



**HISTORIC PRESERVATION COMMISSION  
NOVEMBER 21, 2019  
ASSEMBLY HALL  
395 MAGNOLIA RD.  
PINEHURST, NORTH CAROLINA  
4:00 PM**

I. Call to Order

II. Approval of Minutes

- A. 10-24-2019 Draft Regular Meeting Minutes

III. Public Hearing

- A. COA 19-098

*This public hearing is to consider a request within the Pinehurst Historic District for an exterior modification to include: the closing in of a front gable, replacement of an existing door with a new 38" by 50" window on the front of the house, the removal of a AC unit attached to the rear wall, removing a window on the right side of the home and relocating to the rear, and replacing an existing 5' by 6' gable vent with a 25" by 37" louvered vent at 83 Short Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 00017850. The property is owned by Bart Boudreaux and the applicant is Bart Boudreaux.*

IV. Other Business

- A. Demolition of Unsafe Structure at 25 Community Road  
B. Review Potential Updates to the Historic District Guidelines

V. Review of Normal Maintenance and Minor Work items

- A. Minor Work Items Approved by Staff from 10/14/2019 to 11/15/2019

VI. Next Meeting Date

- A. December 19, 2019 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.*



**10-24-2019 DRAFT REGULAR MEETING MINUTES  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Kelly Brown

**CC:**

Darryn Burich & Peter Hughes

**DATE OF MEMO:**

11/13/2019

**MEMO DETAILS:**

Attached are the 10-24-2019 Draft Regular Meeting Minutes for your review.

**ATTACHMENTS:**

Description

- 10-24-19 Draft Regular Meeting Minutes



**HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING  
OCTOBER 24, 2019  
ASSEMBLY HALL  
395 MAGNOLIA RD.  
PINEHURST, NORTH CAROLINA  
4:00 PM**

The Pinehurst Historic Preservation Commission (HPC) held a regular meeting at 4:00 p.m., Thursday, October 24, 2019, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

**HPC Members in Attendance:**

Molly Gwinn, Chair  
Tom Schroeder, Vice-Chair  
Jim McChesney, Commissioner  
John Taylor, Commissioner  
Eric Von Salzen, Commissioner  
Terry Lurtz, Commissioner

**HPC Members Not in Attendance:**

Richard Vincent, Commissioner

**Staff in Attendance:**

Peter Hughes, Senior Planner  
Alex Cameron, Senior Planner  
Kelly Brown, Administrative Specialist

In addition, there was one member of the public in attendance.

**I. Call to Order**

Chair Molly Gwinn called the meeting to order and confirmed there was a quorum present.

**II. Approval of Minutes**

- Regular Meeting September 26, 2019

Upon a motion by Mr. Lurtz, seconded by Mr. Von Salzen, the Commission unanimously approved the September 26, 2019 regular meeting minutes by a vote of 5-0.

### **III. Public Hearing**

#### **A. COA 19-091**

Senior Planner Peter Hughes was sworn into the public meeting by Ms. Gwinn.

Upon motion by Mr. Schroeder and seconded by Mr. Taylor, the Commission unanimously moved to enter into Public Hearing by a vote of 5-0.

Mr. Hughes stated the purpose of this public hearing is to consider a request within the Pinehurst Historic District for exterior modifications to include: demolition of a non-contributing, non-principle structure and the addition of a new parking area at 111 Power Plant Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number #00026002. The property is owned by Moore County and the applicant is Pinehurst LLC.

Mr. Hughes stated the property is zoned as Village Mixed Use. He stated the demolition is being performed to expand an existing gravel parking lot from 20 to 28 parking spaces. He stated there is currently a parking agreement between Pinehurst, LLC and Moore County Public Utilities (MCPU).

Mr. Hughes entered the following materials into the record that were included in the agenda packet: application, site plans, photos of the existing structure, and the findings of fact.

Representative of the applicant, Perry Harrison of LKC Engineering, was sworn into the public meeting by Ms. Gwinn.

Mr. Harrison stated that a minimum of 9 feet by 19 feet parking spaces are required and confirmed they are proposing an additional 8 parking spaces.

Upon question by Ms. Gwinn, Mr. Harrison stated that the applicant is proposing blue stone gravel for the parking lot. Upon question by Mr. Schroeder, Mr. Harrison confirmed that the proposed gravel would match the existing gravel.

