



**HISTORIC PRESERVATION COMMISSION
AGENDA FOR WORK SESSION OF NOVEMBER 4, 2021
395 MAGNOLIA RD.
ASSEMBLY HALL
PINEHURST, NORTH CAROLINA**

1. Call to Order.
2. 2022 Regular Meeting Calendar
3. Next Meeting: 11-18-2021 Regular Meeting
4. Discuss and Consider Revisions to the Historic District Standards
5. Adjournment.

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.



**2022 REGULAR MEETING CALENDAR
ADDITIONAL AGENDA DETAILS:**

FROM:

Shannon Konstantinou

CC:

Alex Cameron; Alexandria Rye

DATE OF MEMO:

11/1/2021

MEMO DETAILS:

Attached is a copy of the 2022 Regular Meeting Schedule for your review.

ATTACHMENTS:

Description

- 📎 2022 Regular Meeting Calendar



2022 HISTORIC PRESERVATION COMMISSION MEETING SCHEDULE

BOARD/COMMITTEE	FREQUENCY	LOCATION	TIME	DATES	
HISTORIC PRESERVATION COMMISSION	4 th Thursday	Assembly Hall	4:00 PM	1/27/22	7/28/22
				2/24/22	8/25/22
				3/24/22	9/22/22
				4/28/22	10/27/22
				5/26/22	11/17/22*
				6/23/22	12/15/22*

**Frequency has been changed due to a Holiday*



**DISCUSS AND CONSIDER REVISIONS TO THE HISTORIC DISTRICT
STANDARDS
ADDITIONAL AGENDA DETAILS:**

FROM:

Alex Cameron & Alexandria Rye

CC:

Darryn Burich & Shannon Konstantinou

DATE OF MEMO:

11/3/2021

MEMO DETAILS:

Building off discussion between staff and Commission members from the October 21st work session, the Historic Preservation Commission and staff will review and discuss potential revisions to the Historic District Standards. Such revisions include the classification of Basic Work, Minor Work and Major Work as well as language in the corresponding standards. Additional topics to discuss can include submission material.

ATTACHMENTS:

Description

- Potential Revisions to Discuss and Consider

Items

1. Basic, Minor, Major Category changes
2. Revised Standards ; Pool, Spa, Hot Tub
3. Revised Standards; Fence, Wall
4. Revised Standards; Shutters and Awnings
5. Revised Standards; Decks and Patios
6. Discuss Next Meeting Date and Topics

Existing Basic Work Section

B. BASIC WORK AND ROUTINE MAINTENANCE

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

- Installation of address numbers and mailboxes
- Replacement of broken or damaged glass, as long as the replacement matches the existing glass
- Replacement or refinishing of existing signage to match existing
- Caulking and weather stripping
- Repair in-kind of gutters and downspouts
- Replacement of gutters and downspouts where replacement materials match the existing materials in detail and color
- Replacement of light fixtures with new fixtures that are compatible with the primary structure
- Installation of life safety equipment (e.g., automated external defibrillators, fire extinguishers, etc.) or items for special events (e.g., tents, displays, storage pods, etc.) that are congruous with the Pinehurst Historic District
- Installation of foundation vents and replacement of access doors
- Replacement of mechanical equipment, including HVAC units, that does not change from existing location/appearance/screening
- Removal of existing fencing
- Repairs to fences, decks, and driveways as long as replacement materials match the existing materials in detail, style, dimensions, and color
- Repairs to walks and patios, as long as the replacement matches the existing walks and patios
- Repair of existing street and/or yard lighting
- Repair or replacement of masonry foundations where the existing foundation material is retained or where new material matches the existing foundation
- Repointing and other masonry repairs when the color and composition of the mortar matches the existing mortar and new brick or stone matches the existing masonry as closely as possible
- Removal of lighting
- Removal of storm windows and storm doors
- Minor landscaping, including vegetable and flower gardens, and shrubbery
- Removal of screening from screened-in porches
- Removal of dead or diseased trees along the street front that are not in the right-of-way

