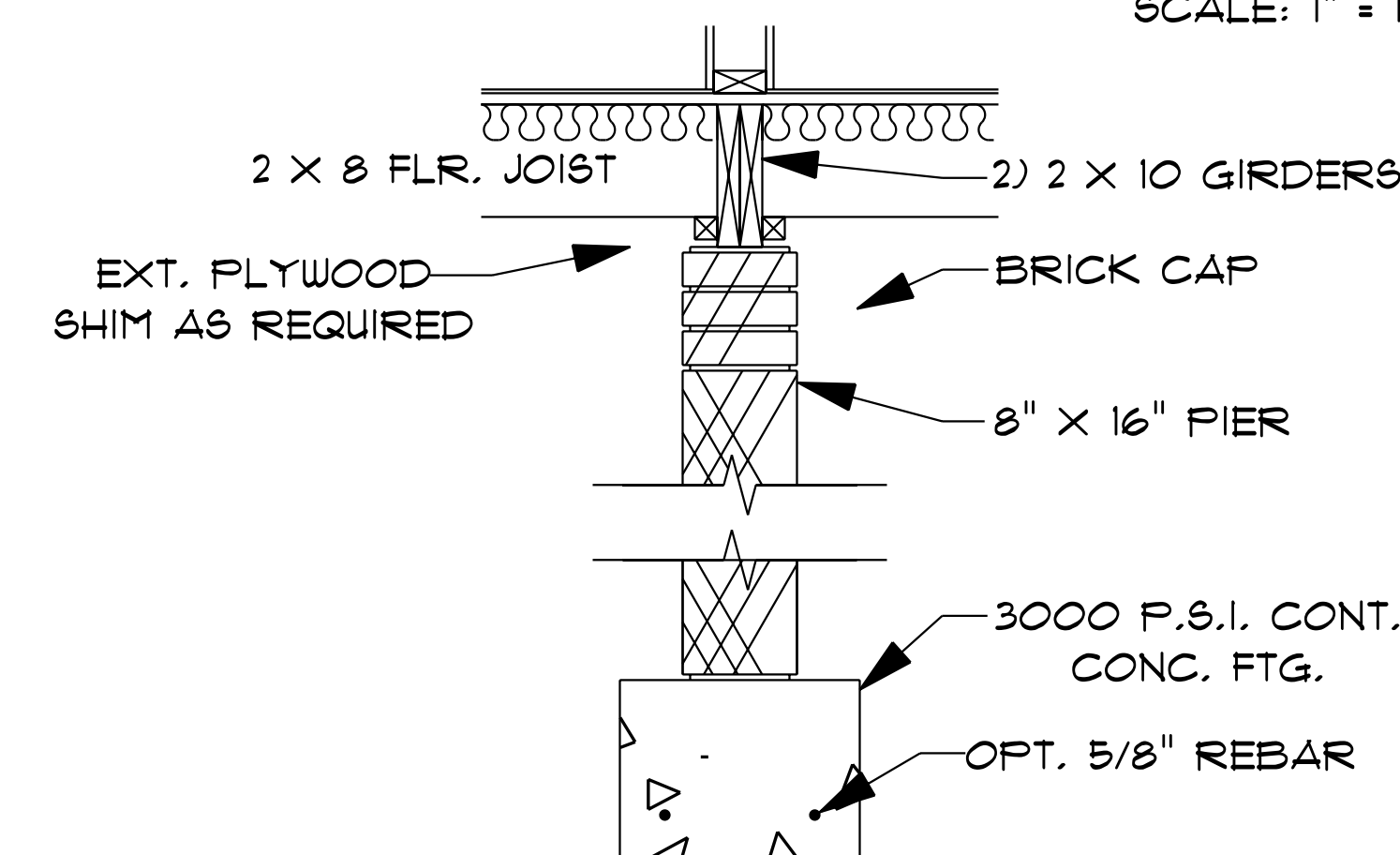
553 S/F GARGAE
9'0" CEILING. HT- FIRST FL. 6'10 WINDOW HEIGHT W/ TRANSM.
7'4" WINDOW HT WITHOUT TRANSM.
8'0" CEILING. HT- SECOND FL. 7'4" WINDOW. HT.



DOUBLE JOIST PIER
SCALE: 1" = 1'0"



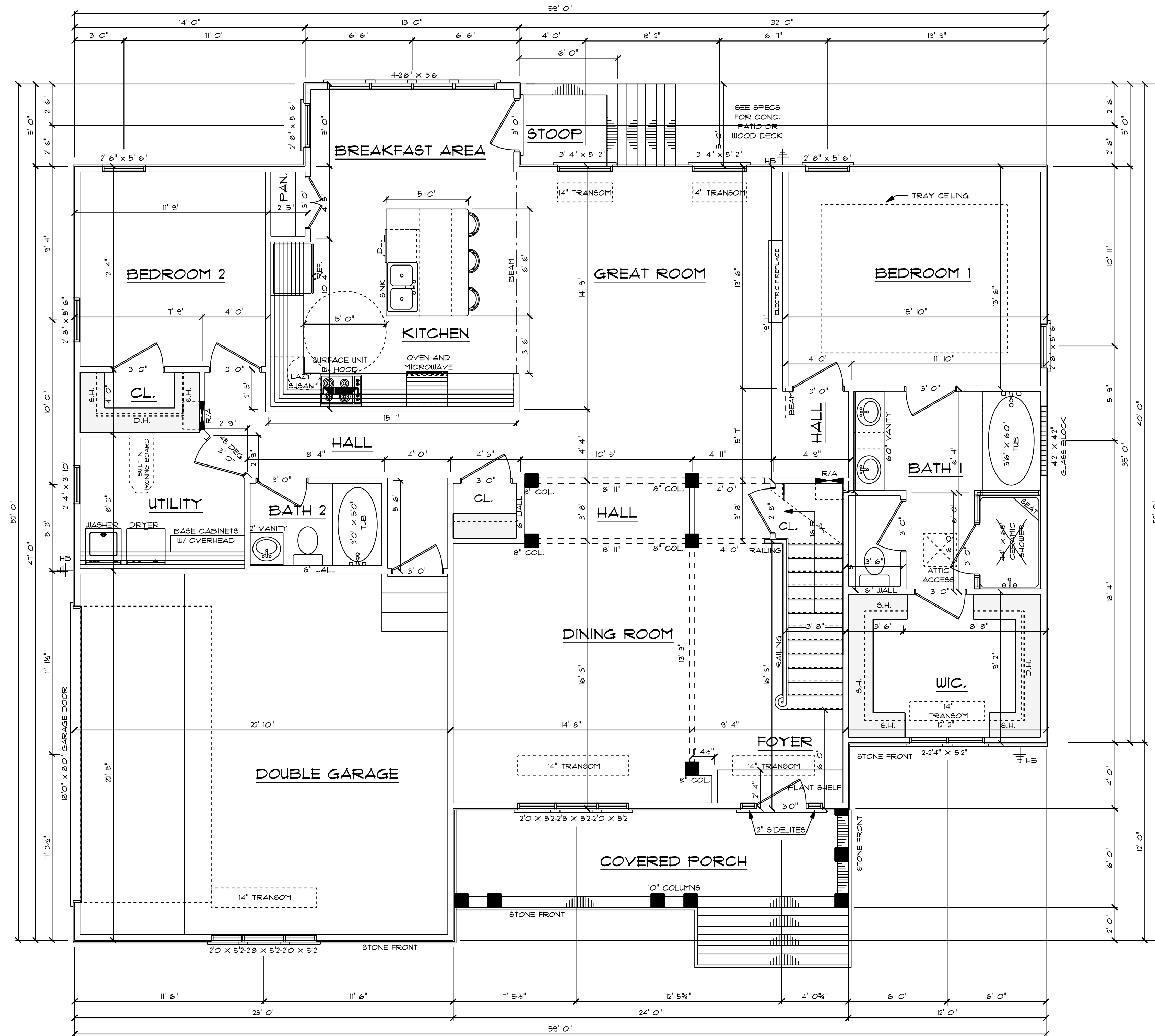
TYP. DOUBLE BAND
SCALE: 1" = 1'0"



TYP. BEARING GIRDER
SCALE: 1" = 1'0"

1995 S/F FIRST FLOOR
1279 S/F SECOND FLOOR
(NOT INCLUDING OPEN AREAS)
TOTAL HEATED: 3274

I DO HEREBY CERTIFY THAT THIS DRAWING OR PLAN AND RELATED SPECIFICATIONS MEET ALL LOCAL REQUIREMENTS AND AREA IN SUBSTANTIAL CONFORMITY WITH THE INTERNATIONAL BUILDING CODE COUNCIL (2018 NORTH CAROLINA BUILDING CODE).



FIRST FLOOR

SCALE = 1/4" = 1'

SQUARE FOOTAGE:

FIRST FLOOR: 1995

SECOND FLOOR: 1279

(NOT INCLUDING OPEN AREAS)

GARGAE: 507

TOTAL HEATED: 3,274

553 S/F GARGAE

9'0" CEILING. HT- FIRST FL. 6'10 WINDOW HEIGHT W/ TRANSOM.

7'4" WINDOW HT WITHOUT TRANSOM.

8'0" CEILING. HT- SECOND FL. 7'4" WINDOW. HT.

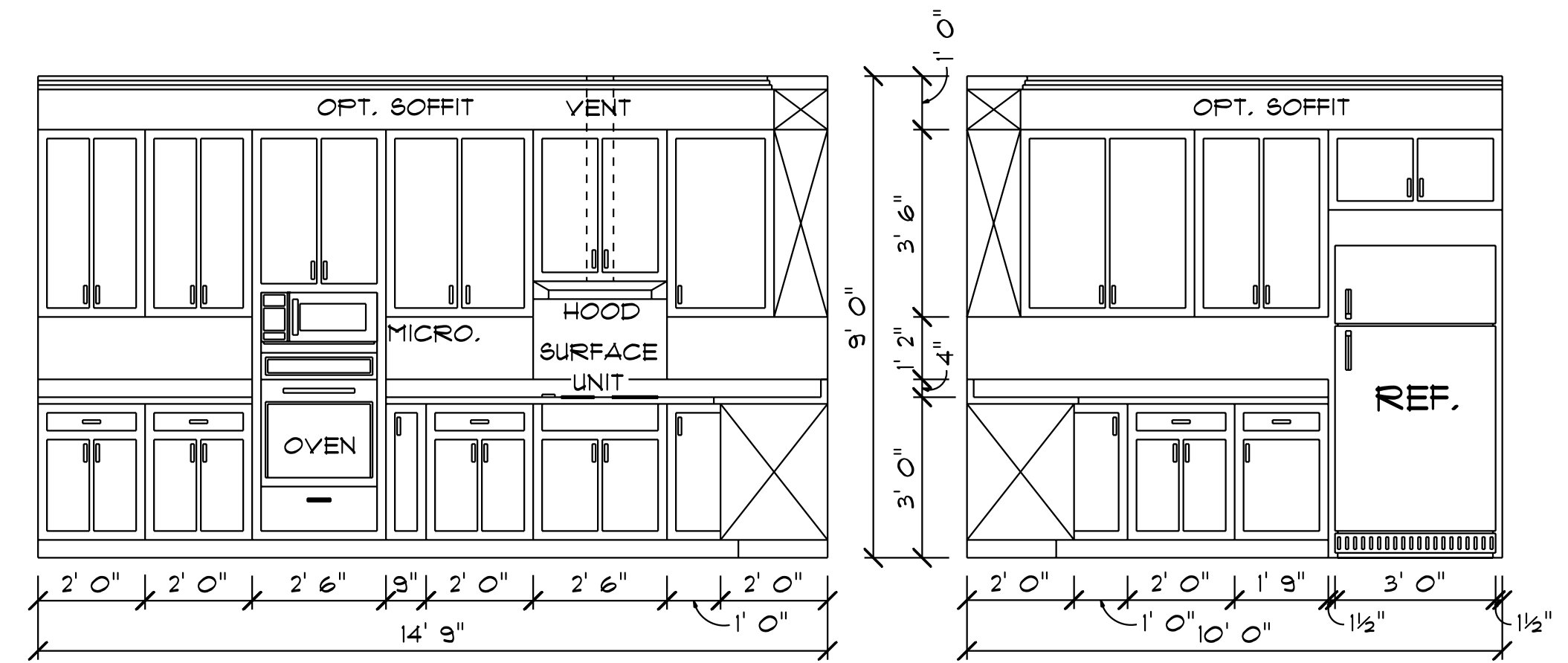
1995 S/F FIRST FLOOR

1279 S/F SECOND FLOOR

(NOT INCLUDING OPEN AREAS)

TOTAL HEATED: 3274

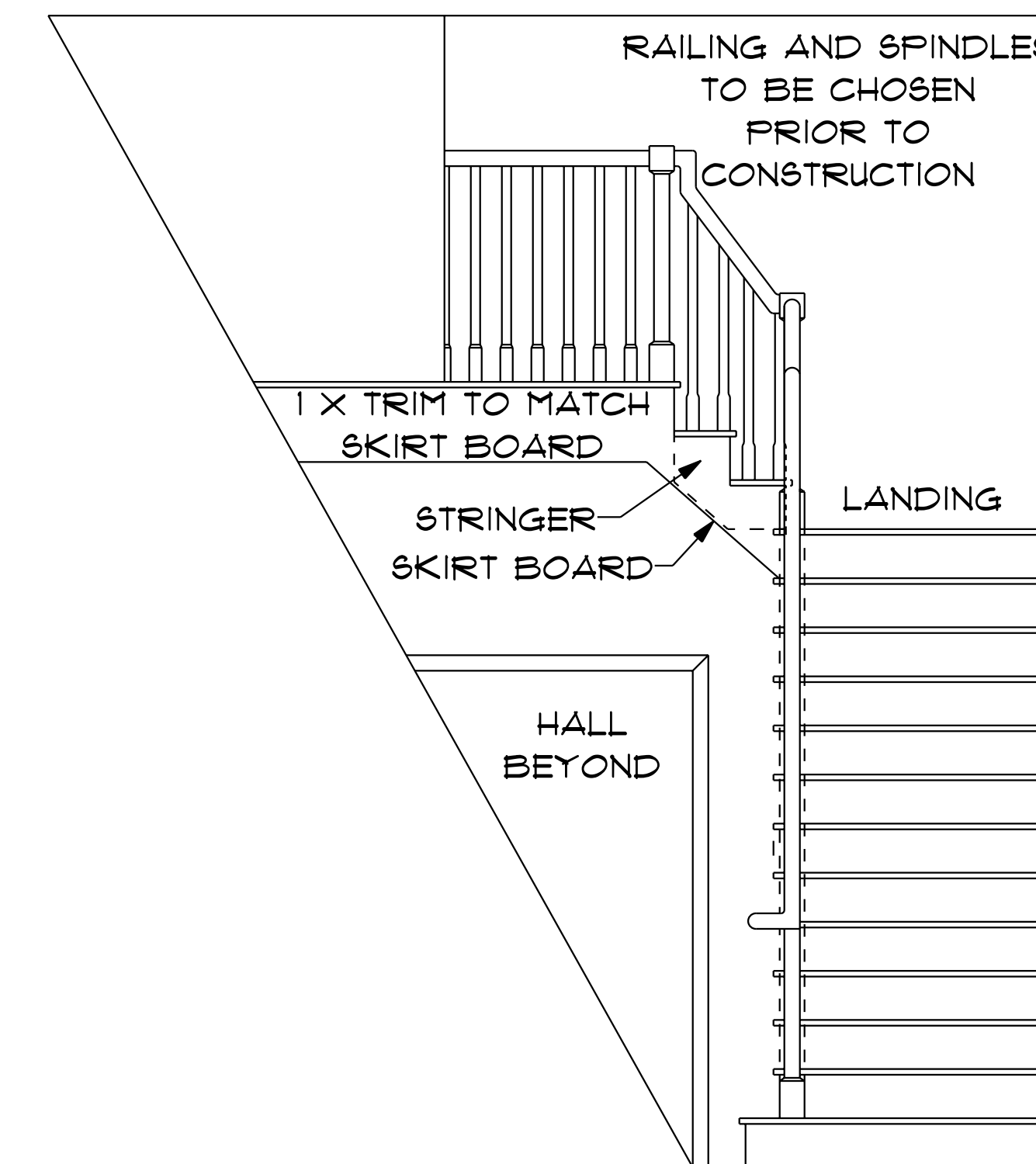
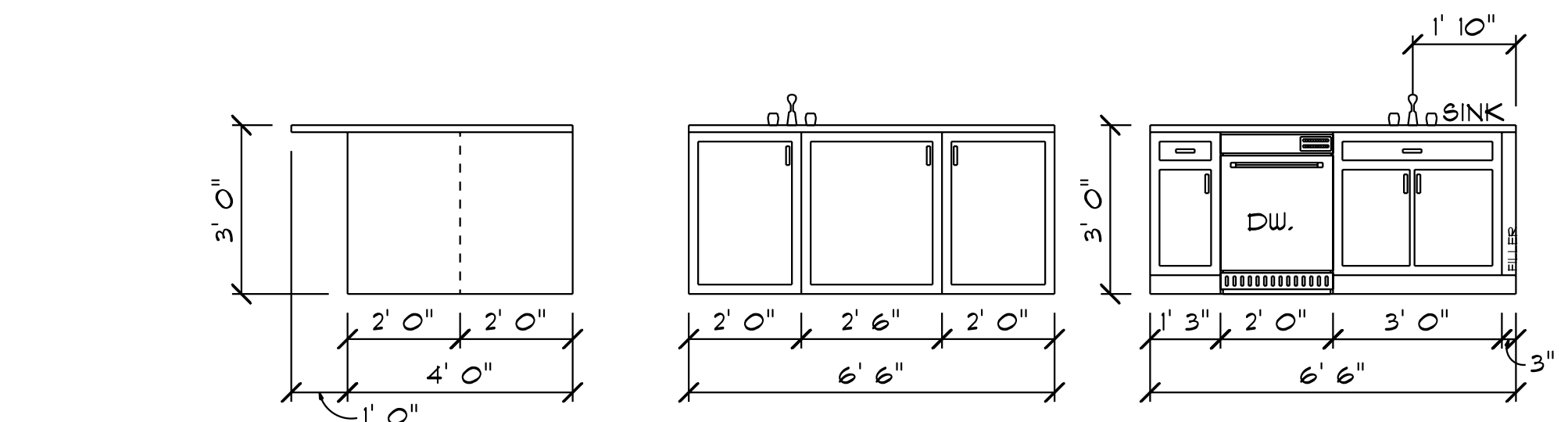
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KITCHEN CABINETS

