



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF MAY 14, 2019
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.

2. Reports:

Manager

Council

3. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

A. Approval of Draft Village Council Meeting Minutes.

B. Budget Amendments Report

End of Consent Agenda.

4. Presentation of the 100 Best Fleets Award to the Village of Pinehurst Fleet Maintenance Department.

5. Motion to Recess Regular Meeting and Enter Public Hearing.

6. Public Hearing No. 1

The purpose of the public hearing is to consider a voluntary annexation petition from Village Developers, Inc., for ±4.732 acres located in the vicinity of Knoll Rd. and Midland Rd. The properties to be annexed are further identified as Moore County PID# 00039843 and 00032232.

7. Public Hearing No. 2

The purpose of the public hearing is to consider an Official Zoning Map Amendment. This map amendment includes one parcel of land consisting of approximately 1.142 acres further identified as Moore County PID# 00039843 would zone that property R-15-CD (Medium Density Residential – Conditional District). The property is currently zoned RS-3 (Residential Single-Family) by the Town of Southern Pines. This proposed map amendment follows an amendment to the adopted Annexation Agreement between the Village of Pinehurst, NC and the Town of Southern Pines, NC for the Mutual Boundary Line between These Two Municipalities. The proposed use of the property is a two lot single family subdivision to be included with the previously approved seven lot subdivision. The property is currently vacant. The applicant and property owner is Village Developers, Inc.

8. Public Hearing No. 3

The purpose of this public hearing is to consider revisions to the Village of Pinehurst Local Historic District Guidelines.

9. Motion to Adjourn Public Hearing and Re-Enter Regular Meeting.
10. Discuss and Consider Ordinance 19-07 to Extend the Corporate Limits of the Village of Pinehurst, NC (Magnolia on Knoll).
11. Discuss and Consider Ordinance 19-08 Amending the Official Pinehurst Zoning Map.
12. Discuss and Consider Resolution 19-13 Adopting the Revised Historic District Guidelines.
13. Discuss and Consider Budget Amendment for Library Request for Contingency Funds.
14. Discuss the 2019 Request for Proposal for the Library Services Needs Assessment.
15. Presentation of the FY 2020 Strategic Operating Plan.
16. Consider Qualified Based Service Exemption for Engineering Services.
17. Other Business.
18. Comments from Attendees.
19. 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.



**COUNCIL
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

- ▣ 2019 Key Partners and Collaborators



Council Member to Report	Partners & Collaborators
Nancy Fiorillo	Neighborhood Advisory Committee
	Moore County Schools
	Pinehurst Resort
John Bouldry	First Health
	NCDOT/MCTC/TARPO
	Triangle J. COG
	Moore County
Judy Davis	Pinehurst Business Partners
	Beautification Committee
	Given Memorial Library Working Group
Kevin Drum	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
	Partners in Progress
Jack Farrell	Bicycle and Pedestrian Advisory Committee
	Convention and Visitors Bureau



**APPROVAL OF DRAFT VILLAGE COUNCIL MEETING MINUTES.
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

5/1/2019

MEMO DETAILS:

Attached are the draft minutes from the April 23, 2019 regular meeting and work session.

ATTACHMENTS:

Description

- ▣ April 23, 2019 Regular Meeting
- ▣ April 23, 2019 Work Session



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF APRIL 23, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, April 23, 2019 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 17 attendees, including 5 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the meeting to order.

2. Invocation and Pledge of Allegiance.

Invocation by Pastor John Kinyon of Redeemer Church.

3. Reports:

Village Manager

- Stated after the budget preview at the last meeting he asked Finance to move a full time Fireman position into the FY 20 budget. There was actually ample operating margin to make that change now.
- The Village has hired a new Planning and Inspection Director, Darryn Burich, from Oshkosh Wisconsin. He will start June 3rd and has already made an offer on a home in the Village.

Village Council

- Councilmember Davis stated she and Councilmember Drum met with a few of the Village merchants and discussed some projects in the Village, including some that may help with walkability in the Village. They are going to meet with more property owners and possibly come back in May with an update.
- Councilmember Drum stated he would like an update from Assistant Manager, Jeff Batton on the Triangle J recycling meeting in Raleigh.
- Councilmember Jack Farrell stated he attended the Moore County Transportation Committee meeting and they discussed the prioritization of projects for the next round of funding with the NCDOT. Some of the projects on the Moore County priority list included 15-501 widening, superstreet improvements on HWY 1, Hwy 211 widening from Holly Grove School Rd. to West End., access management on airport road. The County's list will now go to the regional committee to be prioritized.

4. Motion to Approve Consent Agenda.

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

- Public Safety Reports for March 2019
- Approval of Draft Village Council Meeting Minutes.
 - April 9, 2019 Regular Meeting
 - April 9, 2019 Work Session
- Budget Amendments Report

End of Consent Agenda.

Upon a motion by Councilmember Drum, seconded by Mayor Pro Tem Bouldry, Council unanimously approved the Consent agenda by a vote of 5-0.

5. Discuss and Consider Resolution 19-11 Appointing a New Member to the Village of Pinehurst Board of Adjustment and Planning and Zoning Board.

Jeff Sanborn, Village Manager, stated there will be a vacancy on the Planning and Zoning Board in July 2019. They conducted interviews a couple months ago for the last vacancy and have had only one additional application come in since then, which didn't look as promising as those previously interviewed. He and Leo Stanowasso, Planning and Zoning Board Chairman, are recommending Sonja Rothstein to fill that vacant seat based on the last round of interviews conducted.

Upon a motion by Councilmember Davis, seconded by Councilmember Farrell, Council unanimously approved Resolution 19-11 appointing Sonja Rothstein to the Village of Pinehurst Board of Adjustment and Planning and Zoning Board effective July 1, 2019 by a vote of 5-0.

6. Other Business.

No other business was discussed.

7. Comments from Attendees.

- Jim Spoonhour, 80 Village Green East, Pinehurst, asked if there has been any action to rescind the fence permit issued to Randy Acres because the fence is now under construction. Also, he asked if Council had taken any action to amend the PDO to notify property owners of future permit applications that could affect residents on alleyways.
 - Village Manager, Jeff Sanborn stated the Village has not rescinded the permit and they are discussing potential ways forward on amendments to the PDO that would allow for noticing in those situations.
- Don Hunter, Chief Operating Officer of the Country Club of North Carolina, asked that Village Council take a hard look at the Blake Village development request for Aberdeen, as their community is not in favor of the density and changes the development would cause in their environment. Also, Mr. Hunter requested Council continue to watch school redistricting as that would also affect their community.
- Jane Hogeman, 18 Lochdon Court, Pinehurst, urged for the County and municipalities to get ahead of future development. The County and its municipalities need to have a viable overarching plan on how they want development to take shape. Ms. Hogeman stated they need to consider the practical impacts that new commercial development may have on residential areas. Zoning stability is crucial to quality of life and property values. She spoke about the screening and setbacks along 15-501 from the traffic circle south to Aberdeen, which makes the road look like a parkway, and the difference in the development past Brucewood with the big box stores that are exposed to the roadway. She also stated the Village should re-think ordinance 13-13 allocating allowing the allocation of additional impervious surface.
- Pat Corso, with Partners in Progress, spoke about the comments Jane Hogeman made about the setbacks on the development along 15-501 to the traffic circle. He stated those set backs were intentional, he and others put together a highway corridor overlay, which the towns and County approved. Mr. Corso stated that Frank Quis currently has the document that was used back then and he would encourage the Tri-City group to use it going forward.
- Debbie Lalor, Azalea Rd., Pinehurst, spoke about parking issues in the downtown area. Ms. Lalor suggested a member of the Beautification Committee or the Historic Commission work with the Police Chief and Village Manager any time changes are going to be made to parking. Also, she requested that signs be put up and the municipal code be amended to no parking and no trucks

on Carolina Vista. She stated that she believes parking tickets should be increased from \$5 to \$25; a little negative reinforcement is needed.

8. Motion to Adjourn.

Upon a motion by Councilmember Davis, seconded by Councilmember Farrell, Council unanimously approved to adjourn the Regular Meeting by a vote of 5-0 at 5:03pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF APRIL 23, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a Work Session at 5:04 p.m., Tuesday, April 23, 2019, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 16 attendees, including 5 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the Council work session to order.

2. Discuss East Moore Water District with Moore Co. Utilities Representatives.

Randy Gould, Moore County Utilities Director, stated the East Moore Water District project is at the end of the design phase and should be ready for permitting by next month. The project will cost around 2.5 million dollars and will serve 111 customers. The lines will run along 73 and Murdocksville Road and will tie back in at Hwy 15-501. Mayor Nancy Fiorillo asked if this was the rural area of Murdocksville Road. Mr. Gould stated that was correct. Councilmember Farrell asked if all the lines were for water only. Mr. Gould stated that was correct, water lines only. Councilmember Farrell asked if there were any potential plans for sewer in that area. Mr. Gould stated they are pretty much development driven and this current petition was only for water. Mayor Nancy Fiorillo asked if the 6 inch lines were intended to serve commercial development. Mr. Gould stated that a 6 inch line is needed to provide fire protection so they could install fire hydrants. Although this line is not really rated for fire protection as the Village requires, which is 1,500 gallons a minute. Mr. Gould explained this system is not intended to provide a high fire rating, although its adequate fire protection, it's intended to provide rural America with clean drinking water.

3. Discuss Proposed Blake Village Development on Highway 5 in Accordance with the Tri-Cities Interlocal Agreement.

Village Manager, Jeff Sanborn explained the Interlocal Agreement with Southern Pines and Aberdeen doesn't specify a mechanism for notifying other municipalities of future projects, the agreement only states that staff will coordinate projects. Mr. Sanborn explained when staff received the project, it was the first of its kind and was a pretty big deal, and he asked that it be placed on the work session agenda for Council to give comments for the Town of Aberdeen to consider. Mr. Sanborn stated the proposed project didn't fare well with the Aberdeen Planning and Zoning Board but the project still has to go before the Town of Aberdeen Commissioners.

Councilmember Drum stated he would like to have input from the Village of Pinehurst Planning Board and staff before Council reviews proposed projects from other municipalities, just like the process would be in our jurisdiction. Mr. Sanborn stated that would have been ideal, however, time didn't allow for that to happen with this project. Alex Cameron, Senior Planner, agreed that ideally that process would have been great, especially with a project of this magnitude. Mr. Cameron explained when Village staff received the completed documents for the project there were still some deficiencies from when it was submitted to Aberdeen and schedules didn't allow for that process. Mr. Cameron stated that once an applicant submits to another municipality they don't have

to wait on other municipalities to move the application thru their process. Mayor Pro Tem Bouldry stated that there should be a courtesy call from adjoining communities to inform us of potential developments. Mayor Nancy Fiorillo suggested that maybe municipalities should reach out when a project is scheduled to go before their Planning and Zoning Boards to allow others to comment on the proposed projects. Mayor Fiorillo also stated that in her opinion she was glad that the Aberdeen Planning and Zoning Board turned this particular project down, she doesn't see how our infrastructure could handle this development.

Mr. Sanborn suggested to let staff go back and review the process, as this was the 1st case and everyone is learning. Councilmember Davis stated we need to find the right vehicle for Council's input, be it before or during a Planning and Zoning Board meeting. Mayor Pro Tem Bouldry stated that a NCDOT representative told him this development would have an impact on the proposed HWY 5 improvements as construction is not scheduled to begin until 2022, at the earliest. Councilmember Davis stated this project is scheduled to go before the Aberdeen Commissioners on May 14th. Mayor Nancy Fiorillo stated there is a consensus among Council that they agree with the Aberdeen Planning Board's decision not to recommend the project. Mr. Sanborn stated staff would draft a letter and have Council sign and send to the Aberdeen Commissioners.

4. Discuss Perceived Parking Challenges in the Downtown Area.

Councilmember Farrell stated that the parking issues seem to be bubbling and it may be time to formally get a committee together and discuss the issues and he would be happy to start the committee. Mayor Nancy Fiorillo stated he would be the perfect person to start this and agrees the parking issues need to be looked at. Councilmember Davis shared some photos of illegal parking in the Village that was sent to her before the meeting.

5. Discuss Senate and House Bills Being Considered by the General Assembly During the 2019-2020 Session and Consider Resolution 19-12.

Council discussed several Senate and House bills being considered by the General Assembly during the 2019-2020 session. Councilmember Farrell stated the County became involved at the last Moore County transportation meeting when all municipalities were together along with Frank Quis, Moore County Chairman. Which then led Moore County Board of Commissioners to draft a resolution which states all of the municipalities in Moore County are opposed to the usurping of local government authority by the North Carolina General Assembly. Councilmember Drum asked was it necessary for the Village to adopt its own resolution. Councilmember Farrell stated it's not inappropriate for the Village to have its own resolution pointing out that these bills are not conducive to local control.

Mayor Pro Tem Bouldry explained that Senator McInnis asked local municipalities, in December 2018, to submit what their top needs and wants were before going into the 2019-2020 legislative session. He stated one of the main points all the municipalities submitted to the Senator referred back to Senate Bill 25, when they stripped local control for regulating design standards. The municipalities all agreed that there was too much control in Raleigh and that local issues needed to be handled locally. Mayor Pro Tem Bouldry stated he was disappointed to see these bills, as this wasn't what the municipalities wanted.

Councilmember Farrell reviewed some of the major points on some of the bills introduced which included the inability to control clear cutting, allows someone wanting to appeal a staff decision to bypass the local Board of Adjustment, would extend the tax free period for developers selling specs., would restrict the ability to control deteriorating buildings and wouldn't allow municipalities to set a minimum square footage for residential homes or units.

Mayor Fiorillo stated that Foxfire was planning to have a telephone campaign against the proposed bills and suggested the Village post the information on their website along with the State elected officials contact information so citizens can voice their concerns. Mayor Pro Tem Bouldry suggested sending the information to the neighborhood advisory committee to help get the word out.

Upon a motion by Councilmember Davis, seconded by Mayor Pro Tem Bouldry, Council unanimously approved Resolution 19-12 opposing the usurping of Local Government authority by the North Carolina General Assembly by a vote of 5-0.

6. Work Session Business

Councilmember Drum stated that he and Councilmember Davis had a meeting with a couple of business owners about Village walkways and would like a holistic approach to beautification. Councilmember Davis stated that they are in the process of collecting data for this project and will bring others in the process.

Councilmember Farrell stated that since the tree bill has been pulled from the General Assembly maybe the Planning and Zoning Board can get started back on the guidelines for landscaping and trees. Possibly move their efforts from the minimum square footage subcommittee back to the trees. Mr. Sanborn stated that they have decided to move the minimum square footage effort to staff and ask volunteers to assist.

Jeff Batton, Assistant Village Manager, stated that Triangle J is bringing in the State on Monday to give a presentation on recycling to local officials.

7. Motion to Adjourn.

Upon a motion by Mayor Tem Bouldry, seconded by Councilmember Farrell, Council unanimously approved to adjourn the Work Session by a vote of 5-0 at 6:00 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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DRAFT



**BUDGET AMENDMENTS REPORT
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

5/7/2019

MEMO DETAILS:

Attached is the report of budget amendments approved by the Budget Officer as required for the current period.

ATTACHMENTS:

Description

- Budget Amendments Report - FY 2019



**VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD APRIL 17 - MAY 7, 2019**

Under Village of Pinehurst Ordinance #18-08, the Village Council grants the Budget Officer, or Village Manager, the ability to transfer appropriations under specific conditions. These conditions allow transfers of up to \$10,000 between departments (including contingency) of the same fund for the FY 2019 Budget. The Budget Officer may not transfer monies between funds at any time.

According to Section 159-15 of The Local Government Budget and Fiscal Control Act, "any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes." Listed below are the amendments authorized by the Budget Officer for the period specified above.

Note: Since appropriations are made at the department level, line item adjustments within the same department may be made without limit and do not require a report since they do not actually amend the adopted budget ordinance.

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>APPROVED DATE</u>
1	10-80-620-5300	HT Contracted Services	\$ 4,400		4/17/2019
	10-80-610-9999	Recreation Contingency		\$ 4,400	
	<i>Transfer funds from Recreation Contingency to Harness Track Contracted Services to cover track consultant work. Consultant performed upgrades to the track and provided recommendations for improvement of the facility.</i>				



**PRESENTATION OF THE 100 BEST FLEETS AWARD TO THE VILLAGE
OF PINEHURST FLEET MAINTENANCE DEPARTMENT.
ADDITIONAL AGENDA DETAILS:**

FROM:

Lauren Craig

CC:

Jeff Sanborn, Jeff Batton

DATE OF MEMO:

5/9/2019

MEMO DETAILS:

The Village of Pinehurst is proud to announce the Fleet Maintenance Department has been recognized as one of the 100 Best Fleets in the Americas for 2019. The 100 Best Fleets program recognizes and rewards peak-performing fleet operations in North and South America. The program identifies and encourages ever-increasing levels of performance improvement within the public fleet industry.

Award applications are evaluated on answers provided in the program's 12 Criteria of Excellence categories: Accountability, Use of Technology and Information, Collaboration, Creativity, Celebration, Evidence of a High Trust Culture, Performance Recognition, Doing It Right the First Time, Quick Efficient Turnaround, Competitive Pricing, Staff Development, and Resources Stewardship.

The Village received recognition as the 76th ranking of the 100 Best Fleets in the Americas program. This is the first time the Village of Pinehurst has participated in this award program. The winners were announced on April 17, 2019, at the NAFA Fleet Management Association Institute & Expo in Louisville, Kentucky and the list will be published in Governing Magazine.

Please join us in congratulating the Village's Fleet Maintenance Department staff at the meeting on Tuesday as we present them with the award.



PUBLIC HEARING NO. 1
ADDITIONAL AGENDA DETAILS:

The purpose of the public hearing is to consider a voluntary annexation petition from Village Developers, Inc., for ±4.732 acres located in the vicinity of Knoll Rd. and Midland Rd. The properties to be annexed are further identified as Moore County PID# 00039843 and 00032232.

FROM:

Natalie Hawkins

CC:

Jeff Sanborn and Alex Cameron

DATE OF MEMO:

4/17/2019

MEMO DETAILS:

Please find attached the staff report and related documents for this public hearing.

ATTACHMENTS:

Description

- ☐ Staff Report
- ☐ Certified Petition for Voluntary Annexation
- ☐ Vicinity Map
- ☐ Annexation Agreement with the Town of Southern Pines



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Mayor Fiorillo and Village Council
From: Natalie Hawkins, Interim Planning and Inspections Director/Assistant Village Manager
Cc: Alex Cameron, Senior Planner
Beth Dunn, Village Clerk
Date: May 7, 2019
Subject: Consideration of a Voluntary Petition for Annexation for Magnolia on Knoll Subdivision

Applicant:	Village Developers, Inc./Calvin Riddle
Owners:	Village Developers, Inc.
Property Location:	Knoll Rd. adjacent to 140 Knoll Road
Moore County PID#:	00039843 and 00032232

Issues:

Voluntary annexation of +/- 4.732 acres of property for the Magnolia on Knoll 9-lot subdivision.

Analysis:

The area to be annexed includes two parcels (PID#00032232 and PID#00039843) located off Knoll Road and Midland Road. The proposed use of the two parcels is a 9-lot single family subdivision. The property is currently vacant.

PID# 00032232 is contiguous to the Village's existing corporate limits and meets all of the requirements for annexation under North Carolina General Statutes (NCGS) 160A-31. PID# 00039843 is not contiguous to the Village's existing corporate limits and meets all of the requirements for annexation under NCGS 160A-58.1. This parcel is currently in the Town of Southern Pines zoning jurisdiction.

In January 2019, the Village of Pinehurst amended its annexation agreement with the Town of Southern Pines to place these parcels on the Village of Pinehurst side of the annexation boundary line. In accordance with Section 2 of the January 22, 2019 Annexation Agreement Between the Village of Pinehurst, NC and

the Town of Southern Pines, NC, Village staff provided the required 60-day notice to the Town of Southern Pines of the voluntary petition for annexation.

The certified petition for voluntary annexation, a location map, and a draft annexation ordinance are included for Council's review and consideration.

Recommendation:

This voluntary petition for annexation complies with all of the requirements of NCGS 160A-31 and 160A-58.1. Village staff recommends approval of this petition for voluntary annexation. It is further recommended that the annexation ordinance be adopted by the Village Council with an annexation effective date of May 15, 2019.



Application for
Voluntary Annexation Petition
(revised 3/14/17)

Location of Property: KNOLL ROAD

Moore County Tax Map and Parcel ID #: 857210377063 / 00039843

Total area of the Property (acres): 1.142 AC

Property Owner Name Village Developers Inc Telephone: (910) 372-8706

Address 519 Valley Rd. Fayetteville, NC 28305

1. The undersigned Village Developers Inc, being owner of all real property located within the area described in the attached metes and bounds description, requests that such area be annexed into the Village of Pinehurst, North Carolina.
2. The area to be annexed is located at KNOLL ROAD a metes and bounds description of said property is attached hereto.
3. A map of the foregoing property, showing its relationship to the existing corporate limits of the Village is attached hereto.
4. A complete copy of the last deed of record is attached hereto.
5. Two (2) copies of a boundary survey of the property to be annexed, including the following information:
 - a. the Moore County Tax Map and Parcel ID #:
 - b. the total area of the property (in acres)
 - c. the name and address of the property owner(s)
6. This petition is presented under the authority contained in G.S. 160A-31

Respectfully submitted this 18 day of DECEMBER 20 18

Attest [Signature]

(Name): Village Developers Inc
(Address): 519 Valley Rd Fayetteville NC 28305
(Owner/President): F. Calum Riddle Jr.

I, Beth Dunn, Clerk to the Village Council of the Village of Pinehurst, do hereby certify that the sufficiency of the above referenced petition has been checked and found to be in compliance with G.S. 160A-31.

Village Clerk: Beth Dunn Date: 2/27/19



Application for
Voluntary Annexation Petition
(revised 3/14/17)

Location of Property: KNOW ROAD / MIDLAND ROAD

Moore County Tax Map and Parcel ID #: 857200375392 / 00032232

Total area of the Property (acres): 3.59 AC

Property Owner Name Village Developers, Inc Telephone: (910) 322-8706

Address 519 Valley Rd. Fayetteville, NC 28305

1. The undersigned Village Developers, Inc, being owner of all real property located within the area described in the attached metes and bounds description, requests that such area be annexed into the Village of Pinehurst, North Carolina.
2. The area to be annexed is located at KNOW ROAD / MIDLAND ROAD a metes and bounds description of said property is attached hereto.
3. A map of the foregoing property, showing its relationship to the existing corporate limits of the Village is attached hereto.
4. A complete copy of the last deed of record is attached hereto.
5. Two (2) copies of a boundary survey of the property to be annexed, including the following information:
 - a. the Moore County Tax Map and Parcel ID #:
 - b. the total area of the property (in acres)
 - c. the name and address of the property owner(s)
6. This petition is presented under the authority contained in G.S. 160A-31

Respectfully submitted this 18 day of DECEMBER 2018

Attest

Secretary

(Name): Village Developers, Inc
(Address): 519 Valley Rd Fayetteville, NC 28305
(Owner/President): F. Calvin Riddle Jr.

I, Beth Dunn, Clerk to the Village Council of the Village of Pinehurst, do hereby certify that the sufficiency of the above referenced petition has been checked and found to be in compliance with G.S. 160A-31.

Village Clerk: Beth Dunn Date: 2/27/19

**VILLAGE DEVELOPERS, INC
SOUTH KNOLL ROAD TRACTS**

TRACT 1

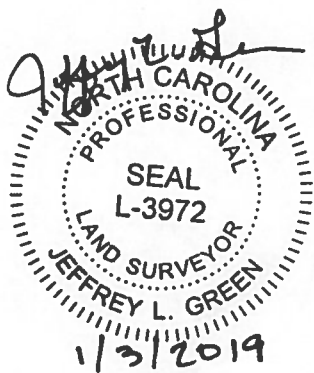
BEING LOT # 45B AS SHOWN ON A MAP ENTITLED "MINOR SUBDIVISION SURVEY FOR PINEHURST REIT, LLC LOT 45 MIDLAND FARMS" WHICH IS LOCATED IN PLAT CABINET 17 SLIDE 698 IN THE OFFICE OF REGISTER OF DEEDS OF MOORE COUNTY, NORTH CAROLINA AND MORE PARTICULAR DESCRIBED AS FOLLOWS:

BEGINNING AT AN EXISTING CONCRETE MONUMENT, SAID MONUMENT BEING IN THE NORTHERN LINE OF THE MATTHEW & NANCY FARINA TRACT DESCRIBED IN DEED BOOK 3205 PAGE 53 IN THE MOORE COUNTY REGISTRY, SAID EXISTING CONCRETE MONUMENT ALSO BEING THE SOUTHWEST CORNER OF THE VILLAGE DEVELOPERS, INC TRACT DESCRIBED IN DEED BOOK 5052 PAGE 119 (TRACT 2) IN THE MOORE COUNTY REGISTRY; THENCE WITH THE VILLAGE DEVELOPERS, INC TRACT 2 WESTERN LINE N 09°41'23" E A DISTANCE OF 250.26' TO AN EXISTING IRON PIPE, SAID IRON PIPE BEING THE NORTHWEST CORNER OF THE VILLAGE DEVELOPERS, INC TRACT 2, SAID IRON PIPE ALSO BEING THE SOUTHWEST CORNER OF THE BOBBIE GENE RAYNOR, JR. & CHRISTINA L. RAYNOR LOT DESCRIBED IN DEED BOOK 4935 PAGE 230 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE RAYNOR WESTERN LINE N 09°42'43" E A DISTANCE OF 250.08' AN EXISTING IRON PIPE, SAID IRON PIPE BEING THE NORTHWEST CORNER OF THE RAYNOR LOT, SAID IRON ALSO BEING THE SOUTHWEST CORNER OF THE MICHAEL BRENT PAGE LOT DESCRIBED IN DEED BOOK 3939 PAGE 210 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE PAGE LOT N 09°42'18" E A DISTANCE OF 249.90' TO AN EXISTING IRON PIPE SAID IRON PIPE BEING THE NORTHWEST CORNER OF THE DAVID L. & JOAN C. HICKS LOT DESCRIBED IN DEED BOOK 781 PAGE 12 IN THE MOORE COUNTY REGISTRY, SAID IRON PIPE ALSO BEING THE SOUTHWEST CORNER OF THE DAVID L. & JOAN C. HICKS LOT DESCRIBED IN DEED BOOK 633 PAGE 480 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE HICKS WESTERN LINE N 09°32'11" E A DISTANCE OF 7.27' TO A CALCULATED POINT, SAID POINT BEING THE SOUTHEAST CORNER OF THE BRADLEY ALTON HARKINS & BETH LYNNE BUNNELL LOT DESCRIBED IN DEED BOOK 4970 PAGE 547 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE SOUTHERN LINE OF THE HARKINS & BUNNELL LOT N 80°09'48" W A DISTANCE OF 180.08' TO A CALCULATED POINT, SAID POINT BEING THE SOUTHWEST CORNER OF THE HARKINS & BUNNELL LOT; THENCE CONTINUING WITH THE HARKINS & BUNNELL WESTERN LINE N 09°41'59" E A DISTANCE OF 242.21' TO A CALCULATED POINT, SAID POINT BEING LOCATED IN THE SOUTHERN RIGHT-OF-WAY OF MIDLAND ROAD (120' R/W), SAID POINT ALSO BEING THE NORTHWEST CORNER OF THE HARKINS & BUNNELL LOT; THENCE WITH THE MIDLAND ROAD SOUTHERN RIGHT-OF-WAY N 80°12'28" W A DISTANCE OF 20.00' TO AN EXISTING CONCRETE MONUMENT, SAID MONUMENT BEING THE NORTHEAST CORNER OF THE ALOYSIUS & JENNIFER DONOVAN LOT DESCRIBED IN DEED BOOK 4693 PAGE 218 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE DONOVAN EASTERN LINE S 09°43'17" W A DISTANCE OF 200.23' TO AN EXISTING IRON ROD, SAID IRON ROD BEING THE SOUTHEAST CORNER OF THE DONOVAN LOT, SAID IRON ROD ALSO BEING THE NORTHEAST CORNER OF THE WALKER STATION SUBDIVISION PROPERTY SHOWN ON PLAT CABINET 17 SLIDE 287 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE WALKER STATION SUBDIVISION EASTERN LINE S 09°41'41" W A DISTANCE OF 799.07' TO AN EXISTING CONCRETE MONUMENT, SAID CONCRETE MONUMENT BEING THE SOUTHEAST CORNER OF THE WALKER STATION SUBDIVISION PROPERTY AND BEING IN THE NORTHERN LINE OF THE ABOVE REFERENCED FARINA TRACT; THENCE WITH THE NORTHERN LINE OF THE FARINA TRACT S 80°02'51" E A DISTANCE OF 200.08' TO THE POINT OF BEGINNING; HAVING AN AREA OF 3.590 ACRES.

TRACT 2

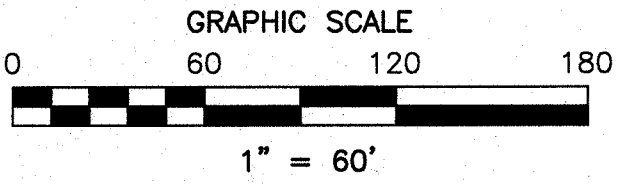
BEING LOT #4 AS SHOWN ON A MAP ENTITLED "PROPERTY OF MID SOUTH PROPERTIES, INC." WHICH IS LOCATED IN MAP BOOK 7 PAGE 8 IN THE OFFICE OF REGISTER OF DEEDS OF MOORE COUNTY, NORTH CAROLINA AND MORE PARTICULAR DESCRIBED AS FOLLOWS:

BEGINNING AT AN EXISTING CONCRETE MONUMENT, SAID MONUMENT BEING IN THE NORTHERN LINE OF THE MATTHEW & NANCY FARINA TRACT DESCRIBED IN DEED BOOK 3205 PAGE 53 IN THE MOORE COUNTY REGISTRY, SAID EXISTING CONCRETE MONUMENT ALSO BEING THE SOUTHEAST CORNER OF THE VILLAGE DEVELOPERS, INC LOT DESCRIBED IN DEED BOOK 5052 PAGE 119 (TRACT 1) IN THE MOORE COUNTY REGISTRY; THENCE WITH THE NORTHERN LINE OF FARINA TRACT S 80°11'09" E A DISTANCE OF 199.88' TO AN EXISTING CONCRETE MONUMENT IN THE WESTERN RIGHT-OF-WAY(60' R/W) OF SOUTH KNOLL ROAD, SAID CONCRETE MONUMENT BEING THE NORTHEAST CORNER OF THE FARINA TRACT; THENCE WITH THE WESTERN RIGHT-OF-WAY OF SOUTH KNOLL ROAD N 09°42'11" E A DISTANCE OF 250.37' TO AN EXISTING IRON PIPE, SAID IRON PIPE BEING THE SOUTHEAST CORNER OF THE BOBBIE GENE RAYNOR, JR. & CHRISTINA L. RAYNOR TRACT DESCRIBED IN DEED BOOK 4935 PAGE 230 IN THE MOORE COUNTY REGISTRY ; THENCE WITH THE SOUTHERN LINE OF THE RAYNOR TRACT N 80°13'07" W A DISTANCE OF 199.94' TO AN EXISTING IRON PIPE, SAID PIPE BEING THE SOUTHWEST CORNER OF THE RAYNOR TRACT AND BEING IN THE EASTERN LINE OF THE ABOVE DESCRIBED TRACT 1; THENCE WITH THE EASTERN LINE OF TRACT 1 S 09°41'23" W A DISTANCE OF 250.26' TO THE POINT OF BEGINNING; HAVING AN AREA OF 1.15 ACRES.



Jeffrey L. Green L-3972
1/3/2019
DATE

ANNEXATION MAP
OF
VILLAGE DEVELOPERS, INC
SOUTH KNOLL ROAD LOTS
Mcneill Township, Moore County
Pinehurst North Carolina
Scale 1"=60' January, 2019

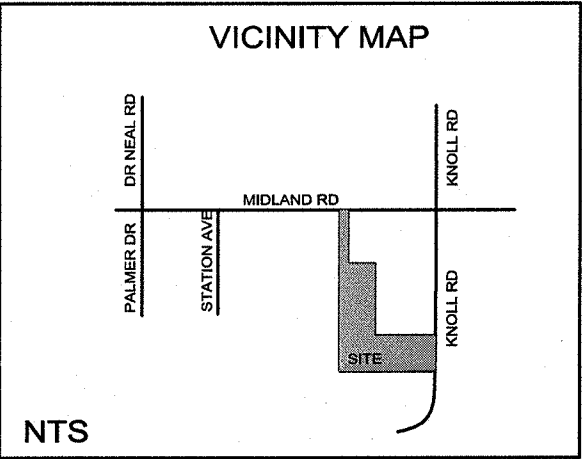
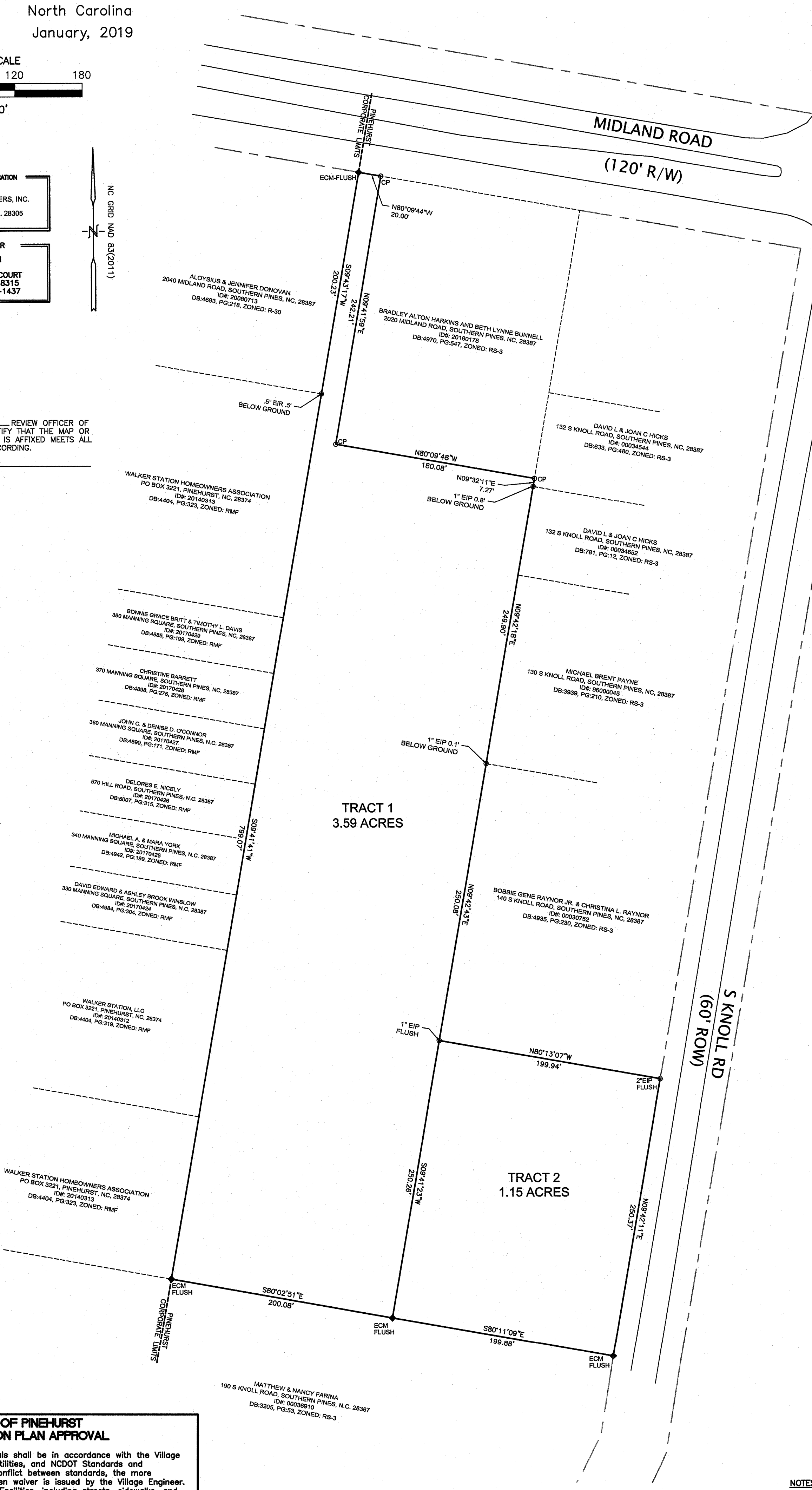


OWNER INFORMATION
LOT 1 & 2
VILLAGE DEVELOPERS, INC.
519 VALLEY ROAD
FAYETTEVILLE, N.C. 28305

SURVEYOR
JEFFREY L. GREEN
L-3972
140 AQUA SHED COURT
ABERDEEN, N.C. 28315
PHONE (910)420-1437

STATE OF NORTH CAROLINA
COUNTY OF _____ REVIEW OFFICER OF
I, _____ COUNTY, CERTIFY THAT THE MAP OR
PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL
STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____
DATE _____



TITLE REFERENCE
LOT 1
PID 00032232
PIN 857200373392
DEED BOOK 5052 PAGE 119
MOORE COUNTY REGISTRY
ZONING R-15 CD(PINEHURST)

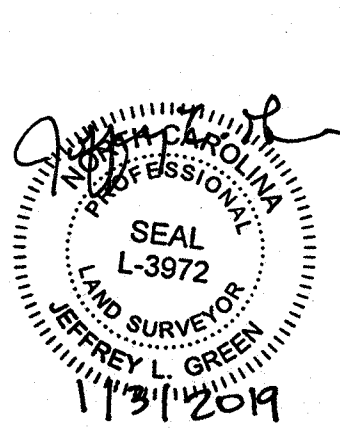
LOT 2
PID 00039843
PIN 857210377063
DEED BOOK 5052 PAGE 119
MOORE COUNTY REGISTRY
ZONING RS-3

STATE OF NORTH CAROLINA
I, _____ REVIEW OFFICER
OF _____ COUNTY, CERTIFY THAT
THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED
MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

CERTIFICATE OF EXEMPTION
I HEREBY CERTIFY THAT THE DIVISION OF PROPERTY SHOWN AND
DESCRIBED HEREON IS EXEMPT FROM THE MOORE COUNTY
SUBDIVISION ORDINANCE BY DEFINITION AND/OR ORDINANCE.

SUBDIVISION ADMINISTRATOR _____ DATE _____

I, JEFFREY L. GREEN, CERTIFY THAT THIS PLAT WAS
DRAWN UNDER MY SUPERVISION FROM A SURVEY MADE
UNDER MY SUPERVISION (DEED DESCRIPTION REFERENCES
AS SHOWN); THAT THE BOUNDARIES NOT SURVEYED ARE
CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND
(REFERENCES AS SHOWN); THAT THE RATIO OF PRECISION
AS CALCULATED IS 1:10,000±; THAT THIS PLAT WAS
PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.
WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND
SEAL THIS 30th DAY OF JANUARY, A.D., 2019.



I, JEFFREY L. GREEN, PROFESSIONAL LAND SURVEYOR, NO. L-3972,
CERTIFY TO THE FOLLOWING AS REQUIRED IN G.S. 47-30(f)(11):
THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE
RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY,
OR OTHER EXCEPTIONS TO THE DEFINITION OF SUBDIVISION.
DATE 1/31/2019

- NOTES:
- SUBJECT TO ALL EASEMENTS, RIGHT-OF-WAY, STREETS, AND ASSESSMENTS, IF ANY, AS THE SAME MAY APPEAR OF RECORD IN THE OFFICE OF THE REGISTER OF DEEDS, CLERK OF COURT, TOWN OR COUNTY TAX OFFICES OR WHICH MAY HAVE BEEN ACQUIRED BY PRESCRIPTIVE USE.
 - IRON STAKES ARE SET AT ALL CORNERS.
 - ALL DISTANCES ARE HORIZONTAL GROUND.
 - AREA BY COORDINATE COMPUTATION.
 - SURVEY FROM INFORMATION FOUND IN DEEDS AND PLATS OF RECORD IN MOORE COUNTY REGISTRY AND CORNERS LOCATED IN FIELD.
 - THIS SURVEYOR DID NOT PERFORM A TITLE SEARCH ON THESE PROPERTIES.
 - THIS SURVEY IS LOCATED IN SUCH PORTION OF THE COUNTY OR MUNICIPALITY THAT IS REGULATED AS TO AN ORDINANCE THAT REGULATES
 - DASHED OR BROKEN LINES ARE FROM DEED DESCRIPTIONS, PLATS OF RECORD OR PARTIAL SURVEY AND NOT AN ACTUAL FIELD SURVEY.
 - THE STATE PLANE COORDINATES FOR THIS PROJECT WERE PRODUCED WITH STATIC GPS OBSERVATIONS AND PROCESSED WITH ONLINE POSITIONING USER SERVICE (OPUS) ON NOVEMBER 16, 2018.

LEGEND

⊙ EIP	EXISTING IRON PIPE
⊙ EIR	EXISTING IRON ROD
⊙ ECM	EXISTING CONCRETE MONUMENT
⊙ EIR	EXISTING IRON ROD
⊙ IRS	IRON ROD SET
---	TOWN ETJ LINE
---	ADJOINER PROPERTY LINE
---	HIGHWAY RIGHT OF WAY
---	EDGE OF PAVEMENT

VILLAGE OF PINEHURST
CONSTRUCTION PLAN APPROVAL

All Construction Methods and Materials shall be in accordance with the Village of Pinehurst, Moore County Public Utilities, and NCDOT Standards and Specifications. In the event of a conflict between standards, the more stringent shall govern unless a written waiver is issued by the Village Engineer. Utility installations and other Public Facilities, including streets, sidewalks, and handicap ramps, have been approved by the Village of Pinehurst and shall be so installed unless a change is authorized by prior written approval. Public Sanitary Sewer and Utility Easements shall be recorded prior to final acceptance and/or issuance of a Certificate of Occupancy by the Village.

PLAN APPROVAL NUMBER _____
ENGINEERING _____
FIRE DEPARTMENT _____
PLANNING _____
MOORE CO. PUBLIC UTILITIES _____

INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

THIS IS TO ADVISE YOU THE VILLAGE OF PINEHURST IS NOW REQUIRING A MINIMUM OF FORTY-EIGHT(48) HOURS OF NOTICE WHEN REQUESTING AN ENGINEERING INSPECTION. INSPECTION REQUESTS MAY BE MADE BY CALLING THE ENGINEERING DEPARTMENT AT 295-1900. ITEMS REQUIRING AN ENGINEERING INSPECTION INCLUDE, BUT ARE NOT LIMITED TO:

- SUBGRADE INSPECTION/PROOF ROLLING(STREETS, SIDEWALKS, FIRE LANES, ETC.) DENSITY TESTS FROM AN APPROVED GEO-TECHNICAL ENGINEERING FIRM MAY BE REQUIRED
- PLACEMENT AND INSPECTION OF BASE COURSE MATERIALS INCLUDING PROOF-ROLLING. DENSITY TESTS FROM A VILLAGE APPROVED GEO-TECHNICAL ENGINEERING FIRM MAY BE REQUIRED/ACCEPTED BY THE VILLAGE.
- PLACEMENT AND COMPACTING OF PAVEMENT MATERIALS INCLUDING CONCRETE AND ASPHALT SURFACE COURSES. INCLUDES STRINGLINES/GRADE CONTROL, PAVING AND ROLLING OPERATIONS, MATERIAL INSPECTIONS, INSTALLATION OF WATER AND SEWER MAINS AND SERVICES INCLUDING PRESSURE TESTING, PIPE LAYING CHLORINATION OF WATER
- MAINS, BACTERIAL TESTING, MANDREL PULLS, ETC. NECESSARY TO MEET THE VILLAGE'S UTILITY ORDINANCES. NOTE: THE CONTRACTOR SHALL ALSO CONTACT THE MOORE COUNTY UTILITIES DEPARTMENT ENGINEERING DIVISION AT 947-6315 TO SCHEDULE UTILITY INSPECTIONS AS REQUIRED BY MCPUD.
- INSTALLATION OF FORMWORK AND PLACEMENT OF CONCRETE(SIDEWALKS, CURB AND GUTTER, ETC.) WITHIN PUBLIC RIGHT OF WAY. INSTALLATION OF STORM DRAINAGE SYSTEMS(PIPES, TRENCHES, CATCH BASINS, FRAMES/GRATES, OUTLET, PROTECTION, ETC.)
- INSTALLATION OF STORM DRAINAGE SYSTEMS(PIPES, TRENCHES, CATCH BASINS, FRAMES/GRATES, OUTLET, PROTECTION, ETC.)

FAILURE TO SCHEDULE THE REQUIRED INSPECTIONS SHALL BE GROUNDS FOR REJECTION OF ALL WORK NOT INSPECTED AND ISSUANCE OF A STOP-WORK ORDER UNTIL THE PROJECT IS IN COMPLIANCE.

PRELIMINARY — DO NOT USE FOR CONSTRUCTION

NO. 1	CHECKED: JLC	DESIGNED: JLC	DATE: JAN. 2019	CALVIN RIDDLE MAGNOLIA ON KNOLL	ANNEXATION MAP	LKC Engineering Landscape Architecture Surveying	LKC Engineering, pllc 140 Aqua Shed Court Aberdeen, NC 28315 O: 910.420.1437 F: 910.637.0096 lkceengineering.com License No. P-1095
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For Registration Register of Deeds
Judy D. Martin

Moore County, NC

Electronically Recorded

October 29, 2018 4:01:21 PM

Book: 5052 Page: 119 - 120 #Pages: 2

Fee: \$26.00 NC Rev Stamp: \$280.00

Instrument # 2018015559

This Instrument Prepared By:

H. Craig Phifer, III

Clarke, Phifer, Vaughn, Brenner & McNeill, PLLC

135 Applecross Road

Pinehurst, North Carolina 28374

Revenue: \$280.00

Return to: Hutchens Law Firm, 130 Turner Street, Southern Pines, NC 28387 HLF 1238014(BRL)

**STATE OF NORTH CAROLINA
COUNTY OF MOORE**

GENERAL WARRANTY DEED

THIS DEED, made this 19th day of September, 2018 by Pinehurst REIT, LLC of PO Box 1298, Pinehurst, NC 28370, **GRANTOR**, to Village Developers, Inc. **GRANTEE**;

Tax Address: 519 Valley Rd, Fayetteville, NC 28305

W I T N E S S E T H:

That said Grantor, for valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot, tract or parcel of land situate in McNeill Township, Moore County, North Carolina, and more particularly described as follows:

Tract 1: BEING Lot No. 45B as shown on a map entitled "Minor Subdivision Survey for Pinehurst REIT, LLC Lot 45 Midland Farms" which is recorded in Plat Cabinet 17, Slide 698 in the Office of the Register of Deeds of Moore County, North Carolina.

Tract 2: BEING all of that certain lot of land shown and designated as Lot No. 4 on a map entitled "Property of Mid South Properties, Inc." which is recorded in Map Book 7, at Page 88 in the Office of the Register of Deeds of Moore County, North Carolina

This conveyance is made subject to: (i) utility easements of record; (ii) ad valorem taxes for the current year, which taxes shall be prorated as of the date of closing; and (iii) unviolated restrictive covenants of record that do not materially affect the value of the property.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 4778, Page 413 and Book 1454, Page 239 and Book 2067, Page 311, Moore County Registry, Carthage, North Carolina.

All or a portion of the property herein conveyed [] includes or [X] does not include the primary residence of a Grantor.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions noted herein.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal the day and year first above written.