Upon question by Ms. Gwinn, Mr. Harrison stated the gravel surface would be impervious.

Mr. Schroeder questioned if Mr. Harrison was representing Pinehurst, LLC. Mr. Harrison affirmed that he was. Mr. Schroeder questioned if the Commission could assume Pinehurst, LLC had permission from MCPU to tear the building down. Mr. Harrison stated the applicant has been in contact with engineer Randy Gould at Moore County Public Utilities and did have permission to demolish the structure.

The Commission discussed whether the owner of a property or the applicant or representative of the applicant had the authority to come before the Commission and request changes. The Commission agreed that they would take the sworn testimony of the representative as having permission from the property owner to perform the demolition.



Upon due consideration of the application package submitted and the testimony given for COA 19-091, the HPC concluded the following:

*That the applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission is congruous with the special character of the Pinehurst Historic District and consistent with Historic District Guidelines.*

Upon a motion by Mr. Schroeder, seconded by Mr. Taylor, the HPC moved to adopt the Findings of Fact and to issue a Certificate of Appropriateness for the demolition of a structure and the addition of new parking area at 111 Power Plant Road with no exceptions.

The Commission did not vote on the motion as Mr. Von Salzen moved to amend the motion with exception that the project was not in conformity with the guidelines.

The Commission discussed that under HPC guidelines, the parking lot is not supposed to be in the front yard, therefore they should approve the project as not in conformity with Historic District Guidelines.

Mr. Schroeder moved to withdraw his motion; seconded by Mr. Taylor.

Mr. Taylor stated the Commission should reconsider and vote on the withdrawn motion, then make a second motion.

Upon a motion by Mr. Schroeder, seconded by Mr. Taylor, the HPC unanimously disapproved adopting the Findings of Fact and to issuing a Certificate of Appropriateness for the demolition of a structure and the addition of new parking area at 111 Power Plant Road with no exceptions by a vote of 0-5.

A second motion was made:

Upon due consideration of the application package submitted and the testimony given, the HPC concluded the following:

*That the project as proposed is not in conformity with the guidelines, nevertheless the applicant has satisfied the burden of persuasion and the project subject to with one condition imposed by the Commission is congruous with the special character of the Pinehurst Historic District and consistent with Historic District Guidelines with one exception:*

*The project is not in conformity with guidelines with respect to the location of the parking lot in the front yard.*

Upon a motion by Mr. Von Salzen, seconded by Mr. Taylor, the HPC unanimously moved to adopt the Findings of Fact and to issue a Certificate of Appropriateness for the demolition of a structure and the addition of new parking area at 111 Power Plant Road with exception by a vote of 5-0.

#### **IV. Review of Normal Maintenance and Minor Work Items**

##### **A. Minor Work Report for 9/16/2019 – 10/15/2019**

There were no comments from the Commission.

**V. Other Business**

Mr. Hughes provided an overview of proposed changes to the Historic District Guidelines, including updates to field of play, inspection process, demolition section, commercial standards, and the administration of major COAs.

**VI. Next Meeting Date**

A. Regular Meeting on Thursday, November 21, 2019

**VII. Motion to Adjourn**

Upon a motion by Mr. Taylor, seconded by Mr. McChesney, the Commission unanimously approved the motion to adjourn the regular meeting by a vote of 5-0 at 4:22 pm.

Respectfully Submitted,

Kelly Brown  
Administrative Specialist  
Village of Pinehurst

*A videotape of this meeting is available on the Village website at [www.vopnc.org](http://www.vopnc.org)*

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



## **COA 19-098**

### **ADDITIONAL AGENDA DETAILS:**

*This public hearing is to consider a request within the Pinehurst Historic District for an exterior modification to include: the closing in of a front gable, replacement of an existing door with a new 38" by 50" window on the front of the house, the removal of a AC unit attached to the rear wall, removing a window on the right side of the home and relocating to the rear, and replacing an existing 5' by 6' gable vent with a 25" by 37" louvered vent at 83 Short Road. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 00017850. The property is owned by Bart Boudreaux and the applicant is Bart Boudreaux.*

#### **FROM:**

Peter Hughes

#### **CC:**

Darryn Burich & Alex Cameron

#### **DATE OF MEMO:**

11/14/2019

#### **MEMO DETAILS:**

Please refer to the Findings of Fact and the application material for more information.