SCALE 3/8" = 1"

CABINET DESIGNER TO CONFIRM
CABINET STYLE AND HARDWARE WITH OWNER

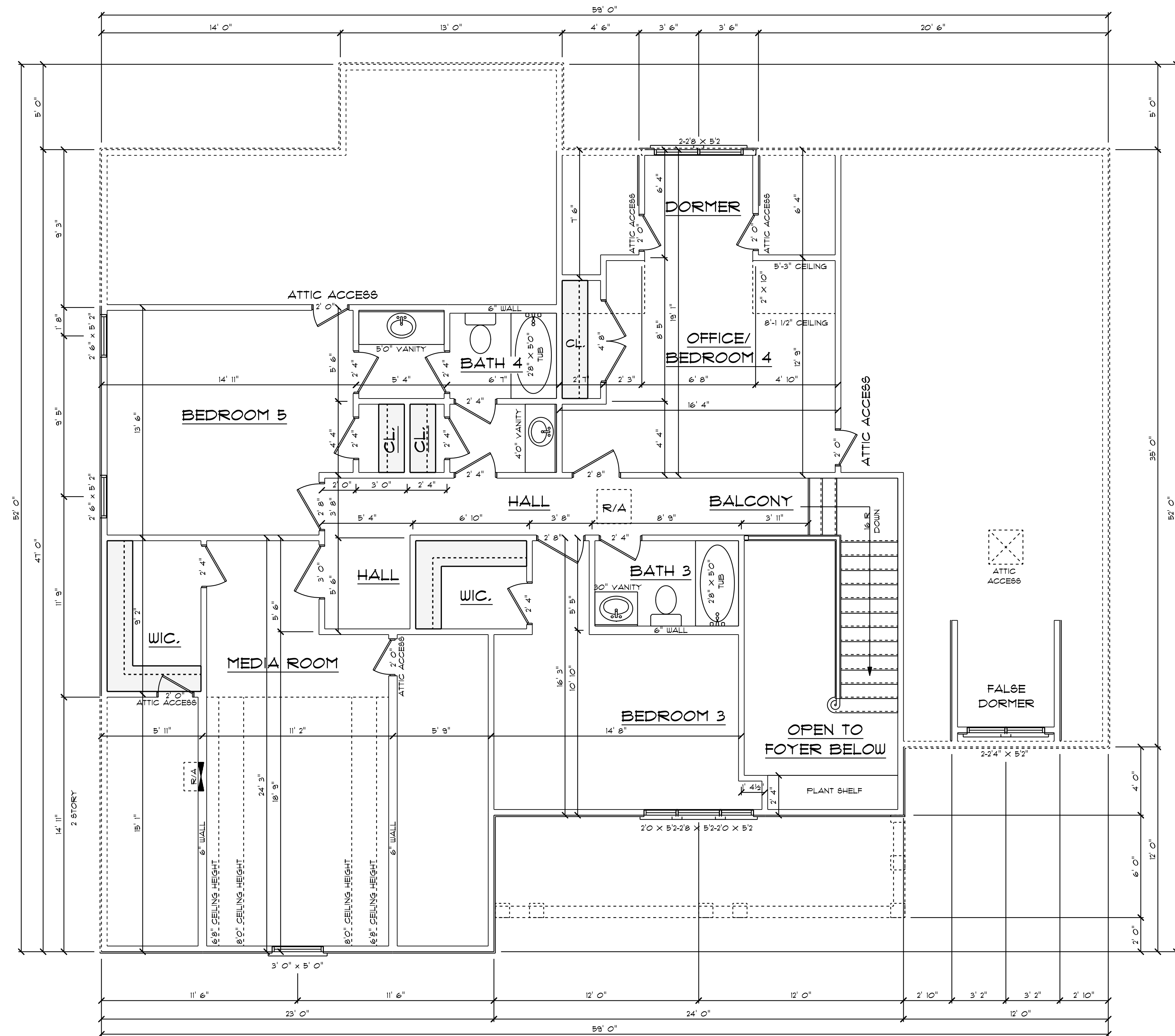


STAIR DETAIL

SCALE 1/2" = 1'0"

16 RISERS @ 7 29/32"

15 TREADS @ 9" + 1" NOSING



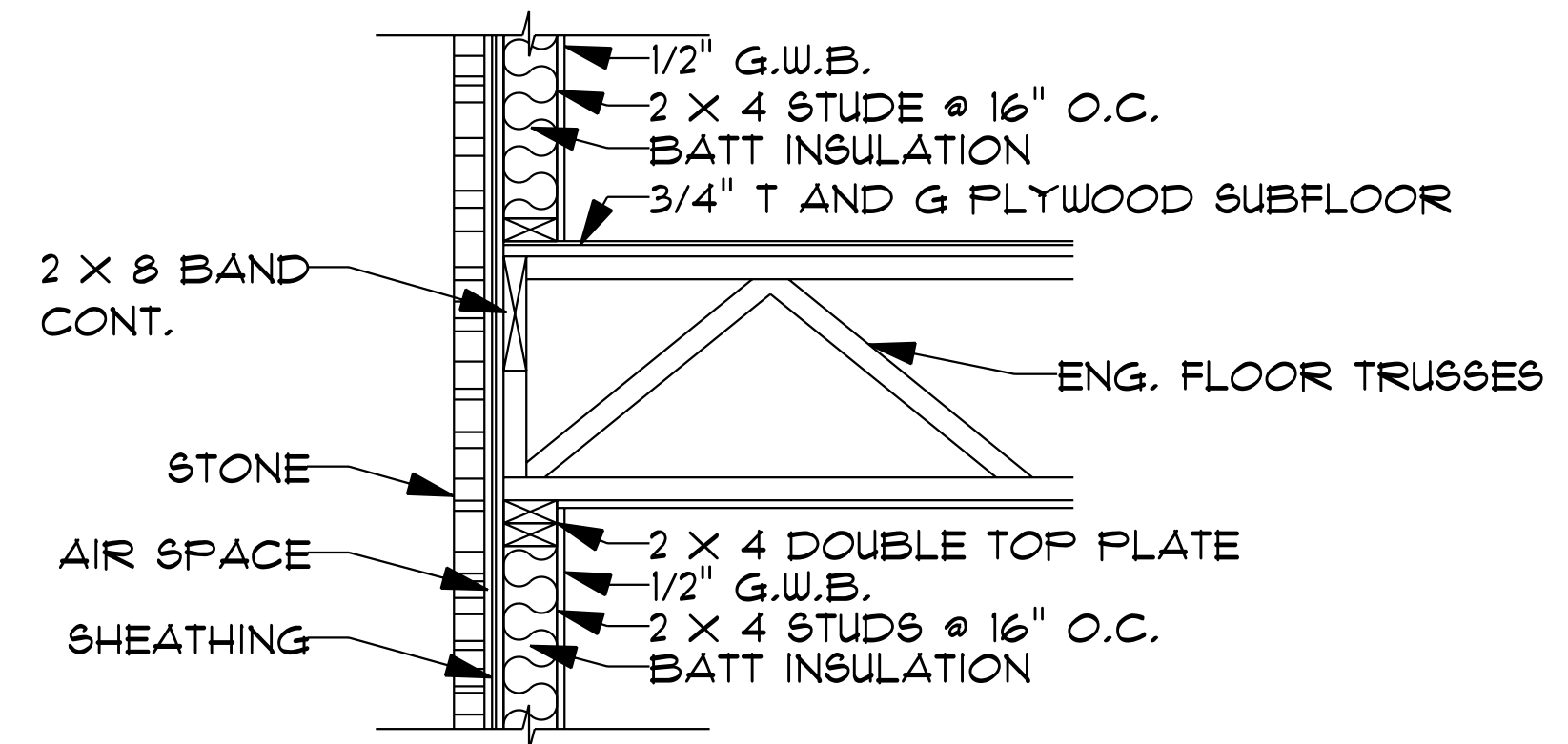
SECOND FLOOR

SCALE = 1/4" = 1'
SQUARE FOOTAGE:
FIRST FLOOR: 1995
SECOND FLOOR: 1265
(NOT INCLUDING OPEN AREAS)
GARGAE: 501
TOTAL HEATED: 3,260

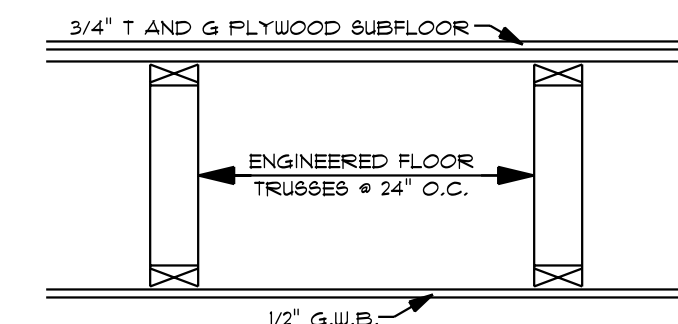
553 S/F GARGAE
9'0" CEILING. HT- FIRST FL. 6'10 WINDOW HEIGHT W/ TRANSOM.
7'4" WINDOW HT WITHOUT TRANSOM.
8'0" CEILING. HT- SECOND FL. 7'4" WINDOW. HT.

1995 S/F FIRST FLOOR
1279 S/F SECOND FLOOR
(NOT INCLUDING OPEN AREAS)
TOTAL HEATED: 3274

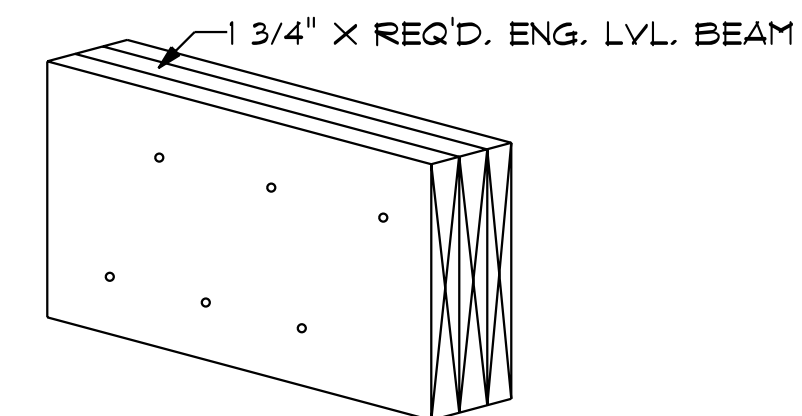
I DO HEREBY CERTIFY THAT THIS DRAWING OR PLAN AND RELATED SPECIFICATIONS MEET ALL LOCAL REQUIREMENTS AND AREA IN SUBSTANTIAL CONFORMITY WITH THE INTERNATIONAL BUILDING CODE COUNCIL (2018 NORTH CAROLINA BUILDING CODE).



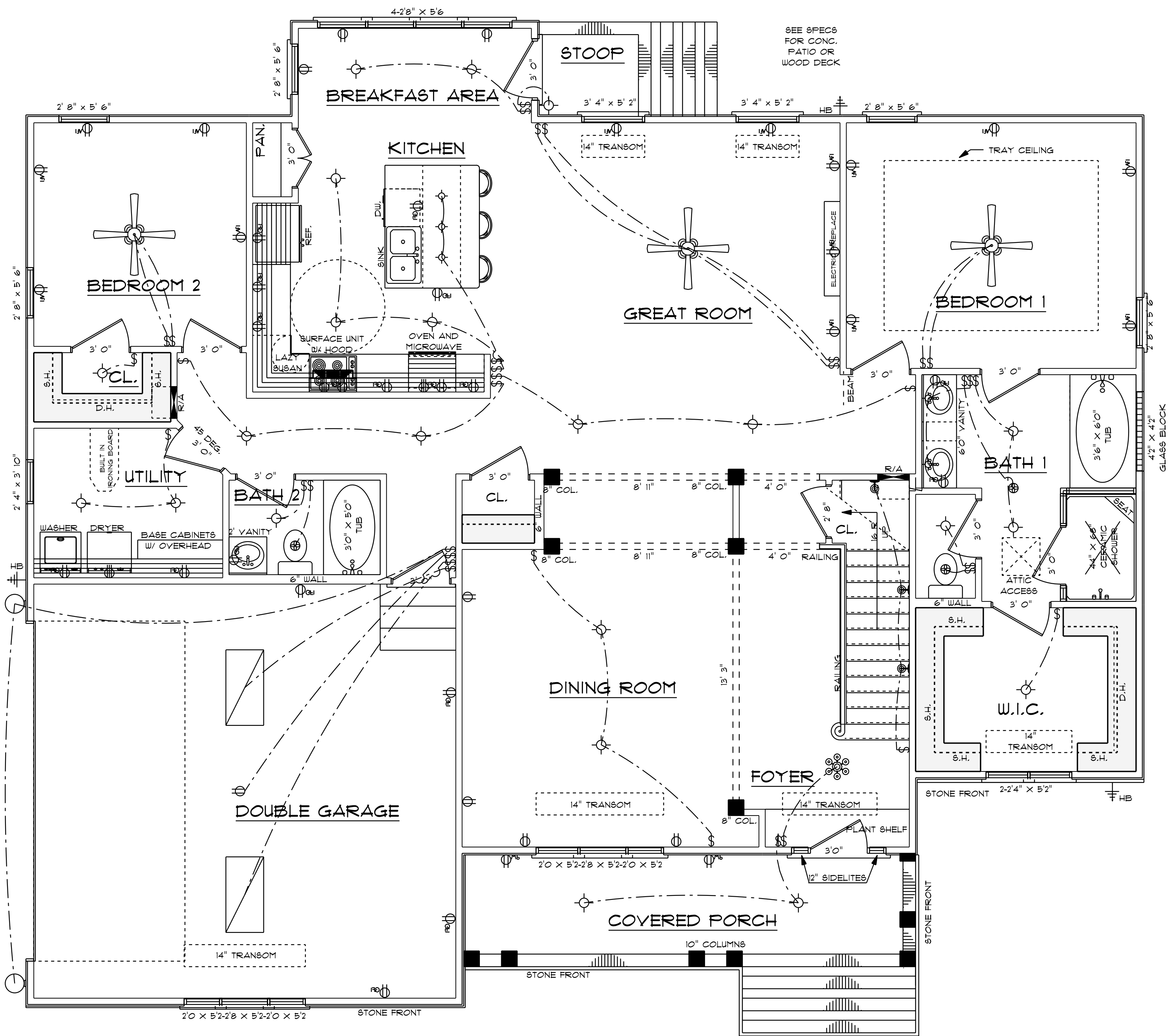
STONE TO STONE TRUSS SECTION
SCALE: 1" = 1'0"