Pinehurst REIT, LLC

Carl Phillip Hinesley (SEAL)
By: Carl Phillip Hinesley, Member/Manager

=====

COUNTY OF MOORE

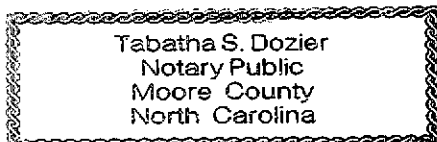
STATE OF NORTH CAROLINA

I certify that the following person(s) personally appeared before me this day and ✓ I have personal knowledge of the identity of the principal(s) or, _____ have seen satisfactory evidence of the principal's identity, by a current state or federal identification with the principal's photograph in the form of a [] driver's license or _____, or a credible witness has sworn to the identity of the principal(s); each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Name of Principal(s): Carl Phillip Hinesley, Member, Manager, Pinehurst REIT, LLC

Date: 9-24-18

Tabatha S. Dozier
Notary Public
Tabatha S. Dozier



[OFFICIAL SEAL]

Printed or typed name of Notary Public

My Commission Expires: 10-24-2021

Magnolia on Knoll Annexation



ORDINANCE #19-02

AN ORDINANCE MODIFYING AN ANNEXATION AGREEMENT BETWEEN THE VILLAGE OF PINEHURST, NORTH CAROLINA AND THE TOWN SOUTHERN PINES, NORTH CAROLINA FOR THE MUTUAL BOUNDARY LINE BETWEEN THESE TWO MUNICIPALITIES

WHEREAS, North Carolina General Statutes (N.C.G.S.) Chapter 160A, Article 4A, Part 6 authorizes two or more cities to enter into binding agreements regarding future annexation in order to enhance orderly planning by such cities; and

WHEREAS, the governing boards of the Village of Pinehurst and the Town of Southern Pines seek to carry out plans for future land uses; provision of important public facilities such as sewer and water services, roadways, and recreation; and the protection of open space and other sensitive areas; and

WHEREAS, potential conflict and confusion may occur along the interface between two jurisdictions when the future municipal boundaries between the two are unclear; and

WHEREAS, both the Village of Pinehurst and the Town of Southern Pines desire to foster good intergovernmental relations; and

WHEREAS, the governing boards and the staffs of these two communities had engaged in a process of discussion that led to determination of a municipal and utility service boundary between the two communities; and

WHEREAS, that ordinance was adopted following independent public hearings by the Village of Pinehurst on July 28, 2009 and the Town of Southern Pines on August 11, 2009, with notice provided in accordance with N.C.G.S. 160A-31(c); and

WHEREAS, the governing boards of the Village of Pinehurst and the Town of Southern Pines have agreed to modify the boundary as set out in that agreement; and

WHEREAS, this ordinance has been adopted following independent public hearings by the Village of Pinehurst on January 22, 2019 and the Town of Southern Pines on January 8, 2019;

NOW, THEREFORE, BE IT ORDAINED by the Village Council of the Village of Pinehurst, North Carolina and the Town Council of the Town of Southern Pines, North Carolina:

SECTION 1. Boundary. The areas to be included within the modified annexation agreement are depicted on Exhibit "A" of this document.

SECTION 2. Notice of Adjacent Annexations. That each participating municipality which proposes any annexation of property immediately adjacent to the boundary line that is established by this agreement must give written notice to the other municipality of such

annexation, at least 60 days before the adoption of any such annexation ordinance. The notice shall be in compliance with N.C.G.S. 160A- 58.24(a) (5) and (b) and shall be sent by mail to the Manager of the other municipality. Either Municipality may waive the time period for notice by giving a written waiver to the other party.

SECTION 3. Replacement of Prior Agreement. This agreement supersedes any previously adopted annexations that are in effect at the adoption date of this ordinance.

SECTION 4. Effective Date. That this Agreement shall become effective immediately following its adoption by ordinance by the governing board of both the Village of Pinehurst and the Town of Southern Pines.

SECTION 5. Modifications or Amendments. That this ordinance may be modified or amended with a subsequent agreement entered into by both participating municipalities pursuant to G.S. 160A-58.24(d). All modifications and amendments to this agreement shall be approved by ordinance and adopted after public hearings by both municipalities.

SECTION 6. Term of Agreement. That the term of this agreement shall be for a period of 20 years from the latest adoption of this ordinance dated below.

SECTION 7. Termination of Agreement. That this agreement may be terminated by either town in the manner prescribed by G.S. 160A-58.24(f). This agreement shall be effective until such termination occurs or 20 years, whichever comes first.

SECTION 8. Applicability of regulations. The Town of Southern Pines regulations and powers of enforcement shall remain in effect until the Village of Pinehurst has applied its regulations and powers of enforcement to the area that was within the jurisdiction of the Town of Southern Pines before the adoption of this ordinance.

Adopted this 22nd day of January, 2019.

VILLAGE OF
PINEHURST VILLAGE
COUNCIL

(Municipal Seal)



Attest:

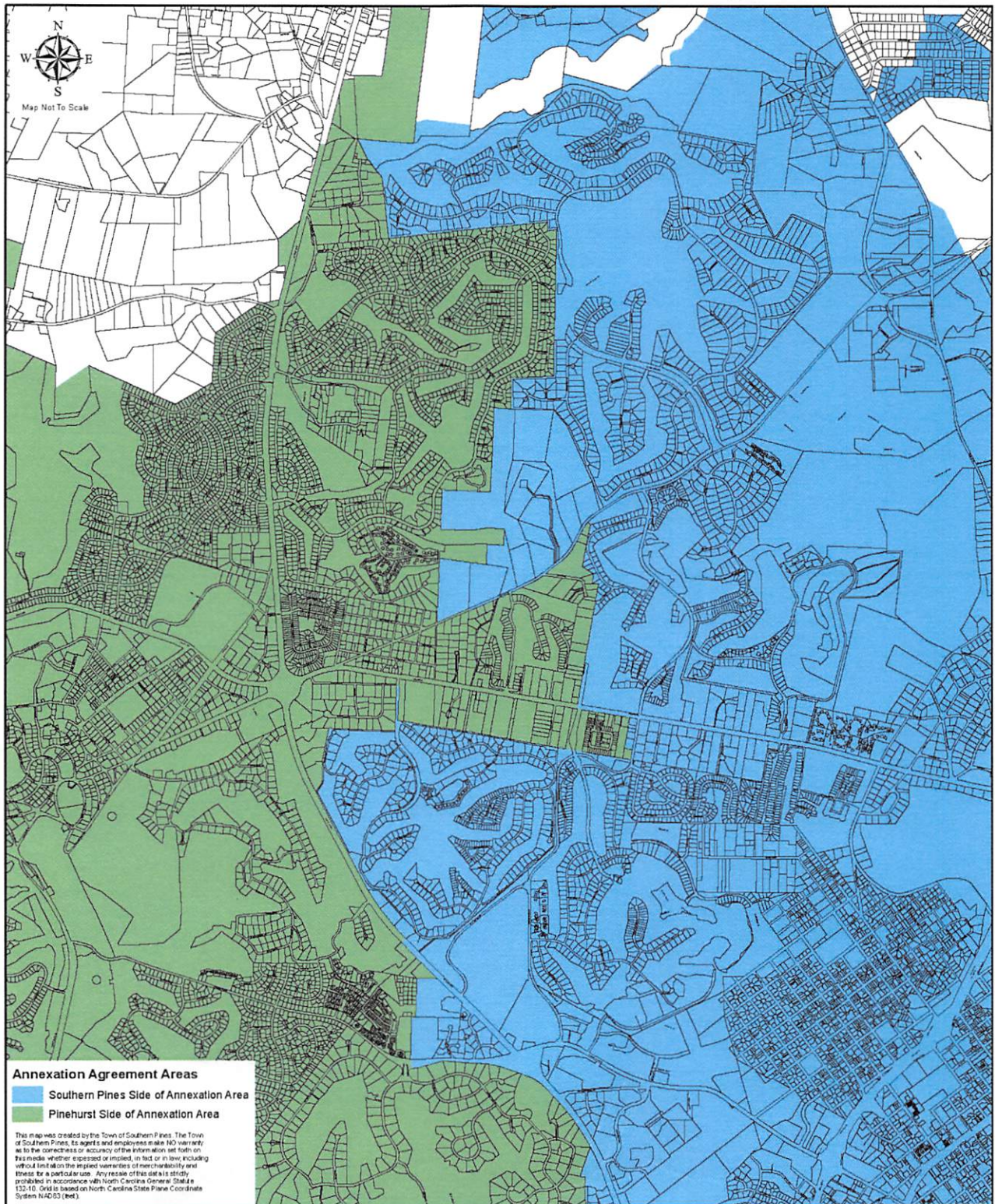
Beth Dunn
Beth Dunn, Village Clerk

By: Nancy Roy Fiorillo
Nancy Roy Fiorillo, Mayor

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney

Exhibit A: The Village of Pinehurst & The Town of Southern Pines Annexation Agreement Map



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Adopted by the Town of Southern Pines: January 8, 2019



David McNeill, Mayor
Town of Southern Pines

Agreement Effective on: January 22, 2019
Date

**AN ORDINANCE MODIFYING AN ANNEXATION
AGREEMENT BETWEEN
THE VILLAGE OF PINEHURST, NORTH
CAROLINA AND
THE TOWN SOUTHERN PINES, NORTH CAROLINA
FOR THE MUTUAL BOUNDARY LINE BETWEEN THESE
TWO MUNICIPALITIES**

WHEREAS, North Carolina General Statutes (N.C.G.S.) Chapter 160A, Article 4A, Part 6 authorizes two or more cities to enter into binding agreements regarding future annexation in order to enhance orderly planning by such cities; and

WHEREAS, the governing boards of the Village of Pinehurst and the Town of Southern Pines seek to carry out plans for future land uses; provision of important public facilities such as sewer and water services, roadways, and recreation; and the protection of open space and other sensitive areas; and

WHEREAS, potential conflict and confusion may occur along the interface between two jurisdictions when the future municipal boundaries between the two are unclear; and

WHEREAS, both the Village of Pinehurst and the Town of Southern Pines desire to foster good intergovernmental relations; and

WHEREAS, the governing boards and the staffs of these two communities had engaged in a process of discussion that led to determination of a municipal and utility service boundary between the two communities; and

WHEREAS, that ordinance was adopted following independent public hearings by the Village of Pinehurst on July 28, 2009 and the Town of Southern Pines on August 11, 2009, with notice provided in accordance with N.C.G.S. 160A-31(c); and

WHEREAS, the governing boards of the Village of Pinehurst and the Town of Southern Pines have agreed to modify the boundary as set out in that agreement; and

WHEREAS, this ordinance has been adopted following independent public hearings by the Village of Pinehurst on January 22, 2019 and the Town of Southern Pines on January 8, 2019;

NOW, THEREFORE, BE IT ORDAINED by the Village Council of the Village of Pinehurst, North Carolina and the Town Council of the Town of Southern Pines, North Carolina:

Section 1. Boundary. The areas to be included within the modified annexation agreement are depicted on Exhibit "A" of this document.

Section 2. Notice of Adjacent Annexations. That each participating municipality which proposes any annexation of property immediately adjacent to the boundary line that is established by this agreement must give written notice to the other municipality of such annexation, at least 60 days before the adoption of any such annexation ordinance. The notice shall be in compliance with N.C.G.S. 160A- 58.24(a) (5) and (b) and shall be sent by mail to the Manager of the other

municipality. Either Municipality may waive the time period for notice by giving a written waiver to the other party.

Section 3. Replacement of Prior Agreement. This agreement supersedes any previously adopted annexations that are in effect at the adoption date of this ordinance.

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Section 6. Term of Agreement. That the term of this agreement shall be for a period of 20 years from the latest adoption of this ordinance dated below.

Section 7. Termination of Agreement. That this agreement may be terminated by either town in the manner prescribed by G.S. 160A-58.24(f). This agreement shall be effective until such termination occurs or 20 years, whichever comes first.

Section 8. Applicability of regulations. The Town of Southern Pines regulations and powers of enforcement shall remain in effect until the Village of Pinehurst has applied its regulations and powers of enforcement to the area that was within the jurisdiction of the Town of Southern Pines before the adoption of this ordinance.

Adopted by the Village of Pinehurst: January 22, 2019


Mayor – Village of Pinehurst



Adopted by the Town of Southern Pines: January 8, 2019


Mayor – Town of Southern Pines



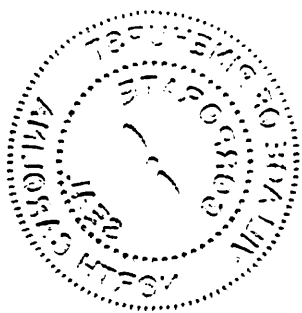
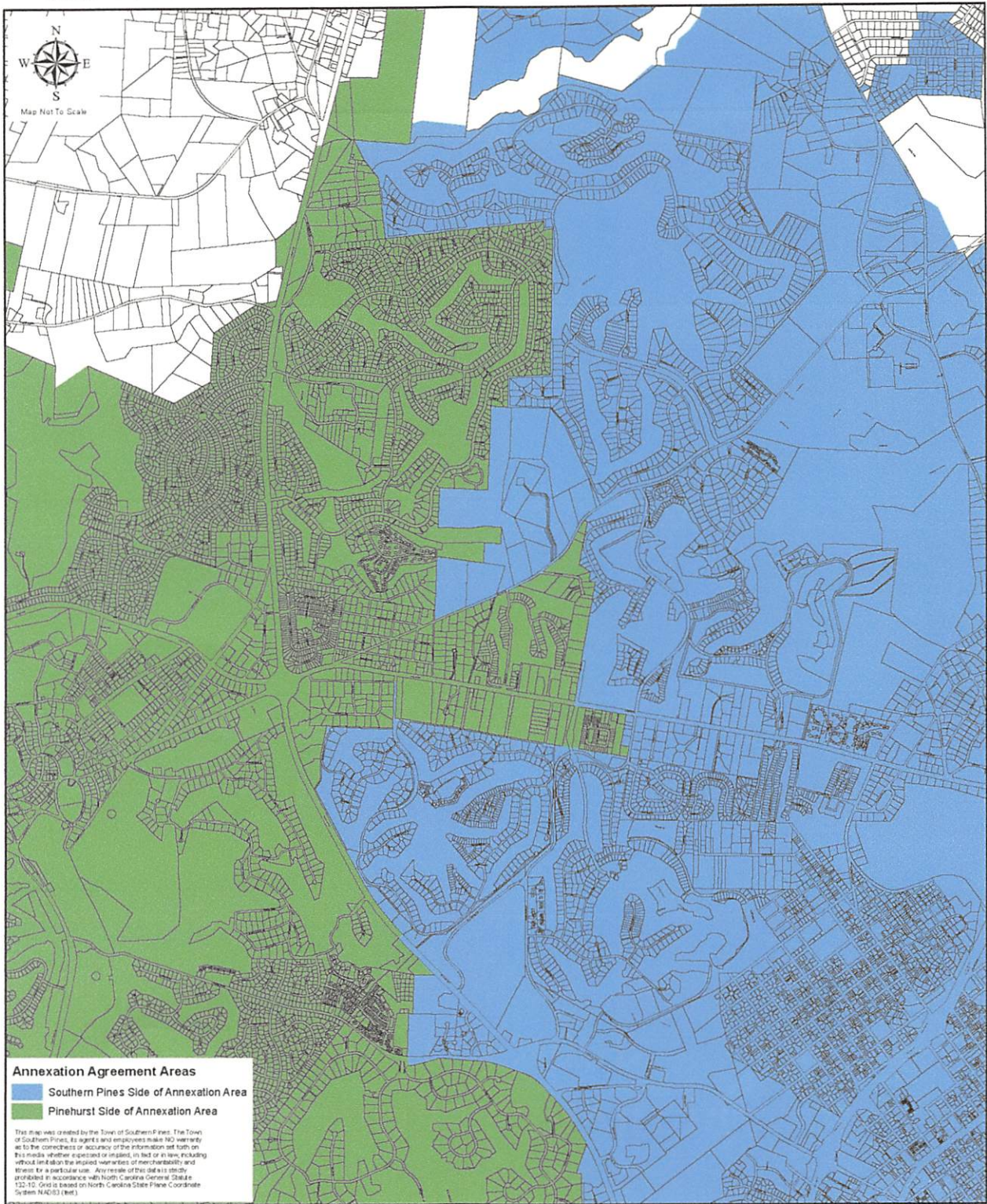


Exhibit A: The Village of Pinehurst & The Town of Southern Pines Annexation Agreement Map



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PUBLIC HEARING NO. 2

ADDITIONAL AGENDA DETAILS:

The purpose of the public hearing is to consider an Official Zoning Map Amendment. This map amendment includes one parcel of land consisting of approximately 1.142 acres further identified as Moore County PID# 00039843 would zone that property R-15-CD (Medium Density Residential – Conditional District). The property is currently zoned RS-3 (Residential Single-Family) by the Town of Southern Pines. This proposed map amendment follows an amendment to the adopted Annexation Agreement between the Village of Pinehurst, NC and the Town of Southern Pines, NC for the Mutual Boundary Line between These Two Municipalities. The proposed use of the property is a two lot single family subdivision to be included with the previously approved seven lot subdivision. The property is currently vacant. The applicant and property owner is Village Developers, Inc.

FROM:

Alex Cameron

DATE OF MEMO:

5/7/2019

MEMO DETAILS:

Please see the attached staff report and documents for this public hearing.

ATTACHMENTS:

Description

- ☐ Application
- ☐ Revised General Concept Plan
- ☐ Staff Report
- ☐ Ordinance 18-22 Knoll Road Zoning
- ☐ Original General Concept Plan
- ☐ Annexation Agreement with Southern Pines



Application for
Amendment to Zoning Map
(revised 3/14/17)

Applicant

Name: F. Calvin Riddle Jr. Telephone: 910 322 8706

Address: 519 Valley Rd Fayetteville, NC 28305 Email: calvin@riddlecap.com

Signature:  Date: 12/18/2018

Note: If more than one applicant, please provide a separate document listing all applicant information and their signatures.

Parcel ID #: 00039843 PIN 857210377063

(attach separate list if necessary)

Present zoning classification: Not Zoned - Currently in Southern Pines ETJ

Requested zoning classification: R-15 CD

Current Land Use: Vacant

Number of parcels: 1 Approximate size of area: 1.14 AC

Physical location of area: Fronts Knoll Road

Are public utilities available?: Yes

Reason for map amendment: WE PURCHASED THE ABOVE REFERENCED PARCEL ALONG WITH PARCEL 857200375392 CONTAINING 3.59 AC. THE 3.59 AC. PARCEL LOCATED WITHIN PINEHURST ETJ WAS SUBMITTED FOR RE-ZONING AND APPROVED BY THE PINEHURST VILLAGE COUNCIL FOR R-15CD ON SEPTEMBER 25, 2018. WE ARE DEVELOPING THE TWO PARCELS AS ONE AND RESPECTFULLY REQUEST THE SIMILAR ZONING R-15-CD. WE ARE VOLUNTEERING ANNEXATION OF OUR NEW 9 LOT DEVELOPMENT TO PINEHURST.

Note to Applicant By signing and submitting this application you are hereby certifying that this application and submittal, including all additional items, to be complete and accurate.



REVISIONS

SYM.	DESCRIPTION	DATE	BY
	POST ANNEXATION AGREEMENT	1/23/19	

6003060120

SCALE: 1" = 60'-0"

NORTH

VICINITY MAP

NTS

DEVELOPMENT DATA:
OWNER: VILLAGE DEVELOPERS, INC
519 VALLEY RD.
FAYETTEVILLE, NC, 28305

PARCEL ID #: 00032232 & 00039843
DEED BOOK: 5052, PAGE: 119
TOTAL ACRES: 4.73

ZONING(CURRENT): R-15-CD & RS-3.
ZONING (PROPOSED):RS-3 TO BE REZONED TO R-15-CD.
CURRENT USE: VACANT
PROPOSED USE: SINGLE FAMILY RESIDENTIAL
AREA: 4.73 ACRE TOTAL
RIVER BASIN: CAPE FEAR
SUB-BASIN WATERSHED: PROJECT IS NOT IN A DELINEATED WATERSHED
FLOODPLAIN: PROJECT IS NOT LOCATED WITHIN THE 100 YEAR FLOODPLAIN
RED-COCKADED WOOPECKER INACTIVE PARTITION: SOP1 109. NO CAVITY TREES ARE PRESENT ON THE PROJECT SITE, PER US FISH AND WILDLIFE.

EXISTING BUILDING SQ. FT.: 0 SF
EXISTING IMPERVIOUS SURFACE: 0 SF
PROPOSED NEW IMPERVIOUS SURFACE: 29,000 SF (0.67 ac.)
MAXIMUM IMPERVIOUS ALLOWED PER LOT: 45% (IMPERVIOUS COVERAGE TO BE VERIFIED AT REQUEST FOR BUILDING PERMIT PER LOT)

PARKING REQUIRED: 2 / DWELLING UNIT = 18 SPACES REQUIRED

OPEN SPACE REQUIRED: 0.71 AC., 15% OF TRACT (4.73 x 0.15 = 0.71 ACRE)
OPEN SPACE PROVIDED: 0.96 AC. (20.30%)

LANDSCAPE BUFFER: SEE CONDITION #1

PROPOSED NEW 6" COUNTY WATERLINE: TBD
PROPOSED NEW 8" COUNTY SANITARY SEWER LINE: TBD
IN THE EVENT OF IRRIGATION INSTALLATION, AN ADDITIONAL WATER METER WILL BE REQUIRED.

LINEAR FOOTAGE OF PROPOSED PRIVATE DRIVE: 731 IF
PRIVATE DRIVE TO BE CONSTRUCTED TO VILLAGE OF PINEHURST STANDARDS

TYPICAL LOT DIMENSIONS: 80' WIDE x 150' DEEP (AVG.), 12,000 SF (AVG.)

DEVELOPMENT TO BE COMPLETED IN ONE PHASE. DEVELOPMENT TO HAVE 15 MPH SPEED LIMIT.

DEVELOPMENT INTENDS TO HAVE NEIGHBORHOOD ENTRANCE SIGN. A SIGN PERMIT WILL BE APPLIED FOR PER THE DEVELOPMENT ORDINANCE OF THE REGULATING ENTITY.

MINIMUM LOT WIDTH AT SETBACK: 60'
MINIMUM LOT WIDTH AT STREET LINE: 20'
MAXIMUM BUILDING HEIGHT: 35'

PROPERTY SETBACKS:
FRONT: 24'
SIDE YARD: 5' & 19' (CONDITIONAL)
SIDE STREET: 16'
REAR: 24'

CONDITIONS:
1. A 10' LANDSCAPE BUFFER WILL BE PROVIDED ALONG THE PROPERTIES THAT FRONT KNOLL RD.
2. ALL LOTS TO HAVE ONE 5' SETBACK AND ONE 19' SETBACK, SUCH THAT NO TWO 5' SETBACKS SHARE SHARE A COMMON LOT BOUNDARY.

Table 9.17.1.11a - Table of Required Open Space - Dimensional Requirements			
USES TYPES	R-30	R-15	R-15 CD
Minimum Lot Size (sf)	24,000	12,000	12,000
Minimum Lot Width at Setback Line (ft)	80	60	60
Minimum Lot Width at Street Line (ft) (Table 9.2a)	20	20	20
Minimum Front Yard Setback (ft)	32	24	24
Minimum Side Yard Setback (ft)	16	12	5
Side Street Setback (ft)	16	16	16
Minimum Rear Yard Setback (ft)	24	24	24
Maximum Building Height (ft)	35	35	35
Maximum Lot Covered by Impervious Surface	36%	45%	45%

- SPECIMEN TREES LEGEND (TRUNK DBH OF 12 INCHES OR GREATER)
- PINE TREES
 - DOGWOOD TREES
 - CEDAR TREES

PRELIMINARY – DO NOT USE FOR CONSTRUCTION

LKC Engineering, pllc
140 Aqua Shed Court
Aberdeen, NC 28315
O: 910.420.1437
F: 910.637.0096
lkceengineering.com
License No. P-1095

Engineering
Landscape Architecture
Planning

GENERAL CONCEPT
PLAN

MAGNOLIA ON KNOLL

Pinehurst, North Carolina

DATE: JULY, 2018

DESIGNED:

DRAWN:

CHECKED:

NO.



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Mayor Fiorillo and Village Council
From: Alex Cameron, Senior Planner
Cc: Jeff Sanborn, Village Manager
Natalie Hawkins, Assistant Village Manager
Beth Dunn, Village Clerk
Date: May 8, 2019
Subject: Staff Report for the Proposed Conditional District Zoning of PID # 00039843 and amendment of the previously approved General Concept Plan for PID #00032232 to include two additional lots.

Applicant:	Village Developers, Inc./Calvin Riddle
Owners:	Village Developers, Inc.
Property Location:	Knoll Rd. adjacent to 140 Knoll Rd.(see map on next page)
Rezoning:	<p>Current Zoning: RS-3 (Residential Single Family) District is established as a district in which to allow primarily very low-density Single-Family residential land uses. This is a Town of Southern Pines Zoning District.</p> <p>Proposed Zoning District: R-15-CD (Residential Medium Density-Conditional District) is established as a district in which the principal use of land is for medium-density residential uses. This district is further intended to discourage any use which would be detrimental to the predominately medium-density residential nature of the areas included within the district.</p>
Current Land Use:	Vacant
Proposed Land Use:	2 lot single family subdivision to accompany the previously approved 7 lot single family subdivision approved by Village Council on September 25, 2018 (Ordinance #18-22).



Zoning Map

Proposal and Background:

The applicant requests a conditional district rezoning of +/- 1.142 acres currently zoned RS-3 (Residential Single Family) to R-15-CD (Residential Medium Density-Conditional District) in order to develop the property with two additional single family lots as a whole with the adjacent parcel that was previously approved as a seven lot single family subdivision with the same proposed zoning. The applicant and property owner is Calvin Riddle (Village Developers, Inc.) Included in the documentation for the Conditional District Rezoning request are the application and General Concept Plan.

As you may recall, the applicant also proposed to rezone the adjacent property with the same Zoning (R-15 CD) along with a seven lot subdivision which was approved by Village Council on September 25, 2018 (VOP Ordinance #18-22). That lot is currently located within the Village of Pinehurst ETJ. The subject property is located within the Town of Southern Pines ETJ and zoned RS-3. In January 2019, both the Town of Southern Pines and the Village of Pinehurst amended their annexation agreement to place this particular lot on the Village's side of the Annexation Agreement boundary line (VOP Ordinance #19-02). The applicant and property owner has an active Application for Voluntary Annexation Petition into our corporate limits. With an approved annexation request by Village Council, a Village Zoning designation would need to be placed on the parcel.

The R-15, R-20, and R-30 Residential District is established as a district in which the principal use of land is for medium-density residential uses. This district is further intended to discourage any use which would be detrimental to the predominately medium-density residential nature of the areas included within the district.

The proposed use will meet all the requirements of the R-15 CD (Conditional District) Zoning and the PDO at the time of site plan approval as well as the general concept plan and any other agreed to or submitted conditions associated with this conditional district rezoning proposal.

Analysis:

The proposed development consists of two lots on the parcel in question to accompany the other seven lots that were shown on the previously approved general concept plan. A concrete sidewalk is proposed on one side of the interior street. The access to the nine lot subdivision will be off this parcel included with the rezoning request. The applicant has submitted a petition for voluntary annexation into the Village.

The surrounding properties contain multiple zoning designations and land uses. (See the zoning map above)

The property to the west is zoned RMF and is currently a mixed dwelling townhome residential development known as Walker Station and is within the Pinehurst Corporate Limits.

The adjacent properties to the north, east and south are located within the Town of Southern Pines ETJ. These properties are zoned RS-3 Residential Single Family (30,000 sf lots). Per the Town of Southern Pines Unified Development Ordinance (UDO), the RS-3 district is established to allow primarily very low-density Single Family residential land uses (approximately 1.4 dwelling units per acre).

In addition to the open space provided near the northern point of the properties, additional open space, approximately 0.96 acres or 20.3%, is being shown along Knoll Rd. This open space will meet the view

shed requirement of the PDO and exceeds the required 15% minimum amount of required open space for major subdivisions zoned R-15 cited in section 9.17.1.11 of the PDO. Also, section 9.17.1.11 of the PDO allows for reduced setbacks and minimum lot size for residential subdivisions that meet the required open space regulation. The proposal reflects the allowed dimensional standards as well as the setbacks associated with the proposed condition.

The applicant has indicated that utilities will be served by Moore County Public Utilities via an easement coming from the adjacent property to the west (Walker Station development). If this opportunity does not work out, the applicant has indicated that a connection can be made within the Midland Rd. right-of-way. This site contains no floodplains, wetlands or other environmental constraints that are known.

The applicant has indicated one stormwater control measure will be provided on-site to address runoff and meet the requirements of NCDEQ and the Village.

The applicant is asking for the following conditions which were the agreed upon conditions with the approved R-15 CD Rezoning approved by Council on September 25, 2018:

1. All lots to have one 5' side setback and one 19' side setback, such that no two 5' side setbacks share a common lot boundary.
2. A 10' landscape buffer will be provided along the properties that front Knoll Rd.

Planning and Zoning Board Action:

The Planning and Zoning Board considered this request and conducted a duly advertised public hearing on March 7, 2019. Mr. Riddle was present and addressed questions regarding extending fencing along the property as a screening for abutting property owners as well as the water and sewer tie-in agreement with Walker Station.

Following the discussion, the Planning and Zoning Board voted unanimously to recommend approval of the zoning map amendment to Village Council with the conditions proposed by the applicant and adopt the Long Range Comprehensive Plan Consistency Statement.

Village Council Action:

After holding a public hearing on the proposed zoning map amendment, Village Council may adopt the proposed amendment by ordinance or reject the proposed amendment. In addition, Village Council must also adopt a statement of consistency with the Long Range Comprehensive Plan. Such statement could be one that the proposed amendment is or is not consistent with the Long Range Comprehensive Plan. Action resulting in approval of the amendment with the adoption of a statement that the proposal is not consistent with the Long Range Comprehensive Plan is also deemed an amendment to the Long Range Comprehensive Plan.

Staff Recommendation and Comprehensive Plan Consistency Statement:

Planning Staff recommends approval of the rezoning request for PID# 00039843 to R-15 CD (Residential Medium Density-Conditional District) as submitted and recommends adoption of the consistency statement with the Long Range Comprehensive Plan below.

Page 56 of the 2010 Comprehensive Long Range Plan identifies the preference for the future development of the areas with the current extra-territorial jurisdiction (and possible additional future areas) is to promote open space development patterns since it will help preserve meaningful open space, help promote water recharge and retain the overall character of the community.

Page 59 of the 2010 Comprehensive Long Range Plan indicates a major strategy of the community should be to consider ways to meet the long-term housing needs of the residents of Pinehurst and their families. It states that the development pattern of Pinehurst did not anticipate some of the changing desires and needs of a residential community (larger homes, larger lots, housing for an aging population, etc.).

Therefore, this proposal takes into consideration the need for additional housing needed of the residents of Pinehurst and the preference for future development in the ETJ to promote open space as mentioned in the Comprehensive Plan. Achieving goals in accordance with the Comprehensive Plan and other planning documents of the village is considered reasonable and in the best interest of the public.

ORDINANCE #18-22:

AN ORDINANCE AMENDING THE OFFICIAL PINEHURST ZONING MAP AS IT PERTAINS TO THE REZONING OF ONE PARCEL OF LAND CONSISTING OF APPROXIMATELY 3.59 ACRES LOCATED BETWEEN 2040 & 2020 MIDLAND RD., ADJACENT TO WALKER STATION AND FURTHER IDENTIFIED AS MOORE COUNTY PID # 00032232.

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted a new Pinehurst Development Ordinance and Map on the 8th day of October, 2014, for the purpose of regulating planning and development in the Village of Pinehurst and the extraterritorial area over which it has jurisdiction; and

WHEREAS, said Ordinance and Map may be amended from time to time as circumstances and the best interests of the community have required; and

WHEREAS, a public hearing was held at 4:30 p.m. on September 25, 2018 in the Assembly Hall of the Pinehurst Village Hall, Pinehurst, North Carolina after due notice in the Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Village of Pinehurst, and its extraterritorial jurisdiction, for the purpose of considering rezoning of approximately 3.59 acres located between 2040 & 2020 Midland Rd., adjacent to Walker Station and further identified as Moore County PID # 00032232, from R-30 (Medium Density Residential) to R-15-CD (Medium Density Residential – Conditional District) at which time all interested citizens, residents and property owners in the Village of Pinehurst and its extraterritorial jurisdiction were given an opportunity to be heard as to whether they favored or opposed the proposed rezoning; and

WHEREAS, the Planning and Zoning Board has recommended the zoning map be amended and the general concept plan be approved; and

WHEREAS, the applicant has agreed upon the following condition(s):

- 1. A 10' landscape buffer will be provided along the properties that front Knoll Rd.**
- 2. All lots to have one 5' setback and one 19' setback, such that no two 5' setbacks share a common lot boundary.**

WHEREAS, the Village Council, after considering all of the facts and circumstances surrounding the proposed rezoning, have determined that it is in the best interests of the Village of Pinehurst and the extraterritorial jurisdiction that the Development Ordinance and Zoning Map be amended.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled on this 25th day of September, 2018 as follows:

SECTION 1. That the Pinehurst Zoning Map of the Village of Pinehurst and its extraterritorial zoning jurisdiction hereby is amended by rezoning of approximately 3.59 acres located between 2040 & 2020 Midland Rd., adjacent to Walker Station and further identified as Moore County PID # 00032232, from R-30 (Medium Density Residential) to R-15-CD (Medium Density Residential – Conditional District).

SECTION 2. This Ordinance shall be and remain in full force and effect from and after the date of its adoption.

Adopted this 25th day of September, 2018.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)



Attest:

Beth Dunn
Beth Dunn, Village Clerk

By: Nancy Roy Fiorillo
Nancy Roy Fiorillo, Mayor

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney



REVISIONS

SYM.	DESCRIPTION	DATE	BY
	ADDITIONAL APPENDIX C COMMENTS	8/10/18	

600060120

SCALE: 1" = 60'-0"

NORTH

VICINITY MAP

NTS

DEVELOPMENT DATA:
OWNER: PINEHURST REIT, LLC
P.O. BOX 1298
PINEHURST, NC, 28370

PARCEL ID #: 00032232 & 00039843
DEED BOOK: 4778, PAGE: 413
TOTAL ACRES: 4.73 (WITHIN VILLAGE ZONING & SOUTHERN PINES JURISDICTION)
3.59 ACRES IN VILLAGE ZONING
1.14 ACRES IN SOUTHERN PINES ZONING

ZONING(CURRENT): R-30 RESIDENTIAL
ZONING (PROPOSED): R-15-CD
CURRENT USE: VACANT
PROPOSED USE: SINGLE FAMILY RESIDENTIAL
AREA: 4.73 ACRE TOTAL (ONLY DEVELOPING 3.59 ACRE VILLAGE PARCEL)
RIVER BASIN: CAPE FEAR
SUB-BASIN WATERSHED: PROJECT IS NOT IN A DELINEATED WATERSHED
FLOODPLAIN: PROJECT IS NOT LOCATED WITHIN THE 100 YEAR FLOODPLAIN
RED-COCKADED WOOPECKER INACTIVE PARTITION: SOP1 109. NO CAVITY TREES ARE PRESENT ON THE PROJECT SITE, PER US FISH AND WILDLIFE.

EXISTING BUILDING SQ. FT.: 0 SF
EXISTING IMPERVIOUS SURFACE: 0 SF
PROPOSED NEW IMPERVIOUS SURFACE: 24,660 SF (0.57 ac.)
MAXIMUM IMPERVIOUS ALLOWED PER LOT: 45% (IMPERVIOUS COVERAGE TO BE VERIFIED AT REQUEST FOR BUILDING PERMIT PER LOT)

PARKING REQUIRED: 2 / DWELLING UNIT = 14 SPACES REQUIRED

OPEN SPACE REQUIRED: 0.54 AC., 15% OF TRACT (3.59 x 0.15 = 0.54 ACRE)
OPEN SPACE PROVIDED: 0.70 AC. (19.50%)

LANDSCAPE BUFFER: SEE CONDITION #2

PROPOSED NEW 6" COUNTY WATERLINE: TBD
PROPOSED NEW 8" COUNTY SANITARY SEWER LINE: TBD
IN THE EVENT OF IRRIGATION INSTALLATION, AN ADDITIONAL WATER METER WILL BE REQUIRED.

LINEAR FOOTAGE OF PROPOSED PRIVATE DRIVE: 731 lf
PRIVATE DRIVE TO BE CONSTRUCTED TO VILLAGE OF PINEHURST STANDARDS

TYPICAL LOT DIMENSIONS: 80' WIDE x 150' DEEP (AVG.), 12,000 SF (AVG.)

DEVELOPMENT TO BE COMPLETED IN ONE PHASE. DEVELOPMENT TO HAVE 15 MPH SPEED LIMIT.

DEVELOPMENT INTENDS TO HAVE NEIGHBORHOOD ENTRANCE SIGN. A SIGN PERMIT WILL BE APPLIED FOR PER THE DEVELOPMENT ORDINANCE OF THE REGULATING ENTITY.

MINIMUM LOT WIDTH AT SETBACK: 60'
MINIMUM LOT WIDTH AT STREET LINE: 20'
MAXIMUM BUILDING HEIGHT: 35'

PROPERTY SETBACKS:
FRONT: 24'
SIDE YARD: 5' (CONDITIONAL)
SIDE STREET: 16'
REAR: 24'

CONDITIONS:
1. LOTS TO HAVE 5' SIDE SETBACKS
2. 10' LANDSCAPE BUFFER ALONG PROPERTIES THAT ARE ADJACENT TO KNOLL ROAD (CONDITION FROM PLANNING AND ZONING BOARD).

Table 9.17.1.11a - Table of Required Open Space - Dimensional Requirements			
USES TYPES	R-30	R-15	R-15 CD
Minimum Lot Size (sf)	24,000	12,000	12,000
Minimum Lot Width at Setback Line (ft)	80	60	60
Minimum Lot Width at Street Line (ft) (Table 9.2a)	20	20	20
Minimum Front Yard Setback (ft)	32	24	24
Minimum Side Yard Setback (ft)	16	12	5
Side Street Setback (ft)	16	16	16
Minimum Rear Yard Setback (ft)	24	24	24
Maximum Building Height (ft)	35	35	35
Maximum Lot Covered by Impervious Surface	36%	45%	45%

SPECIMEN TREES LEGEND (TRUNK DBH OF 12 INCHES OR GREATER)

- PINE TREES
- DOGWOOD TREES
- CEDAR TREES

PRELIMINARY – DO NOT USE FOR CONSTRUCTION

LKC Engineering, pllc
140 Aqua Shed Court
Aberdeen, NC 28315
O: 910.420.1437
F: 910.637.0096
lkceengineering.com
License No. P-1095

Engineering
Landscape Architecture
Planning

LKC

GENERAL CONCEPT
PLAN

MAGNOLIA ON KNOLL

Pinehurst, North Carolina

DATE: JULY, 2018
DESIGNED:
DRAWN:
CHECKED:
NO.

ORDINANCE #19-02

AN ORDINANCE MODIFYING AN ANNEXATION AGREEMENT BETWEEN THE VILLAGE OF PINEHURST, NORTH CAROLINA AND THE TOWN SOUTHERN PINES, NORTH CAROLINA FOR THE MUTUAL BOUNDARY LINE BETWEEN THESE TWO MUNICIPALITIES

WHEREAS, North Carolina General Statutes (N.C.G.S.) Chapter 160A, Article 4A, Part 6 authorizes two or more cities to enter into binding agreements regarding future annexation in order to enhance orderly planning by such cities; and

WHEREAS, the governing boards of the Village of Pinehurst and the Town of Southern Pines seek to carry out plans for future land uses; provision of important public facilities such as sewer and water services, roadways, and recreation; and the protection of open space and other sensitive areas; and

WHEREAS, potential conflict and confusion may occur along the interface between two jurisdictions when the future municipal boundaries between the two are unclear; and

WHEREAS, both the Village of Pinehurst and the Town of Southern Pines desire to foster good intergovernmental relations; and

WHEREAS, the governing boards and the staffs of these two communities had engaged in a process of discussion that led to determination of a municipal and utility service boundary between the two communities; and

WHEREAS, that ordinance was adopted following independent public hearings by the Village of Pinehurst on July 28, 2009 and the Town of Southern Pines on August 11, 2009, with notice provided in accordance with N.C.G.S. 160A-31(c); and

WHEREAS, the governing boards of the Village of Pinehurst and the Town of Southern Pines have agreed to modify the boundary as set out in that agreement; and

WHEREAS, this ordinance has been adopted following independent public hearings by the Village of Pinehurst on January 22, 2019 and the Town of Southern Pines on January 8, 2019;

NOW, THEREFORE, BE IT ORDAINED by the Village Council of the Village of Pinehurst, North Carolina and the Town Council of the Town of Southern Pines, North Carolina:

SECTION 1. Boundary. The areas to be included within the modified annexation agreement are depicted on Exhibit "A" of this document.

SECTION 2. Notice of Adjacent Annexations. That each participating municipality which proposes any annexation of property immediately adjacent to the boundary line that is established by this agreement must give written notice to the other municipality of such

annexation, at least 60 days before the adoption of any such annexation ordinance. The notice shall be in compliance with N.C.G.S. 160A- 58.24(a) (5) and (b) and shall be sent by mail to the Manager of the other municipality. Either Municipality may waive the time period for notice by giving a written waiver to the other party.

SECTION 3. Replacement of Prior Agreement. This agreement supersedes any previously adopted annexations that are in effect at the adoption date of this ordinance.

SECTION 4. Effective Date. That this Agreement shall become effective immediately following its adoption by ordinance by the governing board of both the Village of Pinehurst and the Town of Southern Pines.

SECTION 5. Modifications or Amendments. That this ordinance may be modified or amended with a subsequent agreement entered into by both participating municipalities pursuant to G.S. 160A-58.24(d). All modifications and amendments to this agreement shall be approved by ordinance and adopted after public hearings by both municipalities.

SECTION 6. Term of Agreement. That the term of this agreement shall be for a period of 20 years from the latest adoption of this ordinance dated below.

SECTION 7. Termination of Agreement. That this agreement may be terminated by either town in the manner prescribed by G.S. 160A-58.24(f). This agreement shall be effective until such termination occurs or 20 years, whichever comes first.

SECTION 8. Applicability of regulations. The Town of Southern Pines regulations and powers of enforcement shall remain in effect until the Village of Pinehurst has applied its regulations and powers of enforcement to the area that was within the jurisdiction of the Town of Southern Pines before the adoption of this ordinance.

Adopted this 22nd day of January, 2019.

VILLAGE OF
PINEHURST VILLAGE
COUNCIL

(Municipal Seal)



Attest:

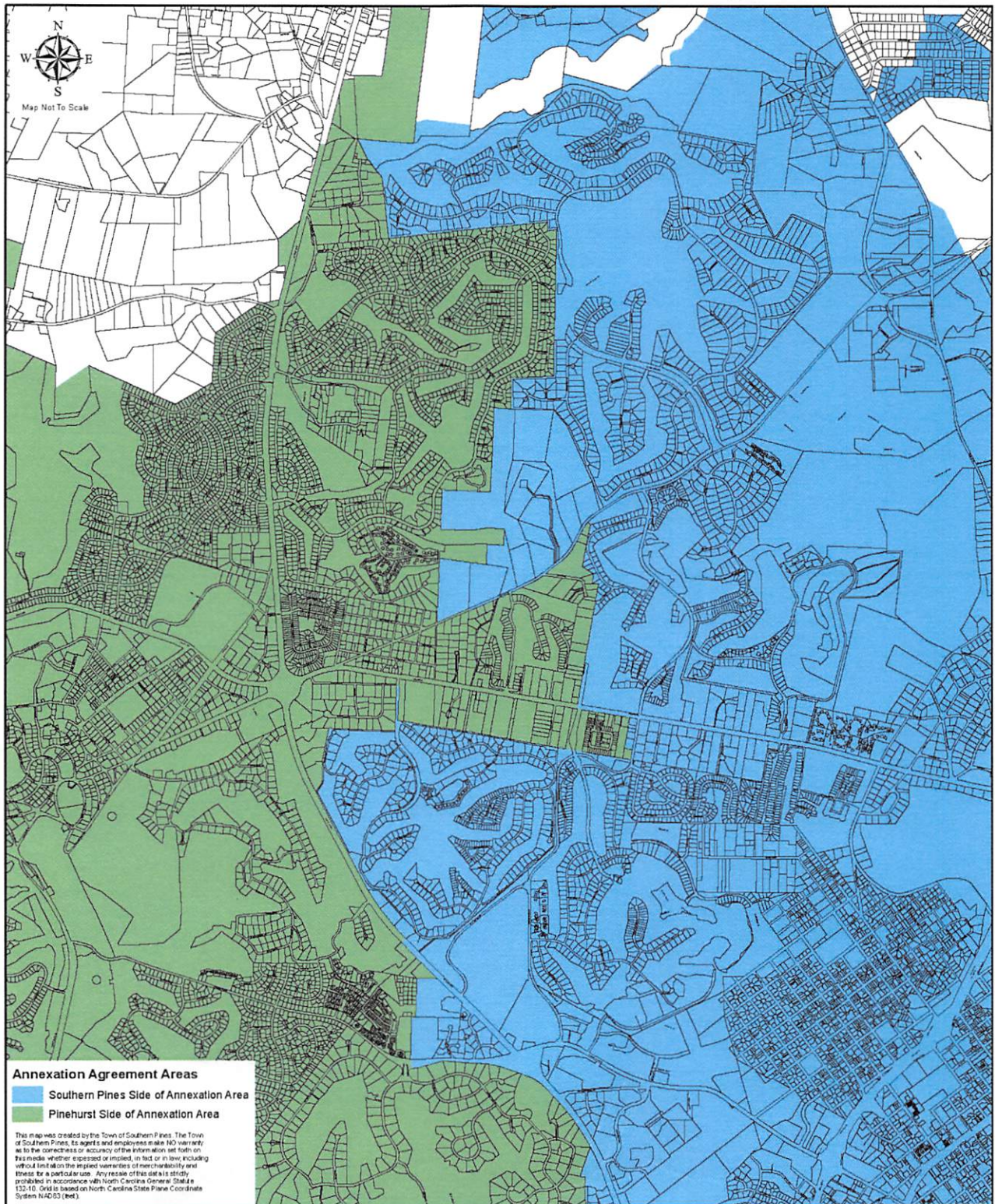
Beth Dunn
Beth Dunn, Village Clerk

By: Nancy Roy Fiorillo
Nancy Roy Fiorillo, Mayor

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney

Exhibit A: The Village of Pinehurst & The Town of Southern Pines Annexation Agreement Map



X:\GIS_DATA\XKD_PDF\Planning\PinehurstSoPinesProExchange\2018-Update\2018UpdateExhibitA.mxd

Adopted by the Town of Southern Pines: January 8, 2019



David McNeill, Mayor
Town of Southern Pines

Agreement Effective on: January 22, 2019
Date



PUBLIC HEARING NO. 3
ADDITIONAL AGENDA DETAILS:

The purpose of this public hearing is to consider revisions to the Village of Pinehurst Local Historic District Guidelines.

FROM:

Alex Cameron and Natalie Hawkins

CC:

Jeff Sanborn

DATE OF MEMO:

5/7/2019

MEMO DETAILS:

On February 28, 2019, the Historic Preservation Commission (HPC) unanimously approved forwarding the revised Historic District Guidelines to the Village Council for consideration. These guidelines were presented to the Council at the April 9th joint Village Council and HPC meeting. Subsequent to the April 9th meeting, the HPC held a special meeting on April 15th to discuss Council's comments and suggested changes.

The attached guidelines incorporate the comments and suggested changes of the Village Council. Other non-substantive changes were also made such as formatting, etc.

The guidelines attached do not include recently suggested language to make fences that "cross or infringe upon a historically and currently used public pathway or alley" a major work item.

Also attached is the presentation provided by Molly Gwinn, Chair of the Historic Preservation Commission, at the Council's April 9th work session.

ATTACHMENTS:

Description

- Historic District Guidelines - Updated April 24, 2019
- April 9, 2019 Presentation on Proposed Historic District Guidelines



Village of Pinehurst

Historic District Guidelines



Adopted on _____, 2019

Village of Pinehurst Council Members

Nancy Fiorillo, Mayor
John Bouldry, Mayor Pro-Tem
Judy Davis, Treasurer
Kevin Drum
Jack Farrell

Historic Preservation Commission Commissioners

Molly Gwinn, Chair
Jim McChesney
Mark Parson
Tom Schroeder
John Taylor
Eric Von Salzen
Terry Lurtz

2016-18 Pinehurst Historic District Guidelines Revision Committee

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

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I. INTRODUCTION

The Pinehurst Historic District Guidelines for the Village of Pinehurst is a resource for property owners, architects, building contractors, Realtors® and other real estate professionals planning to make changes to the exterior of existing buildings or to construct new buildings in the Pinehurst Historic District. Demolitions and relocations of existing structures are also addressed in this document.

This document is the guide by which the Village Planner and the Historic Preservation Commission evaluate applications for Certificates of Appropriateness (COA) which must be approved before projects in the Pinehurst Historic District can commence. To determine whether a property is in the Pinehurst Historic District, consult the map in Appendix B, *Map of the Pinehurst Historic District*.