Proposed Basic Work Section

	CATEGORY	DESCRIPTION OF WORK
1	Address Numbers & Mailboxes	Installation of address numbers and mailboxes
2	Glass	Replacement of broken or damaged glass, as long as the replacement matches the existing glass
3	Maintenance	Caulking and weather stripping
4	Gutters & Downspouts	Repair or replace gutters and downspouts like for like
5	Light Fixtures & Lighting	Repair or replacement of existing street and/or yard lighting and light fixtures with new fixtures that are compatible with the existing
6	Life Safety	Installation of life safety equipment (e.g., automated external defibrillators, fire extinguishers, etc.) or items for special events (e.g., tents, displays, storage pods, etc.) that are congruous with the Pinehurst Historic District
7	Foundation	Installation of foundation vents and replacement of access doors and repair or replacement of masonry foundations where the existing foundation material is retained or where new material matches the existing foundation
8	Mechanical Equipment	Replacement of mechanical equipment, including HVAC units, that does not change from existing location/appearance/screening
9	Fencing	Removal of existing fencing
10	Repairs	Repairs to fences, decks, and driveways as long as replacement materials match the existing materials in detail, style, dimensions, and color
11	Walks & Patios	Repairs to walks and patios, as long as the replacement matches the existing walks and patios
12	Masonry	Repointing and other masonry repairs when the color and composition of the mortar matches the existing mortar and new brick or stone matches the existing masonry as closely as possible
13	Storm Windows & Doors	Removal of storm windows and storm doors
14	Landscaping	Minor landscaping, including vegetable and flower gardens, and shrubbery
15	Screened-in Porches	Removal of screening from screened-in porches
16	<u>Tree Removal</u>	<u>Removal of dead or diseased trees along the street front that are not in the right-of-way after providing documentation to the Village Planner from a landscape professional.</u>

Existing Minor Work Section

C. MINOR WORK

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

- Installation of additional mechanical and utility equipment in a new location including, but not limited to, heating and air conditioning units and private well enclosures and associated tanks that are screened from view with shrubbery or appropriate fencing.
- Installation of small/micro cell wireless facilities that meet the standards **(moved to major)**
- Replacement or removal of siding that covers original material, such as removal of asbestos (which must have an asbestos report submitted to the building inspector), asphalt, or other artificial siding when the original siding beneath is to be repaired and repainted or stained
- New parking areas, walks, and driveways
- Addition of shutters and awnings
- Addition of fences, walls, and columns
- Addition of decks and patios that will be located in the rear yard
- Installation of accessibility ramps and exterior fire exits
- Construction of an arbor, water feature (not including pools), pergola and/or trellis that will be located in the rear yard
- Addition of new signage
- Screening-in an existing side or rear porch that is not visible from the street
- New installation of gutters and downspouts
- Painting a surface a different color that is consistent with Village of Pinehurst Color Palette
- Installation of structures or features that are short-term (less than 1 year) or intermittent in nature (e.g., construction trailer, television, temporary cellular facilities, mobile units, etc.).
- Replacement of existing siding, trim, porch flooring, steps, shutters, awnings, etc., as long as replacement materials match the original or existing materials in detail and color
- Replacement of roofing material of the same style, size, and color
- Replacement of doors and windows that are the same style, material, size, and color as the existing doors and windows
- Replacement of missing details, including missing or deteriorated siding and trim, porch floors, ceilings, columns, balustrades, or other architectural details, with new materials that are compatible with existing details
- Installation of storm windows and doors
- Installation of skylights and solar panels not visible from the street
- Installation of accessory buildings with no dimension greater than 12 feet
- Demolition of small outbuildings that are 144 square feet or less
- Six-month extension of an approved Certificate of Appropriateness **(removed)**
- Renewal of an expired Certificate of Appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the certificate was initially approved **(removed)**
- Minor work changes to an approved COA prior to the work being completed, except in cases when those changes fall under the category **(redundant and self-explanatory)**

Proposed Minor Work Section

	CATEGORY	DESCRIPTION OF WORK	DESIGN STANDARD
1	Accessory Structures	Arbor, water feature, pavilion, pergola or trellis located in the rear yard	
2	Accessory Buildings and Additions	Additions and accessory buildings in the rear yard only	
3	Architectural & Structural Changes	Structural and/or architectural changes of which the design and/or materials are consistent with the standards. (examples: windows, siding, roof, shutters, exterior material, etc.)	
4	Deck	Decks located in the rear yard	
5	Demolition	Demolition of small outbuildings that are 144 square feet or less	
6	Driveway, Walkways & Parking Areas	Installation or addition of driveways, walkways, and parking lots which are consistent with the standards.	
7	Fence, Wall, Column	Installation or addition of fences, walls, or columns which are consistent with the standards.	
8	Life Safety	Installation of life safety and accessibility features	
9	Mechanical Equipment	Installation of mechanical and utility equipment	
10	Paint Color	Painting consistent with Village of Pinehurst Color Palette	
11	Patio	Patios that will be located in the rear yard located in the rear yard	
12	Pool and Hot Tub & Spas	Installation of in-ground swimming pools and spa/hot tubs that are consistent with the standards Pool demolition or infill	
13	Porch	Screening-in an existing side or rear porch that is not visible from the street. Enclosure of rear non-street facing porches	
14	Signage	New signage consistent with the standards	
15	Solar Panels and Skylights	Installation of skylights and solar panels not visible from the street	
16	Storm Windows and Doors	Installation of storm windows and doors	
17	Temporary or Short Term	Installation of structures or features that are short-term (less than 1 year) or intermittent in nature (e.g., construction trailer, television, temporary cellular facilities, mobile units, etc.)	