TYP. FLOOR TRUSS SECTION
SCALE: 1" = 1'0"



LVL BEAM DETAIL

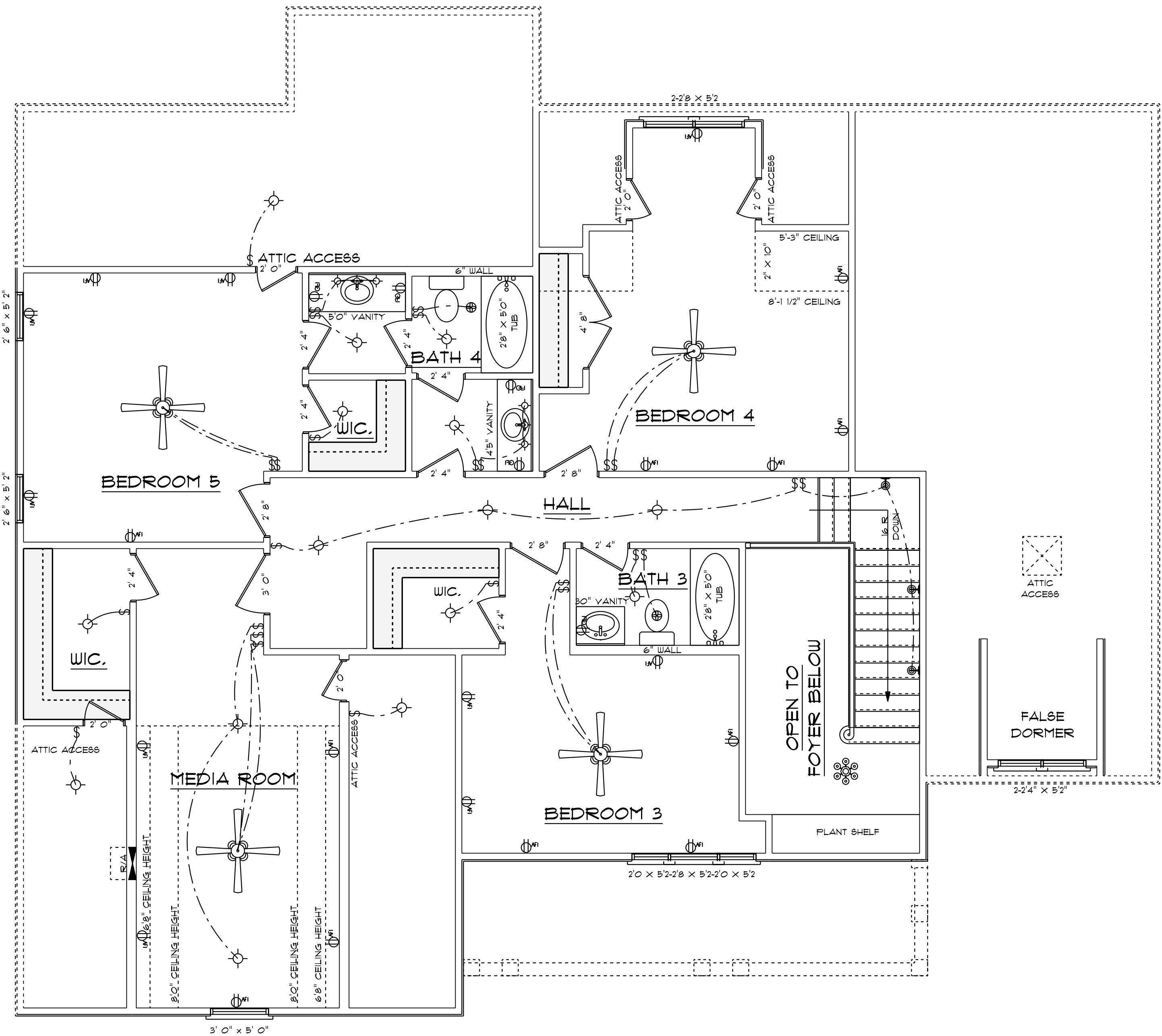


FIRST FLOOR ELECTRICAL
SCALE 1/4" = 1'0"

ELECTRICAL CONTRACTOR TO
CONFIRM LOCATION OF OUTLETS
AND STYLE OF LIGHTS WITH OWNER
ALL EXTERIOR FLOODLIGHTS
TO BE DETERMINED
ON SITE BY OWNER

ELECTRICAL	COUNT	SYMBOL
ceiling fan spotlights 01	3	
chandelier 01	1	
fluorescent light 2 x 4	2	
exterior light 01	2	
fan	3	
light	27	
outlet	8	
outlet 220v	3	
outlet afi	15	
outlet gfi	18	
outlet wp	2	
switch	35	
wall mounted 03 1 light	3	

553 S/F GARGAE
9'0" CEILING. HT- FIRST FL. 6'10 WINDOW HEIGHT W/ TRANSOM.
7'4" WINDOW HT WITHOUT TRANSOM.
8'0" CEILING. HT- SECOND FL. 7'4" WINDOW. HT.



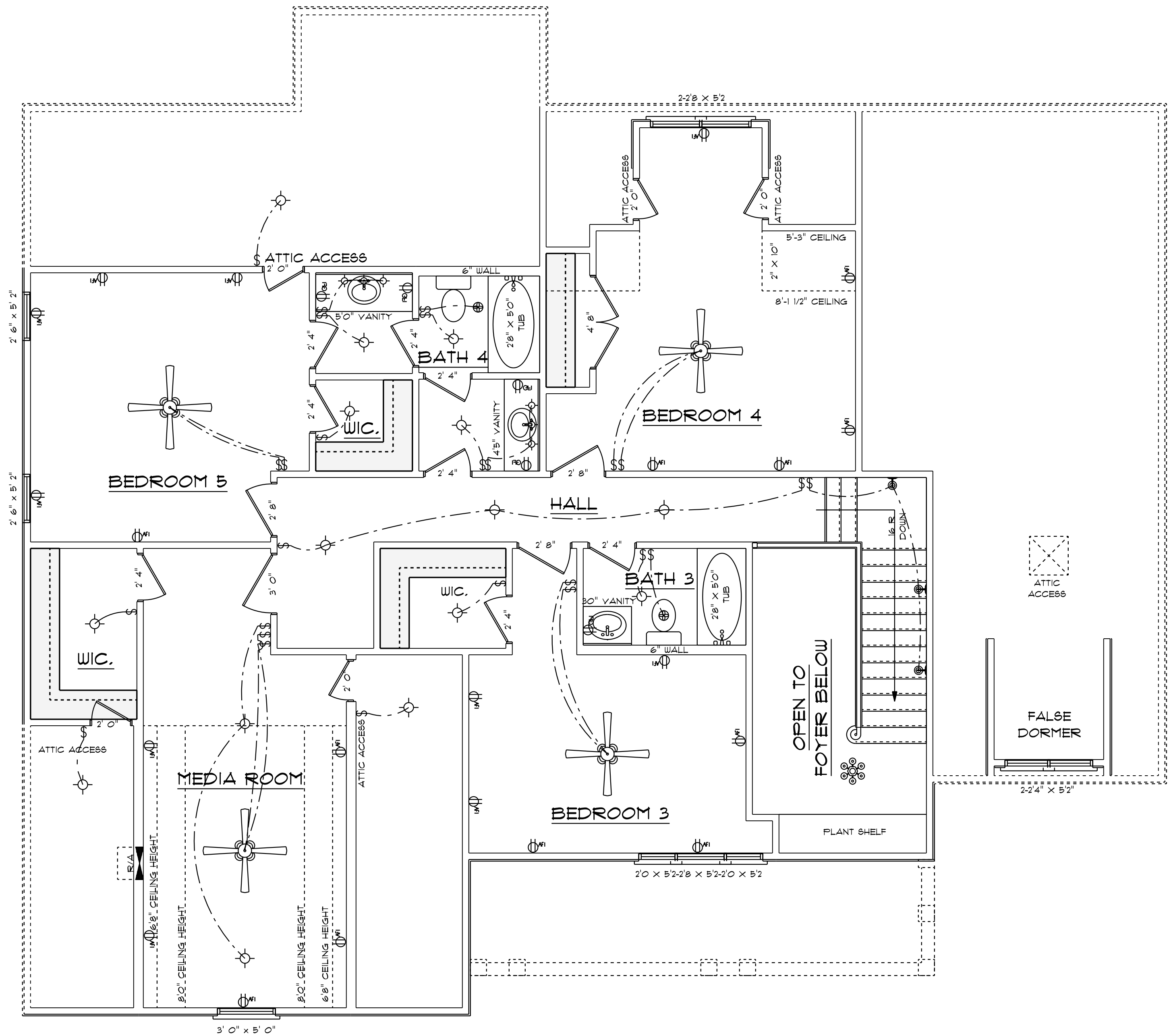
SECOND FLOOR ELECTRICAL
SCALE: 1/4" = 1'0"

ELECTRICAL CONTRACTOR TO
CONFIRM LOCATION OF OUTLETS
AND STYLE OF LIGHTS WITH OWNER
ALL EXTERIOR FLOODLIGHTS
TO BE DETERMINED
ON SITE BY OWNER

ELECTRICAL	COUNT	SYMBOL
ceiling fan spotlights 01	4	
chandelier 01	1	
fan	2	
light	21	
outlet afi	21	
outlet gfi	5	
switch	26	
wall mounted 03 1 light	3	

1279 S/F SECOND FLOOR
(NOT INCLUDING OPEN AREAS)
TOTAL HEATED: 3274

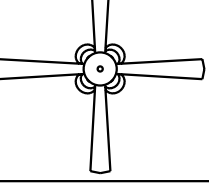
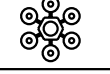
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COUNCIL (2018 NORTH CAROLINA BUILDING CODE).

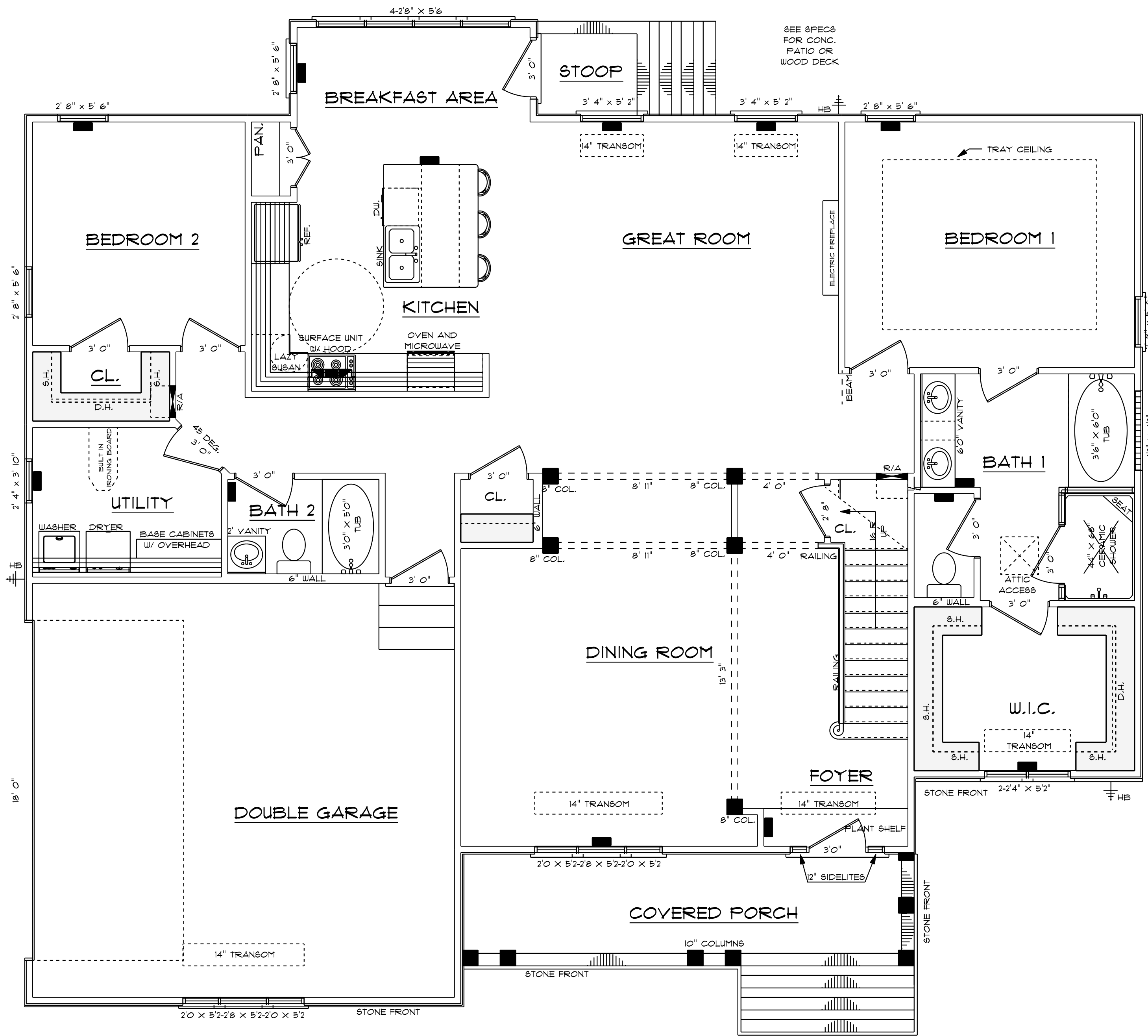


SECOND FLOOR ELECTRICAL

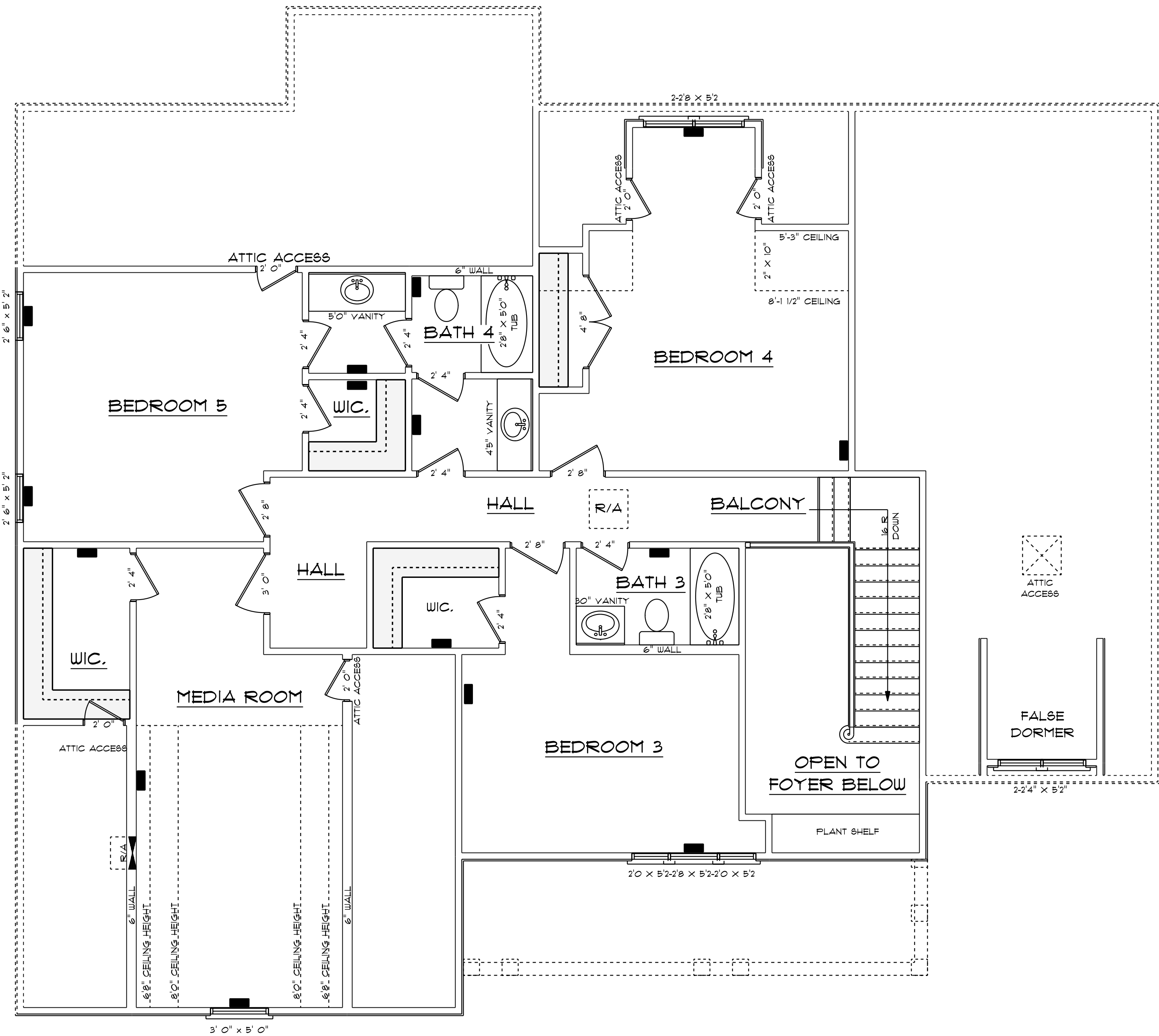
SCALE: 1/4" = 1'0"