The main body of this document focuses on design guidelines that property owners must consider in planning changes or additions to their properties, or in designing new construction projects in the Pinehurst Historic District. Other important information can be found in the Appendices.

A. THE SPECIAL CHARACTER OF THE PINEHURST HISTORIC DISTRICT

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

To implement his vision in 1895, Tufts hired the landscape architecture firm of Frederick Law Olmsted who designed a system of curvilinear streets and lush landscaping around the village green. The first cottages were small and reflected a combination of Queen Anne and Colonial Revival styles. By the 1920s, the Olmsted plan of curving streets spread to the west of Beulah Hill Road where properties were larger and substantial homes were built by private owners in a variety of architectural styles, displaying Colonial Revival, Mediterranean Revival, Cape Cod and Period Cottage characteristics. During the same period, the neighborhood to the east of the Village core expanded in a grid pattern to accommodate more modest housing for resort staff. The neighborhood includes cottages in a range of popular national styles from different eras, for example Ranch, Cape Cod, and Modernist dwellings. Also located in the neighborhood are the elementary school, a church, a car dealership, and a few businesses.

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

B. THE HISTORIC PRESERVATION COMMISSION

The mission of the Historic Preservation Commission (HPC) is to “preserve and approve that which is congruous with the special character of the Village of Pinehurst Historic District.” The Guidelines in this document beginning in Section III provide the HPC and Village of Pinehurst Planning Staff with tools to assess whether a proposed change, addition, or new construction will be congruous with the special character of the Pinehurst Historic District.

In addition, the Guidelines are intended to inform property owners and to help them understand how changes or additions to their property will contribute to the preservation of the Pinehurst Historic District. A fundamental objective is to ensure that changes and additions to existing structures are congruous with the Pinehurst Historic District. Likewise, new construction should be congruous with the District.

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

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

Other guidelines contain the word should. For example:

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

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

The Historic Preservation Commission may at times determine that a proposed change or design which does not meet the Guidelines is, in fact, more congruous with the special character of the Pinehurst Historic District than if the property owner had followed the Guidelines. Conversely, an application meeting the Guidelines could be determined to be incongruous with the character of 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.

C. PRINCIPLES OF PRESERVATION

The Guidelines are not meant to be a comprehensive preservation manual. There are *additional resources* listed in Appendix G, which may be used to supplement these Guidelines.

- A major source of materials are The Preservation Briefs published by the National Park Service.
- Owners of historic properties should give special consideration to the Secretary of Interior's Standards for Rehabilitation. Those offer excellent guidance for property owners who are committed to the preservation or restoration of their historic property.
- An application form for work which will require a Certificate of Appropriateness is available from the Village of Pinehurst Planning Department, and may also be downloaded from the Village website.
- Many of the terms found in these Guidelines have very specific meanings. Applicants have the responsibility to review and understand these definitions and how they may affect their application. Appendix H contains a comprehensive glossary of relevant terms.

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

Identify, Retain, and Preserve Historic Features and Materials

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

Maintain, Stabilize and Protect Historic Materials and Features

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

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

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

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

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

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

D. FREQUENTLY ASKED QUESTIONS

Following are typical questions about the Pinehurst Historic District, the kinds of projects requiring a Certificate of Appropriateness (COA), and the process for securing approval. Consult the appropriate sections of the Guidelines for additional information.

Q1. What is the Pinehurst Historic District? When was it created and on whose authority? Is it the same as the National Historic Landmark District?

- A. The Pinehurst Historic Overlay District was established by the Pinehurst Village Council in 2006 under authority cited in North Carolina General Statute 160A-400, which grants a municipality the authority to “safeguard its heritage by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory.” The entire statute can be found on the North Carolina General Assembly legislation webpage. At the same time, the Pinehurst Village Council appointed the seven-member Pinehurst Historic Preservation Commission (HPC), for the purpose of developing and administering the Historic Guidelines that would maintain the character of properties and landscapes of the district.

The Pinehurst Historic District is not the same as the National Historic Landmark (NHL). The NHL is an honorary designation that was awarded to the Village of Pinehurst by the National Park Service in 1996. The boundaries that define the area included in the NHL are not the same as the boundaries of the local Pinehurst Historic District. The Pinehurst Historic District includes properties that are included in the NHL, but also includes several other streets and many other properties.

Q2. How do I know if my property is in the Pinehurst Historic District?

- A. A map of the Pinehurst Historic District can be found in Appendix B. More detailed maps can be found on the Village of Pinehurst website (www.vopnc.org). If you have any question about whether a property is in the Pinehurst Historic District, contact the Village Planner at 910-295-1900.

If your home is in the Pinehurst Historic District, property owners are encouraged to consult the Tufts Archives at 150 Cherokee Road as it houses a number of old photographs of historic homes. Referencing these photos may assist in design decisions.

Q3. My house is not historic, but it is located in a Historic District. Why am I required to follow the Historic Guidelines?

- A. The Pinehurst Historic District boundary is based on the architectural character of the residences and streetscapes that contribute to the overall historic nature of the Village and its special character. The early vision for the Village of Pinehurst was a group of buildings in a designed landscape that closely resembled a New England town. That vision remains in focus in neighborhoods that have preserved a unity of overall design, scale, setting, materials, workmanship, feeling, and association. Your house may be fairly new, but

its location in a neighborhood that contributes to the character of the Village warrants its inclusion in the Pinehurst Historic District. All renovations, as well as new construction, in the Pinehurst Historic District provide an opportunity for the continued evolution of historical architecture in the District.

Q4. Do the Guidelines and the HPC require the use of historic materials in every case or are contemporary substitutes allowed?

- A. The Guidelines are written to promote retention of architectural character without necessarily requiring the use of historic building materials. Original materials are preferred when making repairs or additions, but many modern materials, which have the appearance and texture of original materials, are appropriate and allowed. These Guidelines and the Historic Preservation Commission that administers them try to maintain a balance between preserving the special character of the Pinehurst Historic District and recognizing that advances in materials may accomplish the same goal. Since new materials are frequently introduced, the HPC has the flexibility and authority to approve materials that achieve congruity within the Pinehurst Historic District.

Q5. How do the Pinehurst Historic District Guidelines differ from the Pinehurst Development Ordinance?

- A. The Pinehurst Development Ordinance (PDO) applies to the entire Village of Pinehurst while the Pinehurst Historic District Guidelines only apply to properties located within the local Historic District. The PDO is far more detailed and addresses many issues that are not covered in the Pinehurst Historic District Guidelines. All construction projects in Pinehurst that require a building permit and/ or zoning approval **must** satisfy the provisions of the PDO. In the Pinehurst Historic District, a Certificate of Appropriateness (COA) is required for Minor and Major Work as defined in Section II, Chapters C and D. Guidelines in the Pinehurst Historic District may be, and in some cases are, stricter than those in the PDO.

Q6. What is the purpose of the Historic Preservation Commission?

- A. The purpose of the Historic Preservation Committee (HPC) is to approve Certificates of Appropriateness for new construction or Major Work, and to do so by conducting hearings and findings of fact when applications come before it. The HPC's mission is to take no action except to preserve and approve that which is congruous with the special character of the Pinehurst Historic District.

Q7. When and where does the HPC meet?

- A. The HPC meets regularly on the fourth Thursday of every month, except November and December when it meets on the third Thursday. The HPC Chairman may call a special meeting if needed to accommodate a time-sensitive application. Meeting dates are posted on the Village of Pinehurst website and are held in the Village Hall at 395 Magnolia Road. The meetings are quasi-judicial public hearings. Participants may give sworn testimony to provide competent, relevant and material evidence on an application to the HPC. In making its decision, the HPC is required to adopt findings of fact based on sworn testimony presented to the board during the hearing.

Q8. If I don't agree with the decision of the HPC, how can I appeal?

- A. If a Certificate of Appropriateness application is denied by the HPC, the property owner may appeal to the Board of Adjustment within 30 days. Objections to approved projects may also be appealed to the Board of Adjustment within 30 days. Subsequent appeals are heard by the NC Superior Court. Applications for appeals can be found on the Village's website.

Q9. Who is on the HPC? Can I apply to join the HPC?

- A. The HPC is comprised of seven citizen volunteers who are appointed by the Village Council to two-year terms. They may be reappointed to serve a maximum of three terms. Commissioners should have demonstrated a special interest, experience, or education in history, architecture, and/or archaeology. All commissioners must reside in the Village of Pinehurst. Any qualified resident is invited to apply. Volunteer applications forms are available at Village Hall and also on the Village's website at www.vopnc.org.

Q10. What projects require approval from the Historic Preservation Commission?

Can I make changes to my property without anyone's approval?

- A. Not all projects require approval from the HPC. Please review the definitions in Section II to correctly identify the type of approval your project requires.

Q11: How are the terms "congruous" and "compatible" defined and how are these terms applied?

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

Congruous means appropriate, harmonious, compatible or consistent

Incongruous means inappropriate, incompatible, or not in keeping with the character of the property or the Pinehurst Historic District

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

II. PINEHURST HISTORIC DISTRICT GUIDELINES AND OVERVIEW

The Historic Preservation Commission meets monthly. The Village Planner is available to assist property owners or their designees – for example, an architect or builder – in interpreting the Guidelines appearing in Sections III to IX and their applicability to the project prior to design review by the Commission, as well as during project implementation.

A. APPROVAL REQUIREMENTS

Projects can be approved two ways, depending on the extent of the work and possible alteration of historic features. Some repairs and minor replacements or improvements can be approved at the staff level. For major work, typically additions and new construction, a public hearing before the HPC is required. The following sections provide guidance to enable the property owner to determine what type of approval, if any, must be obtained before beginning work.

If there is any doubt whether a project requires a Certificate of Appropriateness (COA) or what level of approval is required, consult with the Village Planner at (910) 295-1900. If changes to a previously issued Certificate of Appropriateness are requested, the application must be amended and approved based upon the Guidelines. The nature of the work will determine whether the change requires staff or Commission approval. The discontinuance of work or the lack of progress toward achieving compliance with a COA for a period of one year shall be considered as a failure to comply with a COA and may require a new application and approval; see additional details in Sections C and D below.

Projects fall into one of three types as defined below.

- 1. Basic Work and Routine Maintenance**
- 2. Minor Work**
- 3. Major Work**

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
- 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

C. MINOR WORK

Minor Work projects require a Certificate of Appropriateness issued by the Village Planner. The category of Minor Work includes projects in which the visual character of a structure or site is not significantly altered. Minor Work projects **that meet the requirements of the Historic Guidelines** can be approved by the Village Planner.

The Village Planner may meet with the property owner at the site if necessary and determine if the proposed work is Major or Minor. If the proposed work is Minor and approved, a Certificate of Appropriateness can be issued by the Village Planner. If the Village Planner or designee does not or cannot approve the proposed work, an application for a Certificate of Appropriateness will need to be presented to and reviewed by the Historic Preservation Commission.

As Minor Work projects do not have a material effect on neighboring properties, the Village of Pinehurst does not require that the adjacent property owners be notified. Normally they can be approved fairly quickly. In some cases, the Village Planner may elect to refer a Minor Work case to the HPC for consideration. **Minor Work projects must meet all applicable requirements.**

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

- Installation of 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 guidelines
- 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 and/or replacement 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

C. MINOR WORK CONTINUED

- Installation of structures or features that are short-term (less than 1 year) or intermittent in nature (e.g., construction trailer, television, temporary cellular facilities, mobile units, etc.).
- Replacement of existing siding, trim, porch flooring, steps, shutters, awnings, etc., as long as replacement materials match the original or existing materials in detail and color
- Replacement of roofing material of the same style, size, and color
- Replacement of doors and windows that are the same style, material, size, and color as the existing 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 120 square feet or less
- Six-month extension of an approved Certificate of Appropriateness
- Renewal of an expired Certificate of Appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the certificate was initially approved
- Minor work changes to an approved COA prior to the work being completed
- Pool demolition and infill

D. MAJOR WORK

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

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

- New construction or additions not considered to be Minor Work
- Relocation, removal or demolition of any structural part of a primary structure including accessory buildings or accessory structures that exceed 120 square feet
- Replacement of architectural details that changes the design or materials from the existing details
- Changes to roof lines
- Replacement of windows and doors that are not compatible with the existing window(s) and/or door(s)
- Eliminating or adding windows and/or doors
- Resurfacing buildings with different materials from that which was removed
- Replacement roofing with a different material or style from that being replaced
- Installation of structures that are not temporary and expected to be in place for one (1) year or greater, or potentially longer-term structures or features that may not be permanently affixed to the structure (e.g., modular units)
- Removal of trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a residence
- Installation of in ground swimming pools
- Installation of freestanding ATMs or kiosks
- Installation of small/micro cell wireless facilities
- Minor Work items not approved by the Village Planner

E. HOW TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

The Guidelines detailed in Sections III to IX apply to existing properties and new construction projects, whether residential or commercial. The process for submitting an application for Minor or Major Work begins with the Village Planner. The Planner can provide details on the schedule for review from the Historic Preservation Commission, if appropriate, as well as the level of documentation and number of copies required. The Planner can assist property owners or their designees, such as an architect or builder, in interpreting the Guidelines and their applicability to the projects prior to design review.

In addition, the process for submitting an application is detailed in Appendix C and illustrated in the Certificate of Appropriateness (COA) Flow Chart on page 15. The term “applicant” denotes the property owner, or designee, who is requesting the change or new construction. Contact the Village Planner with any questions about how to proceed at (910) 295-1900.

Major Work projects require review by the Historic Preservation Commission. The Commission meets on the fourth Thursday of each month, except in November and December when it meets on the third Thursday.

The deadline for receipt of completed applications for major work is three weeks before each monthly hearing. The application must be accompanied by drawings, photographs, specifications such as building height and setback distances, etc. The HPC only considers applications meeting all applicable requirements of the Pinehurst Development Ordinance once confirmed by the Village Planner. This time limit permits the Village Planning staff to prepare agenda information for each item as provided by the property owner. A checklist for property owner preparation is also included in Appendix C. Adjacent property owners are notified of the application as required by law.

The order of business for the quasi-judicial Historic Preservation Commission hearing is typically as follows:

1. Introduction of each agenda item by the Village Planner
2. Swearing in of property owners, or their designees, and witnesses
3. Testimony by the property owners, or their designees
4. Questions by Commissioners with additional testimony from property owner or designees
5. Testimony by other participants.
6. Further testimony by the property owners, or their designees, if desired
7. Additional discussion by the Commissioners
8. A motion and vote by Commissioners

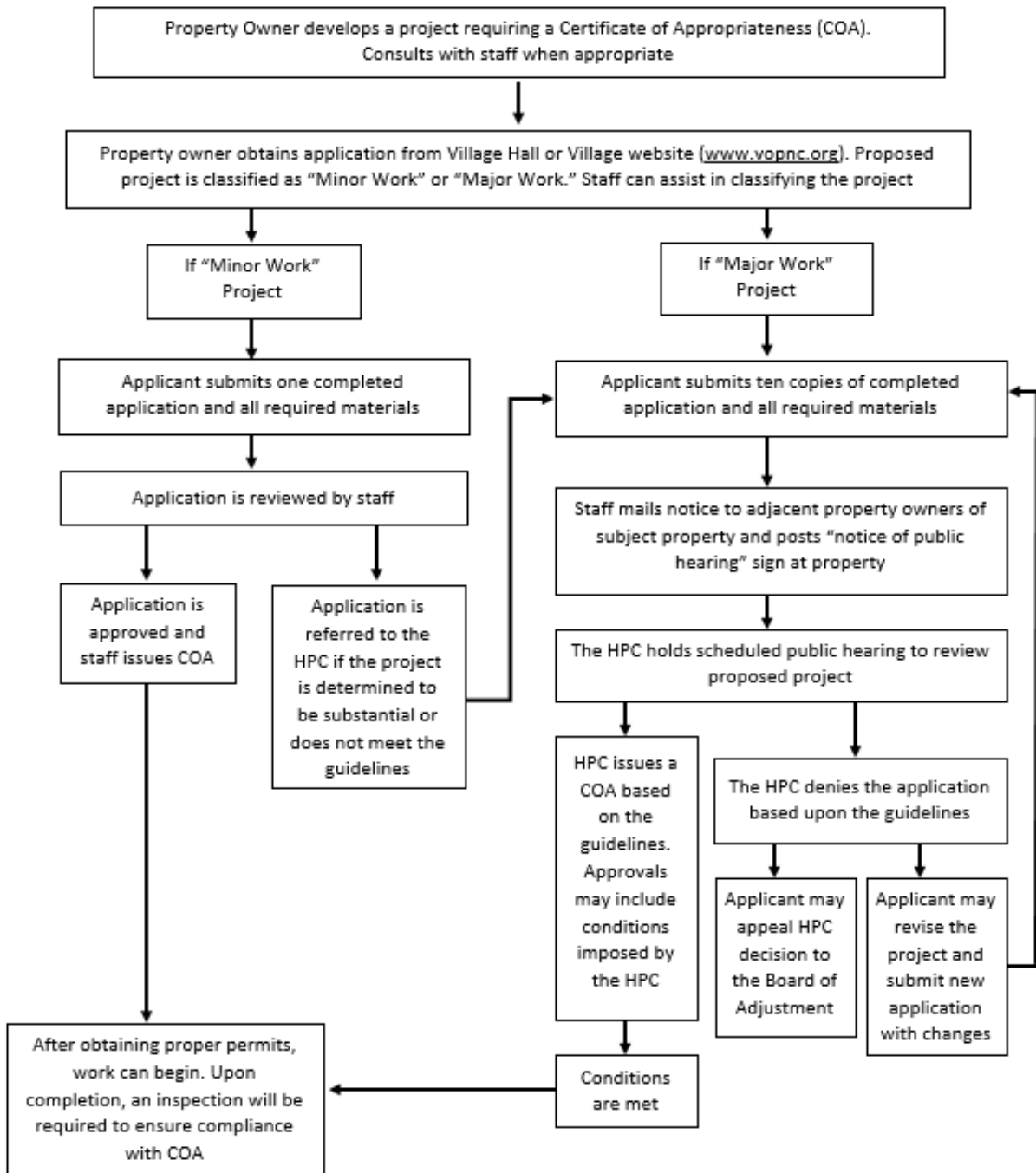
There are certain situations when a Certificate of Appropriateness may be amended by The Village Planner after it has been approved by the Commission. These changes approved by Village Staff are on a case by case basis and should be submitted in writing.

F. PUBLIC MEETINGS

The remarks and documents presented by the property owner are important because they allow the Commission to be fully informed about the project. The purpose of review by the Commission is to determine if the project is congruous with the special character of the Pinehurst Historic District. The Commission will grant or deny a COA based on findings of fact relative to the application of the Guidelines. Approval may be subject to conditions necessary for the project to meet the Guidelines. Once projects requiring a COA have been completed, the Village Planner conducts an inspection to ensure that work was completed as approved in the COA.

As all hearings are recorded, the video recording may be retrieved from the Village of Pinehurst website.

G. CERTIFICATE OF APPROPRIATENESS FLOWCHART



III. CHANGES TO EXISTING RESIDENCES



The following Guidelines apply to proposed projects that change or renovate exterior facades of existing homes in the Pinehurst Historic District.

Chapters A to J describe various building elements such as roofs, porches, and mechanical systems

Chapters K to M describe building materials such as wood, masonry, and architectural metals

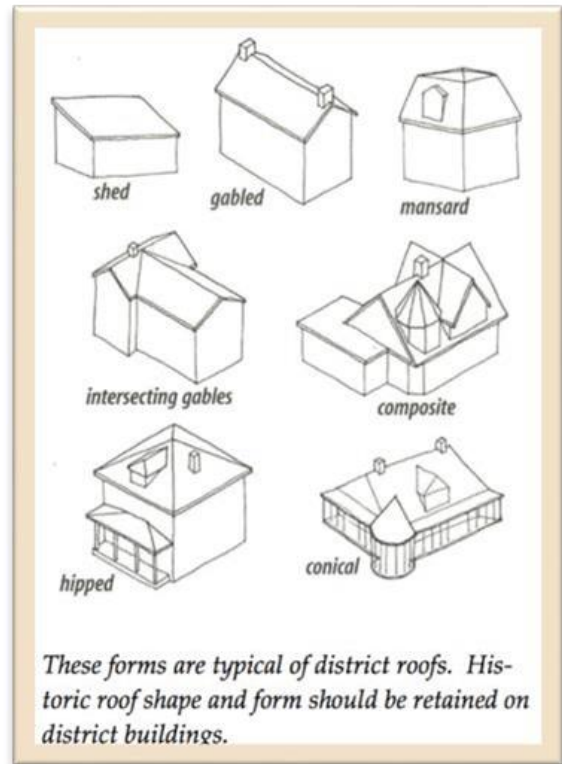
Chapter N describes the Village of Pinehurst Color Palette

Section IV addresses Guidelines for *Residential New Construction*. Please consult Section VII *Site Features* for details on Guidelines for such features as fences, landscaping or lighting that may be relevant to an addition or renovation project.

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

A. ROOFS

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



B. EXTERIOR WALLS AND TRIM

1. Any changes or additions to an exterior wall, such as windows or door openings, bays, vents, balconies or chimneys, **must** be compatible with the architecture of the structure and **must** be congruous with the character of the Pinehurst Historic District.
2. Exterior walls that contribute to the historic form and character of a structure should be retained and preserved, including their functional and decorative features such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
3. If an existing exterior wall feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the character of the structure.
4. Repair or replacement of an entire exterior wall or wooden feature or deteriorated detail or element should be limited to the minimal amount necessary and should be replaced in kind or with a substitute material matching the original in composition, dimension, size, shape, color, pattern, texture and profile, but using the original material is preferred.
5. Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, is **not appropriate**.



DESIGN GOAL

Replace materials in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.

C. 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.
2. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.
3. If a window, door or feature is completely missing and is to be replaced, it should be replaced with a new window, door or feature based on the original or a new design compatible in scale, size, material and color with the character of the structure.
4. If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - a. Wooden windows on street-facing elevations should be replaced in kind.
 - b. If windows are repaired or replaced, the muntins, mullions, lintels and sills of the new Installation should be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
 - c. Windows should have true or simulated divided lights.
 - d. Snap-in muntins are **not appropriate**.
5. Windows and doors of existing structures should retain their original size and dimension, except as may be modified to accommodate code compliance and accessibility.
6. Window and door surrounds and trim should match the original door or window surrounds and trim. Replacing sash windows should not alter the original trim.
7. The number and size of panes, mullions, and muntins, and all window and door hardware should be compatible with those of the existing windows and doors.
8. New dormer windows on street-facing elevations should be compatible with the size and placement of existing windows on primary elevations and should not compromise the architecture of the structure.
9. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.
10. New windows and doors easily visible from the street should be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and detail.
11. Glass Block windows are **not permitted** on street-facing elevations.
12. Painted, tinted or filmed glass on windows or doors is **not appropriate** on street-facing elevations.
13. Sliding doors are **not permitted** on street-facing elevations.
14. Security bars should be installed in a way that avoids damages to the historic fabric. Custom security bars should align with the vertical and horizontal dividing elements of doors and windows and are preferred over standard expandable models.

D. STORM WINDOWS AND DOORS

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

E. SHUTTERS AND AWNINGS

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

F. CHIMNEYS

1. New chimneys or chimney repairs and alterations should be compatible with the architectural character of the structure and **must** be congruous with chimneys in the Pinehurst Historic District.
2. Chimneys and their functional and decorative features that contribute to the overall historic form and character of a structure should be retained and preserved.
3. If an existing chimney feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the character of the structure.
4. If repair or replacement of an entire chimney, chimney feature, or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the existing in composition, dimension, size, shape, color, pattern and texture.
 - a. New mortar should match the existing color.
 - b. Compatible substitute material should match the existing in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
5. Chimneys visible from the street should be repaired or rebuilt rather than removed.
6. Chimney stacks should not have stucco applied above the foundations as a means of stabilization.
7. Exterior chimneys should have a masonry finish and should extend from grade level for additions.
8. Wooden, boxed chimneys are **not appropriate** on new construction and additions.
9. Chimney repairs and or additions should have masonry and bonding patterns, joints, texture, color, tooling profile, and details compatible with the structure and other masonry features.
10. Paint, cement coating, stucco, artificial stone, brick veneer, or other coatings should not be applied to chimneys that are not currently or were not historically covered.
11. Chimney caps should be compatible with architectural style of the structure or building.

G. PORCHES, ENTRANCES AND BALCONIES

1. New porches, entrances, and balconies or alterations to porches, entrances, and balconies on street-facing elevations **must** be compatible with the architectural character of the structure and **must** be congruous with similar elements in the Pinehurst Historic District.
2. Front porches, entrances, and balconies that contribute to the overall historic form and character of a structure should be retained and preserved.
 - a. All architectural features that are character-defining elements of porches, entrances, and balconies, including piers, columns, pilasters, balustrades, steps, railings, brackets, floors, ceilings, soffits, and trim should be retained and preserved.
 - b. Porch, entrance, and balcony material, such as flooring, ceiling board, lattice, and trim should be retained and preserved.
 - c. An existing entrance or porch should not be removed from street-facing elevations unless historically accurate or compatible with the architectural character of the structure.
 - d. A front porch or balcony should not be enclosed in any form unless historically accurate or compatible with the architectural character of the structure.
 - e. If enclosure of a side or rear porch is required, the enclosure should be designed so the character and features of the porch are preserved.
 - f. All decorative porch posts, railings, brackets, cornices and cornice trim should remain uncovered and preserved.
3. New porches and entrances on the street-facing elevations **must** be compatible in height and architectural character with the existing structure, and based on historical evidence that a porch is appropriate to the structure or the style of structure.
 - a. The height of the porch should align with the first floor level of the structure.
 - b. Porch posts, columns, and railings should be compatible in composition, dimension, shape, color, pattern and texture with the structure.
 - c. New porches should be painted or stained in a color compatible with that of the structure and in the Village of Pinehurst Color Palette
4. If an entrance, porch or balcony feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in form, scale, proportion, roof shape, detail, material and color with the character of the structure.
5. If repair or replacement of an entire porch, entrance or balcony or a feature or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in height, scale, proportion, roof shape, detail, material and color. Any substitute materials used should match the original in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.

6. Ramps and lifts should be located on the least character-defining elevation of the structure.
 - a. Ramps should be constructed in materials, finish and scale that are compatible with the character of the structure.
 - b. Ramps that are not temporary should be screened.
 - c. Ramps should be constructed so that the original elevation can be restored when the ramp is removed.

Did You Know?

Porches are characteristic features of almost every architectural style found in the Village due to its early history as a health resort.

DESIGN GOAL

Addition of a porch will contribute to the human scale of the structure and provide a congruent and welcoming space.



H. DECKS AND PATIOS

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



Rear porch and balcony addition

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

1. Additions and new accessory buildings, such as carriage houses, garages, and other buildings, **must be** compatible with the character and scale of the primary structure and **must be** congruous with the character of the Pinehurst Historic District.
2. Accessory buildings, including carriage houses, garages or other buildings and their features that contribute to the overall character of the primary structure should be retained and preserved. Removal or relocation of an accessory buildings **must** comply with the guidelines in Section VIII.
3. If a carriage house, garage or outbuilding is completely missing and replacement is desired, the replacing structure **must** comply with the guidelines for new construction.
4. Repair of a carriage house, garage or building feature or deteriorated detail or element should be limited to the minimal amount necessary and be replaced in kind.
 - a. Compatible substitute material for repair should match the original material in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
 - b. If the material used on the primary structure is non-conforming with the current Pinehurst Historic District Guidelines, the same material is permitted on additions and accessory buildings.
5. New features, such as windows or door openings, bays, vents, dormers, roof forms, balconies, chimneys, or other details should not be introduced on existing carriage houses, garages, or buildings if they are incompatible with the primary structure.

<p>DESIGN GOAL</p> <p>A lower roof slope for an accessory building creates appropriate spatial definition of the two structures.</p> <p>The same is true for the pediment over the door in the two illustrations on the right.</p>	<div data-bbox="777 1268 1382 1421" data-label="Image"> </div> <div data-bbox="792 1444 911 1478" data-label="Text"> <p>Preferred</p> </div> <div data-bbox="792 1507 1049 1581" data-label="Text"> <p>House with low slope pediment aligned</p> </div> <div data-bbox="1117 1444 1344 1478" data-label="Text"> <p>Not recommended</p> </div> <div data-bbox="1127 1507 1463 1623" data-label="Text"> <p>House with equal roof garage and slopes and taller pediment above front door</p> </div>
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6. Windows and doors in additions and accessory buildings should be similar to those in the existing primary structure in their proportions, spacing, and materials.
7. The height of an accessory building **must not** be taller than the primary structure and **must** be smaller in scale than the primary structure.
8. The foundation height of an addition or accessory building should align with that of the primary structure.
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.
10. An addition **must not** obscure, damage, or destroy the character-defining features of an historic primary structure.
11. If building a new garage, carriage house, or other accessory building will require removal or demolition of an existing structure, that relocation or demolition **must** be approved prior to consideration of the new construction.
12. Attached or detached garages should open to the rear or side of the primary structure.
13. Multiple front-facing garages that dominate the façade are **not appropriate** in the Pinehurst Historic District.
14. Prefabricated metal or plastic storage buildings are **not permitted** in the Pinehurst Historic District.



J. UTILITIES AND OTHER MECHANICAL SYSTEMS

1. Energy conservation features such as porches, operable windows, transoms, and louvered shutters that contribute to the overall historic form and character of a structure **must** be retained and preserved and **must** be congruous with similar elements in the Pinehurst Historic District.
2. Vents and mechanical connections through walls should be located on non-character-defining elevations or inconspicuously on side or rear walls where they will not be visible from the street and should be screened, if possible.
3. Mechanical equipment and utilities, including heating and air-conditioning units, meters, exposed pipes, and underground fuel tanks, private well covers and associated tanks should be located in the most inconspicuous area, usually along a primary structure's rear elevation, screened from view with plantings.
4. Solar panels should be installed in a manner that screens or camouflages their appearance as much as possible and should not be visible from the street.
5. Window air-conditioning units should be located only on rear or inconspicuous elevations.

K. WOOD

1. New wooden features or details or replacement of a missing feature or detail or element **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Wooden features that contribute to the overall character of a structure and a site, including such functional and decorative elements as siding, shingles, cornices, architraves, brackets, pediments, columns, balustrades, and architectural trim should be retained and preserved.
3. If a wooden feature is completely missing and is to be replaced, it should be replaced with a new feature based on an original feature or a new design compatible in scale, size, material, texture, and color with the structure.
4. If repair or replacement of an entire wooden feature, deteriorated detail, or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - a. Substitute material should match the original material in composition, dimension, size, shape, color, pattern, texture and profile.
 - b. Painted wooden siding that is sound should not be replaced or covered.
5. Vinyl, aluminum, Masonite or similar engineered wood product **must not** cover a wooden detail, element, or feature.
6. Wooden surfaces and features **must** be painted or stained and should be in colors that are in the Village of Pinehurst Color Palette.
7. Use of vertical siding or authentic board and batten should be limited to accents and not be a primary siding. Plywood siding is **not permitted**.

L. MASONRY

1. The addition of a masonry feature or the alteration of a distinctive masonry element or material **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Masonry features that contribute to the overall character of a structure and site should be retained and preserved, including walls, foundations, roofing materials, exposed chimney walls, cornices, quoins, steps, piers, columns, lintels, arches, and sills.
3. If a masonry feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible with the texture, scale, size, material and color of the historic structure.
4. Historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, block, and clay tile, as well as their distinctive construction features should be retained and preserved.
5. If replacement of a deteriorated detail, module, or element of a masonry surface or feature is necessary, only the deteriorated portion should be replaced in kind rather than the entire surface or feature.
 - a. If replacement of a large masonry surface or entire feature is necessary, it should be replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - b. Compatible substitute material is permitted if it matches the original material in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
6. Manufactured stone should have the appearance of natural stone in scale, size, texture and color.
7. Traditionally exposed brick or stone surfaces should not be parged or covered with materials like stucco, concrete, wood, or a synthetic material.
8. Masonry elements and terra cotta surfaces that contribute to the character of a structure should not be painted or coated. Painting a brick surface is **not appropriate** unless the surface was previously painted.
9. New mortar should duplicate the original in strength, color, texture, and composition and match existing mortar joints in width and profile and composition of mortar.
10. Pressure washing can be done in limited areas to clean or remove an applied coating or staining. It is recommended that an inconspicuous area be tested on a low pressure setting prior to wholesale cleaning. Sandblasting is not recommended.

M. ARCHITECTURAL METALS

1. Architectural metal features **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Architectural metal features such as copper, tin, brass, cast iron, wrought iron, lead, and terne plate that contribute to the overall character of a structure and a site should be retained and preserved.
3. If an architectural metal feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible with the scale, size, material, texture and color of the structure.
4. If a deteriorated detail, module, or element of an architectural surface or feature is to be replaced, only the deteriorated portion should be replaced in kind rather than the entire surface or feature. Compatible substitute material should match the original material in composition, dimension, size, shape, color, pattern, texture and profile, but using the original material is preferred.
5. Architectural metal surfaces and features should be painted in the Village of Pinehurst Color Palette, unless it is a copper surface.

N. PAINT

Paint color plays an important role in defining the special character of homes and structures in the Pinehurst Historic District. An appropriate color, when applied with complementary accent colors, can enhance a structure's architectural style and accentuate its defining features. Because of the variety of architectural styles in the Pinehurst Historic District, a range of color schemes are appropriate as described below.

- Cottages and houses in the Colonial Revival style are usually painted white or soft colors such as gray or yellow with the trim painted a complementary color.
- Craftsman bungalows, on the other hand, are characterized by a mix of exterior materials, including shingles, brick, and stucco, which may be stained or, in the case of brick, left unpainted. Any wood trim is usually painted white, gray, or an earth tone, to contrast with the darker wall materials.
- The ornate style of Queen Anne Victorian houses permits the most exuberant use of color for decorative accents like brackets and the moldings of window and door surrounds.

DESIGN GOAL

A simple color scheme will allow the building's features to shine. Choose three colors: the most muted and palest color for the walls, a major complementary color for the trim, and a more intense minor accent color for the front door. Consider the roof material as the fourth color.

Muted colors of lighter value are suitable for walls and trim; intense colors and those of darker value should be limited to minor accents. The intensity of a color depends on the purity of hue; the value of a color depends on the amount of white mixed into the color.

The color scheme should be congruous with the paint colors on the surrounding properties.

The Village of Pinehurst Color Palette includes approved colors for the Historic District. Appendix D provides a listing of the approved paint colors with manufacturer reference numbers. The catalogue with samples is available for viewing at Village Hall.

✓ Choose a simple color scheme. Most houses require no more than four colors:

- roof color,
- wall color,
- major accent color for trim areas such as porch, cornice, and window frames and sashes, and
- minor accent color for the front door, small decorative details, and, window sashes.



■ roof ■ wall ■ major trim ■ minor trim / accent

Color is directly related to a building's style. Color schemes for most buildings, regardless of style, usually require no more than four colors.

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

1. Paint and stain colors for exterior walls, architectural elements or details, decks, and porches **must** be compatible with the architectural character of the structure, **must** be congruous with the Pinehurst Historic District, and should be in the Village of Pinehurst Color Palette. Darker colors are recommended for trim and accents only.
2. Historic painted surfaces and materials that contribute to the character of the structure should be retained and preserved.
3. Replacement gutters and downspouts should be coated with paint or a baked-on enamel finish in the Village of Pinehurst Color Palette, unless they are made of copper.
4. Exterior storm windows should be the same color as the window sash or trim.
5. Painting copper and terra cotta surfaces is **not appropriate**.

PLEASE SEE APPENDIX D ON PAGE 70 FOR APPROVED PAINT COLORS.

IV. RESIDENTIAL NEW CONSTRUCTION



The following Guidelines apply to building new homes in the Pinehurst Historic District.

- Chapter A cites prevalent architectural styles of homes
- Chapter B describes general points such as scale, relationship to surroundings and color
- Chapters C and D address windows, doors and shutters
- Chapter E describes accessory buildings such as garages
- Chapter F outlines appropriate building materials

Review of Section III *Changes to Existing Residences* may provide additional guidance when designing the proposed project. Please consult Section VII *Site Features* for details on Guidelines for such features as fences, landscaping or lighting that may be relevant to new construction projects.

A. CHARACTERISTIC ARCHITECTURAL STYLES

DESIGN GOAL

The Village of Pinehurst is not frozen in time. It continues to evolve by:

- *Respecting the character-defining features of the Pinehurst Historic District when designing a new residence*
- *Promoting compatible new construction that blends comfortably with existing historic structures*
- *Showing respect for the site's topography and character-defining site features*

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

STYLE	EXAMPLE
Craftsman Bungalow <ul style="list-style-type: none"> • Low-pitched roof • Wide eave overhang • Braces under gables • Porch with square or tapered columns • Stone chimneys • Gabled or shed dormers • Exposed rafters under eaves • Broad front porch 	
Cottage <ul style="list-style-type: none"> • Sloping, uneven roof • Brick, stone or stucco siding • Steep gables • Prominent brick or stone chimney • Casement windows with small panes • Small dormer windows 	

STYLE	EXAMPLE
<p>Colonial Revival</p> <ul style="list-style-type: none"> • Rectangular overall house shape • Gable or hip roof • Overhanging second floor • Classical pillars and columns • Multi-pane, double-hung windows with shutters • Dormers • Temple-like entrance: porticos topped by pediment • Paneled doors with sidelights and topped with transoms or fanlights • Chimneys 	
<p>Georgian Revival</p> <ul style="list-style-type: none"> • Square, symmetrical shape • Paneled front door at center • Decorative crown over front door • Flattened columns on each side of door • 5 or more windows on house front façade • Paired chimneys • Medium-pitched roof • Minimal roof overhang • Nine or twelve small window panes in each window sash • Dental molding (square, tooth-like cuts) along the eaves 	
<p>Federal Revival</p> <ul style="list-style-type: none"> • Hip or gable roof • Prominent end chimneys • Corner boards • 6 on 6 or 12 on 12 windows • Portico • Fanlight above door and side lights • Often brick or wood construction • Shutters 	

STYLE	EXAMPLE
<p>Queen Anne or Folk Victorian</p> <ul style="list-style-type: none">• Rambling, asymmetrical silhouette• Corner towers or turrets• Steep gable or hipped roof with dormers• Verandas and balconies• Contrasting materials and colors• Second-story overhangs• Gable ends decorated with half-timbering or stylized relief decoration• Ornate trim and brackets• Stained-glass window accents	
<p>Ranch</p> <ul style="list-style-type: none">• Single story• Low pitched gable roof• Deep-set eaves	

B. GENERAL GUIDELINES

DESIGN GOAL

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

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

- Total square feet
- Height and square footage of the front or street facing façades
- Footprint
- Mass
- Impact on adjacent structures and the relationship to its immediate surroundings

New construction should not visually overpower nearby structures.

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

Did You Know?

Traditional, turn-of-the-century homes typically had simple, pitched rooflines to minimize leaks. Simpler rooflines contribute to a harmonious streetscape in Pinehurst and are less expensive.

DESIGN GOAL

The houses to the right have the same floor plan. The one on the far right with multiple pitches may seem more interesting, yet the roofs serve no purpose to support the structure. The house on the left reflects a simple, well-proportioned house that is compatible with the Pinehurst Historic district.



Preferred

A well-proportioned design with simple lines

Not Recommended

A house with overly decorative, complex roof lines



DESIGN GOAL

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

DESIGN GOAL

The proportions of a front porch should be compatible in size and scale with the structure.



Preferred

Not Recommended

C. WINDOWS AND DOORS

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.
2. Windows should feature true divided or simulated divided lights and muntins or windows with interior fixed muntins. Snap-in muntins are **not appropriate**.
3. Glass block windows are **not allowed** on street-facing elevations.
4. Applying paint, tint or darkening film to window or door panes is **not appropriate** on street-facing elevations.
5. Sliding doors are **not allowed** on street-facing elevations in the Pinehurst Historic District.

Did You Know?

In early construction, taller windows were more economical to build. A narrower window meant a smaller lintel (the extra wood in framing on the top of a window to support the wall above) and therefore less money. Tall, rather than horizontal windows, also provide a better chance of catching the movement of the sun.

DESIGN GOAL

Vertical windows are usual in the Historic District.



A house with all horizontal windows



A house with vertical windows

D. SHUTTERS

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



Did You Know?

Historically shutters were operable and often used to block light while letting in air. Pre-air conditioning, old houses always had space on both sides of the window for the shutter to be locked open, and shutters were sized to completely cover the window and sit within the window frame.

DESIGN GOAL

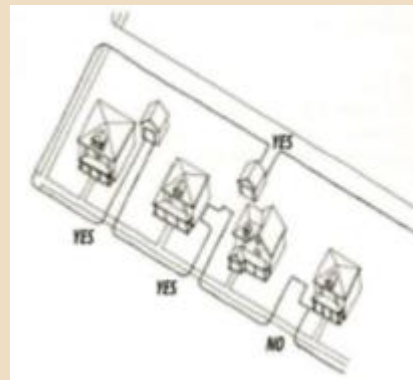
Use the “shutter rule”. Whether or not a structure has shutters, make sure there is space on each side of the window for shutters of appropriate dimensions. Shutters that are too narrow to cover the window often appear skimpy and detract from the facade.

E. ACCESSORY FEATURES AND STRUCTURES

1. All proposed site features and accessory buildings, including garages, and other buildings, as well as other structures such as gazebos, patios, arbors, and pergolas, **must** be compatible with features of the principal structure and **must** be congruous with other accessory structures in the Pinehurst Historic District.
2. Accessory buildings **must** be equal or lower in height than the primary structure and the roof should have an equal or lower slope than the primary structure.
3. Multiple front-facing garages that dominate the façade are **not appropriate** in the Pinehurst Historic District.
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.
5. Detached garages and other accessory buildings for new residential construction **must** be set behind the front facade of the primary structure.
6. Detached garages should be positioned so that the garage doors open to the rear or side of the residence when possible.
7. A garage that opens toward the front should be set back at least 10 feet from the front elevation of the residence.

DESIGN GOAL

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



F. BUILDING MATERIALS

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.
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.
3. The following materials and treatments are **not permitted** for new residential construction in the Pinehurst Historic District.
 - a. Asphalt or asbestos siding or shingles, including those stamped or embossed with a brick or stone pattern, for walls
 - b. Sheets of plywood siding
 - c. Vinyl or aluminum siding
 - d. Plastic, sheet metal, or a similar material used as siding or panels
 - e. Any treatment of material that imparts a glossy or reflective finish to the material
 - f. Concrete, cinderblock, or glass block.
 - g. Boxed chimneys

Please also note the guidelines in Section III for existing materials when considering your project. There are also many tips and helpful treatments available in the Secretary of the Interior's Standards for the Treatment of Historic Properties.

V. CHANGES TO EXISTING COMMERCIAL STRUCTURES



The following Guidelines apply to proposed projects that change or renovate exterior facades of existing commercial structures in the Pinehurst Historic District.

- Chapter A describes general points about preserving facades and architectural details
- Chapter B describes similar details for storefronts
- Chapter C addresses signage and awnings
- Chapter D reviews additions as well as free-standing kiosks

Directions on building elements and building materials as reviewed in Section III *Changes to Existing Residences* will provide additional guidance regarding the proposed project. Please consult Section VII *Site Features* for details on Guidelines for such features as fences, landscaping or lighting that may be relevant to an addition or renovation project.

A. GENERAL GUIDELINES

1. Any changes or additions to a commercial building, including alterations in roofline, fenestration, architectural details, and materials, **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Commercial buildings and their facades, including fenestration and architectural details such as cornices, string courses, wall finishes, pilasters, and other decorative elements, should be retained and preserved.
3. Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, is **not appropriate**.
4. Paint colors should be in the Village of Pinehurst Color Palette.
5. If a portion of or the entire facade element has deteriorated, only the deteriorated section should be repaired and replaced in kind or with compatible substitute materials.
6. Clear display glass should not be replaced with non-transparent or tinted materials.
7. Wall murals are **not permitted** in the Pinehurst Historic District.

B. STOREFRONTS

1. Any changes or additions to the storefront or facades of commercial buildings **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Storefronts should be retained and preserved along with their functional and decorative features, including entrances, display windows, transoms, bulkheads, pilasters, columns, signs, awnings, upper story windows, cornices, and details.
3. Deteriorated storefront feature(s) should be repaired rather than replaced and should match the original in size, scale, proportion, material, texture and detail.
4. If replacement of the entire storefront is necessary, the new design should be based on the original or a design that is compatible in size, scale, proportion, material, texture and detail with the building.
5. Display windows should not be reduced in size.
 - a. Snap-in muntins are **not appropriate**.
 - b. Reopening covered or infilled glass transoms is recommended.
6. Substitution of inappropriate contemporary materials such as vinyl or aluminum panels for traditional materials is **not appropriate**.

C. AWNINGS

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

D. ADDITIONS

1. Additions to commercial buildings **must** be compatible with the architectural character of the structure, including significant materials, features, fenestration, texture, proportions, mass, and scale and **must** be congruous with the Pinehurst Historic District.
2. Only minor changes should be made to public or primary elevations. To minimize the loss of materials and features, additions should be placed on secondary elevations.
3. Additions should be avoided on primary elevations and placed in the least conspicuous location.
4. Rooftop additions should be avoided but, if necessary, they **must** be compatible with the character of the building.

VI. COMMERCIAL NEW CONSTRUCTION



The following Guidelines apply to building new commercial structures in the Pinehurst Historic District.

- Chapter A describes typical architectural styles found among businesses in the Village Center
- Chapter B describes general points such as scale, building materials, windows and roofs
- Chapter C defines use of franchise architecture
- Chapter D details provisions for utilities and service areas

Direction on building elements and building materials as described in Section V: Changes to Existing Commercial Structures, may provide additional guidance regarding the proposed project. Please consult Section VII Site Features for details on Guidelines for such features as signage, landscaping or lighting, as well as the Pinehurst Development Ordinance, which may be relevant to new commercial construction projects.

DESIGN GOAL

Design of a new commercial, mixed use, or multi-family structure should:

- Respect the historic development pattern in the Village of Pinehurst
- Establish a sense of human scale
- Reflect typical historic lot and building widths

If a new building is wider than was historically typical, it should incorporate design features that divide the structure into smaller modules to suggest the underlying historic lot pattern.

A. CHARACTERISTIC COMMERCIAL ARCHITECTURAL STYLES

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

1. Brick, one or two-story historic storefront
2. White clapboard, one or two-story Colonial or Greek Revival buildings

Property owners are encouraged to consider selecting one of these styles as they contemplate new commercial construction projects.



2 Story Colonial Style



Greek Revival Style

B. GENERAL GUIDELINES

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

DESIGN GOAL

Reflect typical historic lot and building widths.

A new building should incorporate design features that divide it into smaller modules. Changes in building height and materials, as well as architectural moldings and wall offsets can be used to express typical historic building widths to help a larger structure fit into the surrounding historic context.