#### **ATTACHMENTS:**

Description

- ☐ Findings of Fact
- ☐ Application
- ☐ Elevations of Proposed Project Changes



FINAL ORDER  
VILLAGE OF PINEHURST  
HISTORIC PRESERVATION COMMISSION  
*Introduction*

This matter was heard by the Village of Pinehurst Historic Preservation Commission on November 21, 2019. Having heard the evidence and reviewed any relevant documents submitted by the parties, the Commission now makes the following findings and conclusions.

**REQUEST**

Applicant and owner Bart Boudreaux is requesting a Certificate of Appropriateness for multiple exterior modifications to a historic property at 83 Short Road. The proposed exterior modifications include the following: closing in the front porch gable, replacing an existing door with a new window, replacement of a window on the rear exterior, removal of window from the right façade, and replacement of a 3'X5' vent with a 34" vent. The property can be identified in the Moore County Tax Registry by Moore County PIN Number# 00017850.

**The Findings of Fact and Conclusions of Law are to be based on the Official Record in the proceeding that is made up of the official transcripts and any documentary evidence submitted within the course of the proceeding.**

**FINDINGS OF FACT**

Concerning Jurisdiction

1. According to the Village of Pinehurst Historic District Guidelines eliminating or adding of windows and or doors is considered a Major Work item.
2. According to the Village of Pinehurst Historic District Guidelines Replacement of architectural details that changes the design or materials from the existing details is considered a Major Work item.

Background (of the property and the location within the district)

1. The residential structure at 83 short is not listed as a contributing structure, however it was originally built in 1925 and surrounded by structures listed as contributing structures.
2. The property was formally a multi-tenant building that is being returned to a single family residence
3. The applicant has proposed to match all proposed material to the existing material on site.
4. The property is zoned Residential Medium Density (R-10) and is adjacent to all Residential Medium Density (R-10) properties on all sides
5. None of the proposed changes will affect the footprint of the building.

## Conclusions of Law

### Guideline Requirements:

#### **Porches, Entrances, and Balconies**

1. New porches, entrances, and balconies or alterations to porches, entrances, and balconies on street facing elevations must be compatible with the architectural character of the structure and **must** be congruous with similar elements in the Pinehurst Historic District. *The closing in of the front porch gable is compatible with the architectural character of the structure increasing the cottage or craftsman style of architecture. The change to the gable does not negatively impact the structure and is congruous with the character of the historic district.*
2. New porches and entrances on the street-facing elevations **must** be compatible in height and architectural character with the existing structure, and based on historical evidence that a porch is appropriate to the structure or the style of structure. *There is no change to the existing height of the front porch entry with the proposed closing of the gable, therefore meeting this requirement.*

#### **Windows and Doors**

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. *The proposed alterations of the window arrangement does not compromise the architectural character of the structure. The applicant is utilizing like for like materials in order to maintain the current look and feel to the structure. The removal of the right façade window does not impact the street view of the structure and the window that is being removed (and its materials) is being relocated to the rear façade. The applicant is proposing to remove a door on the front facade and replace it with a window because the room is being converted to a bathroom. The window that would be replacing the door on the front façade, will match the material and design of the existing windows on site, therefore not compromising the compatibility with the structure or the character of the Pinehurst historic district.*

#### **Exterior Walls and Trim**

1. Any changes or additions to an exterior wall, such as windows or door openings, bays, vents, balconies or chimneys, **must** be compatible with the architecture of the structure and must be congruous with the character of the Pinehurst Historic District. *The changes to the exterior of the structure, with the addition of windows, removal of a window, a door, and a large vent do not negatively impact the structure as the applicant is replacing all features with compatible details. Specifically the large vent on the right façade will be reduced in size and have a more congruous design, which will blend in more with the structure as a whole. The downsizing of the vent is congruous with the character of the historic district.*

### Guideline Recommendations:

#### **Porches, Entrances, and Balconies**

1. A front porch or balcony should not be enclosed in any form unless historically accurate or compatible with the architectural character of the structure. *This recommendation is addressing the enclosure of a porch and the applicant is not proposing the enclosure of a porch, but enclosing a gable, however the intent of the language does apply as far as compatibility. The compatibility of the architectural character of the structure would not be compromised by the closing in of the front porch gable.*

### **Windows and Doors**

1. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved. *The applicant is proposing to match the material and design of the existing windows as well as recycling/reusing existing material to preserve the historic character of the structure*
2. 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. *The applicant is proposing to match the material and design of the existing windows.*
3. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved. *The applicant is proposing to relocate an existing window to the rear façade, therefore persevering the character while modifying the structure to meet the desired project needs.*