ELECTRICAL CONTRACTOR TO
CONFIRM LOCATION OF OUTLETS
AND STYLE OF LIGHTS WITH OWNER
ALL EXTERIOR FLOODLIGHTS
TO BE DETERMINED
ON SITE BY OWNER

ELECTRICAL	COUNT	SYMBOL
ceiling fan spotlights 01	4	
chandelier 01	1	
fan	2	
light	21	
outlet afi	21	
outlet gfi	5	
switch	26	
wall mounted 03 1 light	3	



FIRST FLOOR HVAC
SCALE 1/4" = 1'0"

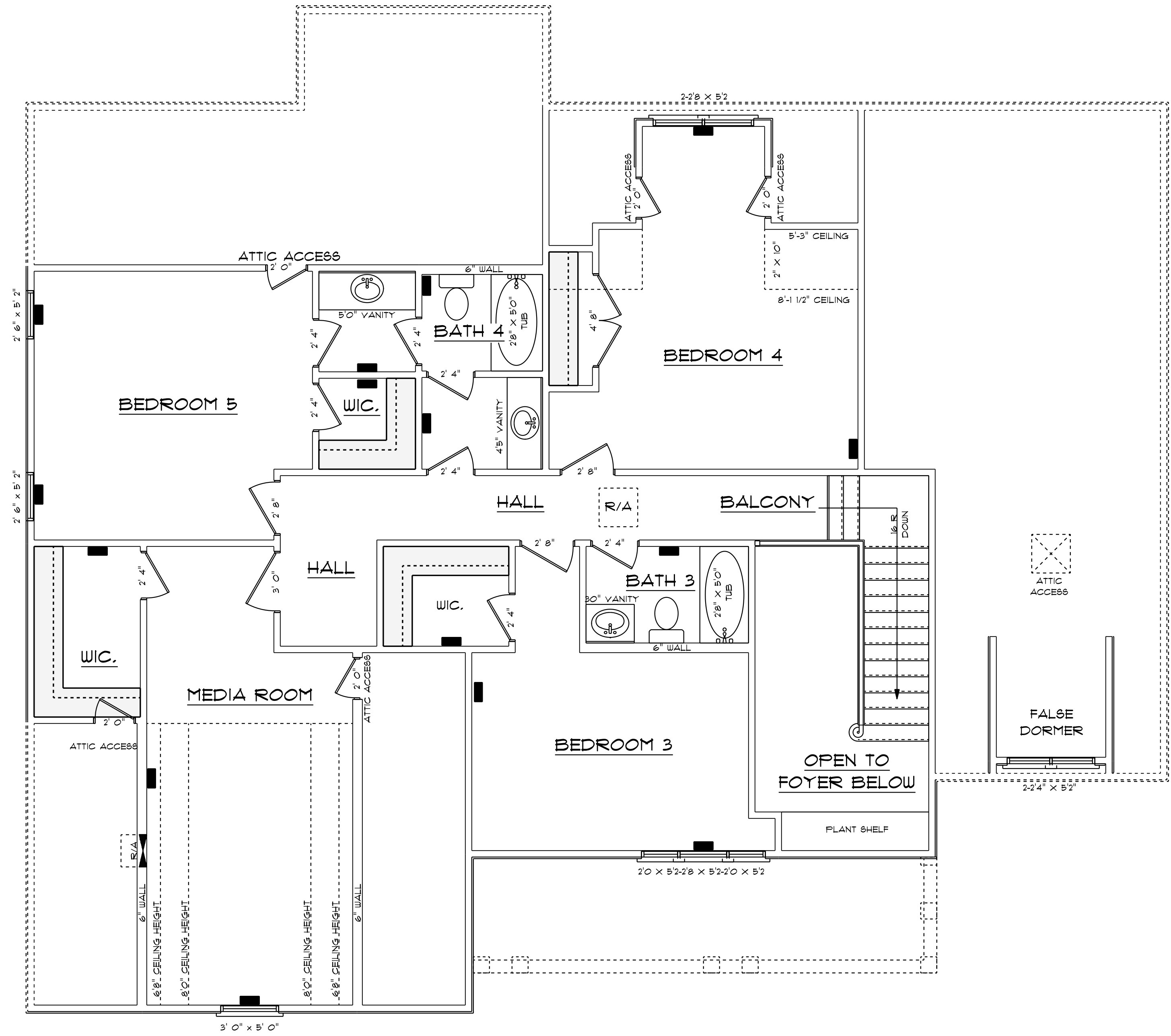


SECOND FLOOR HVAC
SCALE 1/4" = 1'0"

553 S/F GARGAE
9'0" CEILING. HT- FIRST FL. 6'10 WINDOW HEIGHT W/ TRANSOM.
7'4" WINDOW HT WITHOUT TRANSOM.
8'0" CEILING. HT- SECOND FL. 7'4" WINDOW. HT.

1995 S/F FIRST FLOOR
1279 S/F SECOND FLOOR
(NOT INCLUDING OPEN AREAS)
TOTAL HEATED: 3274

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SECOND FLOOR HVAC



EXHIBIT
A-2.11



Untitled Map

Write a description for your map.

EXHIBIT A-2.12 Legend

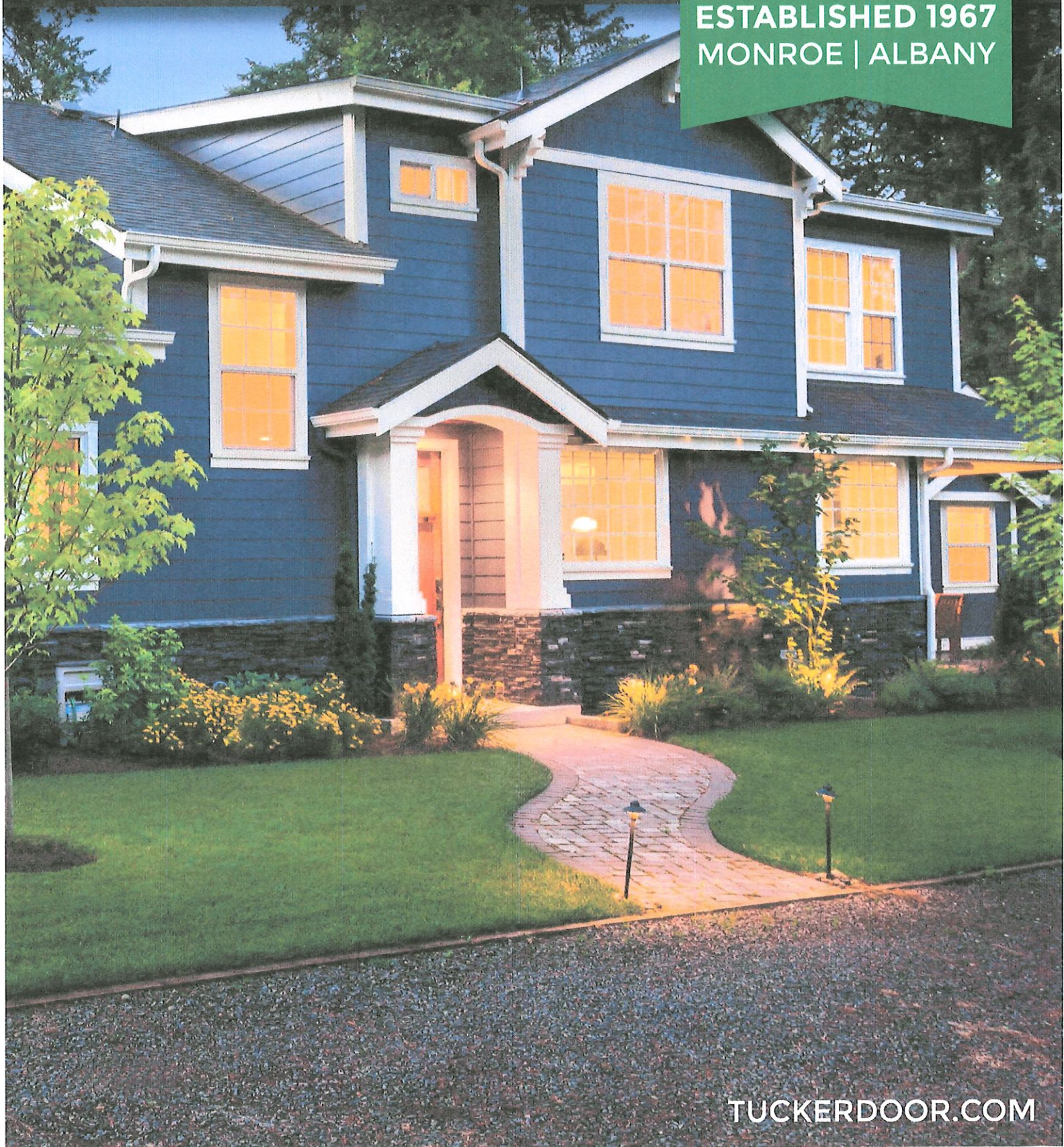


EXHIBIT A-2.13

TUCKER
DOOR & TRIM

WINDOWS

ESTABLISHED 1967
MONROE | ALBANY



TUCKERDOOR.COM

Let the Modern Series Window give you the gift of a sound investment with the proven quality of a vinyl sash. This wide stile sash has four welded corners that provide strength and durability along with the look of a traditional wood double hung window. The traditional look of the window will enhance curb appeal and is available in a wide range of styles to match your preference.

STANDARD FEATURES

- 1 • 6/4 Vinyl Sash.
- 2 • No Painting Required.
 - White Standard Color
 - Weep System
- 3 • Cardinal Low-e 270 11/16" Insulated Glass
 - Integrated finger lift
 - Adjustable foam filled weather stripping for a weather tight fit
- 4 • Dual action sash locks with adjustable keeper for better security
 - Tilt in sashes for ease of cleaning
 - Full 4-9/16" Jambs for better strength and performance
- 5 • Standard PVC brick mould for easy installation
- 6 • Composite sill and sill nosing
 - White heavy duty bridge back compression jamb liners to meet or exceed performance codes



OPTIONAL FEATURES

- Tan Color
- GBG bars - White or Tan
- **SDL Options - 1/8" & 1-1/8" profile bars**
- Cardinal Low-e 366 glass
- Argon Glass
- Custom Sizes Available
- Factory applied exterior trim: 5/4x4, 5/4x6, 1x4 BB trim
- Extension Jambs
- Tan Jamb Liners
- Full Length Screens
- DP50 Performance Upgrades
- Fixed Windows Available



EXHIBIT A-2.15

EXAMPLE OF WINDOW
TRIM ON BRICK



EXAMPLE OF WINDOW TRIM ON SIDING



AFTER

BEFORE

EXHIBIT A-2.17



Garage Door Design Center

To see this door on your home, visit **wayne-dalton.com**, or download our Garage Door Design Center app. Upload a photo of your home and experiment with panel designs, color options, window styles and decorative hardware designs. Instant curb appeal awaits you with just a click of your mouse.

Wayne Dalton
GARAGE DOORS

DISTRIBUTED BY:

2501 S. State Hwy. 121 Bus., Ste 200
Lewisville, TX 75067

wayne-dalton.com



© 2022 Wayne Dalton, a Division of Overhead Door Corporation. Consistent with our policy of continuing product improvement, we reserve the right to change product specifications without notice or obligation. Item W900-907 11/22

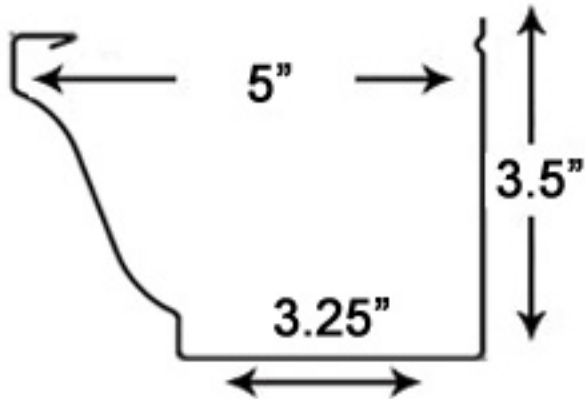
EXAMPLE OF GARAGE DOOR TRIM

EXHIBIT A-2.18



5" K-Style

EXHIBIT
A-2.19



WITCHER

ALMOND

GRAHAM
GUTTER
COLOR

EGGSHELL



**BLACK METAL FOR
WATER TABLES**



FORT MILL
BRICK STEPS & PAVERS


Small-town charm with modern sensibility.

Our village-inspired Fort Mill brick, offered in a earthy, burnt umber color with sepia and subtle cream accents, looks just as at home in a suburban neighborhood as it does on a city block.

This tumbled brick is classified under our Select tier, providing our residential and commercial customers with an exterior cladding option that's superior in every way.

Photography is intended to show the general appearance of the brick color.

BRICK SPECIFICATIONS

BRICK SIZE	DIMENSIONS INCHES (H x W x L)	NUMBER OF BRICK PER CUBE	APPROX DRY WEIGHT (each)	APPROX # PER SQ.FT.
FACE BRICK				
ENGINEER	2 ³ / ₄ x 3 ⁹ / ₁₆ x 7 ⁵ / ₈	410	4.7 lbs.	5.75
QUEEN	2 ³ / ₄ x 2 ³ / ₄ x 7 ⁵ / ₈	500	3.6 lbs.	5.75

Complies with ASTM C-216, Grade SW, Type FBS. All brick are pre-blended then packaged using our Half Pack™ Technology.

1.800.672.8547

trianglebrick.com



SAMPLE RAILING

EXHIBIT A-2.25

SAMPLE RAILING





COA-2023-00422 (110 MCCASKILL RD E)
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 construction of a detached garage and additions at 110 McCaskill Rd E. The property is identified as Moore County PID Number 00019473. The property owners are Samuel and Sara Cornwall and applicant is Masters Properties, Inc.

FROM:

mcarpenter@vopnc.org

CC:

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

DATE OF MEMO:

11/8/2023

MEMO DETAILS:

Please see attached material 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: Pam Graham, Planning Supervisor
 Michael Mandeville, Senior Planner
 Shelby Grow, Administrative Specialist
Date: November 9, 2023
Subject: Major COA Request for 110 McCaskill Rd. E

Applicant:	Masters Properties, Inc.
Owners:	Sara and Samuel Cornwall
Property Location:	110 McCaskill Rd. E
Land Use:	Single Family Residential
PID#	00019473
COA#:	2023-00422

Request and Background:

The applicant requests a Certificate of Appropriateness (COA) for the construction of a detached garage and additions at 110 McCaskill Rd. E. The property is further identified as Moore County PID Number 00019473. The existing structure was built in 1997 and the property is +/- 0.451 acres in size.

The applicant proposes to construct a detached garage in the right rear corner of the property. The existing garage will be enclosed, and an addition will be added to the right side of the house. Five (5) trees 12" DBH or greater will be removed for the construction of the new detached garage and the driveway access. New windows, roof shingles, shutters, and paint will match the existing materials on the house.