Existing Major Work Section

D. MAJOR WORK

Major Work projects must be approved by the Historic Preservation Commission in a public hearing before a Certificate of Appropriateness can be issued. In general, these are projects which involve a change in the appearance of a structure or landscape, are more substantial in nature than Minor Work projects, or Minor Work not approved by Planning Staff.

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

- New construction or additions not considered to be Minor Work
- Relocation, removal or demolition of any structural part of a primary structure including accessory buildings or accessory structures that exceed 144 square feet
- Replacement of architectural details that changes the design or materials from the existing details
- Changes to roof lines
- Replacement of windows and doors that are not compatible with the existing window (s) and/or door (s) **(covered in Minor Work and if not consistent, listed in #3)**
- Eliminating or adding windows and/or doors **(covered in Minor Work and if not consistent, listed in #3)**
- Resurfacing buildings with different materials from that which was removed **(covered in Minor Work and if not consistent, listed in #3)**
- Replacement roofing with a different material or style from that being replaced **(covered in Minor Work and if not consistent, listed in #3)**
- Installation of structures that are not temporary and expected to be in place for one (1) year or greater, or potentially longer-term structures or features that may not be permanently affixed to the structure (e.g., modular units) **(removed as it's redundant)**
- Removal of trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a residence
- Installation of in ground swimming pools **(moved to Minor Work)**
- Installation of freestanding ATMs or kiosks
- Installation of small/micro cell wireless facilities
- Minor Work items not approved by the Village Planner

Proposed Major Work Section

	CATEGORY	DESCRIPTION OF WORK	DESIGN STANDARD
1	New Construction	New construction or additions not considered to be Minor Work	
2	Accessory Buildings and Additions	Additions and accessory buildings not considered to be Minor Work.	
3	Architectural & Structural Changes	Structural and/or architectural changes of which the design and/or materials are not consistent with the standards. (examples; windows, siding, roof, shutters, exterior material, etc.)	
4	Demolition	Relocation, removal or demolition of any structural part of a primary structure including accessory buildings or accessory structures that exceed 144 square feet	
5	Roofs	Changes to roof lines	
6	Minor Work Not Approved	Minor Work items not approved by the Village Planner	
7	ATM	Installation of freestanding ATMs or kiosks	
9	Solar Panels and Skylights	Installation of skylights or solar panels visible from the street facing or principal facades	
10	Trees	Removal of trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a property	
11	Wireless Facilities	Installation of small/micro cell wireless facilities	

D. SWIMMING POOLS, SPAS AND HOT TUBS

1. In-ground swimming pools, hot tubs and spas must be located in the rear yard and must not be visible from the street. New in-ground swimming pools ~~must~~ be congruous with the landscape of the Pinehurst Historic District.
2. Above ground hot tubs and spas must not exceed eight (8) feet in any dimension ~~In-ground swimming pools ~~must not~~ be easily visible from the street.~~
3. Above ground pools are **not permitted** in the Pinehurst Historic District.

A. FENCES AND WALLS

~~1.~~ The Village of Pinehurst traditionally considers streetscapes as a community asset, one that provides open views and vistas and creates a natural setting. Front yard fences are not recommended, but if fencing is desired, the resulting fence **must** be compatible in style, material, decorative elements, and features such as gates, pillars, and hardware, with the character of the Pinehurst Historic District.

1. Historic fences and walls that contribute to the character of the Pinehurst Historic District should be retained and preserved.

~~a.~~

~~b.2.~~ All architectural features that are character-defining elements of existing fences and walls, including gates, pillars, hardware, decorative pickets, and rails should be retained and preserved.

~~2.3.~~ If repair or partial replacement of an existing fence or wall is necessary, new material should match the existing material in composition, size, shape, color, pattern and texture if available. If a non-conforming fence is replaced, the replacement **must** comply with the Pinehurst Historic District Standards and the Pinehurst Development Ordinance.

~~3.4.~~ Residential street side fences ~~should~~must be wood picket, brick or wrought iron or metal (aluminum) that resembles wrought iron. White wood picket fences are the preferred residential street-facing fence type.

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

~~4.6.~~ Shadow box fences must have vertical board width of not less than four inches nominal and not more than ten inches nominal with a maximum overlap of one inch, and boards must be at least three-quarter (3/4) inch nominal thick.