### **Exterior Walls and Trim**

1. Exterior walls that contribute to the historic form and character of a structure should be retained and preserved, including their functional and decorative features such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures. *The applicant is reducing the over powering view of the right façade by replacing the current vent with a more proportionally sized vent, as well as, a vent that will blend in better with the structure as a whole.*

*Order*

The Historic Preservation Commissioner may at times determine that a proposed change or design which does not meet the Guidelines is, in fact, more congruous with the special character of the Pinehurst Historic District than if the property owner had followed the Guidelines. Conversely, an application meeting the Guideline could be determined to be incongruous with the character of the District. Strict adherence to the Guidelines in those cases is not required if the Historic Preservation Commission clearly states on the record the reasons why the proposed design or improvements are congruous or incongruous before issuing or denying a Certificate of Appropriateness.

**Upon due consideration of the application package submitted and the testimony given, the Historic Preservation Commission concludes the following:**

☐ That the applicant has satisfied the burden of persuasion and the project as proposed subject to any conditions imposed by the Commission is congruous with the special character of the Pinehurst Historic District and consistent with Historic District Guidelines. A Certificate of Appropriateness is hereby granted for the reasons stated on the attached page.

Or

☐ That the project as proposed is not in conformity with the guidelines, nevertheless the applicant has satisfied the burden of persuasion and the project subject to any conditions imposed by the Commission is deemed congruous with the special character of the Pinehurst Historic District. A Certificate of Appropriateness is granted for the reasons stated on the attached page.

Or

☐ That the applicant has not satisfied the burden of persuasion and the project as proposed is not congruous with the special character of the Pinehurst Historic District. A Certificate of Appropriateness is hereby denied for the reasons stated on the attached page.

**Hereby ordered the \_\_\_\_\_ of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
Clerk to the Historic Preservation Commission

\_\_\_\_\_  
Chair of the Historic Preservation Commission

Attachments: Attach application, map, description of significance (if available)

Attachment A  
Final Order  
83 Short Road

The Historic Preservation Commission of the Village of Pinehurst has determined that the following additional findings are relevant to a decision for 83 Short Road:

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The following conditions apply to approval of the Certificate of Appropriateness for 83 Short Road.

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The Historic Preservation Commission of the Village of Pinehurst has determined that a Certificate of Appropriateness should/should not be granted for 83 Short Road based on the following:

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## Historic Certificate of Appropriateness (COA) Major and Minor (Revised 04/01/19)

☒ Major Work

☐ Minor Work

### Certificate of Appropriateness Information

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

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

This application must be completed in full and submitted with the associated fee listed in the Village's Fees and Charges Schedule, which can be accessed at [www.vopnc.org](http://www.vopnc.org).

### Intake Information

Property Address	
Street Address	83 Short Rd (formerly 85 Short Rd)
City, State, Zip Code	Pinehurst, NC 28374
Parcel ID #	

Owner Information			
Name	Bart Boudreau	Home Phone #	
Street Address	10 Everette Rd	Mobile Phone #	918-521-6291
City, State, Zip Code	Pinehurst, NC 28374	Business Phone #	
Email	boudreau bart		
	@gmail.com		

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



# **Historic Certificate of Appropriateness (COA)** **Major and Minor** (Revised 04/01/19)

## **General Information**

Description of Changes to the Structure	Close in front gable Close off door in front & add window Replace large window on left w/ smaller Replace large gable vent w/ smaller one Change paint colors @ Remove window AC unit & fill hole Landscape plan to come later		
Type of Work	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> New
Existing Use		Proposed Use	
<input type="checkbox"/> Vacant <input type="checkbox"/> Single Family Low Density <input type="checkbox"/> Single Family Medium Density <input type="checkbox"/> Single Family High Density <input checked="" type="checkbox"/> Multi-Family Development <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Lodging <input type="checkbox"/> Recreational <input type="checkbox"/> Institutional <input type="checkbox"/> Medical <input type="checkbox"/> Industrial <input type="checkbox"/> Services		<input type="checkbox"/> Vacant <input checked="" type="checkbox"/> Single Family Low Density <input type="checkbox"/> Single Family Medium Density <input type="checkbox"/> Single Family High Density <input type="checkbox"/> Multi-Family Development <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Lodging <input type="checkbox"/> Recreational <input type="checkbox"/> Institutional <input type="checkbox"/> Medical <input type="checkbox"/> Industrial <input type="checkbox"/> Services	
Includes Demolition		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Includes Tree Removal		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Estimated Cost of Construction		\$15000	