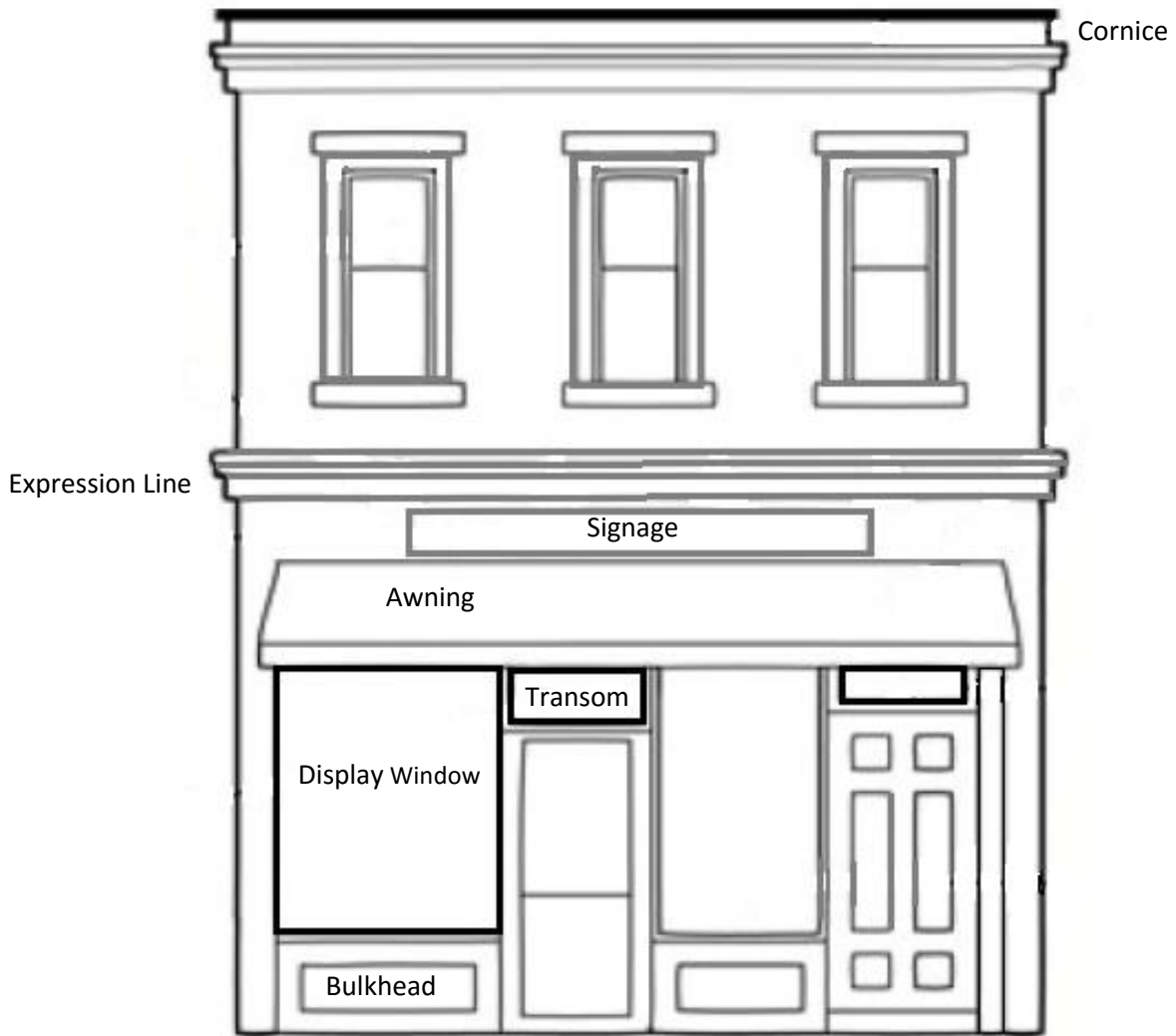
DESIGN GOAL

Establish a sense of human scale

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



A typical storefront



DESIGN GOAL

The street-level storefront is the most noticeable portion of a commercial building's facade. Its function is to:

- Allow goods to be displayed to the public
- Provide daylight to the shop interior
- Offer a welcoming entry for shoppers

These functions rely on large glass display windows, glass transoms, and doors to make the storefront transparent. Distinctive entry paving, bulkheads of contrasting material, decorative storefront cornices, awnings, and other features often add architectural interest to a storefront.

C. FRANCHISE ARCHITECTURE

1. Franchise or prototype architecture **must** comply with guidelines for new commercial construction.
2. ATMS and Kiosks should be designed in a way that does not obscure a character-defining feature of the building.
3. Freestanding ATMS and Kiosks should be placed in a location that does not disrupt the historic streetscape.

D. UTILITIES AND SERVICE AREAS

1. All roof and wall-mounted mechanical, electrical, skylights and solar panels, as well as vent pipes, **must** be screened from the public view.
2. Required service areas for a building should blend with the building and be screened so that they do not draw attention to the functionality of the area.



Screened commercial utility area

VII. SITE FEATURES



The Site Features Guidelines apply to proposed projects whether changes to existing residences or commercial buildings in the Pinehurst Historic District, or new residential or commercial construction in the Pinehurst Historic District.

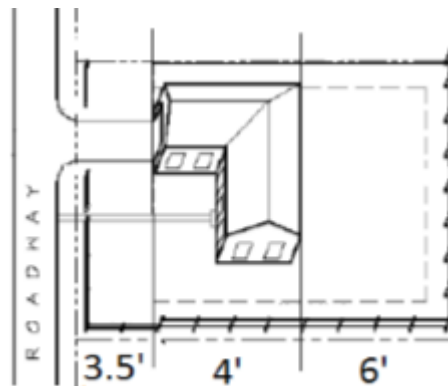
- Chapter A details fences and walls including building materials and specifications
- Chapter B addresses driveways and off-street parking provisions
- Chapter C describes appropriate landscaping and vegetation
- Chapter D lists provisions for swimming pools
- Chapter E addresses both residential and commercial signage
- Chapter F addresses Micro-wireless facilities
- Chapter G describes provisions to meet health and safety code requirements

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.
 - a. Historic fences and walls that contribute to the character of the Pinehurst Historic District should be retained and preserved.
 - b. All architectural features that are character-defining elements of existing fences and walls, including gates, pillars, hardware, decorative pickets, and rails should be retained and preserved.
2. If repair or partial replacement of an existing fence or wall is necessary, new material should match the existing material in composition, size, shape, color, pattern and texture if available. If a non-conforming fence is replaced, the replacement **must** comply with the Pinehurst Historic District Guidelines and the Pinehurst Development Ordinance.
3. Residential street side fences should be wood picket, brick or wrought iron or metal (aluminum) that resembles wrought iron. White wood picket fences are the preferred residential street-facing fence type.
4. New picket fences should be substantially open in character. The pickets should not be less than two inches nominal nor wider than four inches nominal, with a minimum of two inches (see PDO) and a maximum of four inches between pickets, and pickets **must** be at least one inch nominal thickness.
5. All other wooden fences should be stained, painted, or have a clear finished coating. Painting, staining or other finish **must** be completed within six (6) months of installation.
6. Metal fences should be painted to resemble wrought iron.
7. Brick and stacked stone walls are permitted.
8. Existing unpainted brick walls or fences should not be painted or otherwise coated.
9. Vinyl and chain link fencing are **not permitted** on residential properties.
10. 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. Fences **must not** be placed on a golf course or lake fronting side of a property, unless required to fence in a pool.
 - b. Brick and stacked stone walls on the street sides of the property **must not** be taller than two and a half (2.5) feet in height.
 - c. Shadow box fences **must** have vertical board width of not less than four inches nominal and not more than ten inches nominal with a maximum overlap of one inch, and boards **must** be at least three-quarter (3/4) inch nominal thick.

Examples of appropriate wooden picket fences for the Historic District.



Fence Height Limitations

A. DRIVEWAYS AND OFF-STREET PARKING

1. The historic configuration and materials of existing driveways and alleys should be retained and preserved whenever possible.
2. New driveways should be located so that a minimum of alteration to historic site features, such as landscaping, walkways, and retaining walls, is necessary.
3. 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.
4. Commercial off-street parking areas should not be located in front yards or rights-of-ways.
5. Concrete driveway color should be earth-tone tints or coloring that blends with the natural environment in which the property is located.

C. LANDSCAPING AND VEGETATION

1. Additions or alterations to the existing landscape, including plant material, hardscape, and accessory structures, **must** be compatible with the architectural character of the primary structure and congruous with the Pinehurst Historic District.
2. Landscaping that contributes to the character of the Pinehurst Historic District should be retained and preserved as much as possible.
 - a. Specific landscape features that are character-defining elements of the Pinehurst Historic District, including large trees, hedges, foundation plantings, grassy lawns, ground cover, trellises, patios, terraces, fountains, and gardens, should be retained and preserved as much as possible.
 - b. Trees and shrubbery characteristic of the Pinehurst Historic District and native to the Pinehurst area should be preserved if possible.
 - c. Please refer to the Village Planting Guide for a list of plants that will thrive in this, their native environment. The full guide with the cover depicted below can be found on the Village of Pinehurst website.
3. Existing large trees and other significant landscape elements should be incorporated into plans for additions and new construction.
 - a. Existing brick and stone pavers should be preserved.
 - b. Edging materials that are incongruous with the character of the Pinehurst Historic District, such as exposed landscaping timbers, are **not appropriate**.
 - c. Pre-cast landscape cement block of a commercial nature are **not appropriate** in residential areas.
 - d. Arbors, trellises, and pergolas should be constructed in a manner that is compatible with the architecture of the primary structure.
4. Removal of trees twelve (12) inches in diameter at breast height (DBH) and larger **must not** unreasonably compromise the existing tree canopy and the historic appearance of the landscape.
 - a. New construction should minimize the impact on existing mature trees and their root systems, both on and adjacent to the construction site, including additions, driveways, and accessory buildings.
 - b. Tree removal within the Village's right-of-way is regulated by Village Staff. Please call (910) 295-1900 to arrange a site visit.
5. Mechanical equipment such as air conditioners or heat pumps, should be located on non-character-defining elevations of the structure whenever possible. These systems should be screened by the use of planted material or appropriate fencing if they are easily visible from the street.
6. Clay paths were an important part of the planned community design that renowned landscape architects Frederick Law Olmstead, Sr. and Warren Manning created and implemented. These paths are located within the Village of Pinehurst right of way and **must not** be altered without permission of Village Staff.



1920s Photo of clay paths and street-scaping

D. SWIMMING POOLS

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

E. SIGNAGE

Early photographs of the Village of Pinehurst's commercial district show a great variety of commercial signs, some of which may serve as prototypes for new commercial signage. Occasionally, an antique sign may even be restored for contemporary use. Awnings provide an opportunity for commercial signage, as do storefront display windows and transoms. Gold leaf, for example, on windows and signage is a simple way to make existing and new signage more congruous with the Pinehurst Historic District.

DESIGN GOAL

While all signage **must** conform to the requirements of the Village of Pinehurst Development Ordinance, below are additional considerations to encourage signage plans that contribute to the "sense of place" of the Pinehurst Historic District.

- Signs should be viewed as part of an overall graphics system for the building. They do not have to do all the "work" by themselves. The building's form, name and outstanding features, both decorative and functional, also support the advertising function of a sign. Signs should work with the building, rather than against it.
- New signs should respect the size, scale and design of the historic building. Often features or details of the building will suggest a motif for new signs.
- Sign placement is important: new signs should not obscure significant features of the historic building.
- New signs should also respect neighboring buildings. They should not shadow or overpower adjacent structures.
- Sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.
- New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and sign loads should be properly calculated and distributed.

The Village of Pinehurst Historic District Guidelines

1. Significant historic signs within the district or landmark properties should be preserved and maintained.
2. Original signage incorporated into the architectural detail of commercial buildings should also be preserved.
 - a. Signs in the Village Center and other commercial areas can reflect the era and the character of the building and the Pinehurst Historic District. They can also incorporate contemporary design and materials if their scale and location are historically appropriate.
 - b. Signage on residential and commercial buildings **must be** congruous with the Pinehurst Historic District.
3. Signage color should be in the Village of Pinehurst Color Palette and should be muted in hue.
 - a. New signage should be composed of materials characteristic of the Pinehurst Historic District, such as wood, stone, or metal. Any substitute materials should present an authentic look and texture.
 - b. New signage should reflect the character of the Pinehurst Historic District.
4. Signage **must** be attached in a manner that does not cause permanent damage to the facade of the structure. Flush-mounted signs should be installed in appropriate locations that do not conceal architectural features or details.

F. INSTALLATION OF SMALL/MICRO WIRELESS FACILITIES

Introduction of new telecommunications facilities may be needed to accommodate the growing demand for wireless telecommunications services. These facilities should have minimal visual aesthetic impacts and preserve the special character of the Pinehurst Historic District. The following guidelines apply to the installation of such facilities within the Pinehurst Historic District including right-of-ways and alleys.

1. All installations **must** comply with the requirements of the PDO in order to be considered for a Certificate of Appropriateness (COA) in the Pinehurst Historic District.
2. All new facilities, including those added to existing structures and poles, **must** be congruous with the special character of the Pinehurst Historic District.
3. All new poles or structures **must** be compatible in design, materials, height, and scale with existing street lighting and traffic light installations in the Pinehurst Historic District.
4. Such facilities **must not** be installed on flagpoles.
5. Wherever possible, these facilities should be located on existing structures.

G. ACCESSIBILITY, HEALTH AND SAFETY

1. Accessibility, health and safety code requirements should be met in ways that do not diminish character-defining features, materials, and details of the building or site and implemented such that character-defining features are preserved.
2. Changes to a building, accessibility and life-safety code characteristics or features **must not** compromise the building's character.
3. Fire doors, exterior fire stairs, access ramps, or elevator additions should be designed to be compatible in character, material, scale, proportion, location, detail and finish with the building and existing doors.

VIII. RELOCATION AND DEMOLITIONS

Relocations and demolitions are approved by the Historic Preservation Commission for properties within the Pinehurst Historic District.

A. RELOCATIONS

1. Relocation of a primary structure or important accessory building within the Pinehurst Historic District will be considered only when all other preservation options have been exhausted.
2. Before any existing primary structure within the Pinehurst Historic District may be moved or relocated, its original setting and context should be fully documented. Please consult with Village Staff.
3. Guidelines for new construction apply to all structures moved into or within the Pinehurst Historic District including primary structures, or accessory buildings.
4. Any damage to character-defining elements and significant architectural features during relocation should be repaired.

B. DEMOLITIONS

1. Prior to demolition, property owners should work with the Historic Preservation Commission in seeking alternatives to relocate a primary structure or important accessory building as an alternative to demolition.
2. Demolition guidelines apply to all structures and site features such as pools and gazebos within the Pinehurst Historic District.
3. Prior to demolition of a primary structure, a record of the primary structure **must** be made that describes any distinctive architectural features of the structure, important landscape features and any archaeological significance of the site. This documentation **must** be provided to Village Staff before the public hearing.
4. Salvageable architectural materials and features should be identified along with potential buyers or recipients of salvaged materials.
5. Significant site features and adjacent properties should be protected during demolition. Also trees should be protected from damage due to compaction of the soil by equipment or materials.
6. After demolition, all debris **must** be removed from the site within 30 days.

APPENDICES

A. History of Pinehurst

B. Map of the Pinehurst Historic District

C. Certificate of Appropriateness Checklist

D. Village of Pinehurst Color Palette

E. Village of Pinehurst Planting Guide

F. Relevant Statutes and Resolutions

- North Carolina Statute for Historic Districts and Landmarks
- Village of Pinehurst Resolution Creating the Pinehurst Historic District
- Village of Pinehurst Resolution Creating Historic Preservation Commission

G. Resources

- The Secretary of the Interior's Standards for Rehabilitation
- Resources for Technical Information from the National Park Service
- Preservation from the National Park Service

H. Glossary

A. History of Pinehurst

Development of Pinehurst 1895-2018

The Village of Pinehurst today retains its historic character as a golf resort due to the careful preservation of original structures from the late 19th and early 20th centuries and the cultivation of its lush landscape. The core of wooded village green, hotels, shops, churches, and cottages spreads outward along curving and concentric roads to include the larger estates of the 1910s and 1920s. Throughout, mature landscaping envelops the various parts into a unified whole. On the south side of the village, manicured golf courses, tennis courts, a swimming pool complex, and an equine sports facility provide the physical setting for the resort's primary recreational activities.

1895

Pinehurst began in 1895 when James Walker Tufts, a manufacturer from Boston, Massachusetts, and head of the American Soda Foundation, purchased the first parcel of land for his health resort in the Pine Barrens of North Carolina. He had long envisioned a beautiful, healthful, New England-style village, where those suffering from respiratory and other ailments, could come with family and friends to recuperate in the land of sparkling water, abundant sunshine, and oxygen-producing pine trees.

For his project, Tufts ultimately assembled 5,980 acres of mostly cut timber lands at a cost of \$7,400. While he was still acquiring the land, he hired the Brookline, Massachusetts-based landscape architecture firm of Olmsted, Olmsted and Eliot to create a "General Plan for the Village of Pinehurst and a Diagram for the Location of Hotel and Cottages." Though Frederick Law Olmsted, Sr. was responsible for the conceptual plan, the major design work and implementation were carried out by one of Olmsted's assistants, Warren H. Manning. Manning was involved from the beginning and continued to work with Pinehurst for several decades, as well as to advise numerous property owners on their own private cottage grounds and gardens.

Manning himself described the landscaping task at Pinehurst in an article for the December 10, 1897 issue of *The Pinehurst Outlook*. The site selected for the village was characterized by "wide sweeping slopes and valleys that suggested a broad treatment and required a curvilinear system of roads." The central feature was "the Village Green, located in a broad, shallow amphitheater-like valley and designed to be the heart of the village, with the inn, the hall, the store and casino sites at its head on the main street and along the line of the electric tracks. The homes for the residents were along the sides of the green and on the streets radiating from it."

By December of 1895, Tufts had built the Holly Inn and more than 25 cottages. For the 1897 season, a total of 38 cottages and boarding houses had been built, in addition to the Department Store, the Casino (where meals were taken for a modest fee), the old Village Hall, the school building, and the Pinehurst Museum. In 1900, the Carolina Hotel was built and it comprised a major addition to the architecture of the village. All these early buildings display a combination of Queen Anne and Colonial Revival architectural styles that were typical of the time. The early cottages were well-built and tasteful, but not lavish, for the Tufts were marketing their health resort to a middle-class clientele. Buildings were predominantly wood frame, and many were clad in wood shingles to create the ambience of a New England village in the North Carolina Sandhills. Thirty-two of the original cottages survive.

Along with the Tufts' aggressive program of building, the implementation of the Olmsted landscape design transformed the village center into an "oasis in the desert." During the first two years, a nursery of exotic and native plants was established and more than 225,000 plants were set out, the majority of which were native materials. Evergreens and winter flowering shrubs were used primarily to create a green village in the winter. Today, pines, hollies, magnolias, laurels, and a range of evergreen shrubs fulfill the requirements.

In 1897 Tufts had to scrap his plan for a health resort as a result of new research on consumption and by the end of the 1897 season, he had banned consumptives from the property. As a result, the focus of the resort shifted to recreation and led to the construction of the golf links and golf club house on the south side of the village. In the fall of 1900, golf course architect Donald James Ross came to Pinehurst and took over the golfing operations, a position he would retain until his resignation in 1946. He worked constantly to improve the courses according to new theories and methods and today Course No. 2 survives as one of the best preserved Ross-designed courses in America.

1900s and 1910s

In the following decades Pinehurst continued to grow at a rapid pace under the guidance of James Tufts and, and after his death in 1902, his son Leonard Tufts took over the management of the Village. In the 1900s and 1910s, the majority of building was done in the Village core by Tufts. Winter guests rented cottages for the season or, if coming for a shorter visit, would stay in the many hotel rooms and boarding houses in the Village. However, as Pinehurst continued to establish itself as an ideal winter resort, adding more golfing opportunities, a harness track, and other recreational elements, the nature of development changed. By the mid-1910s and throughout the 1920s, the Olmsted plan of curving streets spread to the west of Beulah Hill Road where properties were larger and substantial homes were built by private owners in a variety of architectural styles. Such designs were in contrast to the earlier and more modest cottage construction completed under the Tufts' supervision. Also in the 1920s, Midland Road was built as the first divided two lane highway in the state, and houses extended eastward along this landscaped boulevard. In 1922, the Pinehurst Country Club was greatly enlarged and remodeled, taking on a Mediterranean feeling with its rough concrete walls, varied roof forms, and a terrace with Tuscan colonnade overlooking the golf courses.

1930s

Events in the 1930s further cemented Pinehurst's role in American golf and gave the resort a much needed boost during the Depression. In 1935, the resort installed its first grass greens (the earlier greens had been sand) and in the fall of 1936, the Professional Golfers' Association of America (PGA) tournament was played on Pinehurst No. 2. The PGA tournament and the North and South Opens were important steps toward positioning Pinehurst as a venue for major professional events in the future.

Despite the drop in the resort business during the 1930s, Pinehurst emerged competitive with other resorts in the southeast that had similarly modernized courses, with watered fairways and grass greens. The war years brought another round of challenges to the Village generally and to golf in particular, which was thought to be a frivolous activity in wartime. Because of its proximity to Camp (later Fort) Bragg, Pinehurst was threatened with an influx of military troops in need of housing. The Village inns and hotels were never occupied, but the surrounding area was more than once the site of massive U.S. Army maneuvers.

Post World War II

In 1945, Pinehurst celebrated its 50th anniversary. In 1946, Richard Sise Tufts, who had been given responsibility for managing the resort by his father Leonard, announced a series of changes. At the center of these modifications was a reorganization of the company's stock and a restructuring of company management. As a result of these changes, Donald Ross resigned. Ross was one of the cohort of men who had run the resort for four decades after the death of the founder, James Walker Tufts. Leonard Tufts had died a year earlier in 1945. Ross himself died in 1948. Finally, Frank Maples, superintendent of the golf courses and a Pinehurst employee since 1902, died in 1949.

Between 1948 and 1960, Pinehurst continued to operate as a seasonal resort; hotels, golf courses, and stores were open only during the season, from late September through May. The resort lifestyle was reflected in the activities of villagers, including sporting events and social gatherings, and in the building that was resumed during the post-war years. Most homes were built northeast of the Village along Midland, Page, and Everette Roads. They were designed by architects who, like their owners, were knowledgeable about popular styles, though many still incorporated elements of the New England architecture favored by Tufts. A handful of homes were also constructed in an employee housing neighborhood on Medlin and Kelly Roads.

Also during this era, the number of full-time Village residents increased, which required the construction of a public school on Kelly Road and public recreational facilities such as parks, swimming pools, and a library. To handle the increased volume of traffic in the area, the traffic circle was constructed in the mid-1950s at the junction of Highways 15/501, NC 211, and NC 2. In addition, more of the Village's inns remained open during the summer months and added amenities like air conditioning and their own swimming pools.

The Diamondhead Years

Effective December 31, 1970, the Diamondhead Corporation became owners of the Pinehurst Resort. The \$9.2 million purchase price included the Carolina Hotel, the Holly Inn, the Pinehurst Country Club, five golf courses, the garage, race track and stables, service facilities, and several thousand acres of undeveloped land surrounding the resort. In Diamondhead's plans for making improvements to the property, the difference between their vision for the resort and that of the Tufts became clear.

By the 1970s demand for housing in Pinehurst was high and homes located on the edges of golf courses, a concept that was in practice in other fashionable resorts in the country, were highly desirable.

Diamondhead's management chose to cut away areas between the greens and develop them as subdivisions for condominiums and single family homes. This pro-development approach was intensified by the systematic selling off of the thousands of "buffer" acres that surrounded the Village and the resort. These lands were sold off in large tracts and developed as sizable subdivisions. As a result of these development choices, and the loss of vast open spaces, the face of Pinehurst was forever changed.

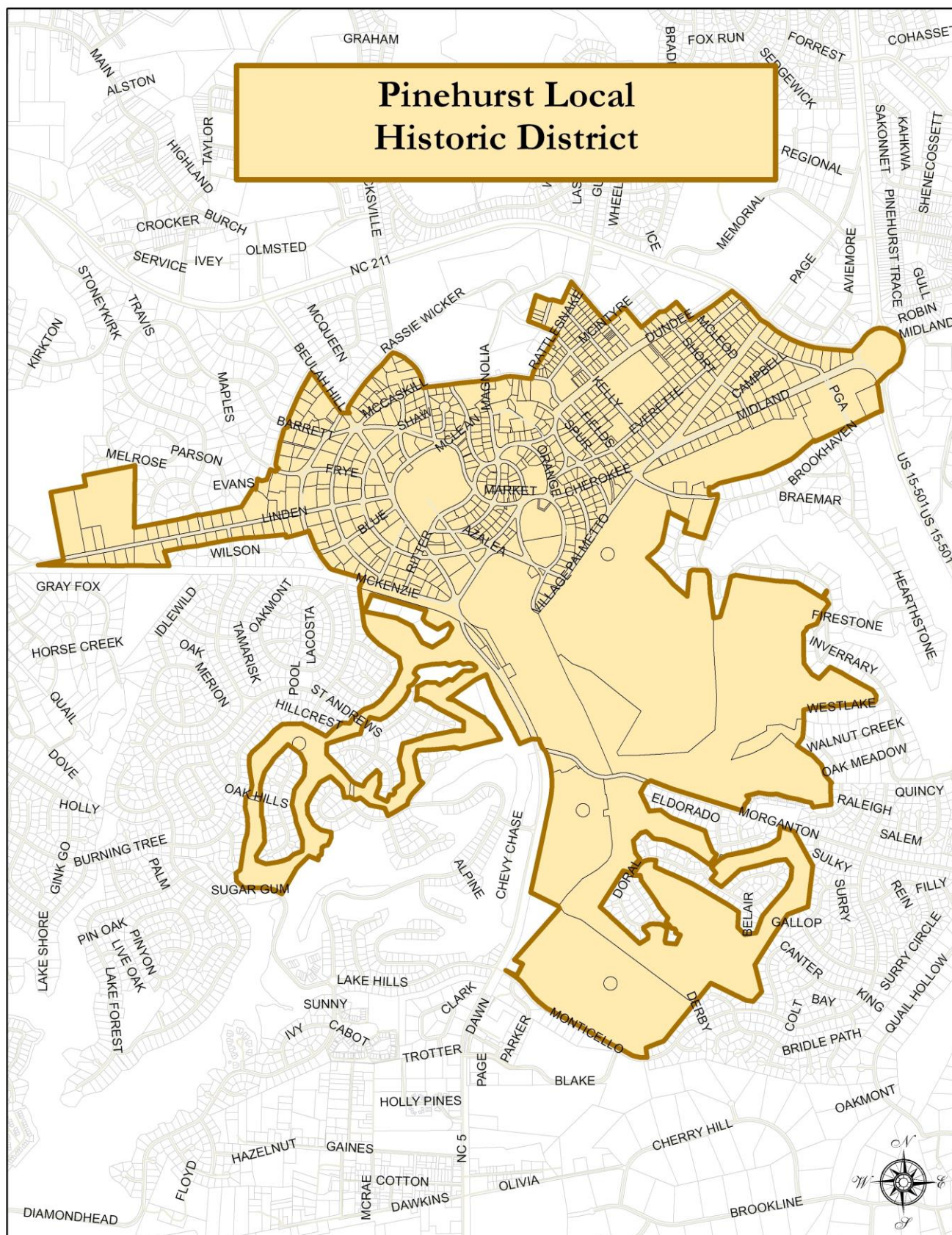
An opposition movement of residents who were unhappy with Diamondhead's pro-growth strategies and changes to beloved golf courses and traditions led to a suit and court settlement in 1973. Essentially the "Settlement Agreement" gave the residents some power to control Diamondhead by establishing rules for land use and construction. However, not until 1980 did Pinehurst become incorporated as a municipality by order of the state Municipal Board of Control. For good measure the Board also drafted a Charter under which the Village would operate.

ClubCorp to Today

As Diamondhead slowly lost control of the Village and alienated many long-time residents, it was also failing economically. In 1984, the resort was purchased by ClubCorp of America (CCA), a corporation that managed resorts and clubs, with very different priorities from Diamondhead. Once again Pinehurst was “back in the resort and golf business,” and out of the real estate business. The creator and chief executive of ClubCorp was Robert Dedman, who built his management business to operate and, in some cases own, approximately 200 country clubs, golf courses, and other private clubs and resorts. Under Dedman, Pinehurst became CCA’s premier property. Facilities like the Carolina Hotel and Holly Inn were modernized and restored to their former glory. Two new golf courses were added. Finally, professional events returned to Pinehurst No. 2, including the PGA in 1991 and 1992, the U.S. Seniors Open in 1994, and the Men’s U.S. Open Championship in 1999, 2005, and 2014, as well as the Women’s U.S. Open Championship in 2014.

The man who had done the most to restore Pinehurst after the Diamondhead era, Robert Dedman, died in 2002. ClubCorp itself was sold in 2006, but Pinehurst remained in the Dedman family. Today Robert Dedman, Jr., continues his father’s legacy as CEO and owner of the Pinehurst resort.

B. Map of the Pinehurst Historic District



C. Certificate of Appropriateness Checklist

- ☐ Completed Local Historic District Application with detailed explanation of proposed project and material/color list
- ☐ If proposed project is considered Minor Work, staff can approve and only 1 copy is needed
- ☐ If proposed project is considered Major Work, the HPC must approve and 10 copies are needed to be submitted 3 weeks prior to the scheduled meeting. Reduced sized drawings (11"x17") are acceptable if they are legible. The HPC generally meets on the 4th Thursday of each month.
- ☐ Sketch/site plan including setbacks, right-of-ways, existing structures, impervious calculations (if applicable) and proposed work – For projects including fences, decks/patios, additions, etc.
- ☐ Existing features and details – Include current photos especially of relevant views and details.
- ☐ Building materials, product information sheets and color samples (may include photographs, brochures, etc.)
- ☐ Samples of significant materials proposed in the project, i.e., roofing, siding, windows, doors, brick/stone, composite material, etc.
- ☐ Supplemental documentation supporting the proposed project(s) including structural issues, damaged features, historical documentation, etc.
- ☐ Letter from owner acknowledging this application, in the case of submission by an applicant or lessee (an email will be accepted).
- ☐ If the applicant is considering, but has not yet purchased the property associated with the project, provide a statement with that information.

D. Village of Pinehurst Color Palette

Paint color plays an important role in defining the special character of homes and structures in the Pinehurst Historic District. An appropriate color, when applied with complementary accent colors, can enhance a structure's architectural style and accentuate its defining features. Because of the variety of architectural styles in the Pinehurst Historic District, a range of color schemes are appropriate as described below.

- Cottages and houses in the Colonial Revival style are usually painted white or soft colors such as gray or yellow with the trim painted a complementary color.
- Craftsman bungalows, on the other hand, are characterized by a mix of exterior materials, including shingles, brick, and stucco, which may be stained or, in the case of brick, left unpainted. Any wood trim is usually painted white, gray, or an earth tone, to contrast with the darker wall materials.
- The ornate style of Queen Anne Victorian houses permits the most exuberant use of color for decorative accents like brackets and the moldings of window and door surrounds.

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

<ul style="list-style-type: none"> • A simple color scheme will allow the building's features to shine. Choose three colors: the most muted and palest color for the walls, a major complementary color for the trim, and a more intense minor accent color for the front door. Consider the roof material as the fourth color.
<ul style="list-style-type: none"> • Muted colors of lighter value are suitable for walls and trim; intense colors and those of darker value should be limited to minor accents. The intensity of a color depends on the purity of hue; the value of a color depends on the amount of white mixed into the color.
<ul style="list-style-type: none"> • The color scheme should be compatible with the paint colors on the surrounding properties.

<p><i>Village of Pinehurst Color Palette</i> includes samples of approved colors for the Pinehurst Historic District.</p> <p>The catalogue is available in the Planning and Inspections Department at Village Hall.</p>	<p>If an individual wishes to reproduce a building's original color scheme, the Tufts Archives may contain documentation or an analysis of paint scrapings may help determine the color history of the structure.</p> <p>Architectural conservators and professional preservationists, such as those on the staff of the North Carolina State Historic Preservation Office, can assist in this process.</p> <p>A color other than one found in the <i>Color Palette</i> that is historically characteristic of the building may be used with documentation provided to the Village Planner or designee.</p>
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The Village of Pinehurst Color Palette is a list of approved exterior and trim colors for structures located within the Pinehurst Historic District. Produced by Benjamin Moore, the listing is on the next page. Over 240 colors can be used exclusively or as a guide to select a paint matched by another manufacturer. A catalog is available for reviewing at Village Hall Monday to Friday from 8:30 AM to 5:00 PM. For help determining if a color is within the color palette, please contact the Village Planner at (910) 295-1900.

D. Village of Pinehurst Color Palette

Benjamin Moore Paint Colors—Approved Exterior Colors

Code	Color Name	Code	Color Name	Code	Color Name
OC-1	Natural Wicker	OC-39	Timid White	OC-77	Colonial Cream
OC-2	Pale Almond	OC-40	Albescent	OC-78	Parchment
OC-3	Lambskin	OC-41	French Canvas	OC-79	Old Fashioned Peach
OC-4	Brandy Cream	OC-42	Old Prairie	OC-80	Pirates Cove Beach
OC-5	Maritime White	OC-43	Overcast	OC-81	Evening White
OC-6	Feather Down	OC-44	Misty Air	OC-82	Pompeii
OC-7	Creamy White	OC-45	Swiss Coffee	OC-83	Antique White
OC-8	Elephant Tusk	OC-46	Halo	OC-84	Crème Caramel
OC-9	Ballet White	OC-47	Ashwood	OC-85	Mayonnaise
OC-10	White Sand	OC-48	Hazy Skies	OC-86	White Blush
OC-11	Clay Beige	OC-49	Titanium	OC-87	Capri Coast
OC-12	Muslin	OC-50	November Rain	OC-88	Indian White
OC-13	Soft Chamois	OC-51	Intense White	OC-89	Butter Pecan
OC-14	Natural Cream	OC-52	Gray Owl	OC-90	Vanilla Ice Cream
OC-15	Baby Fawn	OC-53	Horizon	OC-91	Ivory Tusk
OC-16	Cedar Key	OC-54	White Wisp	OC-92	Mannequin Cream
OC-17	White Dove	OC-55	Paper White	OC-93	Sugar Cookie
OC-18	Dove Wing	OC-56	Moonshine	OC-94	Windswept
OC-19	Seapearl	OC-57	White Heron	OC-95	Navajo White
OC-20	Pale Oak	OC-58	White Ice	OC-96	Gentle Cream
OC-21	Winter White	OC-59	Vanilla Milkshake	OC-97	Cream Froth
OC-22	Calm	OC-60	Icicle	OC-98	Bare
OC-23	Classic Grey	OC-61	White Diamond	OC-99	Deserted Island
OC-24	Winds Breath	OC-62	Baby's Breath	OC-100	Palace White
OC-25	Cloud Cover	OC-63	Winter Snow	OC-101	Desolate
OC-26	Silver Satin	OC-64	Pure White	OC-102	Devon Cream
OC-27	Balboa Mist	OC-65	Chantilly Lace	OC-103	Antique Yellow
OC-28	Collingwood	OC-66	Snow White	OC-104	Antique Lace
OC-29	Floral White	OC-67	Ice Mist	OC-105	Calming Cream
OC-30	Gray Mist	OC-68	Distant Gray	OC-107	Antiquity
OC-31	Fog Mist	OC-69	White Opulence	OC-108	Pale Moon
OC-32	Tapestry Beige	OC-70	Whitewater Bay	OC-109	Lemon Chiffon
OC-33	Opaline	OC-71	Sand Dollar	OC-110	Milkyway
OC-34	Marble White	OC-72	Pink Damask	OC-111	Corinthian White
OC-35	Spanish White	OC-73	Opal	OC-112	Goldtone
OC-36	Niveous	OC-74	Onyx White	OC-113	Powder Sand
OC-37	Glacier White	OC-75	Pristine	OC-114	Lemon Ice
OC-38	Acadia White	OC-76	Old Country	OC-115	Cream Silk

The Village of Pinehurst Historic District Guidelines

Benjamin Moore Paint Colors—Approved Exterior Colors

Code	Color Name	Code	Color Name	Code	Color Name
OC-116	Pale Celery	HC-25	Quincy Tan	HC-114	Saybrook Sage
OC-117	Simply White	HC-26	Monroe Bisque	HC-117	Hancock Green
OC-118	Snowfall White	HC-27	Monterey White	HC-140	Prescott Green
OC-119	Cloud nine	HC-28	Shelburne Buff	HC-141	Hollingworth Green
OC-120	Seashell	HC-29	Dunmore Cream	HC-144	Palladian Blue
OC-121	Mountain Peak White	HC-30	Philadelphia Cream	HC-146	Wedgewood Gray
OC-122	Cotton Balls	HC-31	Waterbury Cream	HC-147	Woodlawn Blue
OC-123	Bavarian Cream	HC-32	Standish White	HC-149	Buxton Blue
OC-124	Alpine White	HC-33	Montgomery White	HC-150	Yarmouth Blue
OC-125	Moonlight White	HC-34	Wilmington Tan	HC-169	Coventry Gray
OC-126	Easter Lily	HC-35	Powell Buff	HC-170	Stonington Gray
OC-127	White Chocolate	HC-36	Hepplewhite Ivory	HC-171	Wickham Gray
OC-128	Minced Onion	HC-38	Decatur Buff	HC-172	Revere Pewter
OC-129	Alabaster	HC-39	Putnam Ivory	HC-173	Edgecomb Gray
OC-130	Cloud White	HC-40	Greenfield Pumpkin	HC-174	Lancaster Whitewash
OC-131	White Down	HC-41	Richmond Gold	HC-176	Annapolis Gray
OC-132	Grand Teton White	HC-44	Lenox Tan	HC-179	Platinum Gray
OC-133	Ancient Ivory	HC-45	Shaker Beige	HC-180	Cliffside Gray
OC-134	Meadow Mist	HC-46	Jackson Tan	AC-1	Coastal Fog
OC-135	Cream Cloak	HC-47	Brookline Beige	AC-7	Adobe Beige
OC-136	Celery Salt	HC-48	Bradstreet Beige	AC-22	Nantucket Fog
OC-137	Sebring White	HC-53	Hathaway Peach	AC-25	Harbor Gray
OC-138	White Drifts	HC-54	Jumel Peachstone	AC-28	Smoke Embers
OC-139	Sea Wind	HC-55	Winthrop Peach	AC-31	Hot Spring Stones
OC-140	Morning Dew	HC-56	Georgetown Pink Beige	AC-34	Cape Hatteras Sand
OC-142	Sail Cloth	HC-57	Sheraton Beige	AC-37	Big Bend Beige
OC-144	Lancaster White	HC-59	Odessa Pink	AC-38	North Hampton Beige
OC-150	Brilliant White	HC-60	Queen Anne Pink	AC-40	Glacier White
HC-1	Castleton Mist	HC-78	Litchfield Gray	AC-41	Acadia White
HC-2	Beacon Hill Damask	HC-80	Bleeker Beige	AC-42	Grand Teton White
HC-3	Greenmount Silk	HC-81	Manchester Tan		
HC-4	Hawthorne Yellow	HC-82	Bennington Gray		
HC-5	Weston Flax	HC-83	Grant Beige		
HC-6	Windham Cream	HC-90	Crown Point Sand		
HC-12	Concord Ivory	HC-92	Wheeling Neutral		
HC-15	Henderson Buff	HC-93	Carrington Beige		
HC-17	Summerdale Gold	HC-95	Sag Harbor Gray		
HC-18	Adams Gold	HC-96	Richmond Gray		
HC-21	Huntington Beige	HC-99	Abingdon Putty		
HC-22	Blair Gold	HC-105	Rockport Gray		
HC-23	Yorkshire Tan	HC-108	Sandy Hook Gray		
HC-24	Pittsfield Buff	HC-111	Nantucket Grey		

The Village of Pinehurst Historic District Guidelines

Benjamin Moore Paint Colors - Approved Trim Colors

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

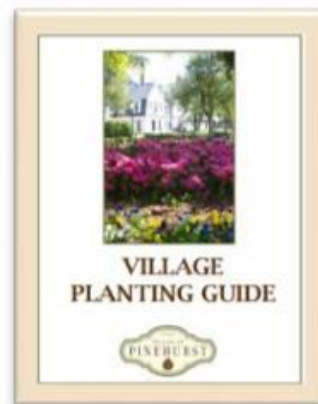
E. Village Planting Guide

From its beginning in 1895, Pinehurst has been known for its picturesque landscapes. Two renowned landscape architects, Frederick Law Olmsted, Sr., and Warren Manning, worked with the Tufts family to design the layout of winding streets, sandy paths, and informal plantings that gave the landscape the charm of a “wild garden.” Their vision of a naturalistic and romantic landscape has been preserved through the decades and the village was awarded National Historic Landmark status in 1996, as an example of resort and community planning.

The original landscapers chose to plant Pinehurst with native species like hollies, magnolias, cedars, and evergreen trees as well as exotic plants collected from around the world. They created appealing spaces not with structures, but with plants that gave the environment year-round character through color, texture, and seasonal change. Today it is possible to maintain the historic integrity of Olmsted’s and Manning’s designs by following their naturalistic approach in planting new gardens and selecting plants that are compatible with their original selections.

The **Village of Pinehurst Planting Guide** was compiled from Manning’s original plant list and the Plant Database created by the North Carolina State University Cooperative Extension. It is divided into sections including the categories below.

Tall trees
Small trees/shrubs
Small shrubs
Vines and groundcover
Herb and wildflowers
Ornamental grasses
Bulbs
Summer annuals



In addition, plants are identified by both common and Latin names, and accompanied by soil and light requirements, drought tolerance, deer resistance, and wildlife value. Plants from Manning’s original plant list are marked with an asterisk (*).

The Planting Guide is available in two formats:

1. In hard copy and available at Village Hall, 395 Magnolia Road, Pinehurst.
2. On the Village of Pinehurst website, vopnc.org. On the website, type planting guide in the search box. The 24-page document above will appear in PDF form. Browse online or print for review.

F. Relevant Statutes and Resolutions

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

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

- **Village Of Pinehurst Resolution Creating the Pinehurst Historic District:**

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

- **Village Of Pinehurst Resolution Creating the Historic Preservation Commission:**

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

G. Resources

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

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

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



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

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

- **Tax Credits:**

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

H. Glossary

Words contained in this Appendix are those having an applied meaning and relative to the purpose of these Guidelines.

Words not listed in this chapter are defined by reference to:

- The latest version of the Pinehurst Development Ordinance (PDO),
- The latest edition of the State of North Carolina Building Code, or if not defined therein, or
- The latest edition of Webster's New International Dictionary, unabridged.

A

ACCESSORY BUILDING: A building that is located on the same parcel of property as the primary or principal structure and the use of which is incidental to the use of the primary structure. Examples of common accessory buildings include, but are not limited to, carports, carriage houses, garages, storage sheds, cabanas, and pergolas.

ACCESSORY STRUCTURE: Any structure not roofed over and enclosed that is not considered an accessory building, which is incidental to that of the main building. Examples of accessory structures include, but are not limited to, fences, decks, gazebos, arbors, retaining walls, barbeque pits, detached chimneys, tree houses, playground equipment, yard sculpture, etc.

ADDITION (to an existing building): An extension or increase in the floor area or height of an existing structure, including porches and other additions that change the volume, area or building footprint. Additions share a contiguous wall or floor with the existing structure.

AFTER-THE-FACT APPROVAL: Application for approval of work that has already been completed.

ALUMINUM SIDING: Sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and 1960s.

APPROPRIATE: Suitable for, or compatible with, a property, based on accepted standards of historic restoration. The appropriateness of a design for new construction is based on compatibility with the architectural character of the Historic District.

ARCH: A curved and sometimes pointed structural member used to span an opening. A rounded arch represents classical or Romanesque influence whereas a pointed arch generally denotes Gothic influence.

ASBESTOS SIDING: A dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied in large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.

ASPHALT SHINGLE/SIDING: A shingle or siding manufactured from saturated roofing felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to weather.

ATM: Self-service machines used by banking customers for financial institutions, including deposits, withdrawals, and fund transfers, without face-to-face contact with financial institution personnel. These machines may be located at or within banks, or in other locations.

AWNINGS: An architectural projection that provides weather protection, identity and/or decoration, and is wholly supported by the building to which it is attached, and is comprised of a lightweight, rigid, or retractable skeleton over which an approved cover is attached.

B

BALUSTRADE: A series of balusters or uprights connected on top by a handrail and sometimes on the bottom by a bottom rail to provide an ornamental and protective barrier along the edge of a stair, roof, balcony, or porch.

BAY: A window or windows built to project outward from an exterior wall. A bay can also refer to an opening or division along the face of a structure. For example, a wall with a door and two windows is three bays wide.

BOARD AND BATTEN: Closely applied vertical boards, the joints of which are covered by vertical narrow wooden strips; usually found on Gothic Revival-style buildings.

BOLLARD: A sturdy, short, vertical post. Although it originally described a post on a ship or quay used principally for mooring boats, the word is now used to describe posts installed to control road traffic and posts designed to prevent ram raiding and car ramming attacks.

BOND: A brick masonry pattern. Masonry bond is essential to brickwork when wire reinforcement is not used.

BRACKET: A projecting support member found under eaves or other overhangs; it may be plain or decorated. Brackets were used extensively in Victorian architecture and gave rise to a style known as Bracketed Victorian.

BRICK VENEER: An outer covering, usually for a wooden frame building, consisting of a single layer of brick attached to the load-bearing walls with ties.

BULKHEAD (as pertains to storefronts): The area below the display windows on the front façade of a commercial storefront.

C

CANOPY TREE: A large tree whose total height and spread at maturity is greater than thirty (30) feet. Species native to the Sandhills of North Carolina include maple, hickory, holly, sweet gum, magnolia, and pine trees.

CEMENTITIOUS BOARD: A material composed of cement, sand, and cellulose fiber; first introduced in the early 20th century as a substitute for slate. Today cementitious board has a variety of uses including exterior siding and roofing.

CERTIFICATE OF APPROPRIATENESS: A document allowing a property owner to proceed with a proposed alteration, demolition, or new construction of a property in a designated area or site, following the determination of the proposal's suitability according to the Design Guidelines.

CHARACTER-DEFINING: A feature or element of a structure that is essential to its architectural or historical significance. Character-defining elements include the overall shape of the structure, its materials, craftsmanship, and decorative details, as well as the various aspects of its site and environment. Examples of features that could be considered character-defining include openings, roofs and related features, projections (porch, balcony, and chimneys), trim, and windows.

CLAPBOARD: Horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than six (6) inches wide. Clapboard was a common outer face of 19th and early 20th century buildings.

COLONIAL REVIVAL: A style popular in the late 19th and early 20th centuries. The style features a rectangular house shape with a gable roof and overhanging second story; a symmetrically balanced front façade with an accented front entry, often framed by a portico and pediment; and multi-pane, double-hung windows with shutters. Siding is typically clapboard or brick.

COLUMN: A vertical shaft or pillar that supports or appears to support a construction above. In classical architecture, the column has three (3) parts: base, shaft, and capital.

COMPATIBILITY: The state of being harmonious or agreeable when integrated with other elements in a structure or environment.

CONGRUOUS: The quality or fact of being in agreement with. As used in the Guidelines, the term refers to a project that corresponds to the historic character of a structure and the Historic District. A design that is appropriate and harmonious to the existing environment.

CONTEXT: The overall relationship of the building to its surroundings.

CORNICE: An ornamental molding, usually of wood or plaster, running around the walls of a room just below the ceiling; the molding forming the top member of a door or window frame; or the exterior trim of a structure at the meeting of the roof and the wall. In classical architecture, the upper projecting section of an entablature.

COTTAGE STYLE: The style of a small, quaint house, historically found in rural or semi-rural locations. Characteristics include a sloping, uneven roof with steep gables; prominent brick or stone chimneys; small dormer windows and casement windows small panes; and clapboard, brick, stone or stucco siding.

CRAFTSMAN BUNGALOW STYLE: An early 20th Century style that grew out of the arts and crafts movement of the 19th century. The basic characteristics are long, low profiles; overhanging bracketed eaves; wide, engaged porches with square, squat brick piers supporting wood posts; gabled dormers and four-over-one or six-over-one sash windows. Siding is typically brick, stone, or stucco.

CRESTING: Ornamental ironwork used to embellish the ridge of a gable or the upper cornice of a mansard roof.

CUPOLA: A small structure built on top of a roof or building to complete a design and to provide a source of light and a means of ventilation. The structure can be square or spherical in shape with a mansard or conical roof.

D

DECK: An uncovered porch, usually at the rear of a building; popular in modern residential design.

DEMOLITION: The razing or destruction, whether entirely or in significant part, of the exterior of a building, structure, or site. Demolition includes the removal of a building or structure from its site or the removal, stripping, concealing, or the destruction of the façade or any significant exterior architectural features which are integral to the character of the resource, for whatever purpose, including new construction or reconstruction.

DORMER: A structure projecting from a sloping roof usually housing a window (or windows) or a ventilating louver.

E

EAVE: The lower edge of a roof extending beyond the exterior wall.

ELEVATION: A scaled drawing that illustrates the view of a side of a building.

ENTABLATURE: In classical architecture, the horizontal members immediately above the column capitals; divided into three major parts or layers: architrave (bottom), frieze (middle), and cornice (top).

F

FAÇADE: The exterior face of a building.

FEDERAL REVIVAL STYLE: A revival of the architectural style popular from the Revolution through the early 19th century. The style is characterized by a hipped roof with prominent end chimneys; fanlights and side lights framing the front door; and six-on-six or twelve-on-twelve windows with shutters. Buildings are of brick or wood construction.

FENESTRATION: The arrangement of windows and doors and their openings in a building.

FINIAL: A formal ornament at the top of a canopy, gable, pinnacle, street light, etc.