4.7. Post and rail (or split rail) fences are permitted in the side and rear yards only. The use of wire is optional provided that it's located on the inside of the fence and is black, dark green or brown.

~~5.8.~~ All other wWooden fences should be stained, painted, or have a clear finished coating. Painting, staining or other finish **must** be completed within six (6) months of installation.

~~6.9.~~ Metal fences should be painted or coated to resemble wrought iron.

~~7.10.~~ Brick and stacked stone walls are permitted.

11. Existing unpainted brick walls or fences should not be painted or otherwise coated.

~~2.12.~~ Brick and stacked stone walls on the street sides of the property must not be taller than two and a half (2.5) feet in height.

13. Residential front yard fences must not be taller than three and a half (3.5) feet in height.

14. Rear and side yard fences must not be taller than six (6) feet in height.

~~8.~~15. Residential side yard fences taller than four (4) feet in height must be set back at least twenty (20) feet from the front corner of the façade and must be screened with landscaping on sides visible from the street.

~~9.~~16. Vinyl and chain link fencing are **not permitted** on residential properties.

~~10.~~17. Solid wooden fences are **not permitted** in the Pinehurst Historic District.

11. When measuring fence dimensions, consider all fence elements including posts.

a. Front yard fences **must not** be taller than three and a half (3.5) feet in height, side yard fences **must not** be taller than 4 feet in height and rear yard fences **must not** be taller than six feet in height.

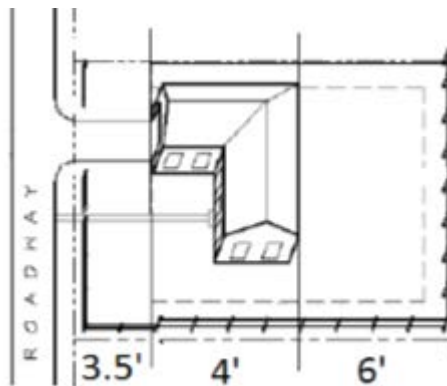
i. An exception is to screen a private residence from a commercial or institutional building or parking lot. In this case, the screening fence **must not** extend beyond the front corner of the structure.

ii.11. Fences **must not** be placed on a golf course or lake fronting side of a property, unless required to fence in a pool.

~~b.a. Brick and stacked stone walls on the street sides of the property **must not** be taller than two and a half (2.5) feet in height.~~

~~c.a. Shadow box fences **must** have vertical board width of not less than four inches nominal and not more than ten inches nominal with a maximum overlap of one inch, and boards **must** be at least three quarter (3/4) inch nominal thick.~~

Examples of appropriate wooden picket fences for the Historic District.



Fence Height Limitations

A. SHUTTERS AND AWNINGS

- ~~1.~~ 1. New shutters **must** be compatible with the ~~historic character of the~~ structure and **must** be in the Village of Pinehurst Color Palette. ~~congruous with existing shutters in the Pinehurst Historic District.~~
2. Each shutter **must** be equal to the height of the window opening and one half the width.
- ~~1-3.~~ 3. Shutters on arched windows **must** have an arched head as well.
4. Shutters that contribute to the overall historic form and character of a structure, including their functional and decorative features, should be retained and preserved.
- ~~2-5.~~ 5. Replace deteriorated or missing shutters and blinds to match original in size, dimension and design to ensure their fit and operability. If the original shutter was operable, the replacement must be operable or appear to be operable.
- ~~3-6.~~ 6. If a shutter or awning is missing or deteriorated and replacement is desired, it should be replaced with a new shutter or awning based on the original or a new design compatible with the character of the structure.
- ~~4-7.~~ 7. Shutters should be wood or have the appearance of wood in composition and texture, and be appropriately mounted.
 - ~~a.~~ a. ~~If the original shutter was operable, the replacement should be operable or appear to be operable.~~
 - ~~b.~~ b. ~~Each shutter must be equal to the height of the window opening, and one half the width.~~
 - ~~c.~~ c. ~~Shutters on arched windows **must** have an arched head as well.~~
 - ~~d.~~ d. ~~Shutter color should be compatible with the structure and should be in the Village of Pinehurst Color Palette.~~
- ~~5-8.~~ 8. Awnings ~~should~~ must be based on historical awning profiles, styles, and shapes and be in a scale compatible with the building.
- ~~a-9.~~ 9. New awnings should not obscure windows, doors, porches, or other character-defining features or damage the original material.
- ~~b-10.~~ 10. Canvas or woven fabric are the allowable awning materials. It is preferable that awnings be canvas or a woven fabric.
- ~~c-11.~~ 11. Awning colors ~~should~~ must be compatible with the colors of the structure and **must** be in the Village of Pinehurst Color Palette.

A. DECKS AND PATIOS

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