# **Historic Certificate of Appropriateness (COA)** **Major and Minor** (Revised 04/01/19)

## **Exterior Materials and Colors**

	Existing Material	Proposed Material	Proposed Color
Front Elevation	Cedar Shakes	Same	Dover white
Rear Elevation	Cedar Shakes	"	Dover white
Right Elevation	Cedar Shakes	"	Dover white
Left Elevation	Cedar Shakes	"	Dover white
Trim	Wood	"	Extra white
Windows	Wood	"	Extra white
Chimney	Brick	"	Brick
Foundation	Brick	"	Brick
Front Door	Wood	Same	Green/black
Shutters			
Garage Door			
Roof	Composite Shingles	"	Same - More Black
Roof Exhaust Vents	Ridge Vents	"	Same - More Black
Front Porch			
Deck			
Patio			
Sidewalk			
Sky Lights			
Driveway			
House Number			
Other:			

## **Required Documents**

- |   |   |
|---|---|
| <input type="checkbox"/> Site Plan/Survey or Sketch | <input type="checkbox"/> Elevation Drawings |
| <input type="checkbox"/> Floor Plans                | <input type="checkbox"/> Landscaping Plan   |

## **Certification**

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

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Existing Front Elevation





**Gable with shakes superimposed on front**

Closing in front gable with cedar shakes painted same as house color. White trim board on bottom of gable.