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 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:

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

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.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.
3. 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.

E. SHUTTERS AND AWNINGS

1. SECTION III.E.1 – New shutters must be compatible with the character of the structure and must be in 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.
6. SECTION III.I.10 - An addition must not obscure, damage, or destroy the character-defining features of an historic primary structure.
7. SECTION III.I.12 - Attached or detached garages should open to the rear or side of the primary structure.

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 detached garage and additions are congruous with the Historic District and meet the Historic District Standards.



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

November 2, 2023

Dear Property Owner(s),

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

Thursday, November 16th, 2023
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 construction of a detached garage and additions at 110 McCaskill Rd E. The property is identified as Moore County PID Number 00019473. The property owners are Samuel and Sara Cornwall and applicant is Masters Properties, Inc.

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-1.5



0 175 350 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.
 Gnd is based on North Carolina State Plane Coordinate System NAD83 (feet).

10/25/2023

November 16, 2023
 Historic Preservation Commission
 110 McCaskill Rd. E Major COA Request



KULKA, JOHN L
75 E MCCASKILL RD
PINEHURST,NC,28374-9048

JACOBS, PATRICIA B
5934 GRABURN'S FORD DR
CHARLOTTE,NC,28269

AGBARA, ONYINYECHI B
105 GRAHAM RD
PINEHURST,NC,28374

BULLOCK, STEPHEN BLAIR &
120 RICHMOND RD
SALISBURY,NC,28144

JORGENSEN, DONALD W
PO BOX 515
SOUTHERN PINES,NC,28388

NUZUM, ROBERT &
PO BOX 3901
PINEHURST,NC,28374-3901

MCCABE, MICHAEL R II
90 E MCCASKILL ROAD
PINEHURST,NC,28374

CORNWALL, SAMUEL
110 MCCASKILL ROAD E
PINEHURST,NC,28374

SAYLOR, ROGER S & DONNA E
PO BOX 234
PINEHURST,NC,28370-0234

COA-2023-00422 - Cornwall

Menu Help

File Date: 10/19/2023

Application Status: In Review

Application Type: Historic Certificate of Appropriateness - Major

Application Detail: Detail

Description of Work: Detached garage addition to the back right of the lot. House expansion on the right side of the home to accommodate additional master bath and master closet. Closing of new entry way for the home remodel. Closing off/finishing the breezeway from existing garage to the home to create new existing garage/house connection.

Application Name: Cornwall

Address: 110 MCCASKILL Rd. PH. 28374

Owner Name: Samuel Cornwall

Owner Address: NC

Parcel No: 00019473

Contact Info:	Name	Organization Name	Contact Type	Contact Primary Address	Status
	Masters Properties, Inc.	Masters Property...	Applicant		Active
	Masters Properties, Inc.	Masters Property...	Business Owner		Active
	Samuel Cornwall		Contact		Active

Licensed Professionals Info:	Primary	License Number	License Type	Name	Business Name	Business License #
------------------------------	---------	----------------	--------------	------	---------------	--------------------

Job Value: \$0.00

Total Fee Assessed: \$500.00

Total Fee Invoiced: \$500.00

Balance: \$0.00

Custom Fields:	GENERAL INFORMATION		
	Description of Changes to the Structure	Type of Work	Existing Use
	Detached garage addition to the back right of the lot.	Addition	Single Family Low Density
	House expansion on the right side of the home to accommodate a additional master bath and master closet.		
	Closing off the front of the existing garage to create a new entry way for the home remodel.		
	Closing off/finishing the breezeway from existing garage to the home to create new existing garage/house connection.		
	Proposed Use	Includes Demolition?	Includes Tree Removal?
	Single Family Low Density	Yes	Yes
	COA Number	Conditions of COA (If Any)	
	-	-	
PERMIT DATES			
	Application Expiration Date	Permit Issued Date	Permit Expiration Date
	-	-	-

FRONT ELEVATION

Existing Material	Existing Color	Proposed Material	Proposed Color
Brick	White	Brick	White

Existing Material	Existing Color	Proposed Material	Proposed Color
Brick	White	Brick	White
Existing material	Existing Color	Proposed material	Proposed Color

FRONT DOOR

Existing Material	Existing Color	Proposed Material	Proposed Color
Existing material	Existing Color	Proposed material	Proposed Color

SHUTTERS

Existing Material	Existing Color	Proposed Material	Proposed Color
Existing material	Existing Color	Proposed material	Proposed Color

GARAGE DOOR

Existing Material	Existing Color	Proposed Material	Proposed Color
Aluminum doors	White	Aluminum doors	White
Hardie Plank	White	Hardie Plank	White

ROOF

Existing Material	Existing Color	Proposed Material	Proposed Color
30 year architectural	Georgetown Gray	30 year architectural	Georgetown Gray
Aluminum clad double hung	White	Aluminum clad double hung	White

ROOF EXHAUST VENTS

Existing Material	Existing Color	Proposed Material	Proposed Color
Existing material	Existing Color	Proposed material	Proposed Color

FRONT PORCH

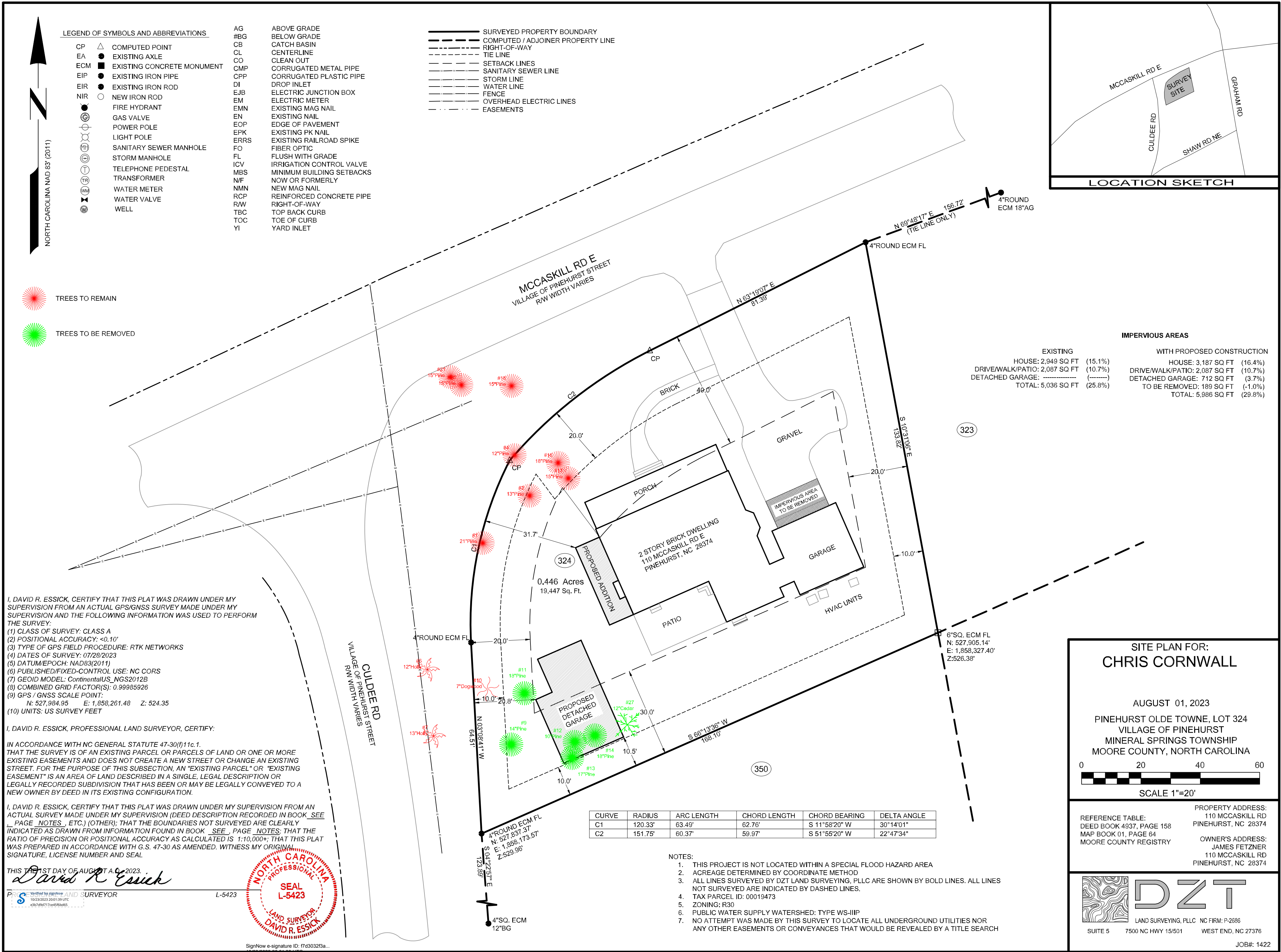
Existing Material	Existing Color	Proposed Material	Proposed Color
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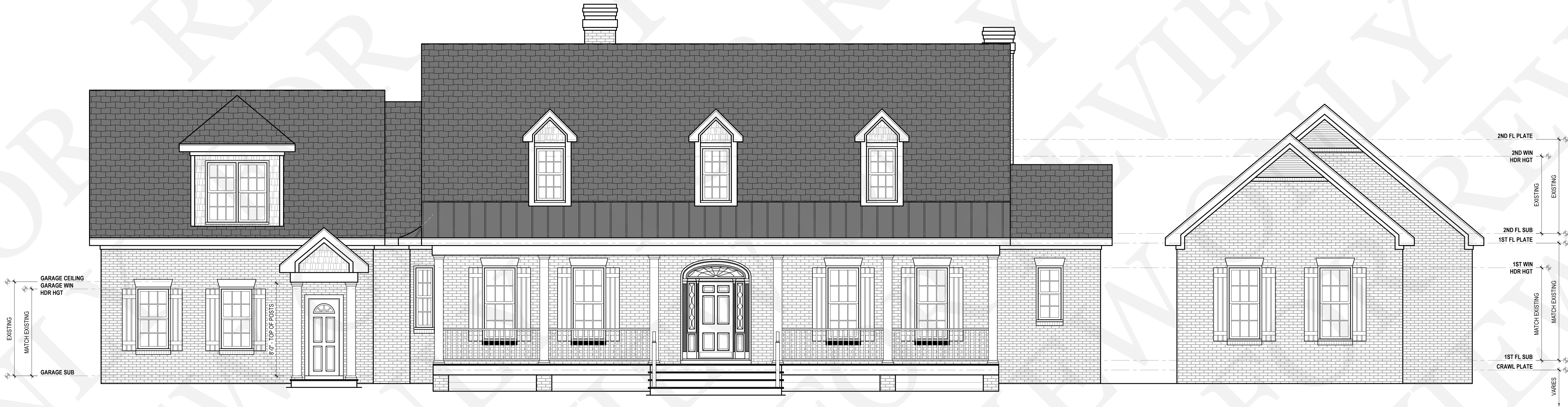
Existing Material	Existing Color	Proposed Material	Proposed Color
Brick	White	Brick	White
Existing material	Existing Color	Proposed material	Proposed Color
FRONT DOOR			
Existing Material	Existing Color	Proposed Material	Proposed Color
Existing material	Existing Color	Proposed material	Proposed Color
SHUTTERS			
Existing Material	Existing Color	Proposed Material	Proposed Color
Existing material	Existing Color	Proposed material	Proposed Color
GARAGE DOOR			
Existing Material	Existing Color	Proposed Material	Proposed Color
Aluminum doors	White	Aluminum doors	White
Hardie Plank	White	Hardie Plank	White
ROOF			
Existing Material	Existing Color	Proposed Material	Proposed Color
30 year architectural	Georgetown Gray	30 year architectural	Georgetown Gray
Aluminum clad double hung	White	Aluminum clad double hung	White
ROOF EXHAUST VENTS			
Existing Material	Existing Color	Proposed Material	Proposed Color
Existing material	Existing Color	Proposed material	Proposed Color
FRONT PORCH			
Existing Material	Existing Color	Proposed Material	Proposed Color
DECK			
Existing Material	Existing Color	Proposed Material	Proposed Color
PATIO			
Existing Material	Existing Color	Proposed Material	Proposed Color
SIDEWALK			
Existing Material	Existing Color	Proposed Material	Proposed Color
SKY LIGHTS			
Existing Material	Existing Color	Proposed Material	Proposed Color
DRIVEWAY			
Existing Material	Existing Color	Proposed Material	Proposed Color
Concrete	no color added	Concrete	no color added
HOUSE NUMBER			
Existing Material	Existing Color	Proposed Material	Proposed Color
OTHER			
Existing Material	Existing Color	Proposed Material	Proposed Color

	File Name	Document Group	Category	Description	Type	Docur
Workflow Status:	Exterior Materials - G...	PLN_HIST	Photo	Proposed new garage...	application/pdf	Upload
	Application Acceptance		Accepted	10/19/2023 Kimberly Stepnoski		
Application Comments:	View ID	Comment	Application	10/19/2023 Date	Kimberly Stepnoski	
	Review Description		Application	10/19/2023 Date	Kimberly Stepnoski	
Initiated by Product:	Historic Review					
Scheduled/Pending Inspections:	Inspection Type	Scheduled Date	Inspector	Status	Comments	
	Review Consolidation					
Resulted Inspections:	Inspection Type	Inspection Date	Inspector	Status	Comments	
	Review Consolidation					
Required Inspections:	Property Owner Notific...					
	Staff Report					
	HPC Hearing					
	COA Issued					
	Inspection					
Condition Status:	Name	Short Comments	Status	Apply Date	Severity	Action By
Documents:	File Name	Document Group	Category	Description	Type	Docur
	Masters Prop., Cornwall...	PLN_HIST	Other	Landscape plan	application/pdf	Upload
	Review Set Plans - COR...	PLN_HIST	Plan	Proposed plans	application/pdf	Upload
	Existing Exterior Elev...	PLN_HIST	Photo	All elevations of e...	application/pdf	Upload
	Site Plan CORNWALL - f...	PLN_HIST	Site Plan	Updated site plan t...	application/pdf	Upload
	Exterior Materials - B...	PLN_HIST	Photo	Photo of existing b...	application/pdf	Upload
	Exterior Materials - R...	PLN_HIST	Photo	Photo of existing r...	application/pdf	Upload
	Exterior Materials - W...	PLN_HIST	Photo	Photo of existing w...	application/pdf	Upload

Record Details

	File Name	Document Group	Category	Description	Type	Docurr
Workflow Status:	Exterior Materials - G...	PLN_HIST	Photo	Proposed new garage...	application/pdf	Upload
	Application Acceptance		Accepted	10/19/2023 Kimberly Stepnoski		
Application Comments:	View ID	Comment		Date	Make Comment	
	Review Distribution		Application	10/27/2023 Mike Stepnoski		
Initiated by Product:	ACA					
	Historic Review					
Scheduled/Pending Inspections:	Inspection Type	Scheduled Date	Inspector	Status	Comments	
	Review Consolidation					
Resulted Inspections:	Inspection Type	Inspection Date	Inspector	Status	Comments	
Required Inspections:	Property Owner Notific...					
	Staff Report					
	HPC Hearing					
	COA Issued					
	Inspection					
Condition Status:	Name	Short Comments	Status	Apply Date	Severity	Action By
Documents:	File Name	Document Group	Category	Description	Type	Docurr
	Masters Prop., Cornwal...	PLN_HIST	Other	Landscape plan	application/pdf	Upload
	Review Set Plans - COR...	PLN_HIST	Plan	Proposed plans	application/pdf	Upload
	Existing Exterior Elev...	PLN_HIST	Photo	All elevations of e...	application/pdf	Upload
	Site Plan CORNWALL - f...	PLN_HIST	Site Plan	Updated site plan t...	application/pdf	Upload
	Exterior Materials - B...	PLN_HIST	Photo	Photo of existing b...	application/pdf	Upload
	Exterior Materials - R...	PLN_HIST	Photo	Photo of existing r...	application/pdf	Upload
	Exterior Materials - W...	PLN_HIST	Photo	Photo of existing w...	application/pdf	Upload





FRONT ELEVATION
1/4" = 1'-0"



RIGHT ELEVATION
1/4" = 1'-0"





REAR ELEVATION
1/4" = 1'-0"

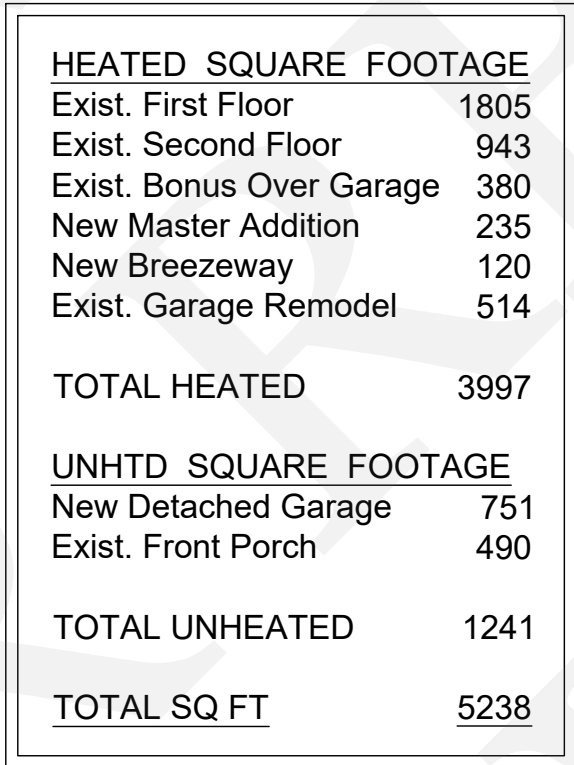


LEFT ELEVATION
1/4" = 1'-0"



**DETACHED GARAGE
LEFT ELEVATION**
1/4" = 1'-0"





1/4" = 1'- CLG HGT. = MATCH EXIST.