FRANCHISE ARCHITECTURE: A building design that is trademarked, branded, or easily identified with a particular chain or corporation and is ubiquitous in nature.

FRONT YARD: A yard across the full width of the lot, extending from the farthest projection of the structure including, but not limited to, steps, eaves, porches, terraces or patios (excluding, however, steps and overhangs permitted to project into the front yard) to the front property and/or right-of-way line.

G

GABLE: The vertical triangular portion of the end of a building having a double sloping roof, from the level of the cornice or eaves to the ridge of the roof.

GAMBREL ROOF: A gable roof with two slopes of different pitch on either side of the ridge. The slopes that meet at the ridge have a shallower pitch.

GEORGIAN REVIVAL STYLE: A revival of the prevailing 18th century style in Great Britain and the Colonies. The characteristics are a square symmetrical shape with paired chimneys; a centered front door framed by a decorative crown and pilasters; and nine-on-nine or twelve-on-twelve windows. Siding is typically brick.

H

HIPPED ROOF: A roof that slopes upward from all four sides of the building, requiring a hip at each corner.

HUMAN SCALE: A combination of qualities in architecture or the landscape that provides an appropriate relationship to human size, enhancing rather than diminishing the importance of people.

L

LIGHT: A pane of glass.

LINTEL: A beam of wood or stone that spans an opening; in masonry construction it frequently supports the masonry above the opening.

M

MANSARD ROOF: A roof with two slopes on all four sides, the lower one being much steeper than the upper.

MANUFACTURED STONE: A contemporary manufactured material that resembles stone and is uniform in color and substance throughout the block.

MASS: The volume or physical bulk of a building, as defined by its length, width, and height. Mass also refers to the size and shape of a structure relative to others in the immediate proximity.

MEETING RAIL: A horizontal divider between the upper and lower sashes of a double hung window.

MOLDING: A decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as trim around windows, doors and other openings.

MULLION: A vertical member dividing a window area, such as two casements, and forming a part of a window frame.

MUNTIN: A divider in a window. Muntins fix the lights of a window into position and determine the number of sidelights.

MUTED COLOR: A color that has tinted, subdued shades and is not bright or reflective. Muted colors are less intense in hue and often lighter in value.

N

NEIGHBORHOOD: An area of a community with characteristics that distinguish it from other areas and may be identified by distinct aesthetic, architectural, landscape, or historic characteristics.

O

OFF-STREET PARKING SPACE: A space which is designated for parking or temporary storage of one automobile, and is located outside of the dedicated street right-of-way.

ORIGINAL: A term designating a structure, including its elements, features, and details, at the time it was constructed. In fact, very few buildings in the Pinehurst Historic District are original. As the term is used in the Guidelines, it refers to features of a building that have been in place for a significant period of time.

P

PARGE: A thin coating of plaster or mortar.

PEDIMENT: A triangular gable bounded on all sides by a continuous cornice. This form is characteristic of classical architecture.

PILASTER: A flat or half-round decorative member applied to a wall suggesting a column; sometimes called an engaged column.

PORTICO: A small entrance porch or covered walk consisting of a roof supported by open columns.

PRIMARY STRUCTURE: The main structure on a lot in which the principal use of that lot is conducted, i.e. a residence if the property is residential.

PROPORTION: A harmonious relationship between structures or parts of structures with respect to comparative size, quantity, or degree. An effect of harmony and balance is achieved when the architectural elements of a structure are in proportion to each other and to the structure as a whole.

Q

QUEEN ANNE/VICTORIAN STYLE: One of a variety of eclectic styles introduced into British and American architecture during the reign of Queen Victoria (1837-1901). The characteristics of the Queen Anne style include a steep gable or hipped roof with dormers; a rambling asymmetrical silhouette often with turrets, towers, balconies, and verandas; and decorative accents on gable ends, eaves and overhangs. Windows are often accented with stained glass. Siding can be mixed in a single structure.

QUOIN: Ornamental blocks of wood, stone, brick, or stucco placed at the corners of a building and projecting slightly from the front of the façade.

R

RIDGE: The horizontal line of meeting of the upper slopes of a roof.

RIGHT-OF-WAY: An area owned or maintained by the Village, the State of North Carolina, a public utility, a railroad, or a private concern for the placement of such utilities and/or facilities for the passage of vehicles or pedestrians, including roads, pedestrian walkways, utilities, or railroads.

S

SASH: Any framework of a window; it may be movable or fixed; it may slide in a vertical plane (as in a double-hung window) or may pivot (as in a casement window).

SCALE: The relationship of a building to those around it.

SETBACK: The minimum distance from the property line to the farthest projection of the exterior face of buildings, walls, or any other form of construction (i.e. decks, landings, terraces, porches, and patio on grade). Setbacks for buildings within a block or neighborhood should be consistent to maintain the character of the neighborhood.

SHEET METAL: A flat rolled-metal product, rectangular in cross-section and form; when used as a roofing material, usually terne- or zinc-plated.

SHUTTER DOG: A tie-back used to keep shutters in an open position.

SIDE YARD: An open space on the same lot with a building (steps, eaves, and uncovered porches, terraces, and patios are considered part of the main building), and the side line of the lot extending through from the front building line to the rear yard or to the rear line of the lot, where no rear yard is required.

SMALL CELL WIRELESS: Those defined in N.C.G.S. 106A-400.51.

SOFFITT: The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.

STREETSCAPE: The distinguishing character of a particular street within a pedestrian's view as created by the dimensions and materials of the road and walkways, the design of street furniture, the setback, spacing, and scale of structures, their architectural features and materials, and the presence of vegetation (especially trees) along the curb or sidewalk.

STRING COURSE: A decorative horizontal band on the exterior wall of a building. Such a band, either plain or molded, is usually formed of brick or stone.

STUCCO: An exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement.

SURROUND: The border or casing of a window or door opening, sometimes molded.

T

TERRA COTTA: Hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used a surface finish for buildings in the Art Deco style.

TERNE: An alloy coating that was historically made of lead and tin used to cover steel, in the ratio of 20% tin and 80% lead. Until the year 2012, lead had been replaced with the metal zinc and was used in the ratio of 50% tin and 50% zinc.

TEXTURE: The physical material and architectural features and details of a building that create character; also the fabric of a building, structure, or town, connoting an interweaving of component parts.

TRANSOM: A glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation at ceiling level.

V

VILLAGE CENTER: The original commercial center of Pinehurst.

VINYL CLAD/ALUMINUM CLAD: The exterior cladding of wooden window frames and sashes and of wooden doors with factory- finished vinyl or aluminum.

VINYL SIDING: Sheets of thermal, plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard, posts, or rails.

W

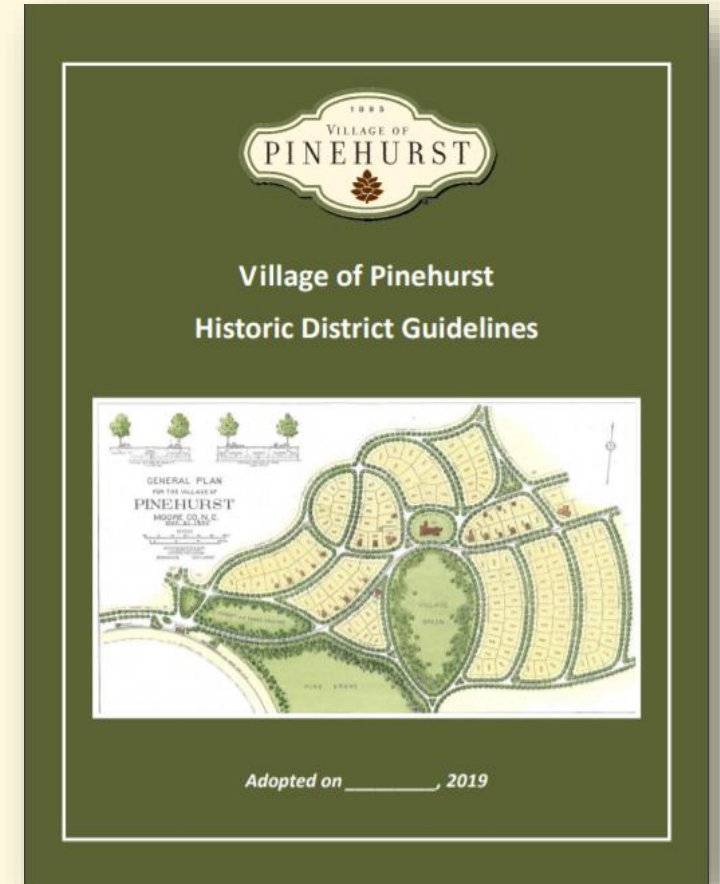
WATER TABLE: The plain or molded ledge or projection of an exterior wood wall, usually at the first floor level, that protects the foundation from rain running down the wall of a building. In masonry buildings, the water table refers to the belt course that differentiates the foundation from the exterior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



Revised Design Guidelines for the Pinehurst Local Historic District

Historic Preservation Commission/Village
Council Joint Work Session

April 9, 2019





Historic District Guidelines

- **4 Key Goals in the Design Guideline Update:**

1. Make it easier for applicants and the public to understand “the rules”
2. Clarify the process of how to obtain a Certificate of Appropriateness (COA)
3. Make it easier to obtain approval
4. Have a format ready for online publication

- **Historic Preservation Commission unanimously recommended approval on February 28, 2019 after 18 months of review**





Historic District Guidelines

Key Content and Format Changes

- Went from a “Standards and Guidelines” format to “Guidelines”
- Went to a “**MUST**” and “**SHOULD**” language to encourage decisions that are appropriate for the District
- Updated explanations for what is: 1) Major Work, 2) Minor Work, and 3) Routine Maintenance
- Expanded information and recommendations to provide clarity and detail
- Added a Frequently Asked Questions section
- Added graphics, illustrations, and charts
- Separated and added Sections and Chapters
- Expanded information included in Appendices
- Added Definitions





Historic District Guidelines

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

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

Other guidelines contain the word should. For example:

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





Historic District Guidelines

Major Changes – Introduction (Section I):

- Changed to include a statement of the character of the Local Historic District
- Deleted contributing and noncontributing status
- Added Principles of Preservation
- Added Frequently Asked Questions
- Moved The History of Pinehurst to an appendix
- Moved Architectural Styles – New Construction to Section IV





Historic District Guidelines

Major Changes – Pinehurst Historic District Guidelines and Overview (Section II):

- Significantly expanded approval requirements and how to obtain a COA; Expanded on what constitutes an exempt, routine maintenance project, a Minor work, and a Major work (these were previously in Chapter 1)

Major Changes – Changes to Existing Structure (Section III):

- Moved Design Review Standards and Guidelines from Section 2 to Section III
- Changes to Existing Residences now comprises its own section with chapters on roofs, exterior walls, windows and doors, storm windows and doors, shutters and awnings, chimneys, porches, entrances and balconies, decks and patios, accessory buildings, mechanical systems, building materials and paint. (*Many of these items were in the previous design guidelines, but didn't have a great deal of guidance in terms of what would be approved and what might not be approved on a case by case basis*)





Historic District Guidelines

Major Changes to Format

2.8.1 Roof Guidelines: None

2.8.2 Roof Standards:

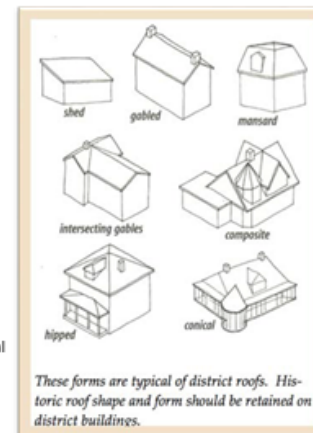
1. Any changes to the configuration of any existing roof shall be consistent with the original house.
2. Skylights shall only be on the rear roof surface and as inconspicuous as possible. Skylights shall be flat, rather than convex.
3. Valley flashing with copper, galvanized, or baked enamel rolled aluminum flashing shall be required on all newly installed asphalt shingle or shake roofs.
4. All metal roofs excluding copper must be earth tone in hue.
5. Metal roofs are not appropriate on residential structures in the district unless material is copper or one of the following colors: weathered copper color, dark brown, dark bronze, or dark gray.
6. Corrugated metal roofs are prohibited on all structures in the district.

Existing Guidelines

A. ROOFS

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. Roofs and roof forms that contribute to the overall character of a structure, including their functional and decorative features, such as roofing materials, cresting, dormers, chimneys, cupolas, and cornices should be retained and preserved. Likewise, roofing materials should be preserved and retained whenever possible.

3. If a roof feature, such as a dormer, is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the structure, roofline and the Pinehurst Historic District.



4. If repair or replacement of an entire roof is necessary, the new material should match the existing material in composition, dimension, size, shape, color, pattern and texture.
5. Metal roofs should be compatible with the architecture of the existing structure and the material should be copper or one of the following colors: weathered copper color, dark brown, dark bronze, dark gray, dark green, or dark silver.
6. If standing seam metal roofs are used on residences, the seams should not exceed 1 inch in height and one quarter (1/4) inch in width.
7. Vents, including soffit vents and low profile ridge vents should be installed in a manner that does not diminish the original design of the roof or destroy the character of roof details.
8. New gutters and downspouts should be installed so that character defining architectural features of the structure are not damaged or lost.
9. Replacement gutters and downspouts should be coated with paint or a baked-enamel finish in a color in the Village of Pinehurst Color Palette, unless they are made of copper.
10. Roof ventilators, solar attic fans and solar panels should be located as inconspicuously as possible.
11. Skylights and skylight tubes should be placed as inconspicuously as possible on the rear roof surface, and should have a flat profile.

Proposed Guidelines





Historic District Guidelines

Major Changes to Format

2.4 Windows and Doors

Windows and doors elicit a sense of proportion and depth, and are typically key design elements. They also exhibit craftsmanship not found today. Attention to details such as the number of panes or the size of panes or panels will contribute to the appropriateness of rehabilitation.

2.4.1 Windows and Doors Guidelines: None

2.4.2 Windows and Doors Standards:

1. Adding or changing original window and door openings shall not be permitted on the principal facade. If new uses for the structure require an additional door or a window, these shall be located where they are not visible from a principal street.
2. Windows and doors of existing buildings shall retain their original size and dimension.
3. The number and size of panes, mullion, and muntin, and all window and door hardware shall be the same or similar to those of the original windows and doors.
4. Window and door surrounds and trim shall match the original door or window surrounds and trim. Replacing sash windows shall not alter original trim
5. Glass block windows are inappropriate.

Existing Guidelines

The Village of Pinehurst Historic District Guidelines

C. 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.
2. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.
3. If a window, door or feature is completely missing and is to be replaced, it should be replaced with a new window, door or feature based on the original or a new design compatible in scale, size, material and color with the character of the structure.
4. If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - a. Wooden windows on street-facing elevations should be replaced in kind.
 - b. If windows are repaired or replaced, the muntins, mullions, lintels and sills of the new installation should be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
 - c. Windows should have true or simulated divided lights.
 - d. Snap-in muntins are **not appropriate**.
5. Windows and doors of existing structures should retain their original size and dimension, except as may be modified to accommodate code compliance and accessibility.
6. Window and door surrounds and trim should match the original door or window surrounds and trim. Replacing sash windows should not alter the original trim.
7. The number and size of panes, mullions, and muntins, and all window and door hardware should be compatible with those of the existing windows and doors.
8. New dormer windows on street-facing elevations should be compatible with the size and placement of existing windows on primary elevations and should not compromise the architecture of the structure.
9. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.
10. New windows and doors easily visible from the street should be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and detail.
11. Glass Block windows are **not permitted** on street-facing elevations.
12. Painted, tinted or filmed glass on windows or doors is **not appropriate** on street-facing elevations.
13. Sliding doors are **not permitted** on street-facing elevations.
14. Security bars should be installed in a way that avoids damages to the historic fabric. Custom security bars should align with the vertical and horizontal dividing elements of doors and windows and are preferred over standard expandable models.

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The Village of Pinehurst Historic District Guidelines

C. WINDOWS AND DOORS

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.
2. Windows should feature true divided or simulated divided lights and muntins or windows with interior fixed muntins. Snap-in muntins are **not appropriate**.
3. Glass block windows are **not allowed** on street-facing elevations.
4. Applying paint, tint or darkening film to window or door panes is **not appropriate** on street-facing elevations.
5. Sliding doors are **not allowed** on street-facing elevations in the Pinehurst Historic District.

Did You Know?

In early construction, taller windows were more economical to build. A narrower window meant a smaller lintel (the extra wood in framing on the top of a window to support the wall above) and therefore less money. Tall, rather than horizontal windows, also provide a better chance of catching the movement of the sun.



A house with all horizontal windows

DESIGN GOAL

Vertical windows are usual in the Historic District.



A house with vertical windows

Proposed Guidelines





Historic District Guidelines

Major Changes – Residential New Construction (Section IV):

- Separated residential construction from the previously combined residential and commercial new construction; Clarified expectations for infill in terms of congruity with the District; Added a chapter to address scale and relationship to the streetscape; Also added chapters to address general guidelines, shutters, windows and doors, accessory buildings and building materials.





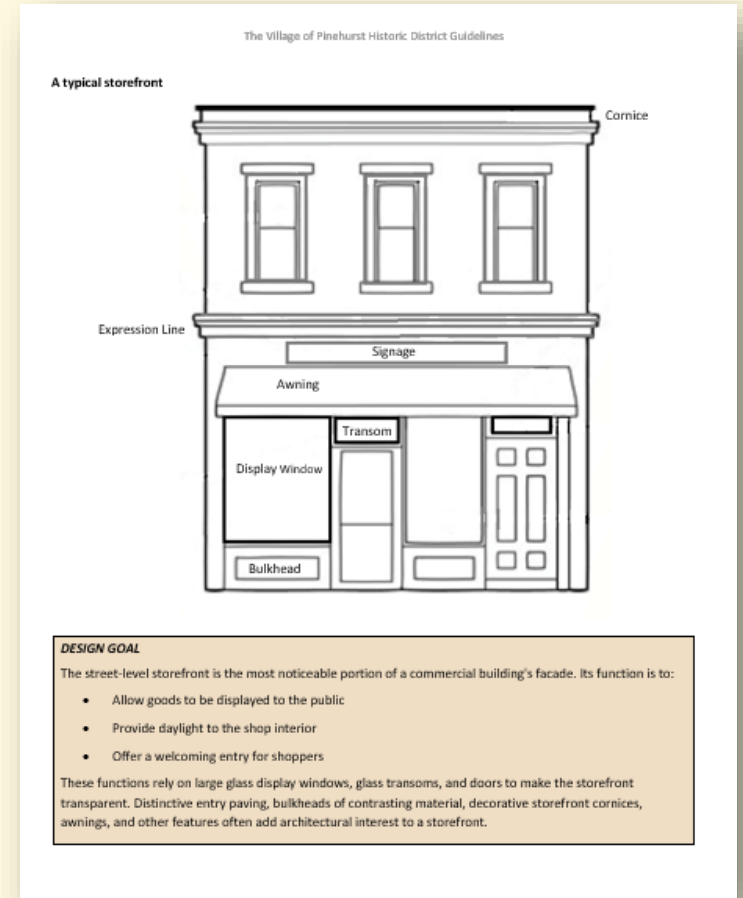
Historic District Guidelines

Major Changes – Changes to Existing Commercial Structures (Section V):

- Added this section to address changes to existing commercial structures; includes chapters on General Guidelines, storefronts, awnings and additions.

Major Changes – Commercial New Construction (Section VI):

- Moved New Commercial Construction to a separate section; Includes chapters on typical commercial architectural styles, general guidelines such as scale, building materials, windows and roofs, franchise architecture and utility/service areas.





Historic District Guidelines

Commercial New Construction

3.3 New Construction and Additions in Non-residential Zoning districts.

New construction in non-residential zoning districts should be characteristic of the existing historic structures of the same nature of business. Any additions or new construction should be characteristic with the neighborhood and meet the following:

3.3.1 New Construction and Additions Guidelines: None

3.3.2 New Construction and Additions Standards:

1. If it is a new building, be constructed of brick or clapboard.
2. Maintain consistent architectural features on all four sides of the building.
3. Maintain setbacks and site plan layout consistent to those found in the Village Core.
4. Retain and preserve storefronts that are significant in defining the overall historic character of the building.
5. Roof type shall be gambrel, hip, or gable; flat roofs are not allowed on new structures.
6. Openings shall be in an ordered rhythm.
7. Additions must be compatible with the original buildings in terms of size, scale, color, materials, and character.

Existing Guidelines

The Village of Pinehurst Historic District Guidelines

VI. COMMERCIAL NEW CONSTRUCTION



The following Guidelines apply to building new commercial structures in the Pinehurst Historic District.

- Chapter A describes typical architectural styles found among businesses in the Village Center.
- Chapter B describes general points such as scale, building materials, windows and roofs.
- Chapter C defines use of franchise architecture.
- Chapter D details provisions for utilities and service areas.

Direction on building elements and building materials as described in Section V: Changes to Existing Commercial Structures, may provide additional guidance regarding the proposed project. Please consult Section VII Site Features for details on Guidelines for such features as signage, landscaping or lighting, as well as the Pinehurst Development Ordinance, which may be relevant to new commercial construction projects.

The Village of Pinehurst Historic District Guidelines

DESIGN GOAL

Design of a new commercial, mixed use, or multi-family structure should:

- Respect the historic development pattern in the Village of Pinehurst
- Establish a sense of human scale
- Reflect typical historic lot and building widths


If a new building is wider than was historically typical, it should incorporate design features that divide the structure into smaller modules to suggest the underlying historic lot pattern.

A. CHARACTERISTIC COMMERCIAL ARCHITECTURAL STYLES


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

1. Brick, one or two-story historic storefront
2. White clapboard, one or two-story Colonial or Greek Revival buildings

Property owners are encouraged to consider selecting one of these styles as they contemplate new commercial construction projects.



2 Story Colonial Style



Greek Revival Style

Proposed Guidelines





Historic District Guidelines

Major Changes – Site Features (Section VII):

- This new section addresses site features that were previously in Chapter 2 or not addressed at all; Topics include fences, driveways, landscaping/vegetation, swimming pools, signage, micro-wireless facilities, and health/safety requirements

Major Changes – Relocations and Demolitions (Section VIII):

- Added a separate section for relocations and demolitions that was previously only included demolitions in Section 3 of the current Guidelines; Added a new requirement to document the structure to be demolished before submitting an application to the HPC; Provided suggestions on salvage and clean up.





Historic District Guidelines

2.17 Fences and Walls

The Village of Pinehurst traditionally considered streetscapes as a community asset, one that provided open views, vistas and generally evidenced a natural setting. If fencing in the front yard is desired the use of appropriate materials at an appropriate height may result in a fence, which contributes to the overall character of Village of Pinehurst. Fences and walls shall meet the criteria set forth in the Pinehurst Development Ordinance Section 10.2.1.3.18 (j) and not be inconsistent with the architecture.

2.17.1 Fences and Walls Guidelines:

1. Residential street side fences should be wood picket or brick.
2. White wood picket fences are the preferred residential front yard fence type.
3. Brick walls may be permitted if compatible with the architecture of the home and neighborhood.
4. Brick walls in the front yard should not exceed 2.5' in height.
5. All fences and walls should be compatible with the architecture of the structure(s) on the property.
6. Back and side yard fences shall not be taller than 6' in height and front yard fences shall not be taller than 3.5'.
7. Side yard fences, greater than 3.5' in height, should be at least 1 foot back from the front façade.
8. Fences over 3.5' in height shall be screened with native landscaping on sides visible from the street.
9. All wooden fences shall be stained, painted, or have a clear finished coating.
10. Chain link fences are disallowed on residential properties.

2.17.2 Fences and Walls Standards: None

Existing Guidelines

The Village of Pinehurst Historic District Guidelines

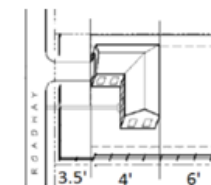
A. FENCES AND WALLS

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.
 - a. Historic fences and walls that contribute to the character of the Pinehurst Historic District should be retained and preserved.
 - b. All architectural features that are character-defining elements of existing fences and walls, including gates, pillars, hardware, decorative pickets, and rails should be retained and preserved.
2. If repair or partial replacement of an existing fence or wall is necessary, new material should match the existing material in composition, size, shape, color, pattern and texture if available. If a non-conforming fence is replaced, the replacement **must** comply with the Pinehurst Historic District Guidelines and the Pinehurst Development Ordinance.
3. Residential street side fences should be wood picket, brick or wrought iron or metal (aluminum) that resembles wrought iron.
 - a. White wood picket fences are the preferred residential street-facing fence type.
 - i. New picket fences should be substantially open in character. The pickets should not be less than two inches nominal nor wider than four inches nominal, with a minimum of two inches (see PDO) and a maximum of four inches between pickets, and pickets **must** be at least one inch nominal thickness.
 - ii. All other wooden fences should be stained, painted, or have a clear finished coating. Painting, staining or other finish **must** be completed within six (6) months of installation.
 - b. Metal fences should be painted to resemble wrought iron.
 - c. Brick and stacked stone walls are permitted.
 - d. Existing unpainted brick walls or fences should not be painted or otherwise coated.
 - e. Vinyl is **not permitted** and chain link fencing is not recommended on residential properties.

The Village of Pinehurst Historic District Guidelines

4. When measuring fence dimensions, consider all fence elements including posts.
 - a. Fences on the rear of the property **must not** be taller than six (6) feet in height from the back corner of the house, and side yard fences **must not** be taller than four (4) feet.
 - i. 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. Fences **must not** be placed on a golf course or lake fronting side of a property, unless required to fence in a pool.
 - b. Brick and stacked stone walls on the street sides of the property **must not** be taller than two and a half (2.5) feet in height.
 - c. Shadow box fences **must** have vertical board width of not less than four inches nominal and not more than ten inches nominal with a maximum overlap of one inch, and boards **must** be at least three-quarter (3/4) inch nominal thick.
 - d. Solid wooden fences are **not permitted** in the Pinehurst Historic District.

Examples of appropriate wooden picket fences for the Historic District.



Fence Height Limitations

Proposed Guidelines





Historic District Guidelines

Major Changes – Appendices:

- Moved The History of Pinehurst from Section 1 to the Appendices
- Added a map of the Pinehurst Historic District and removed the complete list of properties from current guidelines
- Added a COA application checklist
- Included the Village Approved Color Palette
- Included information on The Village Planting Guide
- Included references to the enabling legislation and local resolutions
- Included links to resources such as the *Secretary of the Interior's Standards for Rehabilitation*
- Added a Glossary

The Village of Pinehurst Historic District Guidelines

APPENDICES

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





Next Steps:

- Village Council to hold a Public Hearing
- Village Council to adopt the updated Historic District Guidelines by resolution





**DISCUSS AND CONSIDER ORDINANCE 19-07 TO EXTEND THE
CORPORATE LIMITS OF THE VILLAGE OF PINEHURST, NC
(MAGNOLIA ON KNOLL).
ADDITIONAL AGENDA DETAILS:**

FROM:

Natalie Hawkins

CC:

Jeff Sanborn

DATE OF MEMO:

4/17/2019

MEMO DETAILS:

Attached for Council's consideration is Ordinance 19-07, an Ordinance to Extend the Corporate Limits of the Village of Pinehurst, NC for the Magnolia on Knoll 9-lot subdivision, in accordance with the voluntary petition for annexation received from property owner Village Developers, Inc.

ATTACHMENTS:

Description

▣ Ordinance 19-07

ORDINANCE #19-07:

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE VILLAGE OF PINEHURST, NORTH CAROLINA (MAGNOLIA ON KNOLL).

WHEREAS, the Village Council of the Village of Pinehurst has received a voluntary petition for annexation on December 18, 2018 under G.S. 160A-31 and G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Village Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Pinehurst Village Hall, 395 Magnolia Road at 4:30 p.m. on May 14, 2019 after due notice; and

WHEREAS, the Village Council finds that the petition meets the requirements of G.S. 160A-31 and G.S. 160A-58.1, with Tract 1 described in Section 1 being contiguous to its boundaries and Tract 2 described in Section 1 being non-contiguous.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 14th day of May, 2019 as follows:

SECTION 1. By virtue of the authority granted by G.S. 160A-31 and G.S. 160A-58.1, the following described contiguous and non-contiguous properties owned by Village Developers, Inc. are hereby annexed and made part of the Village of Pinehurst as of May 15, 2019:

MAGNOLIA ON KNOLL

THE LAND TO BE ANNEXED INTO THE VILLAGE OF PINEHURST DESCRIBED AS DESCRIBED IN THE FOLLOWING:

TRACT 1

BEING LOT# 45B AS SHOWN ON A MAP ENTITLED "MINOR SUBDIVISION SURVEY FOR PINEHURST REIT, LLC LOT 45 MIDLAND FARMS" WHICH IS LOCATED IN PLAT CABINET 17 SLIDE 698 IN THE OFFICE OF REGISTER OF DEEDS OF MOORE COUNTY, NORTH CAROLINA AND MORE PARTICULAR DESCRIBED AS FOLLOWS:

BEGINNING AT AN EXISTING CONCRETE MONUMENT, SAID MONUMENT BEING IN THE NORTHERN LINE OF THE MATTHEW & NANCY FARINA TRACT DESCRIBED IN DEED BOOK 3205 PAGE 53 IN THE MOORE COUNTY REGISTRY, SAID EXISTING CONCRETE MONUMENT ALSO BEING THE SOUTHWEST CORNER OF THE VILLAGE DEVELOPERS, INC TRACT DESCRIBED IN DEED BOOK 5052 PAGE 119 (TRACT 2) IN THE MOORE COUNTY REGISTRY; THENCE WITH THE VILLAGE DEVELOPERS, INC TRACT 2 WESTERN LINE N 09°41'23" EA DISTANCE OF 250.26' TO AN EXISTING IRON PIPE, SAID IRON PIPE BEING

THE NORTHWEST CORNER OF THE VILLAGE DEVELOPERS, INC TRACT 2, SAID IRON PIPE ALSO BEING THE SOUTHWEST CORNER OF THE BOBBIE GENE RAYNOR, JR. & CHRISTINA L. RAYNOR LOT DESCRIBED IN DEED BOOK 4935 PAGE 230 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE RAYNOR WESTERN LINE N 09°42'43" E A DISTANCE OF 250.08' AN EXISTING IRON PIPE, SAID IRON PIPE BEING THE NORTHWEST CORNER OF THE RAYNOR LOT, SAID IRON ALSO BEING THE SOUTHWEST CORNER OF THE MICHAEL BRENT PAGE LOT DESCRIBED IN DEED BOOK 3939 PAGE 210 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE PAGE LOT N 09°42'18" E A DISTANCE OF 249.90' TO AN EXISTING IRON PIPE SAID IRON PIPE BEING THE NORTHWEST CORNER OF THE DAVID L. & JOAN C. HICKS LOT DESCRIBED IN DEED BOOK 781 PAGE 12 IN THE MOORE COUNTY REGISTRY, SAID IRON PIPE ALSO BEING THE SOUTHWEST CORNER OF THE DAVID L. & JOAN C. HICKS LOT DESCRIBED IN DEED BOOK 633 PAGE 480 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE HICKS WESTERN LINE N 09°32'11" E A DISTANCE OF 7.27' TO A CALCULATED POINT, SAID POINT BEING THE SOUTHEAST CORNER OF THE BRADLEY ALTON HARKINS & BETH LYNNE BUNNELL LOT DESCRIBED IN DEED BOOK 4970 PAGE 547 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE SOUTHERN LINE OF THE HARKINS & BUNNELL LOT N 80°09'48" W A DISTANCE OF 180.08' TO A CALCULATED POINT, SAID POINT BEING THE SOUTHWEST CORNER OF THE HARKINS & BUNNELL LOT; THENCE CONTINUING WITH THE HARKINS & BUNNELL WESTERN LINE N 09°41'59" E A DISTANCE OF 242.21' TO A CALCULATED POINT, SAID POINT BEING LOCATED IN THE SOUTHERN RIGHT-OF-WAY OF MIDLAND ROAD (120' R/W), SAID POINT ALSO BEING THE NORTHWEST CORNER OF THE HARKINS & BUNNELL LOT; THENCE WITH THE MIDLAND ROAD SOUTHERN RIGHT-OF-WAY N 80°12'28" W A DISTANCE OF 20.00' TO AN EXISTING CONCRETE MONUMENT, SAID MONUMENT BEING THE NORTHEAST CORNER OF THE ALOYSIUS & JENNIFER DONOVAN LOT DESCRIBED IN DEED BOOK 4693 PAGE 218 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE DONOVAN EASTERN LINE S 09°43'17" W A DISTANCE OF 200.23' TO AN EXISTING IRON ROD, SAID IRON ROD BEING THE SOUTHEAST CORNER OF THE DONOVAN LOT, SAID IRON ROD ALSO BEING THE NORTHEAST CORNER OF THE WALKER STATION SUBDIVISION PROPERTY SHOWN ON PLAT CABINET 17 SLIDE 287 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE WALKER STATION SUBDIVISION EASTERN LINE S 09°41'41" W A DISTANCE OF 799.07' TO AN EXISTING CONCRETE MONUMENT, SAID CONCRETE MONUMENT BEING THE SOUTHEAST CORNER OF THE WALKER STATION SUBDIVISION PROPERTY AND BEING IN THE NORTHERN LINE OF THE ABOVE REFERENCED FARINA TRACT; THENCE WITH THE NORTHERN LINE OF THE FARINA TRACT S 80°02'51" E A DISTANCE OF 200.08' TO THE POINT OF BEGINNING; HAVING AN AREA OF 3.590 ACRES.

TRACT 2

BEING LOT #4 AS SHOWN ON A MAP ENTITLED "PROPERTY OF MID SOUTH PROPERTIES, INC. WHICH IS LOCATED IN MAP BOOK 7 PAGE 8 IN THE OFFICE OF REGISTER OF DEEDS OF MOORE COUNTY, NORTH CAROLINA AND MORE PARTICULAR DESCRIBED AS FOLLOWS:

BEGINNING AT AN EXISTING CONCRETE MONUMENT, SAID MONUMENT BEING IN THE NORTHERN LINE OF THE MATTHEW & NANCY FARINA TRACT DESCRIBED IN DEED BOOK 3205 PAGE 53 IN THE MOORE COUNTY REGISTRY, SAID EXISTING CONCRETE MONUMENT ALSO BEING THE SOUTHEAST CORNER OF THE VILLAGE DEVELOPERS, INC LOT DESCRIBED IN DEED BOOK 5052 PAGE 119 (TRACT 1) IN THE MOORE COUNTY REGISTRY; THENCE WITH THE NORTHERN LINE OF FARINA TRACT S 80°11'09" E A DISTANCE OF 199.88' TO AN EXISTING CONCRETE MONUMENT IN THE WESTERN RIGHT-OF-WAY(G0' R/W) OF SOUTH KNOLL ROAD, SAID CONCRETE MONUMENT BEING THE NORTHEAST CORNER OF THE FARINA TRACT; THENCE WITH THE WESTERN RIGHT-OF-WAY OF SOUTH KNOLL ROAD N 09°42'11" E A DISTANCE OF 250.37' TO AN EXISTING IRON PIPE, SAID IRON PIPE BEING THE SOUTHEAST CORNER OF THE BOBBIE GENE RAYNOR, JR. & CHRISTINA L. RAYNOR TRACT DESCRIBED IN DEED BOOK 4935 PAGE 230 IN THE MOORE COUNTY REGISTRY; THENCE WITH THE SOUTHERN LINE OF THE RAYNOR TRACT N 80°13'07" W A DISTANCE OF 199.94' TO AN EXISTING IRON PIPE, SAID PIPE BEING THE SOUTHWEST CORNER OF THE RAYNOR TRACT AND BEING IN THE EASTERN LINE OF THE ABOVE DESCRIBED TRACT 1; THENCE WITH THE EASTERN LINE OF TRACT 1 S 09°41'23" W A DISTANCE OF 250.26' TO THE POINT OF BEGINNING; HAVING AN AREA OF 1.15 ACRES.

SECTION 2. Upon and after May 15, 2019 the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Village of Pinehurst and shall be entitled to the same privileges and benefits as other parts of the Village of Pinehurst. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

SECTION 3. The Mayor of the Village of Pinehurst shall cause to be recorded in the office of the Register of Deeds of Moore County, and in the office of the Secretary State at Raleigh, North Carolina, an accurate map of the annexed territory attached to the ordinance as Attachment #1, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

THIS ORDINANCE passed and adopted this 14th day of May, 2019.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

CERTIFICATION

I, BETH DUNN, VILLAGE CLERK, of the Village of Pinehurst, North Carolina, do hereby certify that this is a true and accurate copy of Ordinance #19-07 adopted by the Village Council in a regular meeting assembled on the 14th day of May, 2019.

WITNESS MY HAND AND OFFICIAL SEAL of the Village of Pinehurst, North Carolina this 14th day of May, 2019.

Beth Dunn
Village Clerk

(Municipal Seal)



**DISCUSS AND CONSIDER ORDINANCE 19-08 AMENDING THE OFFICAL
PINEHURST ZONING MAP.
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

4/15/2019

MEMO DETAILS:

Attached is Ordinance 19-08 for Council to consdier amending the offical Pinehurst Zoning Map, as it pertains to the rezoning of one parcel of land consisting of approximatley 1.142 acres further identified as PID 00039843.

ATTACHMENTS:

Description

▣ Ordinance 19-08

ORDINANCE #19-08:

AN ORDINANCE AMENDING THE OFFICIAL PINEHURST ZONING MAP AS IT PERTAINS TO THE REZONING OF ONE PARCEL OF LAND CONSISTING OF APPROXIMATELY 1.142 ACRES FURTHER IDENTIFIED AS MOORE COUNTY PID # 00039843.

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted a new Pinehurst Development Ordinance and Map on the 8th day of October, 2014, for the purpose of regulating planning and development in the Village of Pinehurst and the extraterritorial area over which it has jurisdiction; and

WHEREAS, said Ordinance and Map may be amended from time to time as circumstances and the best interests of the community have required; and

WHEREAS, this proposed map amendment follows an amendment to the adopted Annexation Agreement between the Village of Pinehurst, NC and the Town of Southern Pines, NC for the Mutual Boundary Line between these two municipalities; and

WHEREAS, a public hearing was held at 4:30 p.m. on May 14, 2019 in the Assembly Hall of the Pinehurst Village Hall, Pinehurst, North Carolina after due notice in the Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Village of Pinehurst, and its extraterritorial jurisdiction, for the purpose of considering rezoning of approximately 1.142 acres and further identified as Moore County PID # 00039843, from RS-3 (Residential Single Family) by the Town of Southern Pines to R-15-CD (Medium Density Residential – Conditional District) at which time all interested citizens, residents and property owners in the Village of Pinehurst and its extraterritorial jurisdiction were given an opportunity to be heard as to whether they favored or opposed the proposed rezoning; and

WHEREAS, the proposed use of the property is a two lot single family subdivision to be included with the previously approved, on September 25, 2018, adjacent seven lot subdivision.

WHEREAS, the Planning and Zoning Board has recommended the zoning map be amended and the general concept plan be approved; and

WHEREAS, the applicant has agreed upon the following condition(s):

- 1. A 10' landscape buffer will be provided along the properties that front Knoll Rd.**
- 2. All lots to have one 5' setback and one 19' setback, such that no two 5' setbacks share a common lot boundary.**

WHEREAS, the Village Council, after considering all of the facts and circumstances surrounding the proposed rezoning, have determined that it is in the best interests of the Village of Pinehurst and the extraterritorial jurisdiction that the Development Ordinance and Zoning Map be amended.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled on this 14th day of May, 2019 as follows:

SECTION 1. That the Pinehurst Zoning Map of the Village of Pinehurst and its extraterritorial zoning jurisdiction hereby is amended by rezoning of approximately 1.142 acres and further identified as Moore County PID # 00039843, from RS-3 (Residential Single-Family) by the Town of Southern Pines to R-15-CD (Medium Density Residential – Conditional District) by the Village of Pinehurst effective May 15, 2019.

SECTION 2. This Ordinance shall be and remain in full force and effect from and after May 15, 2019.

Adopted this 14th day of May, 2019.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER RESOLUTION 19-13 ADOPTING THE REVISED
HISTORIC DISTRICT GUIDELINES.**

ADDITIONAL AGENDA DETAILS:

FROM:

Natalie Hawkins

CC:

Jeff Sanborn

DATE OF MEMO:

4/30/2019

MEMO DETAILS:

This agenda item is for the Council to consider adopting the revised Historic District Guidelines subsequent to the public hearing. Attached is Resolution 19-13 for Council to consider.

ATTACHMENTS:

Description

- ▣ Resolution 19-13
- ▣ Exhibit A - Historic District Guidelines - Updated April 24, 2019

RESOLUTION #19-13:

A RESOLUTION ADOPTING REVISED LOCAL HISTORIC DISTRICT GUIDELINES FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA.

WHEREAS, the Pinehurst Development Ordinance adopted May 24, 2005, allows for the creation of a Historic Preservation Commission, and the establishment of standards and guidelines for use by the Commission and supporting Village staff; and

WHEREAS, the Village of Pinehurst Council adopted the Local Historic District Standards and Guidelines on September 26, 2006.

WHEREAS, the Village Council is desirous of updating the standards and guidelines based upon the recommendations of the Historic Preservation Commission;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 14th day of May, 2019:

SECTION 1. That the attached “Local Historic District Guidelines” dated April 24, 2019, is hereby adopted, said document attached hereto as (Exhibit A) and made a part hereof, the same as if included verbatim.

SECTION 2. That any and all future amendment to the “Local Historic District Guidelines” shall be made only by the Village Council, after considering recommendations from the Historic Preservation Commission and Village Staff.

SECTION 3. That the Historic Preservation Commission and the Village Staff are hereby authorized and directed to utilize these “Local Historic District Guidelines” in the conduct of their official duties. The Historic Preservation Commission and the Village Staff are further authorized to recommend to the Village Council any appropriate amendments to the guidelines that will assist the Village in the preservation of the character of the Historic District of Pinehurst.

THIS RESOLUTION passed and adopted this 14th day of May, 2019.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



Village of Pinehurst

Historic District Guidelines



Adopted on _____, 2019

Village of Pinehurst Council Members

Nancy Fiorillo, Mayor
John Bouldry, Mayor Pro-Tem
Judy Davis, Treasurer
Kevin Drum
Jack Farrell

Historic Preservation Commission Commissioners

Molly Gwinn, Chair
Jim McChesney
Mark Parson
Tom Schroeder
John Taylor
Eric Von Salzen
Terry Lurtz

2016-18 Pinehurst Historic District Guidelines Revision Committee

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

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I. INTRODUCTION

The Pinehurst Historic District Guidelines for the Village of Pinehurst is a resource for property owners, architects, building contractors, Realtors® and other real estate professionals planning to make changes to the exterior of existing buildings or to construct new buildings in the Pinehurst Historic District. Demolitions and relocations of existing structures are also addressed in this document.

This document is the guide by which the Village Planner and the Historic Preservation Commission evaluate applications for Certificates of Appropriateness (COA) which must be approved before projects in the Pinehurst Historic District can commence. To determine whether a property is in the Pinehurst Historic District, consult the map in Appendix B, *Map of the Pinehurst Historic District*.

The main body of this document focuses on design guidelines that property owners must consider in planning changes or additions to their properties, or in designing new construction projects in the Pinehurst Historic District. Other important information can be found in the Appendices.

A. THE SPECIAL CHARACTER OF THE PINEHURST HISTORIC DISTRICT

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

To implement his vision in 1895, Tufts hired the landscape architecture firm of Frederick Law Olmsted who designed a system of curvilinear streets and lush landscaping around the village green. The first cottages were small and reflected a combination of Queen Anne and Colonial Revival styles. By the 1920s, the Olmsted plan of curving streets spread to the west of Beulah Hill Road where properties were larger and substantial homes were built by private owners in a variety of architectural styles, displaying Colonial Revival, Mediterranean Revival, Cape Cod and Period Cottage characteristics. During the same period, the neighborhood to the east of the Village core expanded in a grid pattern to accommodate more modest housing for resort staff. The neighborhood includes cottages in a range of popular national styles from different eras, for example Ranch, Cape Cod, and Modernist dwellings. Also located in the neighborhood are the elementary school, a church, a car dealership, and a few businesses.

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

B. THE HISTORIC PRESERVATION COMMISSION

The mission of the Historic Preservation Commission (HPC) is to “preserve and approve that which is congruous with the special character of the Village of Pinehurst Historic District.” The Guidelines in this document beginning in Section III provide the HPC and Village of Pinehurst Planning Staff with tools to assess whether a proposed change, addition, or new construction will be congruous with the special character of the Pinehurst Historic District.

In addition, the Guidelines are intended to inform property owners and to help them understand how changes or additions to their property will contribute to the preservation of the Pinehurst Historic District. A fundamental objective is to ensure that changes and additions to existing structures are congruous with the Pinehurst Historic District. Likewise, new construction should be congruous with the District.

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

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

Other guidelines contain the word should. For example:

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

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

The Historic Preservation Commission may at times determine that a proposed change or design which does not meet the Guidelines is, in fact, more congruous with the special character of the Pinehurst Historic District than if the property owner had followed the Guidelines. Conversely, an application meeting the Guidelines could be determined to be incongruous with the character of 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.

C. PRINCIPLES OF PRESERVATION

The Guidelines are not meant to be a comprehensive preservation manual. There are *additional resources* listed in Appendix G, which may be used to supplement these Guidelines.

- A major source of materials are The Preservation Briefs published by the National Park Service.
- Owners of historic properties should give special consideration to the Secretary of Interior's Standards for Rehabilitation. Those offer excellent guidance for property owners who are committed to the preservation or restoration of their historic property.
- An application form for work which will require a Certificate of Appropriateness is available from the Village of Pinehurst Planning Department, and may also be downloaded from the Village website.
- Many of the terms found in these Guidelines have very specific meanings. Applicants have the responsibility to review and understand these definitions and how they may affect their application. Appendix H contains a comprehensive glossary of relevant terms.

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

Identify, Retain, and Preserve Historic Features and Materials

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

Maintain, Stabilize and Protect Historic Materials and Features

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

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

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

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

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

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

D. FREQUENTLY ASKED QUESTIONS

Following are typical questions about the Pinehurst Historic District, the kinds of projects requiring a Certificate of Appropriateness (COA), and the process for securing approval. Consult the appropriate sections of the Guidelines for additional information.

Q1. What is the Pinehurst Historic District? When was it created and on whose authority? Is it the same as the National Historic Landmark District?

- A. The Pinehurst Historic Overlay District was established by the Pinehurst Village Council in 2006 under authority cited in North Carolina General Statute 160A-400, which grants a municipality the authority to “safeguard its heritage by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory.” The entire statute can be found on the North Carolina General Assembly legislation webpage. At the same time, the Pinehurst Village Council appointed the seven-member Pinehurst Historic Preservation Commission (HPC), for the purpose of developing and administering the Historic Guidelines that would maintain the character of properties and landscapes of the district.

The Pinehurst Historic District is not the same as the National Historic Landmark (NHL). The NHL is an honorary designation that was awarded to the Village of Pinehurst by the National Park Service in 1996. The boundaries that define the area included in the NHL are not the same as the boundaries of the local Pinehurst Historic District. The Pinehurst Historic District includes properties that are included in the NHL, but also includes several other streets and many other properties.

Q2. How do I know if my property is in the Pinehurst Historic District?

- A. A map of the Pinehurst Historic District can be found in Appendix B. More detailed maps can be found on the Village of Pinehurst website (www.vopnc.org). If you have any question about whether a property is in the Pinehurst Historic District, contact the Village Planner at 910-295-1900.

If your home is in the Pinehurst Historic District, property owners are encouraged to consult the Tufts Archives at 150 Cherokee Road as it houses a number of old photographs of historic homes. Referencing these photos may assist in design decisions.

Q3. My house is not historic, but it is located in a Historic District. Why am I required to follow the Historic Guidelines?

- A. The Pinehurst Historic District boundary is based on the architectural character of the residences and streetscapes that contribute to the overall historic nature of the Village and its special character. The early vision for the Village of Pinehurst was a group of buildings in a designed landscape that closely resembled a New England town. That vision remains in focus in neighborhoods that have preserved a unity of overall design, scale, setting, materials, workmanship, feeling, and association. Your house may be fairly new, but

its location in a neighborhood that contributes to the character of the Village warrants its inclusion in the Pinehurst Historic District. All renovations, as well as new construction, in the Pinehurst Historic District provide an opportunity for the continued evolution of historical architecture in the District.