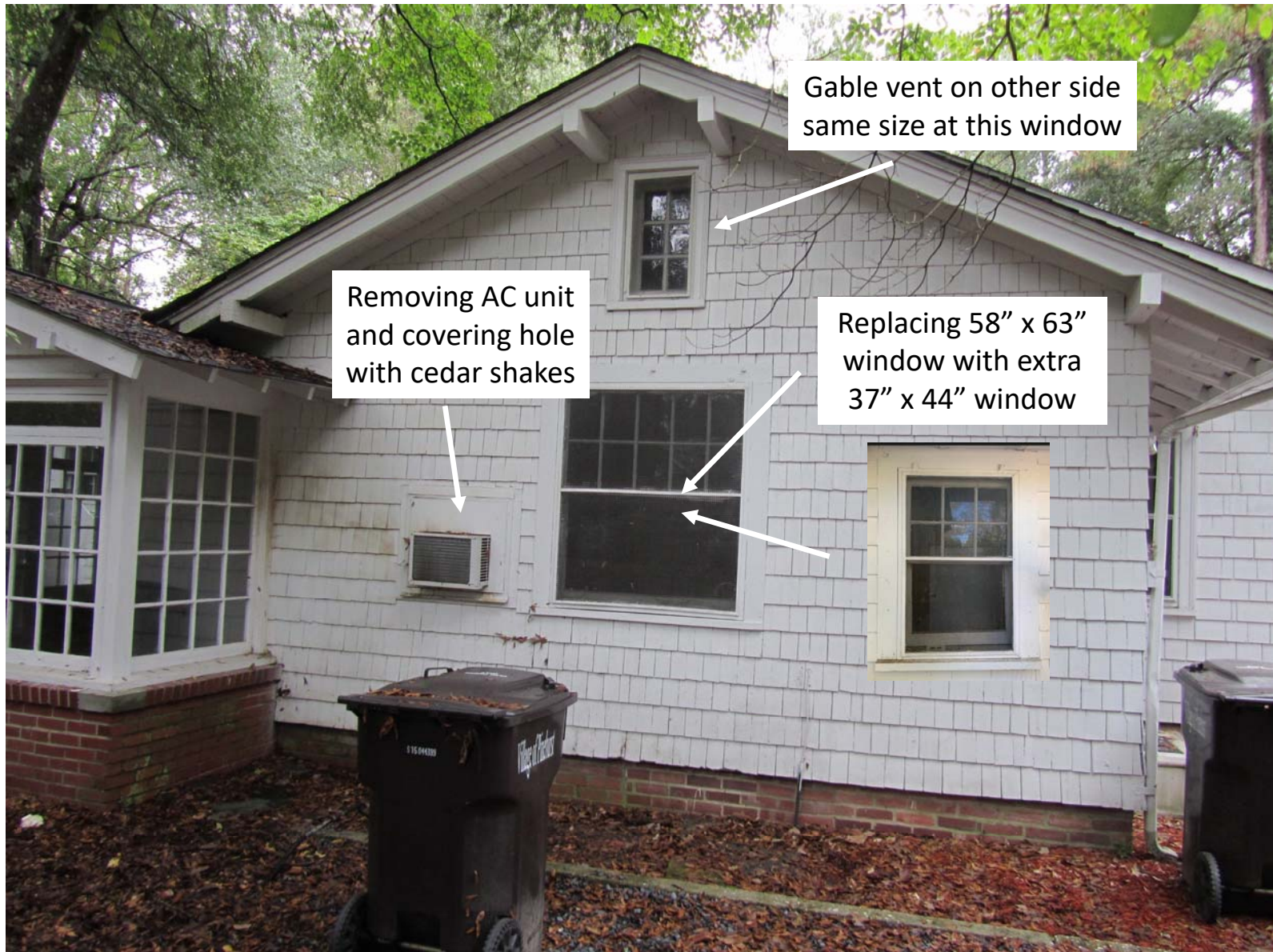




## Existing Front Elevation







Gable vent on other side  
same size at this window

Removing AC unit  
and covering hole  
with cedar shakes

Replacing 58" x 63"  
window with extra  
37" x 44" window









Replacing existing 5' x 6' gable vent with 25" x 37" louvered vent like this one. Will be painted trim color. Same size as window on gable On other side of house



Removing window and moving same to other side of house to replace large window

## Paint colors



### Extra white

Trim  
Window mullions  
Window sashes  
Fascia  
Soffits

### Siding

Dover white

### Doors

Greenblack

### Roof

Replaced 2 years ago  
Moire Black  
Unchanged

### Foundation/chimney

Unpainted



**DEMOLITION OF UNSAFE STRUCTURE AT 25 COMMUNITY ROAD  
ADDITIONAL AGENDA DETAILS:**

**FROM:**

Alex Cameron

**DATE OF MEMO:**

11/14/2019

**MEMO DETAILS:**

The existence of an unsafe structure located within the Local Historic District was recently brought to staff's attention by a property owner. The structure has been deemed unsafe by the Building Code Official and is ordered to be demolished. Please see the attached staff memo describing the process and authorization by staff to have the structure demolished.

**ATTACHMENTS:**

Description

▣ Staff Memo



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## PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

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**To:** Historic Preservation Commission  
**From:** Alex Cameron, Senior Planner  
**Cc:** Darryn Burich, Planning & Inspections Director  
Peter Hughes, Senior Planner  
Scott Thomas, Building Code Official  
Angel Smith, Code Compliance Specialist  
Kelly Brown, Planning Administrative Specialist  
**Date:** November 14, 2019  
**Subject:** Demolition Ordered for Unsafe Structure at 25 Community Rd. PID# 00024636.

**Property Owner:** Pine Crest Inn Limited Partnership

**Current Conditions:** The property is located along Community Road, is approximately .334 acres in size and is the current site of Robert Barrett's CPA office. The property is located between the Manor Inn and the current Boy Scout Troop 7 building. The principal building on the lot was built circa 1920. Through the years, the subject structure has been used to store miscellaneous items during the off season and when otherwise not needed. The property is located within the Historic Preservation Overlay District and is zoned VMU (Village Mixed Use).

### **Background:**

The structure that is to be demolished was recently uncovered after the property owner began to have overgrown and nuisance vegetation removed behind the current office building. After uncovering the structure from the overgrown landscape, the property owner reached out to Village Staff to inquire about having the structure demolished.

Due to the structure being located within the Local Historic District and demolition of buildings exceeding 120 square feet being listed as Major Work in the current Historic District Guidelines, a Certificate of

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Appropriateness (COA) would typically be required to be issued by the Historic Preservation Commission (HPC) before demolition could begin.