EXISTING EXTERIOR ELEVATIONS

LOT 324 PINEHURST HISTORIC DISTRICT
110 MCCASKILL ROAD E, PINEHURST, NC 28374

FRONT ELEVATION





EXISTING EXTERIOR ELEVATIONS

LOT 324 PINEHURST HISTORIC DISTRICT
110 MCCASKILL ROAD E, PINEHURST, NC 28374

RIGHT SIDE ELEVATION





EXISTING EXTERIOR ELEVATIONS

LOT 324 PINEHURST HISTORIC DISTRICT
110 MCCASKILL ROAD E, PINEHURST, NC 28374

LEFT ELEVATION





EXISTING EXTERIOR ELEVATIONS

LOT 324 PINEHURST HISTORIC DISTRICT
110 MCCASKILL ROAD E, PINEHURST, NC 28374

REAR ELEVATION





SAMUEL CHRISTOPHER CORNWALL

**LOT 324 PINEHURST HISTORIC DISTRICT
110 MCCASKILL ROAD E, PINEHURST, NC 28374**

GARAGE DOORS

Manufacturer: CLOPAY

Color: WHITE





SAMUEL CHRISTOPHER CORNWALL

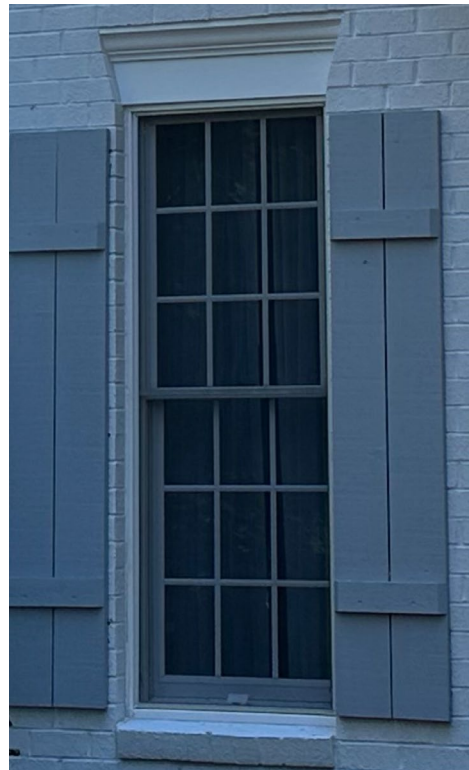
**LOT 324 PINEHURST HISTORIC DISTRICT
110 MCCASKILL ROAD E, PINEHURST, NC 28374**

WINDOWS

Manufacturer: ANDERSON

Color: WHITE

New windows proposed will match
existing windows.





SAMUEL CHRISTOPHER CORNWALL

**LOT 324 PINEHURST HISTORIC DISTRICT
110 MCCASKILL ROAD E, PINEHURST, NC 28374**

ROOFING

Manufacturer: CERTAINTEED LIFETIME

Color: GEORGETOWN GRAY

New roof to match
existing roof





SAMUEL CHRISTOPHER CORNWALL

**LOT 324 PINEHURST HISTORIC DISTRICT
110 MCCASKILL ROAD E, PINEHURST, NC 28374**

BRICK

Manufacturer: GENERAL SHALE BRICK

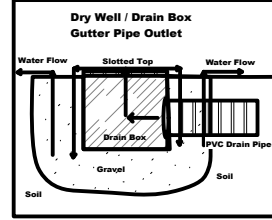
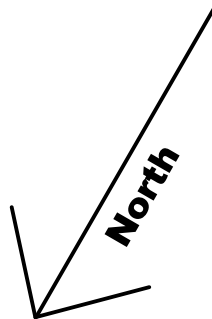
Color: PAINTED SHERWIN WILLIAMS 7006 EXTRA WHITE



Aurora Hills Landscaping, LLC
11000 S. Highway 100, Suite 100
Pinebluff, NC 28373
Phone: 813-885-5511
www.aurorahillslandscaping.com

NC Landscape Contractors # 104
NC Irrigation Contractors # 107
NC Certified Nursery # 109
NC Certified Nursery # 109
N.C. Certified Nursery # 109
N.C. Certified Nursery # 109

Landscape Design
Master Planning
Plant Selection
Planting & Maintenance
Irrigation Systems & Design
Pine & Shrub Care
Lawn & Fertilization & Soil Care



Name	Area
Brick Walk	224 Sq Ft
Lot	19,450 Lf Ft
Right of Way	8,455 Sq Ft
House	3,450 Sq Ft
Gravel Drive	1,659 Sq Ft
Drive Apron	185 Sq Ft
Garage	714 Sq Ft
New Addition	228 Sq Ft
New Garage Driveway	1,178 Sq Ft

Diameter	Type	Length
Main Line 1"	PE	86Ft.
Sleeve Pipe	PVC	1Ft.
5"	Drain Pipe	22Ft.

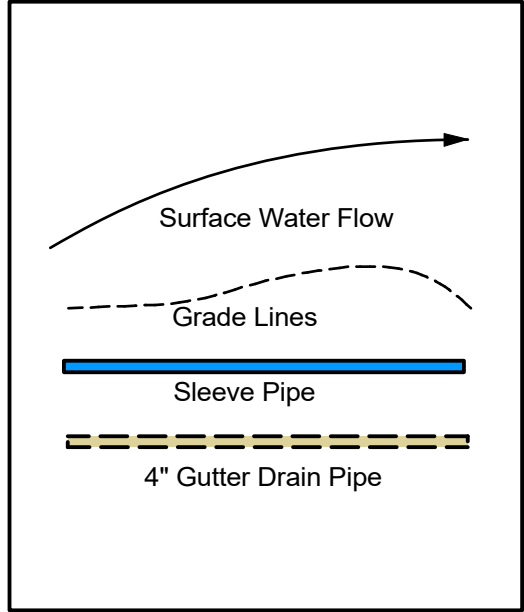


EXHIBIT A-2.13

Common Name	Latin Name	Schedule Size	Quantity
Nandina	Nandina domestica	7 Gal.	3
Sasanqua	Camellia sasanqua	7 Gal.	4
Camellia	Camellia japonica	7 Gal.	3
Aucuba, Gold Dust	Aucuba japonica	3 Gal.	2
Gardenia	Gardenia jasminoides	5 Gal.	3
Tea Olive Osmanthus	Osmanthus fragrans	15 Gal.	3
Fortunes Osmanthus	Osmanthus fortunei	5 Gal.	3
Convexa Holly	Ilex convexa	7 Gal.	4
Azalea, Encore, Pink	Rhododendron 'Encore®'	3 Gal.	5
Pine Bark, Shredded		15 Cu Yds	1
Pine Straw		150 Bales	1
Drain Pipe, 4"		100 Ft.	1
Pipe Fittings, 4"		10 Each	1
Tractor		Fine Grade	1
Labor, Fine Grade		10 Hour	1
Landscape Plan		Construction Permit	1
Fill Dirt, Loads Spread		15 Tons	3
Compost		5 Cu Yds	1
Exit Drains 6"		Each	4
Sleeve Pipe	3 PVC 1"	25 Ft.	1
Step Stone	Natural	Large	12
Irrigation Zone		Spray Heads	1

EA Azalea, Encore

AU Aucuba

Camellia japonica

CM Crape Myrtle

CV Convexa Holly

GA Gardenia

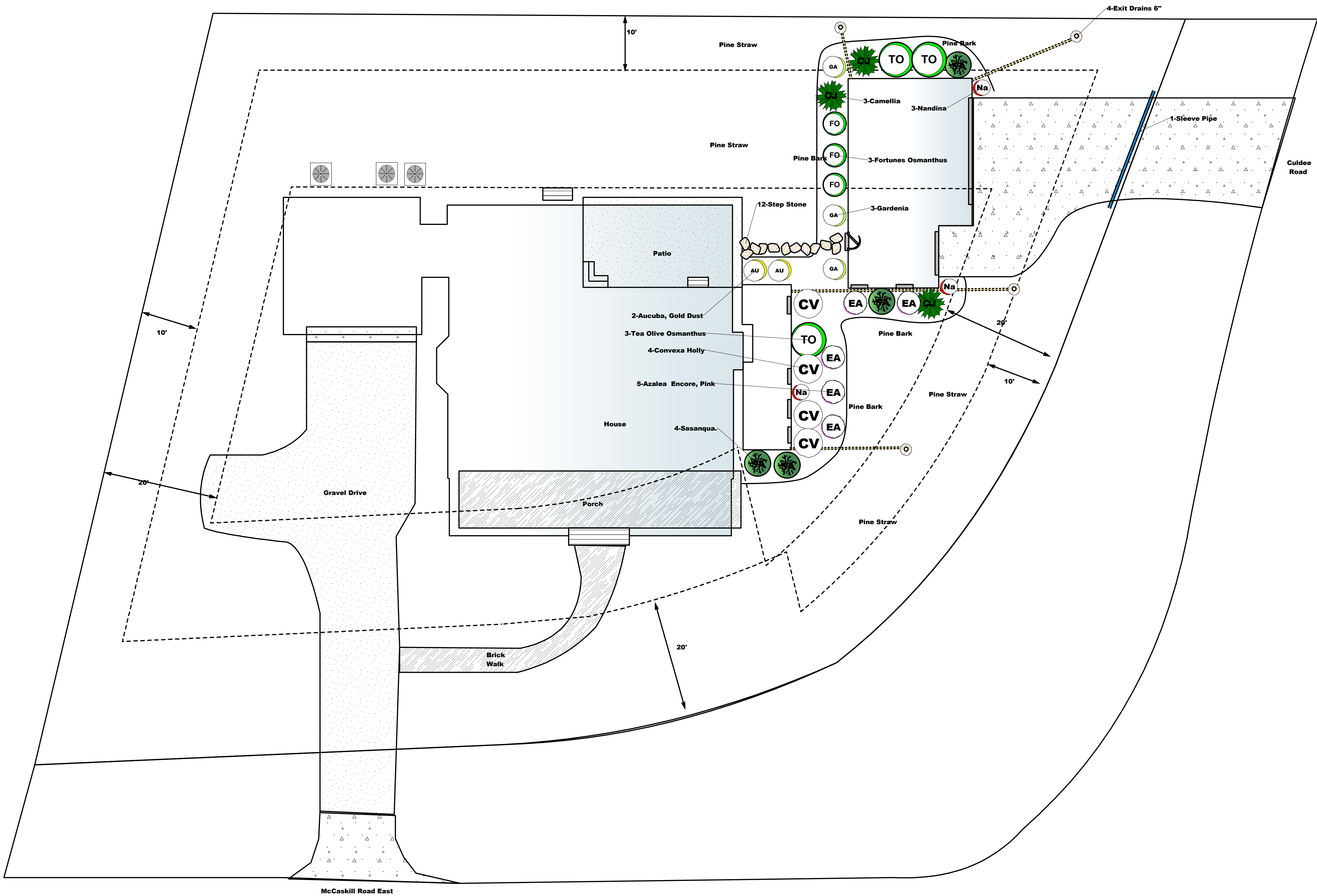
Na Nandina

FO Osmanthus, Fortunes

TO Osmanthus, Tea Olive

Sasanqua

Existing Pine



- 1-Labor, Fine Grade
- 1-Tractor
- 1-Pine Bark, Shredded
- 1-Pine Straw
- 1-Landscape Plan
- 1-Drain Pipe, 4"
- 1-Pipe Fittings, 4"
- 1-Compost
- 3-Fill Dirt, Loads Spread
- 1-Irrigation Zone



Pine Bark

1"= 10'



Prepared By	Chris And Sara Cornwall
110 McCaskill Road East	
Pinehurst, NC	
Project	AURORA HILLS LANDSCAPING
1009 Current Street Ext.	
Pinebluff, NC 28373	
Owner	Masters Properties
Drawn By	Tommy Howe
Scale	1" = 10'
Phone	695-8551
Date	10-17-23
1 of 1	
LANDSCAPE PLAN	



COA-2023-00397 (20 CULDEE 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 construction of an addition to the garage at 20 Culdee Rd. The property is identified as Moore County PID Number 00026358. The property owner is Scott Ahrens and applicant is Pinehurst Homes, Inc.

FROM:

mmandeville@vopnc.org

CC:

pgraham@vopnc.org; mcarpenter@vopnc.org; sgrow@vopnc.org

DATE OF MEMO:

11/9/2023

MEMO DETAILS:

Please see attached materials relating to this public hearing.

ATTACHMENTS:

Description

- ▣ EXHIBIT S-1
- ▣ EXHIBITS A-1 - A-2



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Historic Preservation Commission
From: Michael Mandeville, Senior Planner
CC: Pam Graham, Planning Supervisor
 Maria Carpenter, Planner
 Shelby Grow, Administrative Specialist
Date: November 9, 2023
Subject: **Major COA Request for 20 Culdee Rd.**

Applicant:	Pinehurst Homes, Inc.
Owners:	Scott Ahrens
Property Location:	20 Culdee Rd.
Land Use:	Single Family Residential
PID#	00026358
COA#:	2023-00397

Request and Background:

The applicant requests a Certificate of Appropriateness (COA) for the construction of an addition to the garage at 20 Culdee Rd. The property is further identified as Moore County PID Number 00026358. The existing structure was built in 1930 and the property is +/- 1.411 acres in size.

The applicant proposes constructing a 10 ft. addition to the rear of the existing garage and adding a finished area above the garage. The existing garage door will remain. All exterior finishes (siding, windows, trim, roofing, and gutters) will match the existing materials as close as possible.

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 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:

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.6 - Vents, including soffit vents and low profile ridge vents should be installed in a manner that does not diminish the original design of the roof or destroy the character of roof details.
3. SECTION III.A.7 - New gutters and downspouts should be installed so that character-defining architectural features of the structure are not damaged or lost.

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.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.
3. SECTION III.C.8 - New dormer windows on street-facing elevations should be compatible with the size and placement of existing windows on primary elevations and should not compromise the architecture of the structure.
4. 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.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.
6. SECTION III.I.10 - An addition must not obscure, damage, or destroy the character-defining features of an historic primary structure.

K. WOOD

1. SECTION 11.K.1 - 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 11.K.6 - Wooden surfaces and features must be in colors that are in the Village of Pinehurst Color Palette.

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 detached garage and additions are congruous with the Historic District and meet the Historic District Standards.



HISTORY, CHARM, AND SOUTHERN HOSPITALITY_____

November 2, 2023

Dear Property Owner(s),

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

Thursday, November 16th, 2023
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 construction of an addition to the existing garage at 20 Culdee Rd. The property is identified as Moore County PID Number 00026358. The property owners is Scott Ahrens and applicant is Pinehurst Homes, Inc.