Q4. Do the Guidelines and the HPC require the use of historic materials in every case or are contemporary substitutes allowed?

- A. The Guidelines are written to promote retention of architectural character without necessarily requiring the use of historic building materials. Original materials are preferred when making repairs or additions, but many modern materials, which have the appearance and texture of original materials, are appropriate and allowed. These Guidelines and the Historic Preservation Commission that administers them try to maintain a balance between preserving the special character of the Pinehurst Historic District and recognizing that advances in materials may accomplish the same goal. Since new materials are frequently introduced, the HPC has the flexibility and authority to approve materials that achieve congruity within the Pinehurst Historic District.

Q5. How do the Pinehurst Historic District Guidelines differ from the Pinehurst Development Ordinance?

- A. The Pinehurst Development Ordinance (PDO) applies to the entire Village of Pinehurst while the Pinehurst Historic District Guidelines only apply to properties located within the local Historic District. The PDO is far more detailed and addresses many issues that are not covered in the Pinehurst Historic District Guidelines. All construction projects in Pinehurst that require a building permit and/ or zoning approval **must** satisfy the provisions of the PDO. In the Pinehurst Historic District, a Certificate of Appropriateness (COA) is required for Minor and Major Work as defined in Section II, Chapters C and D. Guidelines in the Pinehurst Historic District may be, and in some cases are, stricter than those in the PDO.

Q6. What is the purpose of the Historic Preservation Commission?

- A. The purpose of the Historic Preservation Committee (HPC) is to approve Certificates of Appropriateness for new construction or Major Work, and to do so by conducting hearings and findings of fact when applications come before it. The HPC's mission is to take no action except to preserve and approve that which is congruous with the special character of the Pinehurst Historic District.

Q7. When and where does the HPC meet?

- A. The HPC meets regularly on the fourth Thursday of every month, except November and December when it meets on the third Thursday. The HPC Chairman may call a special meeting if needed to accommodate a time-sensitive application. Meeting dates are posted on the Village of Pinehurst website and are held in the Village Hall at 395 Magnolia Road. The meetings are quasi-judicial public hearings. Participants may give sworn testimony to provide competent, relevant and material evidence on an application to the HPC. In making its decision, the HPC is required to adopt findings of fact based on sworn testimony presented to the board during the hearing.

Q8. If I don't agree with the decision of the HPC, how can I appeal?

- A. If a Certificate of Appropriateness application is denied by the HPC, the property owner may appeal to the Board of Adjustment within 30 days. Objections to approved projects may also be appealed to the Board of Adjustment within 30 days. Subsequent appeals are heard by the NC Superior Court. Applications for appeals can be found on the Village's website.

Q9. Who is on the HPC? Can I apply to join the HPC?

- A. The HPC is comprised of seven citizen volunteers who are appointed by the Village Council to two-year terms. They may be reappointed to serve a maximum of three terms. Commissioners should have demonstrated a special interest, experience, or education in history, architecture, and/or archaeology. All commissioners must reside in the Village of Pinehurst. Any qualified resident is invited to apply. Volunteer applications forms are available at Village Hall and also on the Village's website at www.vopnc.org.

Q10. What projects require approval from the Historic Preservation Commission?

Can I make changes to my property without anyone's approval?

- A. Not all projects require approval from the HPC. Please review the definitions in Section II to correctly identify the type of approval your project requires.

Q11: How are the terms "congruous" and "compatible" defined and how are these terms applied?

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

Congruous means appropriate, harmonious, compatible or consistent

Incongruous means inappropriate, incompatible, or not in keeping with the character of the property or the Pinehurst Historic District

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

II. PINEHURST HISTORIC DISTRICT GUIDELINES AND OVERVIEW

The Historic Preservation Commission meets monthly. The Village Planner is available to assist property owners or their designees – for example, an architect or builder – in interpreting the Guidelines appearing in Sections III to IX and their applicability to the project prior to design review by the Commission, as well as during project implementation.

A. APPROVAL REQUIREMENTS

Projects can be approved two ways, depending on the extent of the work and possible alteration of historic features. Some repairs and minor replacements or improvements can be approved at the staff level. For major work, typically additions and new construction, a public hearing before the HPC is required. The following sections provide guidance to enable the property owner to determine what type of approval, if any, must be obtained before beginning work.

If there is any doubt whether a project requires a Certificate of Appropriateness (COA) or what level of approval is required, consult with the Village Planner at (910) 295-1900. If changes to a previously issued Certificate of Appropriateness are requested, the application must be amended and approved based upon the Guidelines. The nature of the work will determine whether the change requires staff or Commission approval. The discontinuance of work or the lack of progress toward achieving compliance with a COA for a period of one year shall be considered as a failure to comply with a COA and may require a new application and approval; see additional details in Sections C and D below.

Projects fall into one of three types as defined below.

- 1. Basic Work and Routine Maintenance**
- 2. Minor Work**
- 3. Major Work**

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
- 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

C. MINOR WORK

Minor Work projects require a Certificate of Appropriateness issued by the Village Planner. The category of Minor Work includes projects in which the visual character of a structure or site is not significantly altered. Minor Work projects **that meet the requirements of the Historic Guidelines** can be approved by the Village Planner.

The Village Planner may meet with the property owner at the site if necessary and determine if the proposed work is Major or Minor. If the proposed work is Minor and approved, a Certificate of Appropriateness can be issued by the Village Planner. If the Village Planner or designee does not or cannot approve the proposed work, an application for a Certificate of Appropriateness will need to be presented to and reviewed by the Historic Preservation Commission.

As Minor Work projects do not have a material effect on neighboring properties, the Village of Pinehurst does not require that the adjacent property owners be notified. Normally they can be approved fairly quickly. In some cases, the Village Planner may elect to refer a Minor Work case to the HPC for consideration. **Minor Work projects must meet all applicable requirements.**

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

- Installation of 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 guidelines
- 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 and/or replacement 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

C. MINOR WORK CONTINUED

- Installation of structures or features that are short-term (less than 1 year) or intermittent in nature (e.g., construction trailer, television, temporary cellular facilities, mobile units, etc.).
- Replacement of existing siding, trim, porch flooring, steps, shutters, awnings, etc., as long as replacement materials match the original or existing materials in detail and color
- Replacement of roofing material of the same style, size, and color
- Replacement of doors and windows that are the same style, material, size, and color as the existing 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 120 square feet or less
- Six-month extension of an approved Certificate of Appropriateness
- Renewal of an expired Certificate of Appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the certificate was initially approved
- Minor work changes to an approved COA prior to the work being completed
- Pool demolition and infill

D. MAJOR WORK

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

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

- New construction or additions not considered to be Minor Work
- Relocation, removal or demolition of any structural part of a primary structure including accessory buildings or accessory structures that exceed 120 square feet
- Replacement of architectural details that changes the design or materials from the existing details
- Changes to roof lines
- Replacement of windows and doors that are not compatible with the existing window(s) and/or door(s)
- Eliminating or adding windows and/or doors
- Resurfacing buildings with different materials from that which was removed
- Replacement roofing with a different material or style from that being replaced
- Installation of structures that are not temporary and expected to be in place for one (1) year or greater, or potentially longer-term structures or features that may not be permanently affixed to the structure (e.g., modular units)
- Removal of trees twelve (12) inches and larger in diameter at breast height (DBH) along the street side of a residence
- Installation of in ground swimming pools
- Installation of freestanding ATMs or kiosks
- Installation of small/micro cell wireless facilities
- Minor Work items not approved by the Village Planner

E. HOW TO OBTAIN A CERTIFICATE OF APPROPRIATENESS

The Guidelines detailed in Sections III to IX apply to existing properties and new construction projects, whether residential or commercial. The process for submitting an application for Minor or Major Work begins with the Village Planner. The Planner can provide details on the schedule for review from the Historic Preservation Commission, if appropriate, as well as the level of documentation and number of copies required. The Planner can assist property owners or their designees, such as an architect or builder, in interpreting the Guidelines and their applicability to the projects prior to design review.

In addition, the process for submitting an application is detailed in Appendix C and illustrated in the Certificate of Appropriateness (COA) Flow Chart on page 15. The term “applicant” denotes the property owner, or designee, who is requesting the change or new construction. Contact the Village Planner with any questions about how to proceed at (910) 295-1900.

Major Work projects require review by the Historic Preservation Commission. The Commission meets on the fourth Thursday of each month, except in November and December when it meets on the third Thursday.

The deadline for receipt of completed applications for major work is three weeks before each monthly hearing. The application must be accompanied by drawings, photographs, specifications such as building height and setback distances, etc. The HPC only considers applications meeting all applicable requirements of the Pinehurst Development Ordinance once confirmed by the Village Planner. This time limit permits the Village Planning staff to prepare agenda information for each item as provided by the property owner. A checklist for property owner preparation is also included in Appendix C. Adjacent property owners are notified of the application as required by law.

The order of business for the quasi-judicial Historic Preservation Commission hearing is typically as follows:

1. Introduction of each agenda item by the Village Planner
2. Swearing in of property owners, or their designees, and witnesses
3. Testimony by the property owners, or their designees
4. Questions by Commissioners with additional testimony from property owner or designees
5. Testimony by other participants.
6. Further testimony by the property owners, or their designees, if desired
7. Additional discussion by the Commissioners
8. A motion and vote by Commissioners

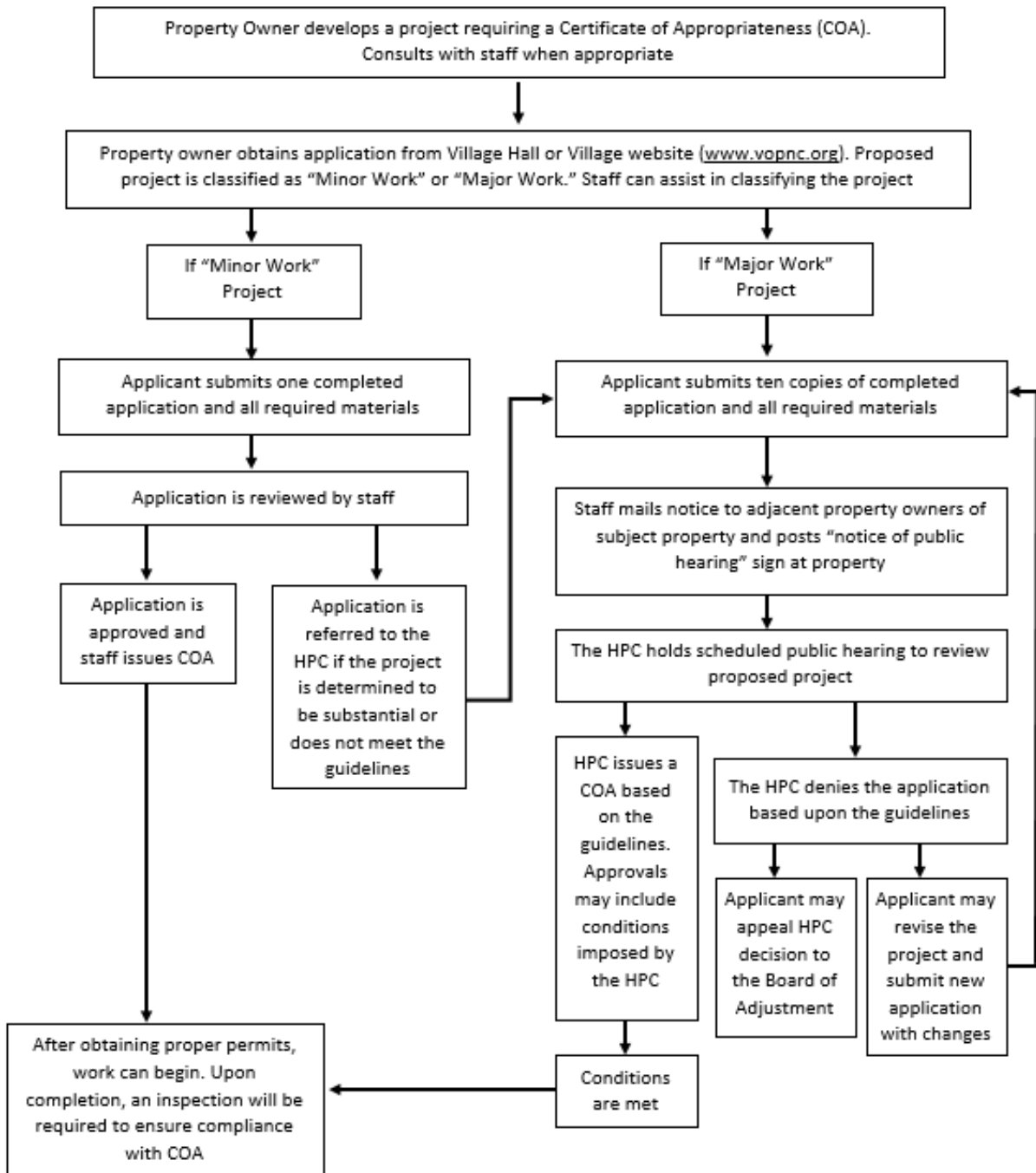
There are certain situations when a Certificate of Appropriateness may be amended by The Village Planner after it has been approved by the Commission. These changes approved by Village Staff are on a case by case basis and should be submitted in writing.

F. PUBLIC MEETINGS

The remarks and documents presented by the property owner are important because they allow the Commission to be fully informed about the project. The purpose of review by the Commission is to determine if the project is congruous with the special character of the Pinehurst Historic District. The Commission will grant or deny a COA based on findings of fact relative to the application of the Guidelines. Approval may be subject to conditions necessary for the project to meet the Guidelines. Once projects requiring a COA have been completed, the Village Planner conducts an inspection to ensure that work was completed as approved in the COA.

As all hearings are recorded, the video recording may be retrieved from the Village of Pinehurst website.

G. CERTIFICATE OF APPROPRIATENESS FLOWCHART



III. CHANGES TO EXISTING RESIDENCES



The following Guidelines apply to proposed projects that change or renovate exterior facades of existing homes in the Pinehurst Historic District.

Chapters A to J describe various building elements such as roofs, porches, and mechanical systems

Chapters K to M describe building materials such as wood, masonry, and architectural metals

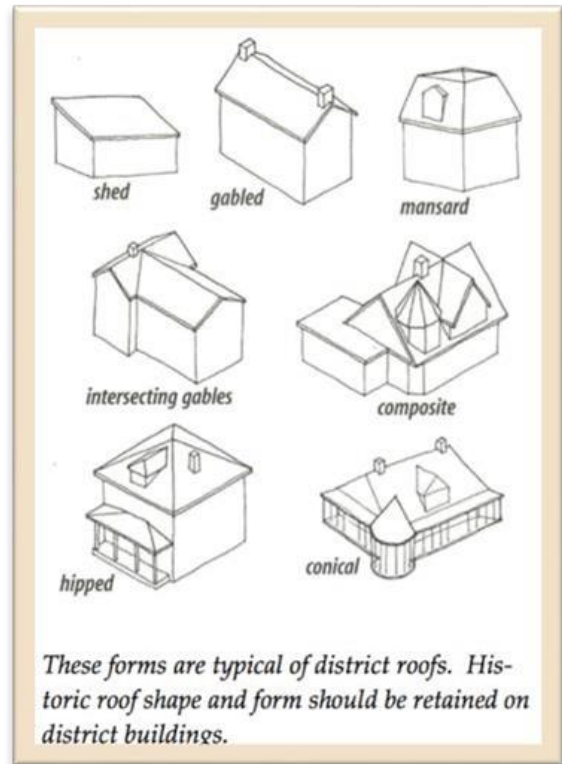
Chapter N describes the Village of Pinehurst Color Palette

Section IV addresses Guidelines for *Residential New Construction*. Please consult Section VII *Site Features* for details on Guidelines for such features as fences, landscaping or lighting that may be relevant to an addition or renovation project.

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

A. ROOFS

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



B. EXTERIOR WALLS AND TRIM

1. Any changes or additions to an exterior wall, such as windows or door openings, bays, vents, balconies or chimneys, **must** be compatible with the architecture of the structure and **must** be congruous with the character of the Pinehurst Historic District.
2. Exterior walls that contribute to the historic form and character of a structure should be retained and preserved, including their functional and decorative features such as cornices, foundations, bays, quoins, arches, water tables, brackets, and entablatures.
3. If an existing exterior wall feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the character of the structure.
4. Repair or replacement of an entire exterior wall or wooden feature or deteriorated detail or element should be limited to the minimal amount necessary and should be replaced in kind or with a substitute material matching the original in composition, dimension, size, shape, color, pattern, texture and profile, but using the original material is preferred.
5. Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, is **not appropriate**.



DESIGN GOAL

Replace materials in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.

C. 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.
2. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.
3. If a window, door or feature is completely missing and is to be replaced, it should be replaced with a new window, door or feature based on the original or a new design compatible in scale, size, material and color with the character of the structure.
4. If repair or replacement of an entire window, door, feature, or deteriorated detail is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - a. Wooden windows on street-facing elevations should be replaced in kind.
 - b. If windows are repaired or replaced, the muntins, mullions, lintels and sills of the new Installation should be compatible in composition, dimension, size, shape, color, pattern and texture with the character of the structure.
 - c. Windows should have true or simulated divided lights.
 - d. Snap-in muntins are **not appropriate**.
5. Windows and doors of existing structures should retain their original size and dimension, except as may be modified to accommodate code compliance and accessibility.
6. Window and door surrounds and trim should match the original door or window surrounds and trim. Replacing sash windows should not alter the original trim.
7. The number and size of panes, mullions, and muntins, and all window and door hardware should be compatible with those of the existing windows and doors.
8. New dormer windows on street-facing elevations should be compatible with the size and placement of existing windows on primary elevations and should not compromise the architecture of the structure.
9. Windows and doors that contribute to the overall historic form and character of a structure, as well as materials, details, and features of the windows and doors that contribute to the character of the structure should be retained and preserved.
10. New windows and doors easily visible from the street should be compatible with existing units in proportion, shape, positioning, location, pattern, size, materials, and detail.
11. Glass Block windows are **not permitted** on street-facing elevations.
12. Painted, tinted or filmed glass on windows or doors is **not appropriate** on street-facing elevations.
13. Sliding doors are **not permitted** on street-facing elevations.
14. Security bars should be installed in a way that avoids damages to the historic fabric. Custom security bars should align with the vertical and horizontal dividing elements of doors and windows and are preferred over standard expandable models.

D. STORM WINDOWS AND DOORS

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

E. SHUTTERS AND AWNINGS

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

F. CHIMNEYS

1. New chimneys or chimney repairs and alterations should be compatible with the architectural character of the structure and **must** be congruous with chimneys in the Pinehurst Historic District.
2. Chimneys and their functional and decorative features that contribute to the overall historic form and character of a structure should be retained and preserved.
3. If an existing chimney feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in scale, size, material and color with the character of the structure.
4. If repair or replacement of an entire chimney, chimney feature, or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the existing in composition, dimension, size, shape, color, pattern and texture.
 - a. New mortar should match the existing color.
 - b. Compatible substitute material should match the existing in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
5. Chimneys visible from the street should be repaired or rebuilt rather than removed.
6. Chimney stacks should not have stucco applied above the foundations as a means of stabilization.
7. Exterior chimneys should have a masonry finish and should extend from grade level for additions.
8. Wooden, boxed chimneys are **not appropriate** on new construction and additions.
9. Chimney repairs and or additions should have masonry and bonding patterns, joints, texture, color, tooling profile, and details compatible with the structure and other masonry features.
10. Paint, cement coating, stucco, artificial stone, brick veneer, or other coatings should not be applied to chimneys that are not currently or were not historically covered.
11. Chimney caps should be compatible with architectural style of the structure or building.

G. PORCHES, ENTRANCES AND BALCONIES

1. New porches, entrances, and balconies or alterations to porches, entrances, and balconies on street-facing elevations **must** be compatible with the architectural character of the structure and **must** be congruous with similar elements in the Pinehurst Historic District.
2. Front porches, entrances, and balconies that contribute to the overall historic form and character of a structure should be retained and preserved.
 - a. All architectural features that are character-defining elements of porches, entrances, and balconies, including piers, columns, pilasters, balustrades, steps, railings, brackets, floors, ceilings, soffits, and trim should be retained and preserved.
 - b. Porch, entrance, and balcony material, such as flooring, ceiling board, lattice, and trim should be retained and preserved.
 - c. An existing entrance or porch should not be removed from street-facing elevations unless historically accurate or compatible with the architectural character of the structure.
 - d. A front porch or balcony should not be enclosed in any form unless historically accurate or compatible with the architectural character of the structure.
 - e. If enclosure of a side or rear porch is required, the enclosure should be designed so the character and features of the porch are preserved.
 - f. All decorative porch posts, railings, brackets, cornices and cornice trim should remain uncovered and preserved.
3. New porches and entrances on the street-facing elevations **must** be compatible in height and architectural character with the existing structure, and based on historical evidence that a porch is appropriate to the structure or the style of structure.
 - a. The height of the porch should align with the first floor level of the structure.
 - b. Porch posts, columns, and railings should be compatible in composition, dimension, shape, color, pattern and texture with the structure.
 - c. New porches should be painted or stained in a color compatible with that of the structure and in the Village of Pinehurst Color Palette
4. If an entrance, porch or balcony feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible in form, scale, proportion, roof shape, detail, material and color with the character of the structure.
5. If repair or replacement of an entire porch, entrance or balcony or a feature or deteriorated detail or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in height, scale, proportion, roof shape, detail, material and color. Any substitute materials used should match the original in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.

6. Ramps and lifts should be located on the least character-defining elevation of the structure.
 - a. Ramps should be constructed in materials, finish and scale that are compatible with the character of the structure.
 - b. Ramps that are not temporary should be screened.
 - c. Ramps should be constructed so that the original elevation can be restored when the ramp is removed.

Did You Know?

Porches are characteristic features of almost every architectural style found in the Village due to its early history as a health resort.

DESIGN GOAL

Addition of a porch will contribute to the human scale of the structure and provide a congruent and welcoming space.



H. DECKS AND PATIOS

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



Rear porch and balcony addition

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

1. Additions and new accessory buildings, such as carriage houses, garages, and other buildings, **must be** compatible with the character and scale of the primary structure and **must be** congruous with the character of the Pinehurst Historic District.
2. Accessory buildings, including carriage houses, garages or other buildings and their features that contribute to the overall character of the primary structure should be retained and preserved. Removal or relocation of an accessory buildings **must** comply with the guidelines in Section VIII.
3. If a carriage house, garage or outbuilding is completely missing and replacement is desired, the replacing structure **must** comply with the guidelines for new construction.
4. Repair of a carriage house, garage or building feature or deteriorated detail or element should be limited to the minimal amount necessary and be replaced in kind.
 - a. Compatible substitute material for repair should match the original material in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
 - b. If the material used on the primary structure is non-conforming with the current Pinehurst Historic District Guidelines, the same material is permitted on additions and accessory buildings.
5. New features, such as windows or door openings, bays, vents, dormers, roof forms, balconies, chimneys, or other details should not be introduced on existing carriage houses, garages, or buildings if they are incompatible with the primary structure.

<p>DESIGN GOAL</p> <p>A lower roof slope for an accessory building creates appropriate spatial definition of the two structures.</p> <p>The same is true for the pediment over the door in the two illustrations on the right.</p>	<div data-bbox="777 1268 1382 1421" data-label="Image"> </div> <div data-bbox="792 1444 911 1478" data-label="Text"> <p>Preferred</p> </div> <div data-bbox="792 1507 1049 1581" data-label="Text"> <p>House with low slope pediment aligned</p> </div> <div data-bbox="1117 1444 1344 1478" data-label="Text"> <p>Not recommended</p> </div> <div data-bbox="1127 1507 1464 1623" data-label="Text"> <p>House with equal roof garage and slopes and taller pediment above front door</p> </div>
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6. Windows and doors in additions and accessory buildings should be similar to those in the existing primary structure in their proportions, spacing, and materials.
7. The height of an accessory building **must not** be taller than the primary structure and **must** be smaller in scale than the primary structure.
8. The foundation height of an addition or accessory building should align with that of the primary structure.
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.
10. An addition **must not** obscure, damage, or destroy the character-defining features of an historic primary structure.
11. If building a new garage, carriage house, or other accessory building will require removal or demolition of an existing structure, that relocation or demolition **must** be approved prior to consideration of the new construction.
12. Attached or detached garages should open to the rear or side of the primary structure.
13. Multiple front-facing garages that dominate the façade are **not appropriate** in the Pinehurst Historic District.
14. Prefabricated metal or plastic storage buildings are **not permitted** in the Pinehurst Historic District.



J. UTILITIES AND OTHER MECHANICAL SYSTEMS

1. Energy conservation features such as porches, operable windows, transoms, and louvered shutters that contribute to the overall historic form and character of a structure **must** be retained and preserved and **must** be congruous with similar elements in the Pinehurst Historic District.
2. Vents and mechanical connections through walls should be located on non-character-defining elevations or inconspicuously on side or rear walls where they will not be visible from the street and should be screened, if possible.
3. Mechanical equipment and utilities, including heating and air-conditioning units, meters, exposed pipes, and underground fuel tanks, private well covers and associated tanks should be located in the most inconspicuous area, usually along a primary structure's rear elevation, screened from view with plantings.
4. Solar panels should be installed in a manner that screens or camouflages their appearance as much as possible and should not be visible from the street.
5. Window air-conditioning units should be located only on rear or inconspicuous elevations.

K. WOOD

1. New wooden features or details or replacement of a missing feature or detail or element **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Wooden features that contribute to the overall character of a structure and a site, including such functional and decorative elements as siding, shingles, cornices, architraves, brackets, pediments, columns, balustrades, and architectural trim should be retained and preserved.
3. If a wooden feature is completely missing and is to be replaced, it should be replaced with a new feature based on an original feature or a new design compatible in scale, size, material, texture, and color with the structure.
4. If repair or replacement of an entire wooden feature, deteriorated detail, or element is necessary, it should be limited to the minimal amount necessary and replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - a. Substitute material should match the original material in composition, dimension, size, shape, color, pattern, texture and profile.
 - b. Painted wooden siding that is sound should not be replaced or covered.
5. Vinyl, aluminum, Masonite or similar engineered wood product **must not** cover a wooden detail, element, or feature.
6. Wooden surfaces and features **must** be painted or stained and should be in colors that are in the Village of Pinehurst Color Palette.
7. Use of vertical siding or authentic board and batten should be limited to accents and not be a primary siding. Plywood siding is **not permitted**.

L. MASONRY

1. The addition of a masonry feature or the alteration of a distinctive masonry element or material **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Masonry features that contribute to the overall character of a structure and site should be retained and preserved, including walls, foundations, roofing materials, exposed chimney walls, cornices, quoins, steps, piers, columns, lintels, arches, and sills.
3. If a masonry feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible with the texture, scale, size, material and color of the historic structure.
4. Historic masonry materials, such as brick, terra cotta, limestone, granite, stucco, slate, concrete, block, and clay tile, as well as their distinctive construction features should be retained and preserved.
5. If replacement of a deteriorated detail, module, or element of a masonry surface or feature is necessary, only the deteriorated portion should be replaced in kind rather than the entire surface or feature.
 - a. If replacement of a large masonry surface or entire feature is necessary, it should be replaced in kind, matching the original in composition, dimension, size, shape, color, pattern and texture.
 - b. Compatible substitute material is permitted if it matches the original material in composition, dimension, size, shape, color, pattern and texture, but using the original material is preferred.
6. Manufactured stone should have the appearance of natural stone in scale, size, texture and color.
7. Traditionally exposed brick or stone surfaces should not be parged or covered with materials like stucco, concrete, wood, or a synthetic material.
8. Masonry elements and terra cotta surfaces that contribute to the character of a structure should not be painted or coated. Painting a brick surface is **not appropriate** unless the surface was previously painted.
9. New mortar should duplicate the original in strength, color, texture, and composition and match existing mortar joints in width and profile and composition of mortar.
10. Pressure washing can be done in limited areas to clean or remove an applied coating or staining. It is recommended that an inconspicuous area be tested on a low pressure setting prior to wholesale cleaning. Sandblasting is not recommended.

M. ARCHITECTURAL METALS

1. Architectural metal features **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Architectural metal features such as copper, tin, brass, cast iron, wrought iron, lead, and terne plate that contribute to the overall character of a structure and a site should be retained and preserved.
3. If an architectural metal feature is completely missing and is to be replaced, it should be replaced with a new feature based on the original feature or a new design compatible with the scale, size, material, texture and color of the structure.
4. If a deteriorated detail, module, or element of an architectural surface or feature is to be replaced, only the deteriorated portion should be replaced in kind rather than the entire surface or feature. Compatible substitute material should match the original material in composition, dimension, size, shape, color, pattern, texture and profile, but using the original material is preferred.
5. Architectural metal surfaces and features should be painted in the Village of Pinehurst Color Palette, unless it is a copper surface.

N. PAINT

Paint color plays an important role in defining the special character of homes and structures in the Pinehurst Historic District. An appropriate color, when applied with complementary accent colors, can enhance a structure's architectural style and accentuate its defining features. Because of the variety of architectural styles in the Pinehurst Historic District, a range of color schemes are appropriate as described below.

- Cottages and houses in the Colonial Revival style are usually painted white or soft colors such as gray or yellow with the trim painted a complementary color.
- Craftsman bungalows, on the other hand, are characterized by a mix of exterior materials, including shingles, brick, and stucco, which may be stained or, in the case of brick, left unpainted. Any wood trim is usually painted white, gray, or an earth tone, to contrast with the darker wall materials.
- The ornate style of Queen Anne Victorian houses permits the most exuberant use of color for decorative accents like brackets and the moldings of window and door surrounds.

DESIGN GOAL

A simple color scheme will allow the building's features to shine. Choose three colors: the most muted and palest color for the walls, a major complementary color for the trim, and a more intense minor accent color for the front door. Consider the roof material as the fourth color.

Muted colors of lighter value are suitable for walls and trim; intense colors and those of darker value should be limited to minor accents. The intensity of a color depends on the purity of hue; the value of a color depends on the amount of white mixed into the color.

The color scheme should be congruous with the paint colors on the surrounding properties.

The Village of Pinehurst Color Palette includes approved colors for the Historic District. Appendix D provides a listing of the approved paint colors with manufacturer reference numbers. The catalogue with samples is available for viewing at Village Hall.

✓ Choose a simple color scheme. Most houses require no more than four colors:

- roof color,
- wall color,
- major accent color for trim areas such as porch, cornice, and window frames and sashes, and
- minor accent color for the front door, small decorative details, and, window sashes.



■ roof ■ wall ■ major trim ■ minor trim / accent

Color is directly related to a building's style. Color schemes for most buildings, regardless of style, usually require no more than four colors.

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

1. Paint and stain colors for exterior walls, architectural elements or details, decks, and porches **must** be compatible with the architectural character of the structure, **must** be congruous with the Pinehurst Historic District, and should be in the Village of Pinehurst Color Palette. Darker colors are recommended for trim and accents only.
2. Historic painted surfaces and materials that contribute to the character of the structure should be retained and preserved.
3. Replacement gutters and downspouts should be coated with paint or a baked-on enamel finish in the Village of Pinehurst Color Palette, unless they are made of copper.
4. Exterior storm windows should be the same color as the window sash or trim.
5. Painting copper and terra cotta surfaces is **not appropriate**.

PLEASE SEE APPENDIX D ON PAGE 70 FOR APPROVED PAINT COLORS.

IV. RESIDENTIAL NEW CONSTRUCTION



The following Guidelines apply to building new homes in the Pinehurst Historic District.

- Chapter A cites prevalent architectural styles of homes
- Chapter B describes general points such as scale, relationship to surroundings and color
- Chapters C and D address windows, doors and shutters
- Chapter E describes accessory buildings such as garages
- Chapter F outlines appropriate building materials

Review of Section III *Changes to Existing Residences* may provide additional guidance when designing the proposed project. Please consult Section VII *Site Features* for details on Guidelines for such features as fences, landscaping or lighting that may be relevant to new construction projects.

A. CHARACTERISTIC ARCHITECTURAL STYLES

DESIGN GOAL

The Village of Pinehurst is not frozen in time. It continues to evolve by:

- *Respecting the character-defining features of the Pinehurst Historic District when designing a new residence*
- *Promoting compatible new construction that blends comfortably with existing historic structures*
- *Showing respect for the site's topography and character-defining site features*

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

STYLE	EXAMPLE
Craftsman Bungalow <ul style="list-style-type: none"> • Low-pitched roof • Wide eave overhang • Braces under gables • Porch with square or tapered columns • Stone chimneys • Gabled or shed dormers • Exposed rafters under eaves • Broad front porch 	
Cottage <ul style="list-style-type: none"> • Sloping, uneven roof • Brick, stone or stucco siding • Steep gables • Prominent brick or stone chimney • Casement windows with small panes • Small dormer windows 	

STYLE	EXAMPLE
<p>Colonial Revival</p> <ul style="list-style-type: none"> • Rectangular overall house shape • Gable or hip roof • Overhanging second floor • Classical pillars and columns • Multi-pane, double-hung windows with shutters • Dormers • Temple-like entrance: porticos topped by pediment • Paneled doors with sidelights and topped with transoms or fanlights • Chimneys 	
<p>Georgian Revival</p> <ul style="list-style-type: none"> • Square, symmetrical shape • Paneled front door at center • Decorative crown over front door • Flattened columns on each side of door • 5 or more windows on house front façade • Paired chimneys • Medium-pitched roof • Minimal roof overhang • Nine or twelve small window panes in each window sash • Dental molding (square, tooth-like cuts) along the eaves 	
<p>Federal Revival</p> <ul style="list-style-type: none"> • Hip or gable roof • Prominent end chimneys • Corner boards • 6 on 6 or 12 on 12 windows • Portico • Fanlight above door and side lights • Often brick or wood construction • Shutters 	

STYLE	EXAMPLE
<p>Queen Anne or Folk Victorian</p> <ul style="list-style-type: none">• Rambling, asymmetrical silhouette• Corner towers or turrets• Steep gable or hipped roof with dormers• Verandas and balconies• Contrasting materials and colors• Second-story overhangs• Gable ends decorated with half-timbering or stylized relief decoration• Ornate trim and brackets• Stained-glass window accents	
<p>Ranch</p> <ul style="list-style-type: none">• Single story• Low pitched gable roof• Deep-set eaves	

B. GENERAL GUIDELINES

DESIGN GOAL

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

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

- Total square feet
- Height and square footage of the front or street facing façades
- Footprint
- Mass
- Impact on adjacent structures and the relationship to its immediate surroundings

New construction should not visually overpower nearby structures.

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

Did You Know?

Traditional, turn-of-the-century homes typically had simple, pitched rooflines to minimize leaks. Simpler rooflines contribute to a harmonious streetscape in Pinehurst and are less expensive.

DESIGN GOAL

The houses to the right have the same floor plan. The one on the far right with multiple pitches may seem more interesting, yet the roofs serve no purpose to support the structure. The house on the left reflects a simple, well-proportioned house that is compatible with the Pinehurst Historic district.



Preferred

A well-proportioned design with simple lines

Not Recommended

A house with overly decorative, complex roof lines



DESIGN GOAL

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

DESIGN GOAL

The proportions of a front porch should be compatible in size and scale with the structure.



Preferred

Not Recommended

C. WINDOWS AND DOORS

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.
2. Windows should feature true divided or simulated divided lights and muntins or windows with interior fixed muntins. Snap-in muntins are **not appropriate**.
3. Glass block windows are **not allowed** on street-facing elevations.
4. Applying paint, tint or darkening film to window or door panes is **not appropriate** on street-facing elevations.
5. Sliding doors are **not allowed** on street-facing elevations in the Pinehurst Historic District.

Did You Know?

In early construction, taller windows were more economical to build. A narrower window meant a smaller lintel (the extra wood in framing on the top of a window to support the wall above) and therefore less money. Tall, rather than horizontal windows, also provide a better chance of catching the movement of the sun.

DESIGN GOAL

Vertical windows are usual in the Historic District.



A house with all horizontal windows



A house with vertical windows

D. SHUTTERS

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



Did You Know?

Historically shutters were operable and often used to block light while letting in air. Pre-air conditioning, old houses always had space on both sides of the window for the shutter to be locked open, and shutters were sized to completely cover the window and sit within the window frame.

DESIGN GOAL

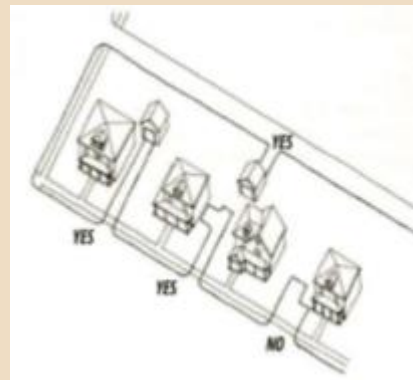
Use the “shutter rule”. Whether or not a structure has shutters, make sure there is space on each side of the window for shutters of appropriate dimensions. Shutters that are too narrow to cover the window often appear skimpy and detract from the facade.

E. ACCESSORY FEATURES AND STRUCTURES

1. All proposed site features and accessory buildings, including garages, and other buildings, as well as other structures such as gazebos, patios, arbors, and pergolas, **must** be compatible with features of the principal structure and **must** be congruous with other accessory structures in the Pinehurst Historic District.
2. Accessory buildings **must** be equal or lower in height than the primary structure and the roof should have an equal or lower slope than the primary structure.
3. Multiple front-facing garages that dominate the façade are **not appropriate** in the Pinehurst Historic District.
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.
5. Detached garages and other accessory buildings for new residential construction **must** be set behind the front facade of the primary structure.
6. Detached garages should be positioned so that the garage doors open to the rear or side of the residence when possible.
7. A garage that opens toward the front should be set back at least 10 feet from the front elevation of the residence.

DESIGN GOAL

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



F. BUILDING MATERIALS

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.
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.
3. The following materials and treatments are **not permitted** for new residential construction in the Pinehurst Historic District.
 - a. Asphalt or asbestos siding or shingles, including those stamped or embossed with a brick or stone pattern, for walls
 - b. Sheets of plywood siding
 - c. Vinyl or aluminum siding
 - d. Plastic, sheet metal, or a similar material used as siding or panels
 - e. Any treatment of material that imparts a glossy or reflective finish to the material
 - f. Concrete, cinderblock, or glass block.
 - g. Boxed chimneys

Please also note the guidelines in Section III for existing materials when considering your project. There are also many tips and helpful treatments available in the Secretary of the Interior's Standards for the Treatment of Historic Properties.

V. CHANGES TO EXISTING COMMERCIAL STRUCTURES



The following Guidelines apply to proposed projects that change or renovate exterior facades of existing commercial structures in the Pinehurst Historic District.

- Chapter A describes general points about preserving facades and architectural details
- Chapter B describes similar details for storefronts
- Chapter C addresses signage and awnings
- Chapter D reviews additions as well as free-standing kiosks

Directions on building elements and building materials as reviewed in Section III *Changes to Existing Residences* will provide additional guidance regarding the proposed project. Please consult Section VII *Site Features* for details on Guidelines for such features as fences, landscaping or lighting that may be relevant to an addition or renovation project.

A. GENERAL GUIDELINES

1. Any changes or additions to a commercial building, including alterations in roofline, fenestration, architectural details, and materials, **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Commercial buildings and their facades, including fenestration and architectural details such as cornices, string courses, wall finishes, pilasters, and other decorative elements, should be retained and preserved.
3. Covering wall material, including wooden siding, wooden shingles, stucco, brick, and stonework, with coatings or materials such as vinyl or aluminum siding, is **not appropriate**.
4. Paint colors should be in the Village of Pinehurst Color Palette.
5. If a portion of or the entire facade element has deteriorated, only the deteriorated section should be repaired and replaced in kind or with compatible substitute materials.
6. Clear display glass should not be replaced with non-transparent or tinted materials.
7. Wall murals are **not permitted** in the Pinehurst Historic District.

B. STOREFRONTS

1. Any changes or additions to the storefront or facades of commercial buildings **must** be compatible with the architectural character of the structure and **must** be congruous with the Pinehurst Historic District.
2. Storefronts should be retained and preserved along with their functional and decorative features, including entrances, display windows, transoms, bulkheads, pilasters, columns, signs, awnings, upper story windows, cornices, and details.
3. Deteriorated storefront feature(s) should be repaired rather than replaced and should match the original in size, scale, proportion, material, texture and detail.
4. If replacement of the entire storefront is necessary, the new design should be based on the original or a design that is compatible in size, scale, proportion, material, texture and detail with the building.
5. Display windows should not be reduced in size.
 - a. Snap-in muntins are **not appropriate**.
 - b. Reopening covered or infilled glass transoms is recommended.
6. Substitution of inappropriate contemporary materials such as vinyl or aluminum panels for traditional materials is **not appropriate**.

C. AWNINGS

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

D. ADDITIONS

1. Additions to commercial buildings **must** be compatible with the architectural character of the structure, including significant materials, features, fenestration, texture, proportions, mass, and scale and **must** be congruous with the Pinehurst Historic District.
2. Only minor changes should be made to public or primary elevations. To minimize the loss of materials and features, additions should be placed on secondary elevations.
3. Additions should be avoided on primary elevations and placed in the least conspicuous location.
4. Rooftop additions should be avoided but, if necessary, they **must** be compatible with the character of the building.

VI. COMMERCIAL NEW CONSTRUCTION



The following Guidelines apply to building new commercial structures in the Pinehurst Historic District.

- Chapter A describes typical architectural styles found among businesses in the Village Center
- Chapter B describes general points such as scale, building materials, windows and roofs
- Chapter C defines use of franchise architecture
- Chapter D details provisions for utilities and service areas

Direction on building elements and building materials as described in Section V: Changes to Existing Commercial Structures, may provide additional guidance regarding the proposed project. Please consult Section VII Site Features for details on Guidelines for such features as signage, landscaping or lighting, as well as the Pinehurst Development Ordinance, which may be relevant to new commercial construction projects.

DESIGN GOAL

Design of a new commercial, mixed use, or multi-family structure should:

- Respect the historic development pattern in the Village of Pinehurst
- Establish a sense of human scale
- Reflect typical historic lot and building widths

If a new building is wider than was historically typical, it should incorporate design features that divide the structure into smaller modules to suggest the underlying historic lot pattern.

A. CHARACTERISTIC COMMERCIAL ARCHITECTURAL STYLES

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

1. Brick, one or two-story historic storefront
2. White clapboard, one or two-story Colonial or Greek Revival buildings

Property owners are encouraged to consider selecting one of these styles as they contemplate new commercial construction projects.



2 Story Colonial Style



Greek Revival Style

B. GENERAL GUIDELINES

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

DESIGN GOAL

Reflect typical historic lot and building widths.

A new building should incorporate design features that divide it into smaller modules. Changes in building height and materials, as well as architectural moldings and wall offsets can be used to express typical historic building widths to help a larger structure fit into the surrounding historic context.



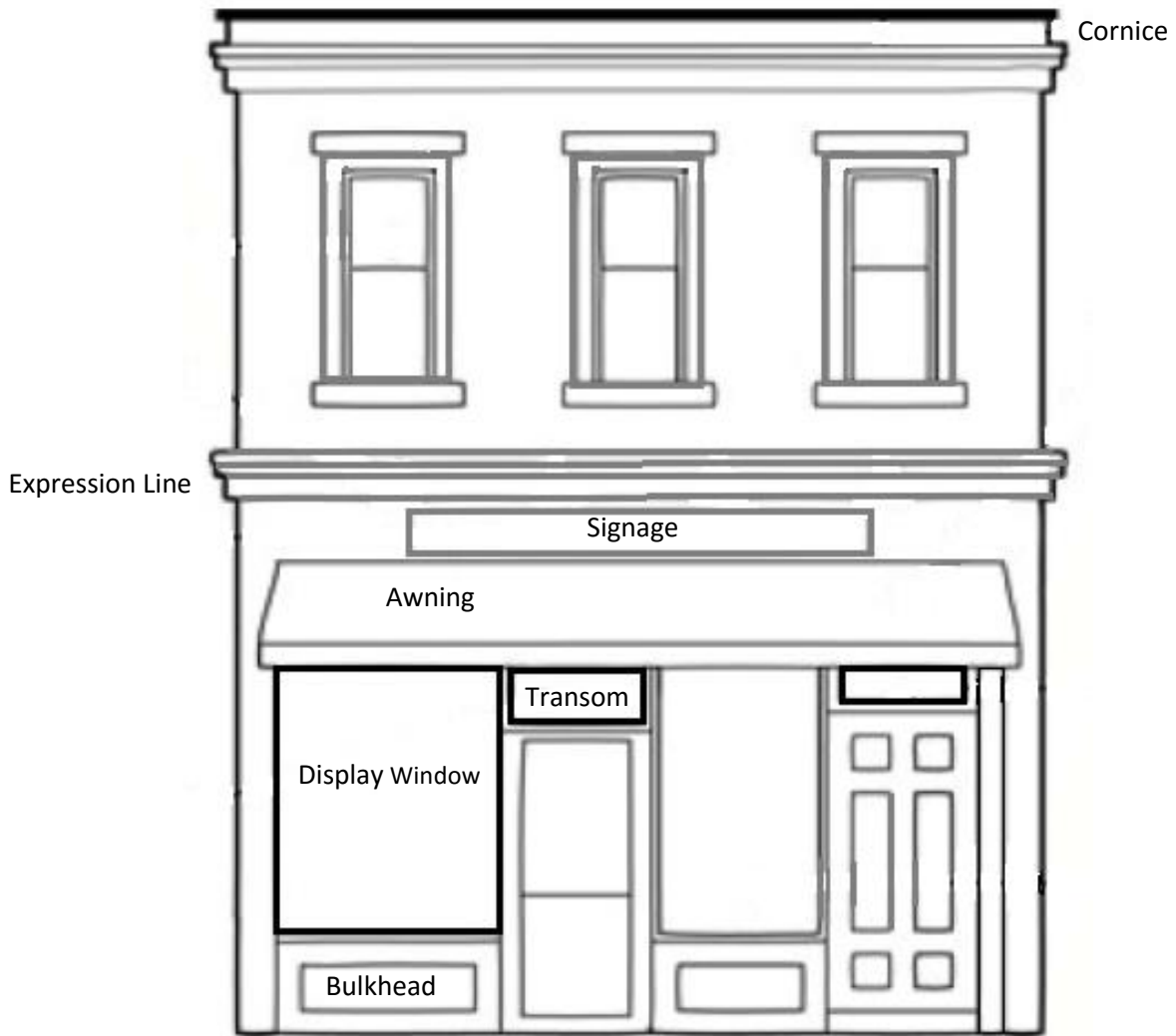
DESIGN GOAL

Establish a sense of human scale

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



A typical storefront



DESIGN GOAL

The street-level storefront is the most noticeable portion of a commercial building's facade. Its function is to:

- Allow goods to be displayed to the public
- Provide daylight to the shop interior
- Offer a welcoming entry for shoppers

These functions rely on large glass display windows, glass transoms, and doors to make the storefront transparent. Distinctive entry paving, bulkheads of contrasting material, decorative storefront cornices, awnings, and other features often add architectural interest to a storefront.

C. FRANCHISE ARCHITECTURE

1. Franchise or prototype architecture **must** comply with guidelines for new commercial construction.
2. ATMS and Kiosks should be designed in a way that does not obscure a character-defining feature of the building.
3. Freestanding ATMS and Kiosks should be placed in a location that does not disrupt the historic streetscape.

D. UTILITIES AND SERVICE AREAS

1. All roof and wall-mounted mechanical, electrical, skylights and solar panels, as well as vent pipes, **must** be screened from the public view.
2. Required service areas for a building should blend with the building and be screened so that they do not draw attention to the functionality of the area.



Screened commercial utility area

VII. SITE FEATURES



The Site Features Guidelines apply to proposed projects whether changes to existing residences or commercial buildings in the Pinehurst Historic District, or new residential or commercial construction in the Pinehurst Historic District.