Section 8.3.2 of the Pinehurst Development Ordinance (PDO) establishes and outlines the Historic Preservation Overlay District. It further describes the purpose and intent of the Local Historic District, COA procedure and other duties of the HPC and Village Staff. Section 8.3.2.6 details what changes cannot be prohibited by the HPC or staff. Section 8.3.2.6 states:

**Certain Changes Not Prohibited**

Nothing in this article shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in the historic district that does not involve a substantial change in design, material, or outer appearance thereof, nor to prevent the construction, alteration, restoration, or *demolition of any such feature that the Building Inspector, Zoning Enforcement Officer or similar official shall certify in writing to the Commission is required by the public safety because of an unsafe or dangerous condition.*

The appropriate staff members have made site inspections of the property and inspected the structure and have determined the structure to be unsafe and in a dangerous condition. The roof, for the most part, has fallen in along with sections of the walls. The bulk of the exterior material consists of sharp, rusted tin and could easily cause harm. The Building Code Official will still need to determine if any power, water or sewer utilities run to the structure or through it. A demolition permit will need to be applied for and issued in accordance with the North Carolina Building Code.

Furthermore, the structure could also be determined by the Code Compliance Specialist (formerly Zoning Code Enforcement Officer) to be in violation of Section 92.01 (I) of the Pinehurst Municipal Code and would require the removal of the structure. Section 92.01 (I) states:

(I) *Damaged structures and resulting debris.* The existence of any of the following conditions associated with damaged structures or their resultant debris shall constitute a public nuisance:

- (1) Damaged structure in danger of collapsing;
- (2) Damaged structure or debris from damaged structures where it can reasonably be determined that there is a likelihood of personal or property injury;

This obviously would not be needed due to the issuance of a demolition permit by the Building Code Official.

This report is to serve as notice the Historic Preservation Commission that the above referenced structure is hereby deemed to be unsafe and is to be demolished for the reasons mention in this document.

**Attachments:**

- Photo of Unsafe Structure
- Letter from Building Official
- Aerial Map with Existing Conditions







HISTORY, CHARM, AND SOUTHERN HOSPITALITY

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November 14, 2019

Historic Preservation Commission and Planning Staff

RE: Demolition Ordered for Unsafe Structure  
Located at 25 Community Rd. PID# 00024636.

After inspection of the above mentioned structure on November 13, 2019, I consider the structure as being unsafe and in a dangerous condition. The roof for the most part has fallen in along with sections of the side walls. The building appears to be used for storage only and still has some materials in it. The owners are currently working on clearing out around the structure now, so later this week I can better see if any power, water or sewer is run to it or through it. A demolition permit will need to be submitted for and issued prior to any demolition work beginning.

Scott Thomas  
Building Code Official

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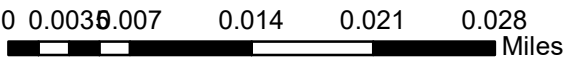
PLANNING & INSPECTIONS

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





NC Center for Geographic Information & Analysis



**Legend**

- ADDRESS
- Streets

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). Please\Bases\Map98\_5x11\_Portrait.mxd 11/14/2019





## **REVIEW POTENTIAL UPDATES TO THE HISTORIC DISTRICT GUIDELINES**

### **ADDITIONAL AGENDA DETAILS:**

**FROM:**

Peter Hughes

**CC:**

Darryn Burich

**DATE OF MEMO:**

11/15/2019

**MEMO DETAILS:**

The purpose of this other business item is to discuss and review potential changes/updates to the Historic District Guidelines. See the attached document

**ATTACHMENTS:**

Description

- ▣ Potential Updates to the Historic District Guidelines



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## PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

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**To:** Historic Preservation Commission  
**From:** Peter Hughes, Senior Planner  
**Cc:** Darryn Burich, Planning & Inspections Director  
Alex Cameron, Senior Planner  
Kelly Brown, Planning Administrative Specialist  
**Date:** November 15, 2019  
**Subject:** Potential Updates to the Historic District Guidelines

### Overview:

The Village of Pinehurst recently completed a rewrite of the historic district guidelines and standards, which were adopted and made effective by Council July 1, 2019. In the four months since adoption, Village staff has identified areas within the document to recommend amending in order to more effectively administer the Guidelines and their intent. The following list of items are the recommendations by staff:

#### 1. Field of Play

In the rewrite of the guidelines, the term “field-of-play” was not brought forward in the update. After communicating with both current commissioners and individuals involved in the rewrite, the term field of play was not intentionally left out and the term should have been included.