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-1.5



Legend

- Subject Property
- Property Owners Receiving Notification

Official Zoning

- H - Hotel
- R MF - Res Multi-Family
- R10 - Residential
- R30 - Residential
- VR - Village Residential

Esri Community Maps Contributors, Moore County GIS (NC), State of North Carolina, OpenStreetMap, Microsoft, Esri, HERE, Garmin, Swatch, GeoEye, USGS, EPA, NPS

0 265 530 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).

November 16, 2023
Historic Preservation Commission
20 Culdee Rd. Major COA Request



ZALZNECK, ROBERT J JR
20 SHAW RD NE
PINEHURST,NC,28374

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

MCCABE, MICHAEL R II
90 E MCCASKILL ROAD
PINEHURST,NC,28374

HOWARD, JONATHAN WILLIAM
25 BARRETT RD E
PINEHURST,NC,28374

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

KUSHAY, CHRISTIAN CO/TRUSTEE
15 BARRETT ROAD EAST
PINEHURST,NC,28374

HICKEY, MALLORY M
PO BOX 418
PINEHURST,NC,28374-0418

WALKER, JAMES BENNING
20 BARRETT RD EAST
PINEHURST,NC,28374

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

COA-2023-00397 - Culdee Rd

Menu Help

File Date: [10/03/2023](#)

Application Status: [In Review](#)

Application Type: [Historic Certificate of Appropriateness - Major](#)

Application Detail: [Detail](#)

Description of Work:

Application Name: [Culdee Rd](#)

Address: [20 CULDEE Rd, Pinehurst, NC 28374](#)

Owner Name: [AHRENS, SCOTT ROLLAND](#)

Owner Address: [PO Box 46449, RALEIGH, NC 27620](#)

Parcel No: [00026358](#)

Contact Info:	Name	Organization Name	Contact Type	Contact Primary Address	Status
	Pinehurst Homes, Inc.	Pinehurst Homes...	Applicant	Mailing, PO Box 3190 N...	Active
	Pinehurst Homes, Inc.	Pinehurst Homes...	Applicant	Mailing, PO Box 3190 N...	Active

Licensed Professionals Info:	Primary	License Number	License Type	Name	Business Name	Business License #
------------------------------	---------	----------------	--------------	------	---------------	--------------------

Job Value: [\\$0.00](#)

Total Fee Assessed: [\\$500.00](#)

Total Fee Invoiced: [\\$500.00](#)

Balance: [\\$0.00](#)

Custom Fields:	GENERAL INFORMATION		
	Description of Changes to the Structure	Type of Work	Existing Use
	10 ft addition to the rear of the existing garage and adding a finish	Addition	Single Family Low Density
	d area above the garage including a dormer on the left side. Existing garage door to remain. All exterior finishes (siding, windows, trim, roofing, gutters) to match the existing materials as close as possible.		
	Proposed Use	Includes Demolition?	Includes Tree Removal?
	Single Family Low Density	Yes	Yes
	COA Number	Conditions of COA (If Any)	
	-	-	

PERMIT DATES			
Application Expiration Date	Permit Issued Date	Permit Expiration Date	
-	-	-	

FRONT ELEVATION

Existing Material	Existing Color	Proposed Material	Proposed Color
Shake siding	greenish grey	shake siding	match existing as close as possible

REAR ELEVATION

Existing Material	Existing Color	Proposed Material	Proposed Color
Shake Siding	greenish grey	Shake siding	match existing as close as possible

RIGHT ELEVATION

Existing Material	Existing Color	Proposed Material	Proposed Color
Shake siding	greenish grey	Shake siding	match existing as close as possible

LEFT ELEVATION

Existing Material	Existing Color	Proposed Material	Proposed Color
Shake siding	greenish grey	Shake siding	match existing as close as possible

TRIM

Existing Material	Existing Color	Proposed Material	Proposed Color
Wood	brown	wood	brown to match existing as close as possible

WINDOWS

Existing Material	Existing Color	Proposed Material	Proposed Color
Wood	Black	Vinyl	Black

CHIMNEY

Existing Material	Existing Color	Proposed Material	Proposed Color
-------------------	----------------	-------------------	----------------

FOUNDATION

Existing Material Existing Color Proposed Material Proposed Color

FRONT DOOR

Existing Material Existing Color Proposed Material Proposed Color

SHUTTERS

Existing Material Existing Color Proposed Material Proposed Color

GARAGE DOOR

Existing Material Existing Color Proposed Material Proposed Color

ROOF

Existing Material Existing Color Proposed Material Proposed Color

[Slate](#) Slate Slate Slate to match existing as close as possible

ROOF EXHAUST VENTS

Existing Material Existing Color Proposed Material Proposed Color

FRONT PORCH

Existing Material Existing Color Proposed Material Proposed Color

DECK

Existing Material Existing Color Proposed Material Proposed Color

PATIO

Existing Material Existing Color Proposed Material Proposed Color

SIDEWALK

Existing Material Existing Color Proposed Material Proposed Color

SKY LIGHTS

Existing Material Existing Color Proposed Material Proposed Color

DRIVEWAY

Existing Material Existing Color Proposed Material Proposed Color

HOUSE NUMBER

Existing Material Existing Color Proposed Material Proposed Color

OTHER

Existing Material Existing Color Proposed Material Proposed Color

Workflow Status:	Task	Assigned To	Status	Status Date	Action By
	Application Acceptance		Accepted	10/04/2023	Kimberly Stepnoski
	Review for Completeness				
	Review Distribution				
	Historic Review				
	Planning Review				
	Review Consolidation				
	HPC Public Hearing Notice				
	Property Owner Notific...				
	Staff Report				
	HPC Hearing				
	COA Issued				
	Inspection				

Condition Status:	Name	Short Comments	Status	Apply Date	Severity	Action By
Documents:	File Name	Document Group	Category	Description	Type	Docurr
	Ahrens Res. H-1 Flr. P...	PLN_HIST	Plan	Floor plan	application/pdf	Upload
	Ahrens Res. H-2 Exter...	PLN_HIST	Building Elevat...	Exterior Elevations	application/pdf	Upload
	Ahrens Res. S-1 Site P...	PLN_HIST	Site Plan	Site Plan	application/pdf	Upload
	site plan updated with...	PLN_HIST			application/pdf	Upload
	proposed materials	PLN_HIST			application/msword	Upload
	existing conditions	PLN_HIST			image/jpeg	Upload
	existing conditions	PLN_HIST			image/jpeg	Upload
	existing conditions	PLN_HIST			image/jpeg	Upload
	existing conditions	PLN_HIST			image/jpeg	Upload
	existing conditions	PLN_HIST			image/jpeg	Upload

[Show all](#)

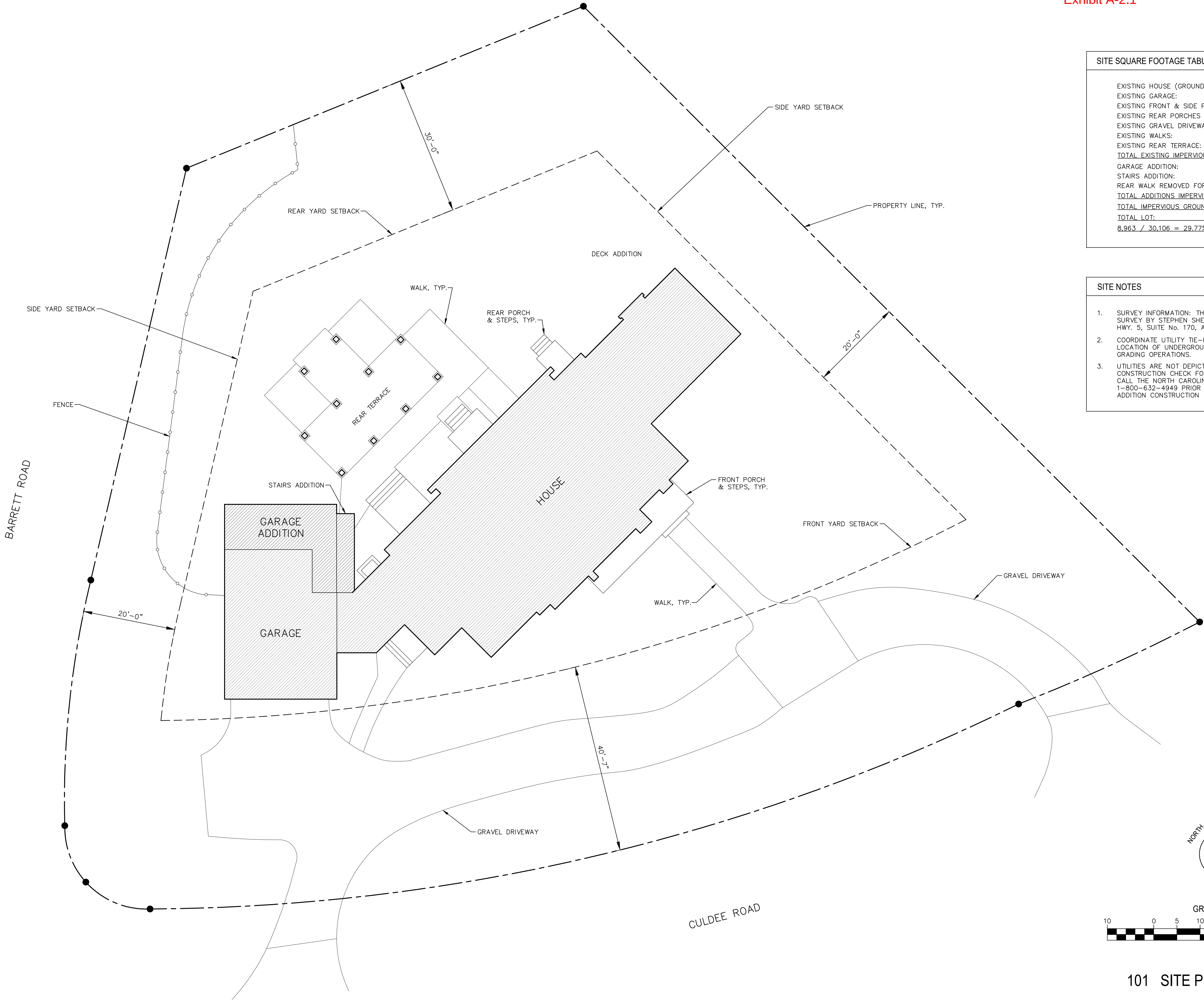
Application Comments:	View ID	Comment	Date
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Initiated by Product: ACA

Scheduled/Pending Inspections:	Inspection Type	Scheduled Date	Inspector	Status	Comments
--------------------------------	-----------------	----------------	-----------	--------	----------

Resulted Inspections:	Inspection Type	Inspection Date	Inspector	Status	Comments
-----------------------	-----------------	-----------------	-----------	--------	----------

Required Inspections:



SITE SQUARE FOOTAGE TABULATION:	
EXISTING HOUSE (GROUND FLOOR):	3,028 GROSS S.F.
EXISTING GARAGE:	732 GROSS S.F.
EXISTING FRONT & SIDE PORCHES & STEPS:	197 S.F.
EXISTING REAR PORCHES & STEPS:	200 S.F.
EXISTING GRAVEL DRIVEWAY:	2,966 S.F.
EXISTING WALKS:	815 S.F.
EXISTING REAR TERRACE:	747 S.F.
<u>TOTAL EXISTING IMPERVIOUS SURFACES:</u>	<u>8,685 S.F.</u>
GARAGE ADDITION:	286 GROSS S.F.
STAIRS ADDITION:	67 GROSS S.F.
REAR WALK REMOVED FOR STAIRS ADDITION:	-75 S.F.
<u>TOTAL ADDITIONS IMPERVIOUS SURFACES:</u>	<u>278 S.F.</u>
<u>TOTAL IMPERVIOUS GROUND SURFACES:</u>	<u>8,963 S.F.</u>
<u>TOTAL LOT:</u>	<u>(0.69 ACRES) 30,106 S.F.</u>
<u>8,963 / 30,106 = 29.77% TOTAL IMPERVIOUS SURFACES</u>	

- SITE NOTES**
1. SURVEY INFORMATION: THIS SITE PLAN WAS BASED UPON SURVEY BY STEPHEN SHEFFIELD & ASSOCIATES, P.A., 1680 NC HWY. 5, SUITE No. 170, ABERDEEN, N.C. JUNE 13, 2023.
 2. COORDINATE UTILITY TIE-INS TO EXISTING UTILITY LINES. VERIFY LOCATION OF UNDERGROUND UTILITIES PRIOR TO CLEARING AND GRADING OPERATIONS.
 3. UTILITIES ARE NOT DEPICTED HEREIN. BEFORE COMMENCING WITH CONSTRUCTION CHECK FOR LOCATION OF UNDERGROUND UTILITIES. CALL THE NORTH CAROLINA ONE-CALL CENTER AT 811 OR 1-800-632-4949 PRIOR TO ANY EXCAVATION, DEMOLITION OR ADDITION CONSTRUCTION



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.



AHRENS RESIDENCE
GARAGE & OFFICE ADDITION
20 CULDEE ROAD, PINEHURST, NORTH CAROLINA

- SITE PLAN
- SCALE : 1" = 10'-0"
• DATE : 8 / 28 / 2023

• DRAWING NO. :

S-1

FLOORING FINISH SCHEDULE

1. FLOOR FINISH AT OFFICE & STAIRS ADDITION SHALL BE HARDWOOD.
2. FLOOR FINISH AT BATHROOM ADDITION SHALL BE CERAMIC TILE.

WINDOW SCHEDULE

SYMBOL	R.O.SIZE (WxH)	TYPE	NOTES
W-1	2'-6" x 3'-0"	FIXED	
W-2	2'-8" x 4'-4"	SINGLE HUNG	
W-3	2'-8" x 5'-0"	SINGLE HUNG	
W-4	2'-8" x 5'-0"	SINGLE HUNG	TEMPERED

WINDOW NOTES

1. PROVIDE FIBERGLASS SCREENS AT ALL OPERABLE WINDOWS.
2. VERIFY WINDOW ROUGH OPENINGS WITH ACTUAL PRODUCT USED. ADJUST DIMENSIONS OF ADJACENT WINDOW CENTERLINES AS REQUIRED.
3. VERIFY ROUGH OPENINGS SHOWN WITH ROUGH OPENINGS OF WINDOW MFR..

DOOR SCHEDULE

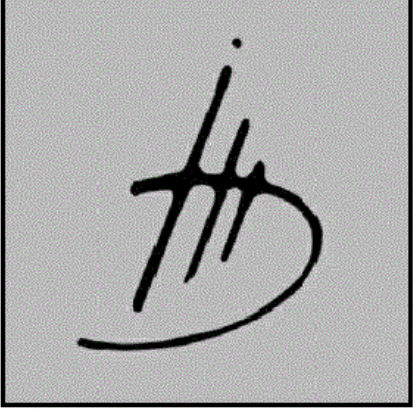
FIRST FLOOR			
SYMBOL	SIZE (WxH)	TYPE	NOTES
(A)	(2)2'-8" x 6'-8"	INTERIOR	
SECOND FLOOR			
(2A)	3'-0" x 6'-8"	INTERIOR	
(2B)	2'-6" x 6'-8"	INTERIOR POCKET DOOR	

GENERAL NOTES

1. ALL DIMENSIONS ARE TO FACE OF FRAMING.
2. VERIFY ALL TUB AND VANITY FRAMING DIMENSIONS WITH SPEC.S 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.

SQUARE FOOTAGE TABULATION

EXISTING HOUSE GROUND FLOOR CONDITIONED:	3,028 GROSS S.F.
EXISTING GARAGE TO REMAIN:	732 GROSS S.F.
TOTAL EXISTING:	3,760 GROSS S.F.
GARAGE & CONDITIONED STAIRS ADDITION:	353 GROSS S.F.
OFFICE ADDITION CONDITIONED:	612 GROSS S.F.
TOTAL ADDITIONS:	965 GROSS S.F.
TOTAL HOUSE (GROUND FLOOR), GARAGE & ADDITIONS:	4,725 GROSS S.F.