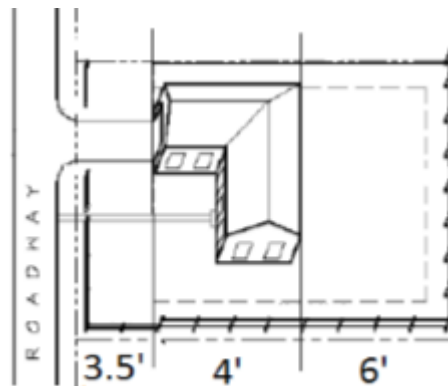
- Chapter A details fences and walls including building materials and specifications
- Chapter B addresses driveways and off-street parking provisions
- Chapter C describes appropriate landscaping and vegetation
- Chapter D lists provisions for swimming pools
- Chapter E addresses both residential and commercial signage
- Chapter F addresses Micro-wireless facilities
- Chapter G describes provisions to meet health and safety code requirements

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.
 - a. Historic fences and walls that contribute to the character of the Pinehurst Historic District should be retained and preserved.
 - b. All architectural features that are character-defining elements of existing fences and walls, including gates, pillars, hardware, decorative pickets, and rails should be retained and preserved.
2. If repair or partial replacement of an existing fence or wall is necessary, new material should match the existing material in composition, size, shape, color, pattern and texture if available. If a non-conforming fence is replaced, the replacement **must** comply with the Pinehurst Historic District Guidelines and the Pinehurst Development Ordinance.
3. Residential street side fences should be wood picket, brick or wrought iron or metal (aluminum) that resembles wrought iron. White wood picket fences are the preferred residential street-facing fence type.
4. New picket fences should be substantially open in character. The pickets should not be less than two inches nominal nor wider than four inches nominal, with a minimum of two inches (see PDO) and a maximum of four inches between pickets, and pickets **must** be at least one inch nominal thickness.
5. All other wooden fences should be stained, painted, or have a clear finished coating. Painting, staining or other finish **must** be completed within six (6) months of installation.
6. Metal fences should be painted to resemble wrought iron.
7. Brick and stacked stone walls are permitted.
8. Existing unpainted brick walls or fences should not be painted or otherwise coated.
9. Vinyl and chain link fencing are **not permitted** on residential properties.
10. 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. Fences **must not** be placed on a golf course or lake fronting side of a property, unless required to fence in a pool.
 - b. Brick and stacked stone walls on the street sides of the property **must not** be taller than two and a half (2.5) feet in height.
 - c. Shadow box fences **must** have vertical board width of not less than four inches nominal and not more than ten inches nominal with a maximum overlap of one inch, and boards **must** be at least three-quarter (3/4) inch nominal thick.

Examples of appropriate wooden picket fences for the Historic District.



Fence Height Limitations

A. DRIVEWAYS AND OFF-STREET PARKING

1. The historic configuration and materials of existing driveways and alleys should be retained and preserved whenever possible.
2. New driveways should be located so that a minimum of alteration to historic site features, such as landscaping, walkways, and retaining walls, is necessary.
3. 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.
4. Commercial off-street parking areas should not be located in front yards or rights-of-ways.
5. Concrete driveway color should be earth-tone tints or coloring that blends with the natural environment in which the property is located.

C. LANDSCAPING AND VEGETATION

1. Additions or alterations to the existing landscape, including plant material, hardscape, and accessory structures, **must** be compatible with the architectural character of the primary structure and congruous with the Pinehurst Historic District.
2. Landscaping that contributes to the character of the Pinehurst Historic District should be retained and preserved as much as possible.
 - a. Specific landscape features that are character-defining elements of the Pinehurst Historic District, including large trees, hedges, foundation plantings, grassy lawns, ground cover, trellises, patios, terraces, fountains, and gardens, should be retained and preserved as much as possible.
 - b. Trees and shrubbery characteristic of the Pinehurst Historic District and native to the Pinehurst area should be preserved if possible.
 - c. Please refer to the Village Planting Guide for a list of plants that will thrive in this, their native environment. The full guide with the cover depicted below can be found on the Village of Pinehurst website.
3. Existing large trees and other significant landscape elements should be incorporated into plans for additions and new construction.
 - a. Existing brick and stone pavers should be preserved.
 - b. Edging materials that are incongruous with the character of the Pinehurst Historic District, such as exposed landscaping timbers, are **not appropriate**.
 - c. Pre-cast landscape cement block of a commercial nature are **not appropriate** in residential areas.
 - d. Arbors, trellises, and pergolas should be constructed in a manner that is compatible with the architecture of the primary structure.
4. Removal of trees twelve (12) inches in diameter at breast height (DBH) and larger **must not** unreasonably compromise the existing tree canopy and the historic appearance of the landscape.
 - a. New construction should minimize the impact on existing mature trees and their root systems, both on and adjacent to the construction site, including additions, driveways, and accessory buildings.
 - b. Tree removal within the Village's right-of-way is regulated by Village Staff. Please call (910) 295-1900 to arrange a site visit.
5. Mechanical equipment such as air conditioners or heat pumps, should be located on non-character-defining elevations of the structure whenever possible. These systems should be screened by the use of planted material or appropriate fencing if they are easily visible from the street.
6. Clay paths were an important part of the planned community design that renowned landscape architects Frederick Law Olmstead, Sr. and Warren Manning created and implemented. These paths are located within the Village of Pinehurst right of way and **must not** be altered without permission of Village Staff.



1920s Photo of clay paths and street-scaping

D. SWIMMING POOLS

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

E. SIGNAGE

Early photographs of the Village of Pinehurst's commercial district show a great variety of commercial signs, some of which may serve as prototypes for new commercial signage. Occasionally, an antique sign may even be restored for contemporary use. Awnings provide an opportunity for commercial signage, as do storefront display windows and transoms. Gold leaf, for example, on windows and signage is a simple way to make existing and new signage more congruous with the Pinehurst Historic District.

DESIGN GOAL

While all signage **must** conform to the requirements of the Village of Pinehurst Development Ordinance, below are additional considerations to encourage signage plans that contribute to the "sense of place" of the Pinehurst Historic District.

- Signs should be viewed as part of an overall graphics system for the building. They do not have to do all the "work" by themselves. The building's form, name and outstanding features, both decorative and functional, also support the advertising function of a sign. Signs should work with the building, rather than against it.
- New signs should respect the size, scale and design of the historic building. Often features or details of the building will suggest a motif for new signs.
- Sign placement is important: new signs should not obscure significant features of the historic building.
- New signs should also respect neighboring buildings. They should not shadow or overpower adjacent structures.
- Sign materials should be compatible with those of the historic building. Materials characteristic of the building's period and style, used in contemporary designs, can form effective new signs.
- New signs should be attached to the building carefully, both to prevent damage to historic fabric, and to ensure the safety of pedestrians. Fittings should penetrate mortar joints rather than brick, for example, and sign loads should be properly calculated and distributed.

The Village of Pinehurst Historic District Guidelines

1. Significant historic signs within the district or landmark properties should be preserved and maintained.
2. Original signage incorporated into the architectural detail of commercial buildings should also be preserved.
 - a. Signs in the Village Center and other commercial areas can reflect the era and the character of the building and the Pinehurst Historic District. They can also incorporate contemporary design and materials if their scale and location are historically appropriate.
 - b. Signage on residential and commercial buildings **must be** congruous with the Pinehurst Historic District.
3. Signage color should be in the Village of Pinehurst Color Palette and should be muted in hue.
 - a. New signage should be composed of materials characteristic of the Pinehurst Historic District, such as wood, stone, or metal. Any substitute materials should present an authentic look and texture.
 - b. New signage should reflect the character of the Pinehurst Historic District.
4. Signage **must** be attached in a manner that does not cause permanent damage to the facade of the structure. Flush-mounted signs should be installed in appropriate locations that do not conceal architectural features or details.

F. INSTALLATION OF SMALL/MICRO WIRELESS FACILITIES

Introduction of new telecommunications facilities may be needed to accommodate the growing demand for wireless telecommunications services. These facilities should have minimal visual aesthetic impacts and preserve the special character of the Pinehurst Historic District. The following guidelines apply to the installation of such facilities within the Pinehurst Historic District including right-of-ways and alleys.

1. All installations **must** comply with the requirements of the PDO in order to be considered for a Certificate of Appropriateness (COA) in the Pinehurst Historic District.
2. All new facilities, including those added to existing structures and poles, **must** be congruous with the special character of the Pinehurst Historic District.
3. All new poles or structures **must** be compatible in design, materials, height, and scale with existing street lighting and traffic light installations in the Pinehurst Historic District.
4. Such facilities **must not** be installed on flagpoles.
5. Wherever possible, these facilities should be located on existing structures.

G. ACCESSIBILITY, HEALTH AND SAFETY

1. Accessibility, health and safety code requirements should be met in ways that do not diminish character-defining features, materials, and details of the building or site and implemented such that character-defining features are preserved.
2. Changes to a building, accessibility and life-safety code characteristics or features **must not** compromise the building's character.
3. Fire doors, exterior fire stairs, access ramps, or elevator additions should be designed to be compatible in character, material, scale, proportion, location, detail and finish with the building and existing doors.

VIII. RELOCATION AND DEMOLITIONS

Relocations and demolitions are approved by the Historic Preservation Commission for properties within the Pinehurst Historic District.

A. RELOCATIONS

1. Relocation of a primary structure or important accessory building within the Pinehurst Historic District will be considered only when all other preservation options have been exhausted.
2. Before any existing primary structure within the Pinehurst Historic District may be moved or relocated, its original setting and context should be fully documented. Please consult with Village Staff.
3. Guidelines for new construction apply to all structures moved into or within the Pinehurst Historic District including primary structures, or accessory buildings.
4. Any damage to character-defining elements and significant architectural features during relocation should be repaired.

B. DEMOLITIONS

1. Prior to demolition, property owners should work with the Historic Preservation Commission in seeking alternatives to relocate a primary structure or important accessory building as an alternative to demolition.
2. Demolition guidelines apply to all structures and site features such as pools and gazebos within the Pinehurst Historic District.
3. Prior to demolition of a primary structure, a record of the primary structure **must** be made that describes any distinctive architectural features of the structure, important landscape features and any archaeological significance of the site. This documentation **must** be provided to Village Staff before the public hearing.
4. Salvageable architectural materials and features should be identified along with potential buyers or recipients of salvaged materials.
5. Significant site features and adjacent properties should be protected during demolition. Also trees should be protected from damage due to compaction of the soil by equipment or materials.
6. After demolition, all debris **must** be removed from the site within 30 days.

APPENDICES

A. History of Pinehurst

B. Map of the Pinehurst Historic District

C. Certificate of Appropriateness Checklist

D. Village of Pinehurst Color Palette

E. Village of Pinehurst Planting Guide

F. Relevant Statutes and Resolutions

- North Carolina Statute for Historic Districts and Landmarks
- Village of Pinehurst Resolution Creating the Pinehurst Historic District
- Village of Pinehurst Resolution Creating Historic Preservation Commission

G. Resources

- The Secretary of the Interior's Standards for Rehabilitation
- Resources for Technical Information from the National Park Service
- Preservation from the National Park Service

H. Glossary

A. History of Pinehurst

Development of Pinehurst 1895-2018

The Village of Pinehurst today retains its historic character as a golf resort due to the careful preservation of original structures from the late 19th and early 20th centuries and the cultivation of its lush landscape. The core of wooded village green, hotels, shops, churches, and cottages spreads outward along curving and concentric roads to include the larger estates of the 1910s and 1920s. Throughout, mature landscaping envelops the various parts into a unified whole. On the south side of the village, manicured golf courses, tennis courts, a swimming pool complex, and an equine sports facility provide the physical setting for the resort's primary recreational activities.

1895

Pinehurst began in 1895 when James Walker Tufts, a manufacturer from Boston, Massachusetts, and head of the American Soda Foundation, purchased the first parcel of land for his health resort in the Pine Barrens of North Carolina. He had long envisioned a beautiful, healthful, New England-style village, where those suffering from respiratory and other ailments, could come with family and friends to recuperate in the land of sparkling water, abundant sunshine, and oxygen-producing pine trees.

For his project, Tufts ultimately assembled 5,980 acres of mostly cut timber lands at a cost of \$7,400. While he was still acquiring the land, he hired the Brookline, Massachusetts-based landscape architecture firm of Olmsted, Olmsted and Eliot to create a "General Plan for the Village of Pinehurst and a Diagram for the Location of Hotel and Cottages." Though Frederick Law Olmsted, Sr. was responsible for the conceptual plan, the major design work and implementation were carried out by one of Olmsted's assistants, Warren H. Manning. Manning was involved from the beginning and continued to work with Pinehurst for several decades, as well as to advise numerous property owners on their own private cottage grounds and gardens.

Manning himself described the landscaping task at Pinehurst in an article for the December 10, 1897 issue of *The Pinehurst Outlook*. The site selected for the village was characterized by "wide sweeping slopes and valleys that suggested a broad treatment and required a curvilinear system of roads." The central feature was "the Village Green, located in a broad, shallow amphitheater-like valley and designed to be the heart of the village, with the inn, the hall, the store and casino sites at its head on the main street and along the line of the electric tracks. The homes for the residents were along the sides of the green and on the streets radiating from it."

By December of 1895, Tufts had built the Holly Inn and more than 25 cottages. For the 1897 season, a total of 38 cottages and boarding houses had been built, in addition to the Department Store, the Casino (where meals were taken for a modest fee), the old Village Hall, the school building, and the Pinehurst Museum. In 1900, the Carolina Hotel was built and it comprised a major addition to the architecture of the village. All these early buildings display a combination of Queen Anne and Colonial Revival architectural styles that were typical of the time. The early cottages were well-built and tasteful, but not lavish, for the Tufts were marketing their health resort to a middle-class clientele. Buildings were predominantly wood frame, and many were clad in wood shingles to create the ambience of a New England village in the North Carolina Sandhills. Thirty-two of the original cottages survive.

Along with the Tufts' aggressive program of building, the implementation of the Olmsted landscape design transformed the village center into an "oasis in the desert." During the first two years, a nursery of exotic and native plants was established and more than 225,000 plants were set out, the majority of which were native materials. Evergreens and winter flowering shrubs were used primarily to create a green village in the winter. Today, pines, hollies, magnolias, laurels, and a range of evergreen shrubs fulfill the requirements.

In 1897 Tufts had to scrap his plan for a health resort as a result of new research on consumption and by the end of the 1897 season, he had banned consumptives from the property. As a result, the focus of the resort shifted to recreation and led to the construction of the golf links and golf club house on the south side of the village. In the fall of 1900, golf course architect Donald James Ross came to Pinehurst and took over the golfing operations, a position he would retain until his resignation in 1946. He worked constantly to improve the courses according to new theories and methods and today Course No. 2 survives as one of the best preserved Ross-designed courses in America.

1900s and 1910s

In the following decades Pinehurst continued to grow at a rapid pace under the guidance of James Tufts and, and after his death in 1902, his son Leonard Tufts took over the management of the Village. In the 1900s and 1910s, the majority of building was done in the Village core by Tufts. Winter guests rented cottages for the season or, if coming for a shorter visit, would stay in the many hotel rooms and boarding houses in the Village. However, as Pinehurst continued to establish itself as an ideal winter resort, adding more golfing opportunities, a harness track, and other recreational elements, the nature of development changed. By the mid-1910s and throughout the 1920s, the Olmsted plan of curving streets spread to the west of Beulah Hill Road where properties were larger and substantial homes were built by private owners in a variety of architectural styles. Such designs were in contrast to the earlier and more modest cottage construction completed under the Tufts' supervision. Also in the 1920s, Midland Road was built as the first divided two lane highway in the state, and houses extended eastward along this landscaped boulevard. In 1922, the Pinehurst Country Club was greatly enlarged and remodeled, taking on a Mediterranean feeling with its rough concrete walls, varied roof forms, and a terrace with Tuscan colonnade overlooking the golf courses.

1930s

Events in the 1930s further cemented Pinehurst's role in American golf and gave the resort a much needed boost during the Depression. In 1935, the resort installed its first grass greens (the earlier greens had been sand) and in the fall of 1936, the Professional Golfers' Association of America (PGA) tournament was played on Pinehurst No. 2. The PGA tournament and the North and South Opens were important steps toward positioning Pinehurst as a venue for major professional events in the future.

Despite the drop in the resort business during the 1930s, Pinehurst emerged competitive with other resorts in the southeast that had similarly modernized courses, with watered fairways and grass greens. The war years brought another round of challenges to the Village generally and to golf in particular, which was thought to be a frivolous activity in wartime. Because of its proximity to Camp (later Fort) Bragg, Pinehurst was threatened with an influx of military troops in need of housing. The Village inns and hotels were never occupied, but the surrounding area was more than once the site of massive U.S. Army maneuvers.

Post World War II

In 1945, Pinehurst celebrated its 50th anniversary. In 1946, Richard Sise Tufts, who had been given responsibility for managing the resort by his father Leonard, announced a series of changes. At the center of these modifications was a reorganization of the company's stock and a restructuring of company management. As a result of these changes, Donald Ross resigned. Ross was one of the cohort of men who had run the resort for four decades after the death of the founder, James Walker Tufts. Leonard Tufts had died a year earlier in 1945. Ross himself died in 1948. Finally, Frank Maples, superintendent of the golf courses and a Pinehurst employee since 1902, died in 1949.

Between 1948 and 1960, Pinehurst continued to operate as a seasonal resort; hotels, golf courses, and stores were open only during the season, from late September through May. The resort lifestyle was reflected in the activities of villagers, including sporting events and social gatherings, and in the building that was resumed during the post-war years. Most homes were built northeast of the Village along Midland, Page, and Everette Roads. They were designed by architects who, like their owners, were knowledgeable about popular styles, though many still incorporated elements of the New England architecture favored by Tufts. A handful of homes were also constructed in an employee housing neighborhood on Medlin and Kelly Roads.

Also during this era, the number of full-time Village residents increased, which required the construction of a public school on Kelly Road and public recreational facilities such as parks, swimming pools, and a library. To handle the increased volume of traffic in the area, the traffic circle was constructed in the mid-1950s at the junction of Highways 15/501, NC 211, and NC 2. In addition, more of the Village's inns remained open during the summer months and added amenities like air conditioning and their own swimming pools.

The Diamondhead Years

Effective December 31, 1970, the Diamondhead Corporation became owners of the Pinehurst Resort. The \$9.2 million purchase price included the Carolina Hotel, the Holly Inn, the Pinehurst Country Club, five golf courses, the garage, race track and stables, service facilities, and several thousand acres of undeveloped land surrounding the resort. In Diamondhead's plans for making improvements to the property, the difference between their vision for the resort and that of the Tufts became clear.

By the 1970s demand for housing in Pinehurst was high and homes located on the edges of golf courses, a concept that was in practice in other fashionable resorts in the country, were highly desirable.

Diamondhead's management chose to cut away areas between the greens and develop them as subdivisions for condominiums and single family homes. This pro-development approach was intensified by the systematic selling off of the thousands of "buffer" acres that surrounded the Village and the resort. These lands were sold off in large tracts and developed as sizable subdivisions. As a result of these development choices, and the loss of vast open spaces, the face of Pinehurst was forever changed.

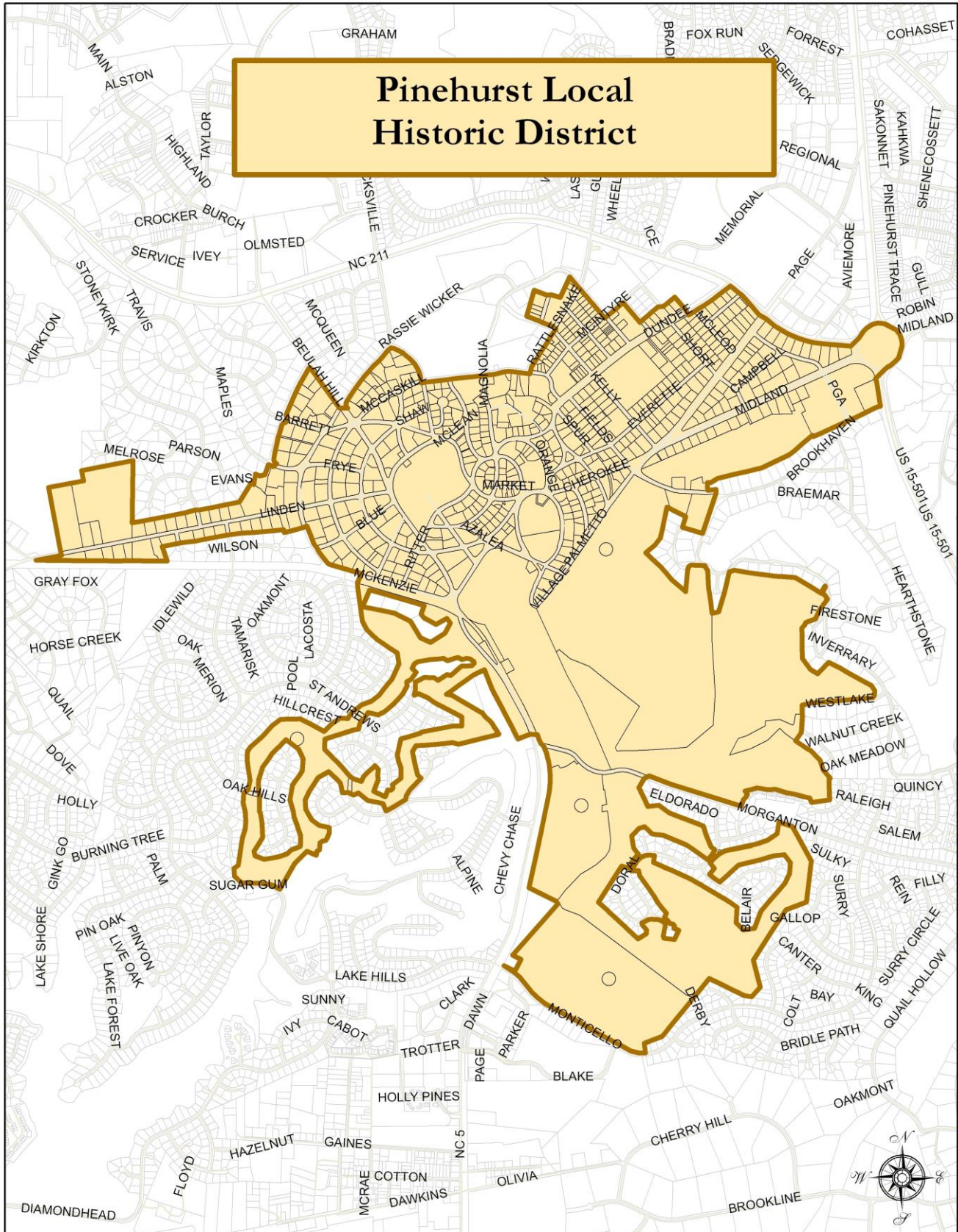
An opposition movement of residents who were unhappy with Diamondhead's pro-growth strategies and changes to beloved golf courses and traditions led to a suit and court settlement in 1973. Essentially the "Settlement Agreement" gave the residents some power to control Diamondhead by establishing rules for land use and construction. However, not until 1980 did Pinehurst become incorporated as a municipality by order of the state Municipal Board of Control. For good measure the Board also drafted a Charter under which the Village would operate.

ClubCorp to Today

As Diamondhead slowly lost control of the Village and alienated many long-time residents, it was also failing economically. In 1984, the resort was purchased by ClubCorp of America (CCA), a corporation that managed resorts and clubs, with very different priorities from Diamondhead. Once again Pinehurst was “back in the resort and golf business,” and out of the real estate business. The creator and chief executive of ClubCorp was Robert Dedman, who built his management business to operate and, in some cases own, approximately 200 country clubs, golf courses, and other private clubs and resorts. Under Dedman, Pinehurst became CCA’s premier property. Facilities like the Carolina Hotel and Holly Inn were modernized and restored to their former glory. Two new golf courses were added. Finally, professional events returned to Pinehurst No. 2, including the PGA in 1991 and 1992, the U.S. Seniors Open in 1994, and the Men’s U.S. Open Championship in 1999, 2005, and 2014, as well as the Women’s U.S. Open Championship in 2014.

The man who had done the most to restore Pinehurst after the Diamondhead era, Robert Dedman, died in 2002. ClubCorp itself was sold in 2006, but Pinehurst remained in the Dedman family. Today Robert Dedman, Jr., continues his father’s legacy as CEO and owner of the Pinehurst resort.

B. Map of the Pinehurst Historic District



C. Certificate of Appropriateness Checklist

- ☐ Completed Local Historic District Application with detailed explanation of proposed project and material/color list
- ☐ If proposed project is considered Minor Work, staff can approve and only 1 copy is needed
- ☐ If proposed project is considered Major Work, the HPC must approve and 10 copies are needed to be submitted 3 weeks prior to the scheduled meeting. Reduced sized drawings (11"x17") are acceptable if they are legible. The HPC generally meets on the 4th Thursday of each month.
- ☐ Sketch/site plan including setbacks, right-of-ways, existing structures, impervious calculations (if applicable) and proposed work – For projects including fences, decks/patios, additions, etc.
- ☐ Existing features and details – Include current photos especially of relevant views and details.
- ☐ Building materials, product information sheets and color samples (may include photographs, brochures, etc.)
- ☐ Samples of significant materials proposed in the project, i.e., roofing, siding, windows, doors, brick/stone, composite material, etc.
- ☐ Supplemental documentation supporting the proposed project(s) including structural issues, damaged features, historical documentation, etc.
- ☐ Letter from owner acknowledging this application, in the case of submission by an applicant or lessee (an email will be accepted).
- ☐ If the applicant is considering, but has not yet purchased the property associated with the project, provide a statement with that information.

D. Village of Pinehurst Color Palette

Paint color plays an important role in defining the special character of homes and structures in the Pinehurst Historic District. An appropriate color, when applied with complementary accent colors, can enhance a structure's architectural style and accentuate its defining features. Because of the variety of architectural styles in the Pinehurst Historic District, a range of color schemes are appropriate as described below.

- Cottages and houses in the Colonial Revival style are usually painted white or soft colors such as gray or yellow with the trim painted a complementary color.
- Craftsman bungalows, on the other hand, are characterized by a mix of exterior materials, including shingles, brick, and stucco, which may be stained or, in the case of brick, left unpainted. Any wood trim is usually painted white, gray, or an earth tone, to contrast with the darker wall materials.
- The ornate style of Queen Anne Victorian houses permits the most exuberant use of color for decorative accents like brackets and the moldings of window and door surrounds.

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

<ul style="list-style-type: none"> • A simple color scheme will allow the building's features to shine. Choose three colors: the most muted and palest color for the walls, a major complementary color for the trim, and a more intense minor accent color for the front door. Consider the roof material as the fourth color.
<ul style="list-style-type: none"> • Muted colors of lighter value are suitable for walls and trim; intense colors and those of darker value should be limited to minor accents. The intensity of a color depends on the purity of hue; the value of a color depends on the amount of white mixed into the color.
<ul style="list-style-type: none"> • The color scheme should be compatible with the paint colors on the surrounding properties.

<p><i>Village of Pinehurst Color Palette</i> includes samples of approved colors for the Pinehurst Historic District.</p> <p>The catalogue is available in the Planning and Inspections Department at Village Hall.</p>	<p>If an individual wishes to reproduce a building's original color scheme, the Tufts Archives may contain documentation or an analysis of paint scrapings may help determine the color history of the structure.</p> <p>Architectural conservators and professional preservationists, such as those on the staff of the North Carolina State Historic Preservation Office, can assist in this process.</p> <p>A color other than one found in the <i>Color Palette</i> that is historically characteristic of the building may be used with documentation provided to the Village Planner or designee.</p>
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The Village of Pinehurst Color Palette is a list of approved exterior and trim colors for structures located within the Pinehurst Historic District. Produced by Benjamin Moore, the listing is on the next page. Over 240 colors can be used exclusively or as a guide to select a paint matched by another manufacturer. A catalog is available for reviewing at Village Hall Monday to Friday from 8:30 AM to 5:00 PM. For help determining if a color is within the color palette, please contact the Village Planner at (910) 295-1900.

D. Village of Pinehurst Color Palette

Benjamin Moore Paint Colors—Approved Exterior Colors

Code	Color Name	Code	Color Name	Code	Color Name
OC-1	Natural Wicker	OC-39	Timid White	OC-77	Colonial Cream
OC-2	Pale Almond	OC-40	Albescent	OC-78	Parchment
OC-3	Lambskin	OC-41	French Canvas	OC-79	Old Fashioned Peach
OC-4	Brandy Cream	OC-42	Old Prairie	OC-80	Pirates Cove Beach
OC-5	Maritime White	OC-43	Overcast	OC-81	Evening White
OC-6	Feather Down	OC-44	Misty Air	OC-82	Pompeii
OC-7	Creamy White	OC-45	Swiss Coffee	OC-83	Antique White
OC-8	Elephant Tusk	OC-46	Halo	OC-84	Crème Caramel
OC-9	Ballet White	OC-47	Ashwood	OC-85	Mayonnaise
OC-10	White Sand	OC-48	Hazy Skies	OC-86	White Blush
OC-11	Clay Beige	OC-49	Titanium	OC-87	Capri Coast
OC-12	Muslin	OC-50	November Rain	OC-88	Indian White
OC-13	Soft Chamois	OC-51	Intense White	OC-89	Butter Pecan
OC-14	Natural Cream	OC-52	Gray Owl	OC-90	Vanilla Ice Cream
OC-15	Baby Fawn	OC-53	Horizon	OC-91	Ivory Tusk
OC-16	Cedar Key	OC-54	White Wisp	OC-92	Mannequin Cream
OC-17	White Dove	OC-55	Paper White	OC-93	Sugar Cookie
OC-18	Dove Wing	OC-56	Moonshine	OC-94	Windswept
OC-19	Seapearl	OC-57	White Heron	OC-95	Navajo White
OC-20	Pale Oak	OC-58	White Ice	OC-96	Gentle Cream
OC-21	Winter White	OC-59	Vanilla Milkshake	OC-97	Cream Froth
OC-22	Calm	OC-60	Icicle	OC-98	Bare
OC-23	Classic Grey	OC-61	White Diamond	OC-99	Deserted Island
OC-24	Winds Breath	OC-62	Baby's Breath	OC-100	Palace White
OC-25	Cloud Cover	OC-63	Winter Snow	OC-101	Desolate
OC-26	Silver Satin	OC-64	Pure White	OC-102	Devon Cream
OC-27	Balboa Mist	OC-65	Chantilly Lace	OC-103	Antique Yellow
OC-28	Collingwood	OC-66	Snow White	OC-104	Antique Lace
OC-29	Floral White	OC-67	Ice Mist	OC-105	Calming Cream
OC-30	Gray Mist	OC-68	Distant Gray	OC-107	Antiquity
OC-31	Fog Mist	OC-69	White Opulence	OC-108	Pale Moon
OC-32	Tapestry Beige	OC-70	Whitewater Bay	OC-109	Lemon Chiffon
OC-33	Opaline	OC-71	Sand Dollar	OC-110	Milkyway
OC-34	Marble White	OC-72	Pink Damask	OC-111	Corinthian White
OC-35	Spanish White	OC-73	Opal	OC-112	Goldtone
OC-36	Niveous	OC-74	Onyx White	OC-113	Powder Sand
OC-37	Glacier White	OC-75	Pristine	OC-114	Lemon Ice
OC-38	Acadia White	OC-76	Old Country	OC-115	Cream Silk

The Village of Pinehurst Historic District Guidelines

Benjamin Moore Paint Colors—Approved Exterior Colors

Code	Color Name	Code	Color Name	Code	Color Name
OC-116	Pale Celery	HC-25	Quincy Tan	HC-114	Saybrook Sage
OC-117	Simply White	HC-26	Monroe Bisque	HC-117	Hancock Green
OC-118	Snowfall White	HC-27	Monterey White	HC-140	Prescott Green
OC-119	Cloud nine	HC-28	Shelburne Buff	HC-141	Hollingworth Green
OC-120	Seashell	HC-29	Dunmore Cream	HC-144	Palladian Blue
OC-121	Mountain Peak White	HC-30	Philadelphia Cream	HC-146	Wedgewood Gray
OC-122	Cotton Balls	HC-31	Waterbury Cream	HC-147	Woodlawn Blue
OC-123	Bavarian Cream	HC-32	Standish White	HC-149	Buxton Blue
OC-124	Alpine White	HC-33	Montgomery White	HC-150	Yarmouth Blue
OC-125	Moonlight White	HC-34	Wilmington Tan	HC-169	Coventry Gray
OC-126	Easter Lily	HC-35	Powell Buff	HC-170	Stonington Gray
OC-127	White Chocolate	HC-36	Hepplewhite Ivory	HC-171	Wickham Gray
OC-128	Minced Onion	HC-38	Decatur Buff	HC-172	Revere Pewter
OC-129	Alabaster	HC-39	Putnam Ivory	HC-173	Edgecomb Gray
OC-130	Cloud White	HC-40	Greenfield Pumpkin	HC-174	Lancaster Whitewash
OC-131	White Down	HC-41	Richmond Gold	HC-176	Annapolis Gray
OC-132	Grand Teton White	HC-44	Lenox Tan	HC-179	Platinum Gray
OC-133	Ancient Ivory	HC-45	Shaker Beige	HC-180	Cliffside Gray
OC-134	Meadow Mist	HC-46	Jackson Tan	AC-1	Coastal Fog
OC-135	Cream Cloak	HC-47	Brookline Beige	AC-7	Adobe Beige
OC-136	Celery Salt	HC-48	Bradstreet Beige	AC-22	Nantucket Fog
OC-137	Sebring White	HC-53	Hathaway Peach	AC-25	Harbor Gray
OC-138	White Drifts	HC-54	Jumel Peachstone	AC-28	Smoke Embers
OC-139	Sea Wind	HC-55	Winthrop Peach	AC-31	Hot Spring Stones
OC-140	Morning Dew	HC-56	Georgetown Pink Beige	AC-34	Cape Hatteras Sand
OC-142	Sail Cloth	HC-57	Sheraton Beige	AC-37	Big Bend Beige
OC-144	Lancaster White	HC-59	Odessa Pink	AC-38	North Hampton Beige
OC-150	Brilliant White	HC-60	Queen Anne Pink	AC-40	Glacier White
HC-1	Castleton Mist	HC-78	Litchfield Gray	AC-41	Acadia White
HC-2	Beacon Hill Damask	HC-80	Bleeker Beige	AC-42	Grand Teton White
HC-3	Greenmount Silk	HC-81	Manchester Tan		
HC-4	Hawthorne Yellow	HC-82	Bennington Gray		
HC-5	Weston Flax	HC-83	Grant Beige		
HC-6	Windham Cream	HC-90	Crown Point Sand		
HC-12	Concord Ivory	HC-92	Wheeling Neutral		
HC-15	Henderson Buff	HC-93	Carrington Beige		
HC-17	Summerdale Gold	HC-95	Sag Harbor Gray		
HC-18	Adams Gold	HC-96	Richmond Gray		
HC-21	Huntington Beige	HC-99	Abingdon Putty		
HC-22	Blair Gold	HC-105	Rockport Gray		
HC-23	Yorkshire Tan	HC-108	Sandy Hook Gray		
HC-24	Pittsfield Buff	HC-111	Nantucket Grey		

The Village of Pinehurst Historic District Guidelines

Benjamin Moore Paint Colors - Approved Trim Colors

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

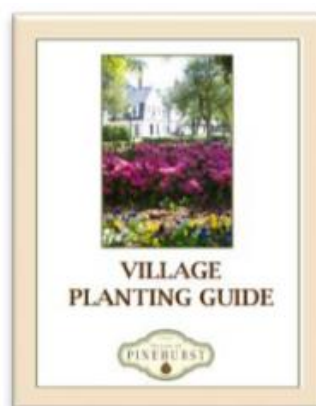
E. Village Planting Guide

From its beginning in 1895, Pinehurst has been known for its picturesque landscapes. Two renowned landscape architects, Frederick Law Olmsted, Sr., and Warren Manning, worked with the Tufts family to design the layout of winding streets, sandy paths, and informal plantings that gave the landscape the charm of a “wild garden.” Their vision of a naturalistic and romantic landscape has been preserved through the decades and the village was awarded National Historic Landmark status in 1996, as an example of resort and community planning.

The original landscapers chose to plant Pinehurst with native species like hollies, magnolias, cedars, and evergreen trees as well as exotic plants collected from around the world. They created appealing spaces not with structures, but with plants that gave the environment year-round character through color, texture, and seasonal change. Today it is possible to maintain the historic integrity of Olmsted’s and Manning’s designs by following their naturalistic approach in planting new gardens and selecting plants that are compatible with their original selections.

The **Village of Pinehurst Planting Guide** was compiled from Manning’s original plant list and the Plant Database created by the North Carolina State University Cooperative Extension. It is divided into sections including the categories below.

Tall trees
Small trees/shrubs
Small shrubs
Vines and groundcover
Herb and wildflowers
Ornamental grasses
Bulbs
Summer annuals



In addition, plants are identified by both common and Latin names, and accompanied by soil and light requirements, drought tolerance, deer resistance, and wildlife value. Plants from Manning’s original plant list are marked with an asterisk (*).

The Planting Guide is available in two formats:

1. In hard copy and available at Village Hall, 395 Magnolia Road, Pinehurst.
2. On the Village of Pinehurst website, vopnc.org. On the website, type planting guide in the search box. The 24-page document above will appear in PDF form. Browse online or print for review.

F. Relevant Statutes and Resolutions

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

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

- **Village Of Pinehurst Resolution Creating the Pinehurst Historic District:**

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

- **Village Of Pinehurst Resolution Creating the Historic Preservation Commission:**

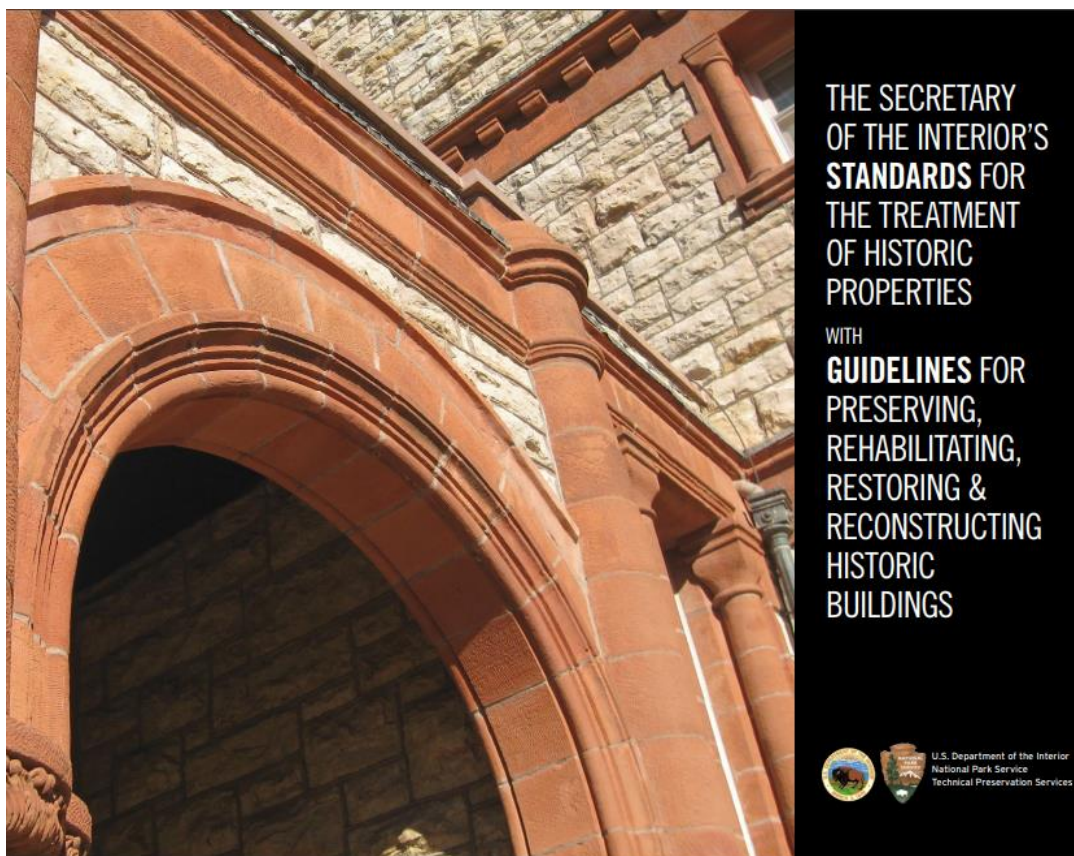
Resolution #06-05, updated March, 2006. Available at Village Hall or on www.vopnc.org.

G. Resources

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

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

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



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

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

- **Tax Credits:**

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

H. Glossary

Words contained in this Appendix are those having an applied meaning and relative to the purpose of these Guidelines.

Words not listed in this chapter are defined by reference to:

- The latest version of the Pinehurst Development Ordinance (PDO),
- The latest edition of the State of North Carolina Building Code, or if not defined therein, or
- The latest edition of Webster's New International Dictionary, unabridged.

A

ACCESSORY BUILDING: A building that is located on the same parcel of property as the primary or principal structure and the use of which is incidental to the use of the primary structure. Examples of common accessory buildings include, but are not limited to, carports, carriage houses, garages, storage sheds, cabanas, and pergolas.

ACCESSORY STRUCTURE: Any structure not roofed over and enclosed that is not considered an accessory building, which is incidental to that of the main building. Examples of accessory structures include, but are not limited to, fences, decks, gazebos, arbors, retaining walls, barbeque pits, detached chimneys, tree houses, playground equipment, yard sculpture, etc.

ADDITION (to an existing building): An extension or increase in the floor area or height of an existing structure, including porches and other additions that change the volume, area or building footprint. Additions share a contiguous wall or floor with the existing structure.

AFTER-THE-FACT APPROVAL: Application for approval of work that has already been completed.

ALUMINUM SIDING: Sheets of exterior architectural covering, usually with a colored finish, fabricated of aluminum to approximate the appearance of wooden siding. Aluminum siding was developed in the early 1940s and became increasingly common in the 1950s and 1960s.

APPROPRIATE: Suitable for, or compatible with, a property, based on accepted standards of historic restoration. The appropriateness of a design for new construction is based on compatibility with the architectural character of the Historic District.

ARCH: A curved and sometimes pointed structural member used to span an opening. A rounded arch represents classical or Romanesque influence whereas a pointed arch generally denotes Gothic influence.

ASBESTOS SIDING: A dense, rigid board containing a high proportion of asbestos fibers bonded with Portland cement; resistant to fire, flame, or weathering and having a low resistance to heat flow. It is usually applied in large overlapping shingles. Asbestos siding was applied to many buildings in the 1950s.

ASPHALT SHINGLE/SIDING: A shingle or siding manufactured from saturated roofing felts (rag, asbestos, or fiberglass) coated with asphalt and finished with mineral granules on the side exposed to weather.

ATM: Self-service machines used by banking customers for financial institutions, including deposits, withdrawals, and fund transfers, without face-to-face contact with financial institution personnel. These machines may be located at or within banks, or in other locations.

AWNINGS: An architectural projection that provides weather protection, identity and/or decoration, and is wholly supported by the building to which it is attached, and is comprised of a lightweight, rigid, or retractable skeleton over which an approved cover is attached.

B

BALUSTRADE: A series of balusters or uprights connected on top by a handrail and sometimes on the bottom by a bottom rail to provide an ornamental and protective barrier along the edge of a stair, roof, balcony, or porch.

BAY: A window or windows built to project outward from an exterior wall. A bay can also refer to an opening or division along the face of a structure. For example, a wall with a door and two windows is three bays wide.

BOARD AND BATTEN: Closely applied vertical boards, the joints of which are covered by vertical narrow wooden strips; usually found on Gothic Revival-style buildings.

BOLLARD: A sturdy, short, vertical post. Although it originally described a post on a ship or quay used principally for mooring boats, the word is now used to describe posts installed to control road traffic and posts designed to prevent ram raiding and car ramming attacks.

BOND: A brick masonry pattern. Masonry bond is essential to brickwork when wire reinforcement is not used.

BRACKET: A projecting support member found under eaves or other overhangs; it may be plain or decorated. Brackets were used extensively in Victorian architecture and gave rise to a style known as Bracketed Victorian.

BRICK VENEER: An outer covering, usually for a wooden frame building, consisting of a single layer of brick attached to the load-bearing walls with ties.

BULKHEAD (as pertains to storefronts): The area below the display windows on the front façade of a commercial storefront.

C

CANOPY TREE: A large tree whose total height and spread at maturity is greater than thirty (30) feet. Species native to the Sandhills of North Carolina include maple, hickory, holly, sweet gum, magnolia, and pine trees.

CEMENTITIOUS BOARD: A material composed of cement, sand, and cellulose fiber; first introduced in the early 20th century as a substitute for slate. Today cementitious board has a variety of uses including exterior siding and roofing.

CERTIFICATE OF APPROPRIATENESS: A document allowing a property owner to proceed with a proposed alteration, demolition, or new construction of a property in a designated area or site, following the determination of the proposal's suitability according to the Design Guidelines.

CHARACTER-DEFINING: A feature or element of a structure that is essential to its architectural or historical significance. Character-defining elements include the overall shape of the structure, its materials, craftsmanship, and decorative details, as well as the various aspects of its site and environment. Examples of features that could be considered character-defining include openings, roofs and related features, projections (porch, balcony, and chimneys), trim, and windows.

CLAPBOARD: Horizontal wooden boards, tapered at the upper end and laid so as to cover a portion of a similar board underneath and to be covered by a similar one above. The exposed face of clapboard is usually less than six (6) inches wide. Clapboard was a common outer face of 19th and early 20th century buildings.

COLONIAL REVIVAL: A style popular in the late 19th and early 20th centuries. The style features a rectangular house shape with a gable roof and overhanging second story; a symmetrically balanced front façade with an accented front entry, often framed by a portico and pediment; and multi-pane, double-hung windows with shutters. Siding is typically clapboard or brick.

COLUMN: A vertical shaft or pillar that supports or appears to support a construction above. In classical architecture, the column has three (3) parts: base, shaft, and capital.

COMPATIBILITY: The state of being harmonious or agreeable when integrated with other elements in a structure or environment.

CONGRUOUS: The quality or fact of being in agreement with. As used in the Guidelines, the term refers to a project that corresponds to the historic character of a structure and the Historic District. A design that is appropriate and harmonious to the existing environment.

CONTEXT: The overall relationship of the building to its surroundings.

CORNICE: An ornamental molding, usually of wood or plaster, running around the walls of a room just below the ceiling; the molding forming the top member of a door or window frame; or the exterior trim of a structure at the meeting of the roof and the wall. In classical architecture, the upper projecting section of an entablature.

COTTAGE STYLE: The style of a small, quaint house, historically found in rural or semi-rural locations. Characteristics include a sloping, uneven roof with steep gables; prominent brick or stone chimneys; small dormer windows and casement windows small panes; and clapboard, brick, stone or stucco siding.

CRAFTSMAN BUNGALOW STYLE: An early 20th Century style that grew out of the arts and crafts movement of the 19th century. The basic characteristics are long, low profiles; overhanging bracketed eaves; wide, engaged porches with square, squat brick piers supporting wood posts; gabled dormers and four-over-one or six-over-one sash windows. Siding is typically brick, stone, or stucco.

CRESTING: Ornamental ironwork used to embellish the ridge of a gable or the upper cornice of a mansard roof.

CUPOLA: A small structure built on top of a roof or building to complete a design and to provide a source of light and a means of ventilation. The structure can be square or spherical in shape with a mansard or conical roof.

D

DECK: An uncovered porch, usually at the rear of a building; popular in modern residential design.

DEMOLITION: The razing or destruction, whether entirely or in significant part, of the exterior of a building, structure, or site. Demolition includes the removal of a building or structure from its site or the removal, stripping, concealing, or the destruction of the façade or any significant exterior architectural features which are integral to the character of the resource, for whatever purpose, including new construction or reconstruction.

DORMER: A structure projecting from a sloping roof usually housing a window (or windows) or a ventilating louver.

E

EAVE: The lower edge of a roof extending beyond the exterior wall.

ELEVATION: A scaled drawing that illustrates the view of a side of a building.

ENTABLATURE: In classical architecture, the horizontal members immediately above the column capitals; divided into three major parts or layers: architrave (bottom), frieze (middle), and cornice (top).

F

FAÇADE: The exterior face of a building.

FEDERAL REVIVAL STYLE: A revival of the architectural style popular from the Revolution through the early 19th century. The style is characterized by a hipped roof with prominent end chimneys; fanlights and side lights framing the front door; and six-on-six or twelve-on-twelve windows with shutters. Buildings are of brick or wood construction.

FENESTRATION: The arrangement of windows and doors and their openings in a building.

FINIAL: A formal ornament at the top of a canopy, gable, pinnacle, street light, etc.

FRANCHISE ARCHITECTURE: A building design that is trademarked, branded, or easily identified with a particular chain or corporation and is ubiquitous in nature.

FRONT YARD: A yard across the full width of the lot, extending from the farthest projection of the structure including, but not limited to, steps, eaves, porches, terraces or patios (excluding, however, steps and overhangs permitted to project into the front yard) to the front property and/or right-of-way line.