The field of play term alleviates the need to receive Village approval for day to day activities and golf course maintenance conducted on golf course property within the historic district. Please consider the following language to be included in the “Frequently Asked Questions” and “Glossary of Terms” sections of the current historic Guidelines:

*“The term “Field of Play” throughout this document shall mean the area within the Recreational Development (RD) zoning district where golf activity occurs. With the exception of buildings, property located within the area known as the “field of play” is excluded from these. For example, repair, relocation or addition of compatible signage, landscaping, and/or cart paths on property within the “field of play” are excluded from these regulations.”*

## 2. Demolitions

Staff recommends removing the presence of conflicting language regarding demolitions in the historic district. In the demolition section the following language currently appears (Village of Pinehurst Historic Guidelines, page 62):

*“Demolition guidelines apply to all structures and site features such as pools and gazebos within the Pinehurst Historic District.”*

The above language would require removal of site features such as fences, small outbuildings that are 120 square feet or less, and pool demolitions to go through a public hearing process despite being listed as minor work items. To remove confusion and conflict, staff would recommend amending the language within the demolition section to the language provided below:

*“Demolition guidelines apply to all structures within the Pinehurst Historic District, except those specified under Minor Works.”*

## 3. Minor COA for Prior Approvals

Staff would recommend amending an item listed under minor work items in order to improve the current language. The current language is:

*“Minor work changes to an approved COA prior to the work being completed”*

Staff would recommend the following language as it is more comprehensive and clearly defines the intent of this minor work item:

*“Minor work changes to an approved COA prior to the work being completed, except in cases when those changes fall under the category of Major Work.”*

## 4. Inclusion of an Inspection Section

Staff would recommend the addition of an Inspection Process section to the historic district guidelines. Similar to other sections, such as the “How to Obtain a Certificate of Appropriateness” or “Public Hearing,” the inspection section would provide guidance on what to expect during the inspection phase of the project. The proposed addition would be included as section “G” in chapter two of the guidelines “Pinehurst Historic District Guidelines and Overview”, and would shift the COA flow chart to section “H”. The following is the proposed process and text:

1. *When a historic district project is ready for inspection please contact the Village’s Planning Department and schedule an inspection appointment with a Planner. Typically inspections can be conducted the next day or within a reasonable amount of time.*
2. *The Planner will visit your project site to inspect the work performed under the permit.*
  - a. *During the inspection, the Planner will compare the work based on the approved plans and ensuring the completed work is consistent with the approved plans.*

3. *If the work is consistent with what was originally submitted and approved, the Planner will approve the work.*
4. *If there are any discrepancies between the approved plans and what was built, the applicant will have three options available to pursue:*
  - a. *Meet standards and/or address the discrepancies by building to the approved plan.*
  - b. *If the changes qualify as minor work, the applicant may apply for a minor COA*
  - c. *If the changes qualify as major work, the applicant must apply for a major COA and go before the Historic Preservation Commission.*
5. *After all the previously identified issues have been addressed, please contact the Planning Department and arrange for a re-inspection.*



**MINOR WORK ITEMS APPROVED BY STAFF FROM 10/14/2019 TO  
11/15/2019**

**ADDITIONAL AGENDA DETAILS:**

**FROM:**

Peter Hughes

**DATE OF MEMO:**

11/13/2019

**MEMO DETAILS:**

Minor Work items approved by staff from 10/14/2019 to 11/15/2019

**ATTACHMENTS:**

Description

☐ Staff Approvals of Minor Work



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**PLANNING AND INSPECTIONS DEPARTMENT**

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**TO:** Pinehurst Historic Preservation Commission  
**FROM:** Peter Hughes, Senior Planner  
**DATE:** 11/14/2019  
**SUBJECT:** Staff Approvals of Minor Work

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**STAFF APPROVALS REPORT for LOCAL HISTORIC DISTRICT**  
**November 21, 2019 MEETING**  
**10/14/19 TO 11/15/19**

**MINOR WORK – COA ISSUED**

Nature of Work	COA Number	Application Date	Approval Date	Address	Property Owner
Addition of front yard picket fence	19-095	10/14/2019	10/14/2019	95 Woods Drive	CRAWFORD, JAMES
Addition of a side and rear yard fence	19-096	10/22/2019	10/22/2019	20 McLeod Road	BROCK, LISA
Replacement and addition of a rear and side yard fence	19-097	10/28/2019	Withdrawn	35 Magnolia Road	TOWNSEND, DAVID



**DECEMBER 19, 2019 REGULAR MEETING  
ADDITIONAL AGENDA DETAILS:**