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

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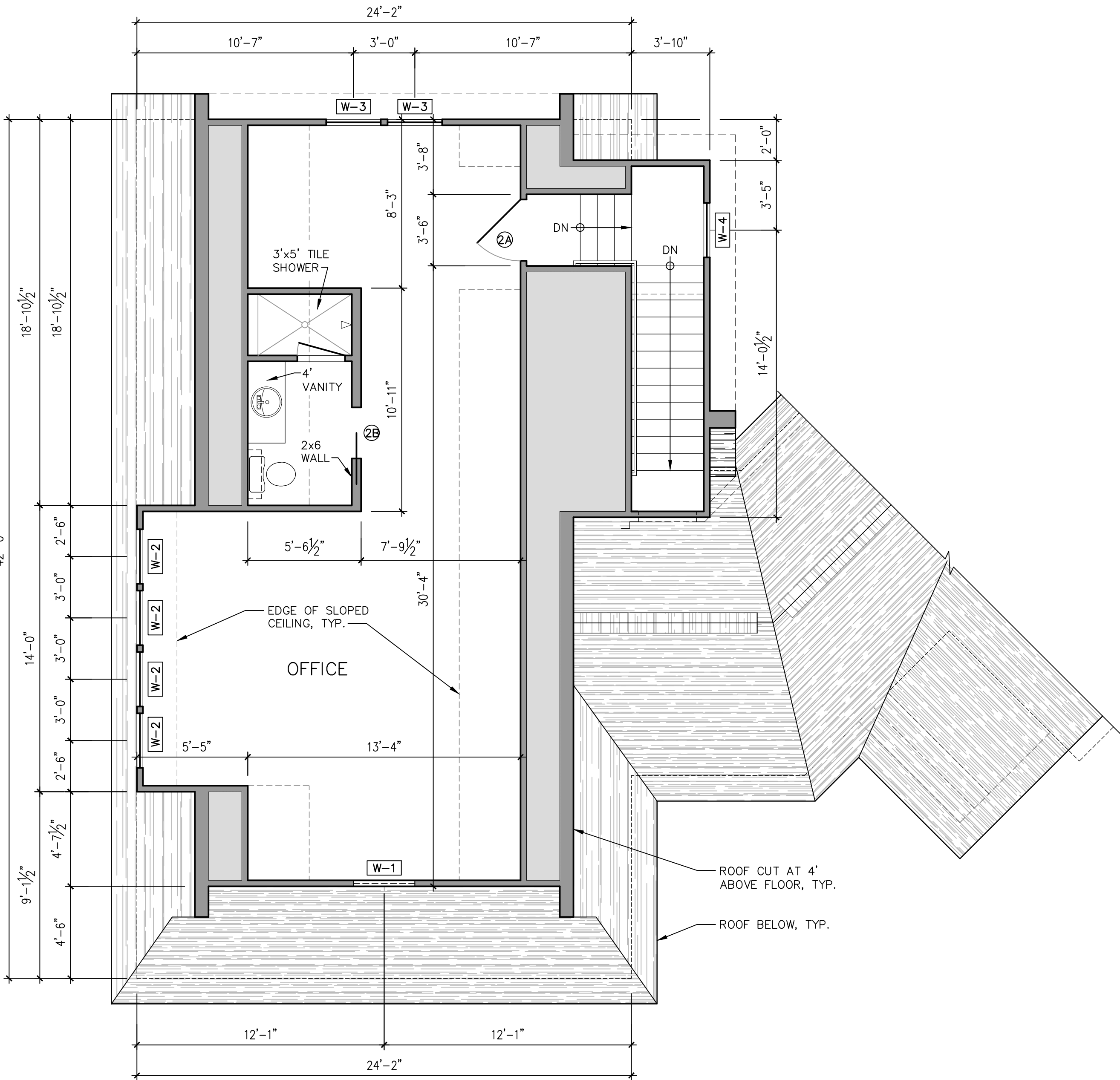


AHRENS RESIDENCE
GARAGE & OFFICE ADDITION
20 CULDEE ROAD, PINEHURST, NORTH CAROLINA

- ADDITION FLOOR PLANS / NOTES & SCHEDULES
- SCALE : 1/4" = 1'-0"
- DATE : 8 / 28 / 2023

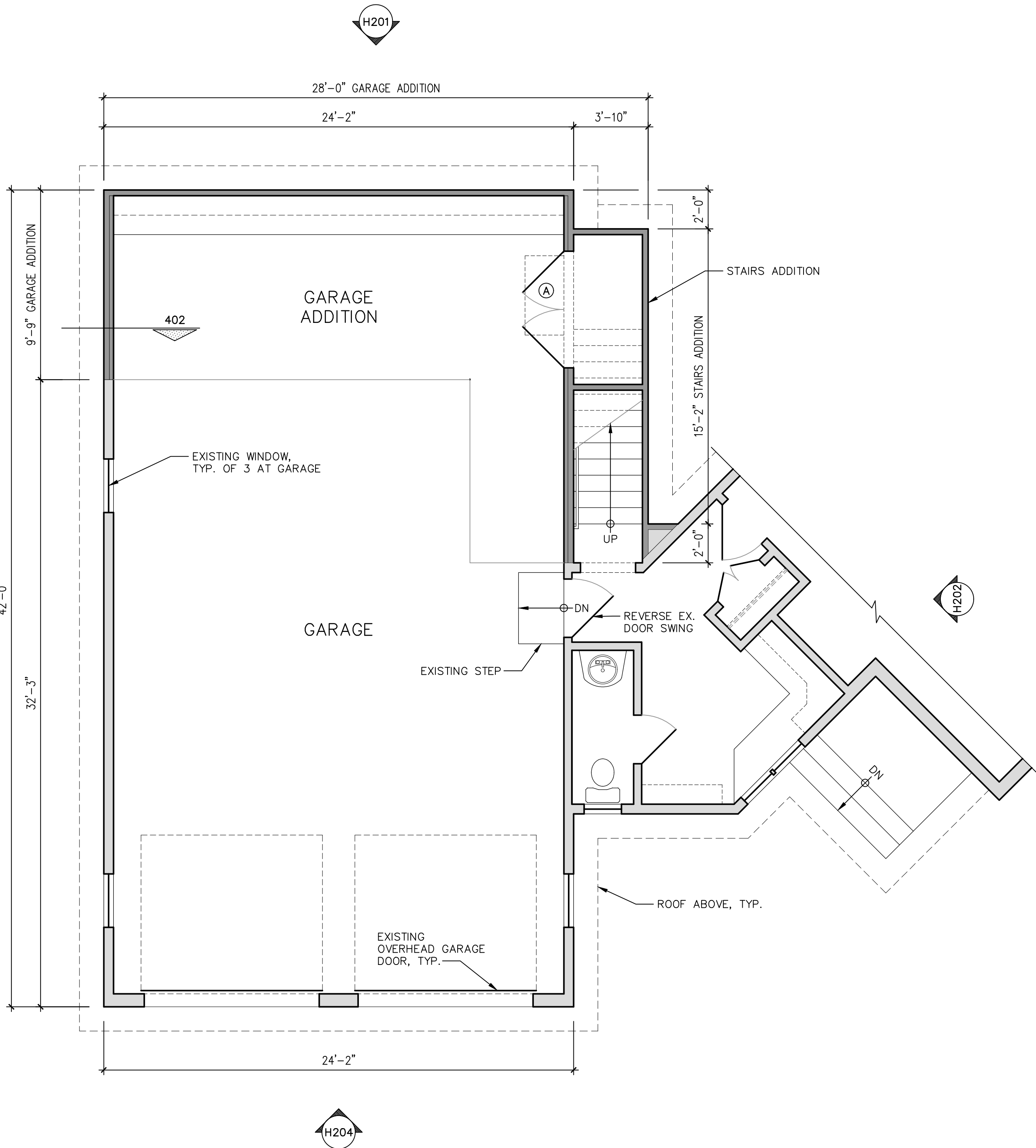
• DRAWING NO. :

H-1



101 SECOND FLOOR ADDITION PLAN

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



102 FIRST FLOOR ADDITION PLAN

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



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

20 Culdee Rd



possible.

Slate roof to match existing color as close as



Single hung black trim windows to match existing as close as possible.

Siding



color as close as possible.

Wood Shake siding to match existing

Exhibit A-2.6













PLANNING AND INSPECTIONS DEPARTMENT

TO: Pinehurst Historic Preservation Commission
FROM: Maria Carpenter, Planner
DATE: November 9, 2023
SUBJECT: Minor Work COA's Issued 10/15/2023 – 11/7/2023

**REPORT OF STAFF APPROVALS
NOVEMBER 16, 2023 MEETING
10/15/2023 – 11/7/2023**

Record #	Nature of Work	Application Date	Issued Date	Address	Property Owner
COA-2023-00421	Fence	10/17/2023	10/25/2023	25 Muster Branch Rd	AED Management
COA-2023-00434	Repair siding & paint	10/24/2023	10/26/2023	5 Village Green Rd	Village Real Estate Partners
COA-2023-00470	Painting/Awning repair	10/31/2023	10/31/2023	1 Market Square St	Cheryl Melhorn



**APPROVAL OF THE 2024 MEETING SCHEDULE
ADDITIONAL AGENDA DETAILS:**

FROM:

Shannon Konstantinou

CC:

Alex Cameron

DATE OF MEMO:

11/1/2023

MEMO DETAILS:

Attached is a draft copy of the 2024 HPC Meeting Calendar.

ATTACHMENTS:

Description

📎 2024 HPC Meeting Schedule



2024 HISTORIC PRESERVATION COMMISSION MEETING SCHEDULE

BOARD/COMMITTEE	FREQUENCY	LOCATION	TIME	DATES	
HISTORIC PRESERVATION COMMISSION	4 th Thursday	Assembly Hall	4:00 PM	01/25/2024	07/25/2024
				02/22/2024	08/22/2024
				03/28/2024	09/26/2024
				04/25/2024	10/24/2024
				05/23/2024	11/21/2024*
				06/27/2024	12/19/2024*

**Date has been changed due to a Holiday*



**COMMISSION ORGANIZATIONAL ITEMS
ADDITIONAL AGENDA DETAILS:**

FROM:

Shannon Konstantinou

CC:

Alex Cameron

DATE OF MEMO:

11/1/2023

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 2024.

ATTACHMENTS:

Description

- ☐ Conflict of Interest PDO Section 3.8
- ☐ HPC Volunteer Conflict of Interest Form
- ☐ Ethics Policy for 2024
- ☐ HPC Rules of Procedure

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: Historic Preservation Commission

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: Historic Preservation Commission

Witnessed by: _____ Date: _____

Print name: _____

	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: _____

RULES OF PROCEDURE**PINEHURST HISTORIC PRESERVATION COMMISSION
VILLAGE OF PINEHURST, NORTH CAROLINA****I. GENERAL RULES**

The Historic Preservation Commission of the Village of Pinehurst, North Carolina, shall be governed by the terms of Chapter 160A, Article 19, Part 3C of the General Statutes of North Carolina and by the terms of the Village of Pinehurst Development Ordinance.

II. OFFICERS AND DUTIES

- A. Chairperson. A Chairperson shall be appointed by the Pinehurst Village Council. The Chairperson shall decide on all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Commission in session at the time. The Chairperson may administer oaths and or affirmations to witnesses.
- B. Vice Chairperson. A Vice Chairperson shall be elected by the Commission from among its regular members and for the same term as the Chairperson. The Vice Chairperson shall serve as Acting Chairperson in the Chairperson's absence and at such times shall have the same powers and duties as the Chairperson.

III. RULES OF CONDUCT FOR COMMISSION MEMBERS

- A. Members of the Commission may be removed for good cause shown, including violation of the rules stated below in accordance to the General Statues.
- B. Faithful attendance at most (90%) Commission meetings without good cause shown shall be considered a prerequisite of continuing membership on the Commission.
- C. A member of the Commission shall not participate in or vote on any quasi-judicial matter if such member has a material conflict of interest. Impermissible conflicts 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. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.
- D. No Commission member shall vote on any matter that decides an application or appeal unless the member has attended the hearing on that application or appeal or has made themselves familiar with the evidence presented during the course of the hearing. In addition, voting by proxy shall not be permitted.
- E. No Commission member shall discuss any case with any parties thereto before the hearing on that case; provided, however, that members may receive and/or seek information pertaining to the case from any other member of the Commission or Planning Department Staff before the hearing. Any information received shall be made known and available to all parties and disclosed at the hearing.

- F. Members of the Commission shall not express individual opinions on the judgment of any case publicly or with any parties thereto before that case is determined.

IV. MEETINGS

- A. Regular Meetings. Regular meetings of the Commission shall be held monthly on the fourth Thursday of the month at 4:00 PM at the Village Hall Council Conference Room located at 395 Magnolia Rd., Pinehurst, NC; provided that meetings may be scheduled at or continued to another convenient place and time in the Village in any case where the Chairperson determines it is in the public interest to do so.
- B. Special Meetings. The Chairperson may call special meetings of the Commission at any time. At least 48 hours written notice of the time and place of the special meeting shall be given; by either the Staff or the Chairperson to each member of the Commission.
- C. Cancellation of Meetings. If there is no other business for the Board, or if so many members notify the Staff that they cannot attend a meeting and that a quorum will not be available, the Chairperson may cancel the meeting. The Chairperson or Staff shall notify Commission members of the cancellation.
- D. Quorum. A quorum shall consist of a simple majority of the members with filled seats of the Commission, not to be less than three (3) persons. No business shall be conducted with less than a quorum.
- E. Voting. Unless excused, all sitting members must vote on every issue. The vote of a majority of the members present and not excused from voting shall decide issues before the Board.
- F. Conduct of Meetings. All meetings shall be open to the public. Meetings will be governed by Robert's Rules of Order.

V. APPLICATION PROCEDURES AND HEARINGS

- A. Filing of Application. An application must be submitted with the Village Planner at least three (3) weeks prior to the next meeting of the Commission, accompanied by sketches, drawings, photographs, specifications, descriptions, etc. of the proposed project. No application will be accepted for consideration by the Commission which does not meet all the applicable zoning and code requirements and has not received official approval by the Village Planner, unless the plans are being reviewed for conditional COA prior to Technical Review Committee approval.
- B. Notice. Public Notice shall be given in accordance with the Pinehurst Development Ordinance and the North Carolina General Statutes.
- C. Public Hearings. It is the policy of the Commission that its regularly scheduled meetings be organized in a public hearing format in which general comments from the public are invited.
- D. Time of Decision. The Commission must issue or deny a Certificate of Appropriateness within one hundred eighty (180) days after the filing of an application, except when the time limit has been extended by mutual agreement between the applicant and the Commission.
- E. Site Visit. The Commission members may, in its discretion, visit the premises prior to the meeting of the Commission.

- F. Approval of Application. If an application is approved, the staff for the Commission shall transmit a Certificate of Appropriateness in letter form, describing the nature of the work and any stipulations that have been approved. A copy of this information shall be maintained in the files of the Village of Pinehurst Planning and Inspections Department. All decisions of the Commission shall be supported by appropriate findings of fact, and where necessary, shall be accompanied by such conditions and/or recommendations as it may determine to be reasonable under the circumstances.
- G. Denied Applications. If an application is denied, written reasons for denial shall be made available to the applicant. All decisions of the Commission shall be supported by appropriate findings of fact, and where necessary, shall be accompanied by such conditions and/or recommendations as it may determine to be reasonable under the circumstances.
- H. Rehearings. An application for a rehearing may be made in the same manner as an application for an original hearing. Evidence in support of the application shall initially be limited to what is necessary to enable the Commission to determine whether there has been a substantial change in the facts, evidence, or conditions in the case. The Commission shall deny the application for rehearing if, from the record; it finds that there has been no substantial change in facts, evidence, or conditions. If the Commission finds that a substantial change had occurred, it may be approved by a simple majority shall, thereupon, treat the request in the same manner as any other application.
- I. Appeal of Decisions. Any party can appeal a decision of the Commission to the Zoning Board of Adjustment by filing a written appeal to the Staff within thirty (30) calendar days of the Commission's decision. Staff shall forward the Record in the matter to the Board of Adjustment within (60) days following the appeal. Review by the Board of Adjustment shall be in the nature of certiorari.

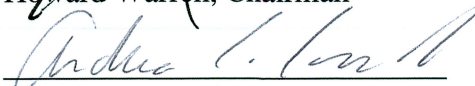
VII. AMENDMENTS

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than a simple majority of the Board, provided that such amendment be presented in writing at a regular or special meeting before the meeting at which the vote is taken.

ADOPTED this the 28th day of February, 20 13

VILLAGE OF PINEHURST
HISTORIC PRESERVATION COMMISSION


Howard Warren, Chairman


Andrea Correll, Director of Planning & Inspections