G

GABLE: The vertical triangular portion of the end of a building having a double sloping roof, from the level of the cornice or eaves to the ridge of the roof.

GAMBREL ROOF: A gable roof with two slopes of different pitch on either side of the ridge. The slopes that meet at the ridge have a shallower pitch.

GEORGIAN REVIVAL STYLE: A revival of the prevailing 18th century style in Great Britain and the Colonies. The characteristics are a square symmetrical shape with paired chimneys; a centered front door framed by a decorative crown and pilasters; and nine-on-nine or twelve-on-twelve windows. Siding is typically brick.

H

HIPPED ROOF: A roof that slopes upward from all four sides of the building, requiring a hip at each corner.

HUMAN SCALE: A combination of qualities in architecture or the landscape that provides an appropriate relationship to human size, enhancing rather than diminishing the importance of people.

L

LIGHT: A pane of glass.

LINTEL: A beam of wood or stone that spans an opening; in masonry construction it frequently supports the masonry above the opening.

M

MANSARD ROOF: A roof with two slopes on all four sides, the lower one being much steeper than the upper.

MANUFACTURED STONE: A contemporary manufactured material that resembles stone and is uniform in color and substance throughout the block.

MASS: The volume or physical bulk of a building, as defined by its length, width, and height. Mass also refers to the size and shape of a structure relative to others in the immediate proximity.

MEETING RAIL: A horizontal divider between the upper and lower sashes of a double hung window.

MOLDING: A decorative band having a constant profile or having a pattern in low relief, generally used in cornices or as trim around windows, doors and other openings.

MULLION: A vertical member dividing a window area, such as two casements, and forming a part of a window frame.

MUNTIN: A divider in a window. Muntins fix the lights of a window into position and determine the number of sidelights.

MUTED COLOR: A color that has tinted, subdued shades and is not bright or reflective. Muted colors are less intense in hue and often lighter in value.

N

NEIGHBORHOOD: An area of a community with characteristics that distinguish it from other areas and may be identified by distinct aesthetic, architectural, landscape, or historic characteristics.

O

OFF-STREET PARKING SPACE: A space which is designated for parking or temporary storage of one automobile, and is located outside of the dedicated street right-of-way.

ORIGINAL: A term designating a structure, including its elements, features, and details, at the time it was constructed. In fact, very few buildings in the Pinehurst Historic District are original. As the term is used in the Guidelines, it refers to features of a building that have been in place for a significant period of time.

P

PARGE: A thin coating of plaster or mortar.

PEDIMENT: A triangular gable bounded on all sides by a continuous cornice. This form is characteristic of classical architecture.

PILASTER: A flat or half-round decorative member applied to a wall suggesting a column; sometimes called an engaged column.

PORTICO: A small entrance porch or covered walk consisting of a roof supported by open columns.

PRIMARY STRUCTURE: The main structure on a lot in which the principal use of that lot is conducted, i.e. a residence if the property is residential.

PROPORTION: A harmonious relationship between structures or parts of structures with respect to comparative size, quantity, or degree. An effect of harmony and balance is achieved when the architectural elements of a structure are in proportion to each other and to the structure as a whole.

Q

QUEEN ANNE/VICTORIAN STYLE: One of a variety of eclectic styles introduced into British and American architecture during the reign of Queen Victoria (1837-1901). The characteristics of the Queen Anne style include a steep gable or hipped roof with dormers; a rambling asymmetrical silhouette often with turrets, towers, balconies, and verandas; and decorative accents on gable ends, eaves and overhangs. Windows are often accented with stained glass. Siding can be mixed in a single structure.

QUOIN: Ornamental blocks of wood, stone, brick, or stucco placed at the corners of a building and projecting slightly from the front of the façade.

R

RIDGE: The horizontal line of meeting of the upper slopes of a roof.

RIGHT-OF-WAY: An area owned or maintained by the Village, the State of North Carolina, a public utility, a railroad, or a private concern for the placement of such utilities and/or facilities for the passage of vehicles or pedestrians, including roads, pedestrian walkways, utilities, or railroads.

S

SASH: Any framework of a window; it may be movable or fixed; it may slide in a vertical plane (as in a double-hung window) or may pivot (as in a casement window).

SCALE: The relationship of a building to those around it.

SETBACK: The minimum distance from the property line to the farthest projection of the exterior face of buildings, walls, or any other form of construction (i.e. decks, landings, terraces, porches, and patio on grade). Setbacks for buildings within a block or neighborhood should be consistent to maintain the character of the neighborhood.

SHEET METAL: A flat rolled-metal product, rectangular in cross-section and form; when used as a roofing material, usually terne- or zinc-plated.

SHUTTER DOG: A tie-back used to keep shutters in an open position.

SIDE YARD: An open space on the same lot with a building (steps, eaves, and uncovered porches, terraces, and patios are considered part of the main building), and the side line of the lot extending through from the front building line to the rear yard or to the rear line of the lot, where no rear yard is required.

SMALL CELL WIRELESS: Those defined in N.C.G.S. 106A-400.51.

SOFFITT: The exposed undersurface of any overhead component of a building, such as an arch, balcony, beam, cornice, lintel, or vault.

STREETSCAPE: The distinguishing character of a particular street within a pedestrian's view as created by the dimensions and materials of the road and walkways, the design of street furniture, the setback, spacing, and scale of structures, their architectural features and materials, and the presence of vegetation (especially trees) along the curb or sidewalk.

STRING COURSE: A decorative horizontal band on the exterior wall of a building. Such a band, either plain or molded, is usually formed of brick or stone.

STUCCO: An exterior finish, usually textured, composed of Portland cement, lime, and sand mixed with water. Older-type stucco may be mixed from softer masonry cement rather than Portland cement.

SURROUND: The border or casing of a window or door opening, sometimes molded.

T

TERRA COTTA: Hard unglazed fired clay, used for ornamental work and roof and floor tile; also fabricated with a decorative glaze and used a surface finish for buildings in the Art Deco style.

TERNE: An alloy coating that was historically made of lead and tin used to cover steel, in the ratio of 20% tin and 80% lead. Until the year 2012, lead had been replaced with the metal zinc and was used in the ratio of 50% tin and 50% zinc.

TEXTURE: The physical material and architectural features and details of a building that create character; also the fabric of a building, structure, or town, connoting an interweaving of component parts.

TRANSOM: A glazed panel above a door or a storefront, sometimes hinged to be opened for ventilation at ceiling level.

V

VILLAGE CENTER: The original commercial center of Pinehurst.

VINYL CLAD/ALUMINUM CLAD: The exterior cladding of wooden window frames and sashes and of wooden doors with factory- finished vinyl or aluminum.

VINYL SIDING: Sheets of thermal, plastic compound made from chloride or vinyl acetates, as well as some plastics made from styrene and other chemicals, usually fabricated to resemble clapboard, posts, or rails.

W

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



**DISCUSS AND CONSIDER BUDGET AMENDMENT FOR LIBRARY
REQUEST FOR CONTINGENCY FUNDS.
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

5/8/2019

MEMO DETAILS:

During the FY 2019 budget process, contingency funding was set aside to potentially fund the transition to a next generation of public library service delivery in the Village. The Given Memorial Library staff and Board has submitted a detailed request for a portion of these funds.

Consistent with the Village's process for reviewing annual department budget requests, the Budget Review Committee met with Audrey Moriarty in April to review the requests. We discussed each item at length and identified those that met the criteria established by Council. Each request approved by the Committee enhances public library service offerings.

Approved items included the following: additional computers for patron use, a Smart TV with cart for programming needs, a microfilm scanner/reader to access historical documents, a new phone system, a portable projector and laptop for presentations and programs, additional Wi-Fi capabilities to allow coverage throughout the entire facility, a table lectern and portable PA system for programs with speakers, and books for summer camp attendees. The estimated cost of the approved items totaled approximately \$25,000. Actual costs may vary slightly from the requested amounts due to pricing variations at the time of purchase.

Attached is a budget amendment for your consideration.

ATTACHMENTS:

Description

▣ Ordinance 19-09

ORDINANCE #19-09:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2019, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA (LIBRARY CONTINGENCY FUNDS)

WHEREAS, the Village of Pinehurst has a contract with Given Memorial Library dated April 1, 2015 to provide public library services; and

WHEREAS, the FY 2019 Budget includes a contingency appropriation to potentially fund the transition to a next generation of public library service delivery in the Village; and

WHEREAS, Given Memorial Library submitted a request for an additional \$25,000 to fund several projects that will enhance the library's service delivery, including the purchase of additional computers for patron use, a Smart TV with cart for programming needs, a microfilm scanner/reader to access historical documents, a new phone system, a portable projector and laptop for presentations and programs, additional Wi-Fi capabilities to allow coverage throughout the entire facility, a table lectern and portable PA system for programs with speakers, and books for summer camp attendees;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 14th day of May 2019, as follows:

SECTION 1. To amend the FY 2019 General Fund budget with regard to revenues and expenditures, the revenue and expenditure accounts are to be changed as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-80-615-6930	Given Library Operations	\$25,000	
10-00-990-9999	Contingency		\$ 25,000

SECTION 2. Copies of this budget amendment shall be furnished to the Clerk to the Village Council, Village Manager, and Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 14th day of May 2019.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS THE 2019 REQUEST FOR PROPOSAL FOR THE LIBRARY
SERVICES NEEDS ASSESSMENT.
ADDITIONAL AGENDA DETAILS:**

FROM:

Jeff Sanborn

DATE OF MEMO:

5/8/2019

MEMO DETAILS:

Staff, in collaboration with the Library Working Group, has developed the attached Request for Proposal for a Library Needs Assessment. It contemplates selection of a contracted partner in August, 2019. Staff is still working on the distribution strategy for this RFP.

ATTACHMENTS:

Description

- ▣ 2019 RFP for Library Services Needs Assessment



REQUEST FOR PROPOSAL

Library Services Needs Assessment
for the Village of Pinehurst, North Carolina

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I. Statement of Need/Purpose

The Village of Pinehurst is seeking proposals from qualified consulting firms to conduct a Library Services Needs Assessment. Currently, the Given Tufts organization, which is a separate not-for-profit corporation, provides public library services in the Village Center through the Given Memorial Library at no cost to patrons. An annual financial contribution from the Village of Pinehurst ensures the provisioning of public library services through a contractual relationship. The Given Memorial Library shares its current facility with the Tufts Archives.



Representatives of the Village of Pinehurst and the Given Memorial Library formed a Library Working Group in January, 2018 to identify potential solutions for the lack of collections and program space to accommodate the needs of a growing community.

This group met over the course of one year to formulate recommendations on how to improve library services and evaluate the need for expansion.

The National Park Service, which governs the Village's Historic Landmark Status, has insisted that Pinehurst comply with "physical integrity" requirements that prohibit an addition to the existing structure which houses both the library and the archives. Meanwhile, the Given Tufts organization is negotiating a separation of the archives from the library. If the separation occurs, the archives would be expanded to fill the current shared facility. So, whether or not library growth is found to be needed, it is likely that the Given Memorial Library will need to move to another location.

In January, 2019, the Pinehurst Village Council approved the Library Working Group's recommendation for the Village of Pinehurst to conduct a formal Library Services Needs Assessment to determine the community's desires and needs for future library services. Therefore, the Pinehurst Village Council is soliciting proposals from qualified firms to conduct a library needs assessment for the Village of Pinehurst.

This assessment should engage the community to identify its desired vision for the future of library services, identify priorities for improvement, evaluate the potential roles of both the Village of Pinehurst and the Given Memorial Library, and articulate strategies to address those roles and priorities. The Library Needs Assessment should also compile findings from the community including the desired levels of library services and programs. Finally, the Library Services Needs Assessment should evaluate the need for expansion and if expansion is recommended, the assessment should identify the potential size of facilities needed, alternative locations of new or expanded facilities, possible uses of library facilities, staffing requirements, information technology requirements, and furnishing needs. The potential operating and capital costs of these needs should be quantified in the final Library Services Needs Assessment Report.



The firm performing the Library Services Needs Assessment will work directly with Village of Pinehurst staff to coordinate the needs assessment and ensure extensive public input is obtained throughout the process. Members of the Library Working Group, including representatives of the Given Memorial Library, will be available to provide assistance as needed.

II. Community Background

A. Community Profile

The Village of Pinehurst is located in an area known as the Sandhills in Moore County, North Carolina. Although it was established in 1895, the Village did not become a municipality until 1980. James Walker Tufts, a resident of the Boston area, purchased approximately 6,000 acres of land to create a health resort in the Sandhills. Mr. Tufts contracted with a land planning firm headed by Frederick Law Olmsted, designer of Central Park in New York City and the Biltmore Estate in Asheville to conduct master planning for his desired resort community. In about three weeks' time, the plan for the Village of Pinehurst was formed. In 1996, a large portion of the Village was designated as a National Historic Landmark for its landscape design and significance in the history of golf in the United States.

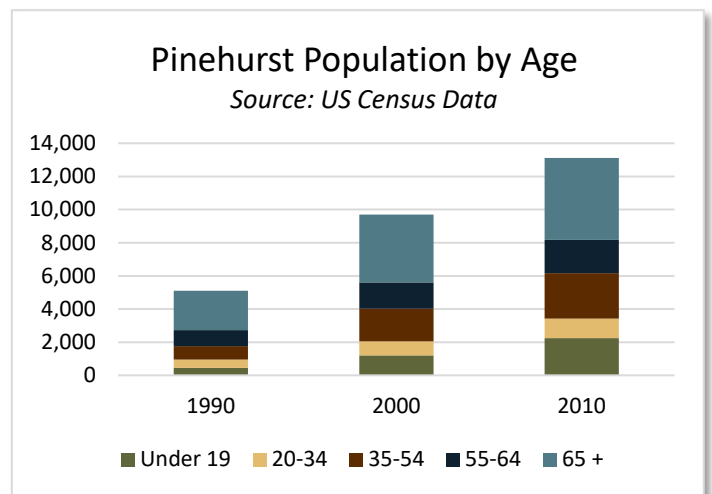
The Village has an incorporated area of approximately 16.5 square miles and also exercises extraterritorial jurisdiction for zoning purposes over an 8 square mile area immediately outside of its corporate limits. The Village of Pinehurst is surrounded by the incorporated municipalities of Southern Pines, Foxfire, Aberdeen, and Taylortown.

Primarily a residential community, Pinehurst has a \$3.4 billion residential tax base and a \$403 million non-residential tax base, or \$230 million per square mile. Of the total assessed property valuations, 89% are residential, with 11% non-residential. 2017 US Census data indicates the median value of owner-occupied housing is approximately \$290,000 and the median household income is nearly \$82,000.

The 2019 population of the Village of Pinehurst stands at approximately 16,700 residents, which makes Pinehurst the largest incorporated municipality in Moore County. In fact, from 2010 to 2016, Pinehurst was the twelfth fastest growing municipality in the state of North Carolina.

From 1990 to 2010, Pinehurst's population increased from approximately 5,100 residents to over 13,000, or a 155% increase. The average age of Pinehurst residents is higher than many communities, but this is shifting: according to US Census data, 47% of the population was under the age of 55 in 2010, compared to 34% in 1990.

Location is one of the Village's greatest assets. Pinehurst is only two hours from North Carolina's coast; three hours from the Blue Ridge Mountains; 45 minutes from Fort Bragg, the largest military base in the world (by population); one hour from the state capitol of Raleigh; and two hours from Charlotte with access to international airports, major museums, and other cultural arts venues.



The Village of Pinehurst is an integral part of the economy of Moore County, which is well-diversified with healthcare, recreational, retirement, tourism, retail, agriculture, and manufacturing sectors. Pinehurst's service-based economy attributes over 9,000 jobs to the lodging, medical, and office sectors. Pinehurst and nearby Southern Pines make up the Pinehurst-Southern Pines micropolitan statistical area, which ranked 44th out of 551 in the country for economic strength during 2019.

Two of the largest employers in Moore County are located in Pinehurst and are service-related. FirstHealth of the Carolinas is a private, not-for-profit health care network serving 15 counties in the mid-Carolinas. Pinehurst Resort, owned by Pinehurst, LLC operates nine championship golf courses, including the famous Pinehurst No. 2 course, which was the site of the 1999, 2005, and 2014 U.S. Open Championships. Pinehurst Resort will once again host the U.S. Open Championship in 2024.



The Village of Pinehurst government is comprised of 9 different departments. Primary services include: police, fire, solid waste, street maintenance, recreation, and planning & development services. Schools in NC are operated by a separate county-wide school board authority and there is one elementary school located in the Village limits that will be demolished in 2019, expanded and rebuilt on the same site, and will reopen in 2021.

The nearby Town of Southern Pines operates its own municipally funded library which is significantly larger than the Given Memorial Library. The other libraries in Moore County are funded by a mixture of municipal, county and state funding through the Sandhills regional library system and are generally smaller. Most libraries in North Carolina are funded either by their respective county or through the regional library framework.

B. Library Background & Framework

The Given Memorial Library was established in 1963 with an endowment by Sarah Given Larson, in honor of her parents, John L. and Irene Heinz Given, along with a gift of land on the Village Green by Richard S. Tufts. Since establishment of the endowment, many other private donors have enabled the Given Memorial Library to serve effectively as a “public” library in the Village of Pinehurst since the 1960s. Although the library is approximately 80% funded by private donations, it has continuously operated on a no-fee basis for both residents and non-residents. The library board is concerned that its current dependence on private donations, and perceived donor fatigue, will limit its ability to provide sustained library services, particularly as the Village of Pinehurst grows.

The current collection consists of approximately 17,000 volumes. Current library services include books, magazines, audio books, digital services, children's programs, and various educational programs which often double as fundraising events. There are approximately 7,600 card holders and the Library averages 35,900 visits per year. The Given Memorial Library is open Monday – Friday 9:30 am to 5:00 pm and Saturday 9:30 am – 12:30 pm.

	FY 2015	FY 2016	FY 2017	FY 2018	Projected FY 2019
# of books checked out	37,040	36,264	41,224	45,341	45,000
# of e-books checked out	8,168	8,545	10,095	12,334	11,800

The Village of Pinehurst has a rich history which has been documented and archived by the Tufts Archives, founded in 1975. The Given Memorial Library and the Tufts Archives are operated as a single 501c(3) not-for-profit corporation located in the same 6,390 square foot building on the Village Green at 150 Cherokee Road. The Given Memorial Library occupies 3,300 square feet, or approximately 52% of the existing building. There is a very real opportunity for a significant additional private investment that could modernize the Tufts Archives to serve as a Museum of Pinehurst and a center for golf architecture that could benefit Pinehurst residents and attract additional tourists, but only if the library functions are transferred to another location.



The Given Book Shop, a used bookshop store, is operated by the Given Memorial Library in the historic former post office building at 95 Cherokee Road in the Village Center. The Given Book Shop, which houses a coffee bar and also serves as a rental venue space in the Village, is quite popular with the residents. Proceeds from The Given Book Shop provide minimal financial support for the Given Memorial Library.

The Given Memorial Library operates as a public/private partnership as follows:

- The annual budget for the Given Memorial Library, excluding Tufts Archives expenses, is approximately \$400,000. This includes operating costs for the current library staff and library services. A strong volunteer workforce defrays considerable potential staffing costs and there is no mortgage expense. Currently, there are eight employees working for the Given Library whom equate to 2.8 full time employees. There are also 126 active volunteers who donate approximately 565 hours a year.
- The primary sources of revenue for the Given Memorial Library include private donor contributions and contractual payments in the amount of \$100,000 from the Village of Pinehurst for public library services. The library does not receive any state or federal funding.
- Since 2013, the Village of Pinehurst has contributed \$1 million to an escrow account to be used for potential library expansion. Under the terms of the escrow agreement between the Village of Pinehurst and the Given Memorial Library, these funds can only be accessed by the library if they raise a required amount of matching funds. The library will not be able to meet this requirement and therefore, the \$1 million in escrow will revert to the Village after June 30, 2019.

	FY 2015	FY 2016	FY 2017	FY 2018	Projected FY 2019
\$ spent by Village of Pinehurst to support the Given Memorial Library operations	\$105,000	\$125,000	\$100,000	\$100,000	\$125,000
\$ spent by Village of Pinehurst to fund \$1 million of library expansion cost (\$400,000 in prior years)	\$300,000	\$100,000	\$100,000	\$100,000	-

III. Scope of Work

The Village of Pinehurst is seeking a consultant (which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to prepare the Library Services Needs Assessment based on extensive community input and a thorough understanding of existing needs and community interest in expanded services and/or a new library facility. The assessment will consider current and projected demographics and population trends.

Village of Pinehurst staff, augmented by representatives from the Given Memorial Library, will provide the consultant with additional information as needed and will meet with the consultant on a regular basis to facilitate the collection of public input and review interim work products. Village of Pinehurst staff will be the primary consultant contact for the needs assessment.

The final scope of work will be developed in collaboration with the selected consultant. The scope of work requested, at a minimum, will include:

1. **Review Existing Conditions and Identify Best Practices:** The consultant will seek to understand the existing environment in which the Given Memorial Library operates within the context of southern Moore County and Pinehurst and will also identify best practices for library services to include:
 - Review existing library utilization rates, relative to other communities of similar size and demographics.
 - Review library program and event attendance.
 - Review population and demographic historical trends and projections.
 - Review relevant planning documents and reports (e.g. strategic plans, etc.).
 - Identify the existing amount of space for children, teen, and adult programs and services such as research, studying, testing, and meeting spaces.
 - Assess services currently available at Given Memorial Library as well as other publicly run library facilities in nearby communities.

- Identify service limitations of existing library facilities including but not limited to collections, seating, offices, technology, meeting rooms, and work areas.
- Review reports and other information compiled by Village and library staff.
- Examine successful library services in communities with similar demographics.
- Identify library services industry standards and best practices.



2. **Solicit Broad Community Input:** An effective and authentic participation by residents of the Village of Pinehurst is important to developing a fair and representative Library Services Needs Assessments. The consultant's public engagement strategies must consistently include dialogue associated with the cost of delivering potential service enhancements. The consultant is expected to work with Village staff to formulate and execute an innovative and inclusive public engagement strategy. The public engagement strategy should be designed to ensure broad community input by a representative demographic that determines the community's desires for improved or expanded library services.

Public outreach methods should include, but are not limited to:

- Surveys to determine, at a minimum, 1) resident satisfaction levels with current library services and programs, 2) resident desires and needs for library services, 3) resident interest in expanding services and/or the facility, 4) resident interest in utilizing services of other local publicly operated libraries, and 5) how the library might meet resident needs in creative ways.
 - Focus group meetings, community meetings, and other stakeholder meetings (e.g. staff, current and past library board members, community leaders, etc.).
 - Other methods to solicit input through local social or event gatherings.
3. **Conduct the Needs Assessment and Formulate a Recommendation:** The consultant will compile and analyze the data and information collected and obtained through research, investigation, and community outreach to quantify the need and public demand for library services in Pinehurst. In addition, the consultant will identify and evaluate alternative strategies such as: collaborating with other government operated libraries locally; expanding existing library facilities; relocating current library services to an existing facility; constructing new facilities, etc. Finally, if expansion and/or relocation is recommended, the consultant should indicate the following:
 - Recommended library facility size, in square feet.
 - Potential suitable locations.
 - Staffing requirements including full-time and volunteer staffing for each suitable location.
 - Critical information technology and furnishing requirements.
 - Projected initial capital and ongoing operating costs for each suitable location.
 - Potential funding strategies (e.g. grants, municipal funding, tax credits or private resources).

4. **Prepare and Deliver a Written Library Services Needs Assessment Report:** The consultant will prepare and deliver a written Library Services Needs Assessment report summarizing existing conditions, best practices, community input, research and analysis performed, solutions evaluated, and a final recommendation. The consultant will present the Final Library Services Needs Assessment report to the Pinehurst Village Council in a public meeting.

IV. Library Services Needs Assessment Deliverables Required

The consultant preparing the Library Services Needs Assessment shall be required to provide the Village of Pinehurst with the following deliverables:

1. Surveys or questionnaires used to solicit public input, along with a summary of survey results.
2. Summaries of input obtained from focus group meetings, neighborhood meetings, stakeholder meetings or other public input methods.
3. A Draft Library Services Needs Assessment for review prior to the presentation of the Final Library Services Needs Assessment.
4. 15 copies of the Final Library Services Needs Assessment.
5. All deliverables shall be provided in digital copy and shall be in the following formats: PDF, MS WORD, MS EXCEL, or MS POWERPOINT.

V. Proposed Project Timeline

It is the desire of the Village that the Library Services Needs Assessment be completed in an approximately 4-month time frame after the selection of the consultant and subsequent discussions regarding details and logistics. A proposed project timeline shall be prepared and submitted as a requirement of the proposal.

VI. Proposal Requirements

The following materials must be included in the proposal and received by 5:00 pm (EDT) on June 21, 2019 for a proposing consultant to be considered.

During the evaluation process, however, the Village of Pinehurst shall reserve the right to request additional information or clarifications from a consultant, or to allow corrections of errors and/or omissions. The purpose of the technical proposal is to demonstrate how the consultant, as a team and/or as individuals, will contribute to the Library Services Needs Assessment. The substance of the proposal will carry more weight than form or manner of presentation; the proposal should be complete and concise. Specific proposal requirements include:

1. **Title Page:** Title page showing the following: request for proposal's subject; the consultant's name, address, telephone and email address of the contact person; and the date of the proposal.
2. **Transmittal Letter:** A signed letter of transmittal briefly demonstrating the consultant's understanding of the work to be performed, committing to perform the work within requested time period, explaining why the consultant believes it is best qualified to perform the services, and stating that the proposal is an irrevocable offer.

3. **Statement of Qualifications:** Submitted materials should demonstrate the qualifications of the consultant and of the particular staff assigned to this engagement. The consultant should demonstrate experience on at least (3) similar projects, preferably within the past five (5) years. The consultant should be prepared to provide copies of or electronic links to the work product from these projects.
4. **General Information:** Provide general information and a brief history of the consulting firm. Include information for the prime and any sub-contractors proposed for the project.
5. **Introduction and Executive Summary:** Provide the following information concerning the consulting firm:
 - Firm name and business address, including telephone number, fax number, and email address.
 - Year the consulting firm was established (include former names and year established, if applicable).
 - Type of ownership and parent company, if any.
 - Project manager's name, mailing address, and telephone number, if different from Item 1.
 - Key facts and features of the proposal, including any conclusions, assumptions, and recommendations.
6. **Project Understanding:** Include a summary of the consultant's understanding of this project as described in the Scope of Work. Discuss and clearly explain the methodology proposed to satisfactorily achieve the required services on this project. The respondent must document a clear understanding of the RFP's entire scope of work and project intent for the Library Services Needs Assessment.
7. **Project Approach:** Include an overall summary of the project approach with key milestones clearly identified for each phase of the project. Respondents shall also include the following information in the detailed explanation of their project approach:
 - Public engagement strategy, including the number and type of public outreach methods and public participation processes to be utilized.
 - Data and information to be collected during the project (e.g. library utilization rates, best practices, industry standards, etc.).
 - Description of proposed techniques and methodologies to assimilate and correlate data and information obtained during the assessment.
 - Description of how the consultant will leverage technology throughout the Needs Assessment project.
8. **Personnel Qualifications:** For each member of the project team assigned to this engagement, please provide the following information:
 - Identification of the project manager who will lead the project, can negotiate a contract, and can execute a contract.
 - Names and proposed roles of other individual team members.

- Qualifications of all team members to perform the work requested, including education and prior relevant experience in their assigned functions.
9. **References:** Include a list of clients where similar services were (or are currently being) provided by members of the project team along with the name, telephone number, and email address of a person who may be contacted at that client.
 10. **Proposed Work Plan and Tasks:** Provide specific approaches, methods, and assumptions that will be utilized to accomplish each work item in the Scope of Work.
 11. **Project Timeline:** Provide a proposed project timeline from project initiation to completion. The timeline should include a list of key tasks within each phase, key milestones with approximate dates, and deliverables (draft and final) in each phase.
 12. **Compensation/Fee Schedule:** The consultant shall break out the cost as follows:
 - Proposed itemized cost for items included in the Scope of Work and Deliverables Sections as well as incidentals and travel.
 - Provide a fee schedule for additional costs the Village would be charged if the Village requests services beyond those described in the Scope of Work and Deliverables Sections.
 - Provide hourly rates for all consultant employees who are expected to work on the project. These rates shall be the agreed upon rates for any additional services requested by the Village of Pinehurst. These rates shall remain constant during the course of this project.
 - If multiple consultants are collaborating on the RFP submittal, please identify the specific segment of the scope for each assigned consultant and the associated pricing.

The Village prefers a firm, fixed contract price with incidental costs, such as travel, billed separately from the fixed contract price and up to a maximum spelled out in the contract.

Proposals submitted must adhere to a 30-page maximum limit and contain 1 inch margins with the main body of the text in Arial 10-point font.

VII. Selection Process, Criteria and Timeline

A. Process

Questions about the proposal should be submitted no later than 5:00 pm (EDT) June 7, 2019 to:

Natalie Hawkins, Assistant Village Manager
Village of Pinehurst
395 Magnolia Road
Pinehurst, NC 28374
910-295-1900 ext. 1103
nhawkins@vopnc.org

Shortly after the proposal submission deadline, a Selection Panel will evaluate and rank each proposal using the criteria identified in Section VII – B. The panel will then check references provided for the top ranking proposals. Based on the ranking and information received during reference checks, the Selection

Panel will recommend up to three consulting firms for the Village Council to interview. Members of the Selection Panel will contact the consulting firms recommended and schedule a mutually agreed upon oral presentation date and time.

The Village Council will interview the recommended consulting firms and make a final selection based on the information provided in the proposal and presentation. Once the Village Council has selected a consulting firm, the Selection Panel and consulting firm will negotiate the cost of the project and develop mutually agreed upon contract documents for Village Council approval.

B. Criteria

Proposals received for the Library Services Needs Assessment will be evaluated by the Selection Panel on the following criteria:

1. Understanding of the Scope of Work and project objectives.
2. Clarity, and usefulness of proposed assessment methodologies and techniques.
3. Perceived effectiveness of public engagement processes and outreach methods.
4. Strength and relevance of previous similar experience with projects of a similar scope and scale.
5. Qualifications and experience of key personnel on the proposed team.
6. Completeness of proposal submitted (i.e. proposal meets proposal requirements).
7. Schedule and appropriate allocation of project staff and resources per work category.
8. Proposed project cost.

C. Timeline

All proposals are due by 5:00 pm (EDT) on June 21, 2019. The Selection Panel will review submitted proposals by July 5, 2019 to determine firm finalists. All firms will be notified if their firm has been selected for an interview with the Village Council. The Village Council will interview firm finalists in late July or early August 2019.



VIII. Proposal Terms and Conditions

- A. This RFP does not commit the Village to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the Village, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, may not be reviewed. This RFP and the process it describes are proprietary to the Village and are for the sole and exclusive benefit of the Village. Any response, including written documents and verbal communication by any proposer to this RFP, will become the property of the Village and if required by law may be subject to public disclosure by the Village or any authorized agent of the Village. The Village is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFP.
- B. It shall be the proposer's responsibility to review and verify the completeness of its proposal. The Village may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. The Village may request to contact clients referenced in the proposal. The Village also reserves the right to conduct investigations with respect to the qualifications of a proposer.
- C. Verbal communication made by any Village employee or agent of the Village with respect to this RFP is not binding and shall not in any way be considered as a commitment by the Village. Only written responses to questions submitted in writing to the Village or written addenda to this RFP issued by the Village will be considered binding on the Village.
- D. The Village reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:
 - i. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in the Village's sole discretion, it is in the Village's best interest to do so;
 - ii. To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;
 - iii. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the Village's best interest to do so;
 - iv. To reject the proposal that, in the Village's sole judgment, has been delinquent or unfaithful in the performance of any contract with the Village or another government entity, is financially or technically incapable or is otherwise not a responsible proposer;
 - v. To reject as informal or non-responsive any proposal which, in the Village's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFP or contains erasures, ambiguities, alterations, or items of work not called for by this RFP;
 - vi. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the Village's sole judgment, material to the proposal;

- vii. To permit or reject, at the Village's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submissions;
 - viii. To request that some or all of the proposers modify proposals based upon the evaluation of the Village.
- E. The Village may enter into negotiations for a contract, on terms and conditions satisfactory to the Village with one or more selected proposer(s). However, the Village reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers. The Village reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFP; in such an event, the Village shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless the Village, in its sole discretion, determines that doing so and permitting such is in the Village's best interest. Should negotiations not prove satisfactory with the selected proposer(s), the Village reserves the right to discontinue negotiations. Additional individuals/businesses may be asked to enter into negotiations, and/or the Village may solicit new proposals.

IX. Proposal Submission Instructions

Interested firms should submit one electronic PDF copy of the completed proposal and may choose to submit up to six (6) paper copies **by 5:00 pm (EDT) on June 21, 2019 to:**

Natalie Hawkins, Assistant Village Manager
Village of Pinehurst
395 Magnolia Road
Pinehurst, NC 28374
nhawkins@vopnc.org

Village staff will provide written receipt verification of submitted proposals.



**PRESENTATION OF THE FY 2020 STRATEGIC OPERATING PLAN.
ADDITIONAL AGENDA DETAILS:**

FROM:

Jeff Sanborn

CC:

Natalie Hawkins, Brooke Hunter, and Lauren Craig

DATE OF MEMO:

5/9/2019

MEMO DETAILS:

At the Village Council meeting on May 14th, I will present an overview of the Recommended FY 2020 Budget and Strategic Operating Plan. I have attached the Budget in Brief which provides an overview of what is included in the Recommended FY 2020 Budget and a copy of the presentation.

A hard copy of the proposed 2020 Strategic Operating Plan was delivered to you on Thursday, May 9th. The document will also be placed on the Village's website following the presentation Tuesday and a printed copy will be available at the Village Hall for public inspection, as required by law.

As a reminder, Council has two budget work sessions scheduled in the Council Conference Room to discuss the budget in more detail:

1. Thursday, May 23rd at 2:00 pm
2. Friday, May 24th at 2:00 pm

We will launch a topic on Engage Pinehurst, our new online engagement portal, on Wednesday, May 15th to allow the public ample opportunity to comment electronically on the Recommended FY 2020 Budget. In addition, a public hearing is scheduled for Tuesday, May 28 at 4:30 pm for the Council to receive public comments on the budget.

As always, thank you for your leadership and direction throughout the process of developing the 2020 Strategic Operating Plan.

ATTACHMENTS:

Description

- ☐ FY 2020 Budget in Brief
- ☐ FY 2020 SOP Presentation



Letter from the Mayor

The Village Council is committed to ensuring Pinehurst is a charming, vibrant community which reflects our rich history and traditions. Each year, we kickoff our strategic planning process by asking our residents and businesses for feedback on our services through the community and business surveys. Council and senior leaders used that feedback, along with other relevant data, to prepare the FY 2020 Strategic Operating Plan, which includes the FY 2020 Budget.

The Council amended and affirmed the FY 2020 Balanced Scorecard and identified four Areas of Focus in order to provide direction for the development of the FY 2020 Strategic Operating Plan. The four Areas of Focus for the five-year planning period of FY 2020-2024 include:

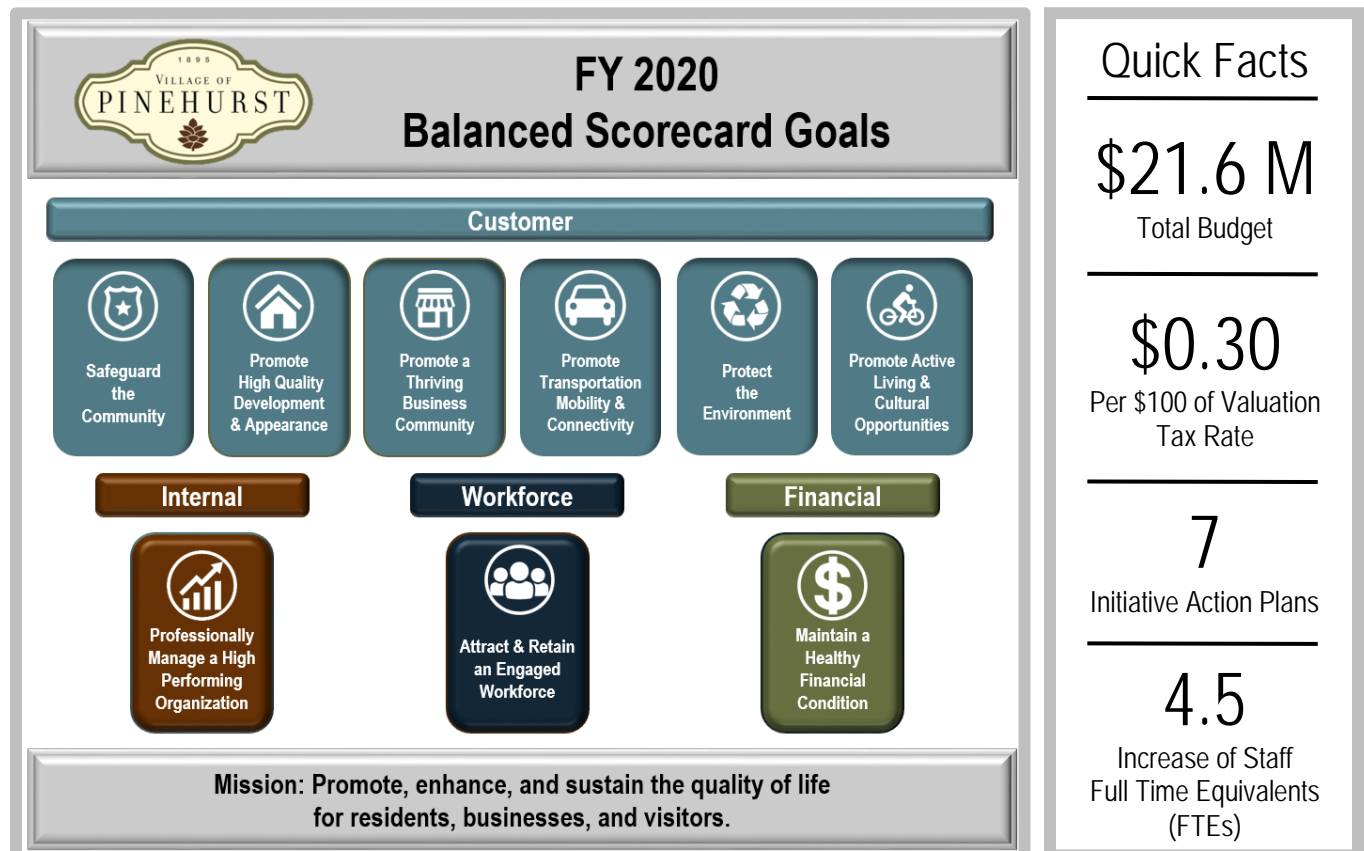
- Managing development and enforcing codes and ordinances,
- Providing interconnected pedestrian facilities,
- Maintaining high quality streets, and
- Providing recreation programs, facilities, and cultural events.



With diligent financial oversight, the Village's Council and staff have been effective stewards of our tax dollars, ensuring the delivery of quality services that our residents, businesses, and visitors require and expect. The \$21.6 million FY 2020 Budget contains a \$0.30 per \$100 valuation property tax rate, the lowest in the county, along with several great initiatives and projects that are sure to enhance the quality of life in the Village of Pinehurst. I encourage you to read further about those in our 2020 Strategic Operating Plan.

Sincerely,

Nancy Roz Fiorillo





Fiscal Year 2020 Initiative Action Plans

The FY 2020 Budget includes seven Initiative Action Plans (IAPs) at a cost of \$319,070 to address the Village's nine strategic goals, three of which are designated to address an Area of Focus (AOF). In the five-year planning period these seven (7) IAPs total \$914,327. Additional information on IAPs can be found in the *Strategic Priorities* section of the 2020 Strategic Operating Plan.

1. Police Department Accreditation (\$11,800)

The Police Department plans to implement law enforcement standards of the Commission on Accreditation for Law Enforcement Agencies (CALEA) and apply for Police Department accreditation in FY 2020.

2. Adopt and Implement a Long-Range Comprehensive Plan AOF (\$0)

Since FY 2018, the Village and its consultants have been working on updating the Long-Range Comprehensive Plan for the Village to achieve the community's long-term vision. The new plan, which was funded in the FY 2019 budget, will be adopted in FY 2020 and an implementation plan will commence.

3. Small Area Plan for the Village Place/Rattlesnake Trail Corridor AOF (\$106,000)

The Village will engage a consultant to prepare a small area plan for the Village Place and the Rattlesnake Trail Corridor which will be an update to and expansion of the previously adopted 2008 New Core Master Plan.

4. Community Center AOF (\$129,970)

Construction for the new 19,693 square foot Community Center will be completed by November 2019. This facility is located in Cannon Park and contains a gymnasium, office space, a kitchen, and activity rooms.



5. Build Baldrige Framework Systems and Culture (\$16,000)

The Village will continue using the Baldrige Excellence Framework to ensure systematic processes that deliver exceptional results and seek feedback from independent examiners in FY 2020.

6. Expand GIS Capabilities (\$50,000)

The Village will begin implementing the GIS Strategic Plan after hiring to fill a new GIS Analyst position. Staff will convert maps to ArcGIS online technology that will be accessible to the public and will begin building an interactive map for the Village's stormwater facilities.

7. Workforce Learning and Development (\$5,300)

Plans to expand the Village's succession planning process and enhance workforce learning and development system will continue in FY 2020.

Other Significant Projects Planned for FY 2020

- Additional Highway 211 landscaping in conjunction with NC DOT (\$23,000)
- Conduct a library needs assessment (\$25,000)
- Streetscape enhancements for Magnolia Road (\$115,000)
- Secure land to develop structured parking near the Village Center (\$200,000)
- Secure land for a future Fire Station location (\$200,000)
- Stormwater facility enhancements (\$326,000)
- Resurfacing and patching for approximately 5 miles of roadways (\$1.3 million)



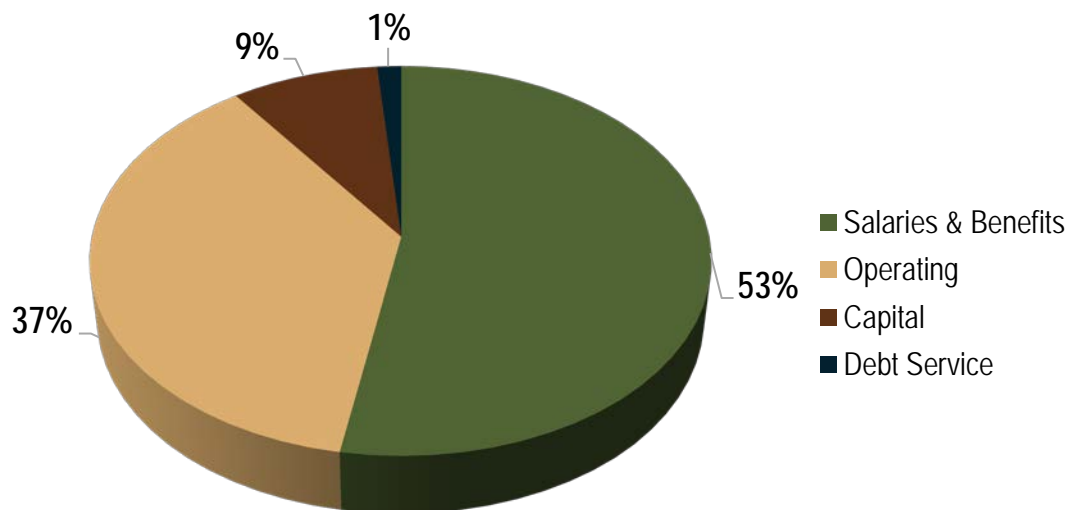
How will your tax dollars be spent in FY 2020?

The FY 2020 Budget for salaries and benefits for the Village's 145 full-time equivalents (FTEs) accounts for 53% of total expenditures, or \$11.4 million. The budget includes a 2.4% cost of living adjustment and merit raises at an average of 2% per employee. The Village currently pays for 100% of health, dental, and vision insurance premiums for employee-only coverage.

The FY 2020 Budget includes an increase of 4.5 full time equivalents (FTEs) for 6 positions (see *Personnel Classification Summary* for more details). Several proposed restructures are also recommended in the FY 2020 budget to increase career development opportunities and enhance performance across the organization.

New Positions Funded

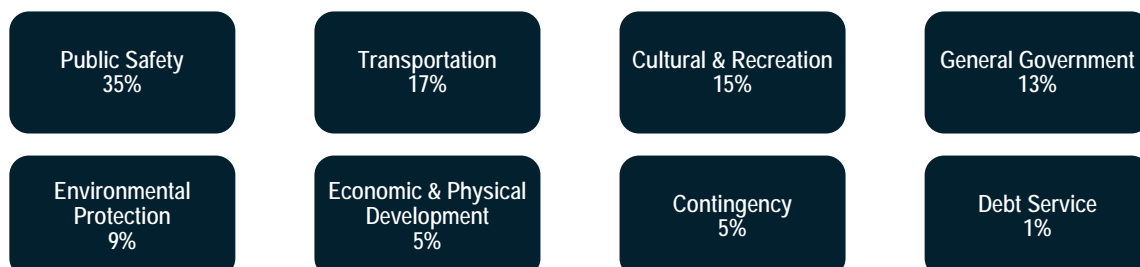
Administrative Assistant
Firefighter
GIS Analyst
Building Inspector
Maintenance Worker (0.3 FTE)
IT Systems Specialist (0.2 FTE)



In FY 2020, the recommended budget includes \$1.8 million in capital investment, or 9% of total expenditures. This represents an increase from last year, largely due to the replacement of a rescue truck and purchase of land for structured parking and a potential third fire station (see *Capital Expenditures* section for additional details).

Significant operating costs include funding for IAPs supporting the Council's goals and objectives. In addition, the Village will increase its spending on stormwater maintenance by \$106,000, or 48% in FY 2020. The operating expenditures also include a \$1.3 million investment in street resurfacing and patching devoted to improving the quality of Village streets (see *Powell Bill* section for additional details).

Expenditures by Function





The Village continues to pay down its debts and at the start of FY 2020 has only \$440,000 in long-term debt outstanding. Total required principal and interest payments for FY 2020 amount to \$312,000, or 1% of the total annual budget. In FY 2020, the Village will pay off the fire station loan, which is the Village's largest remaining debt obligation.

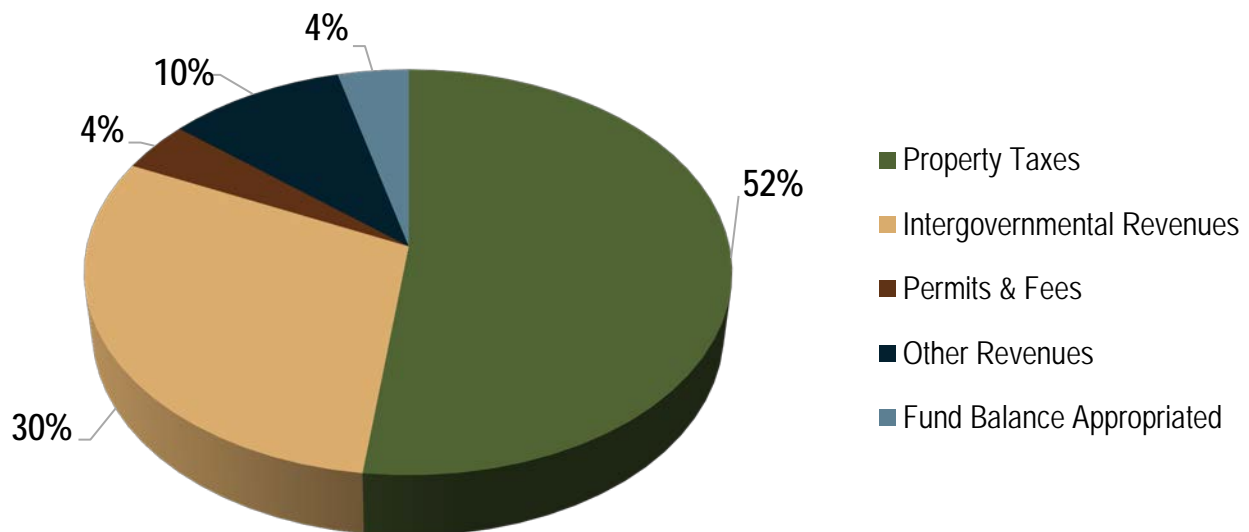
Overall, the FY 2020 Budget totals \$21,578,347 or 8% below the prior year's amended General Fund budget as of December 31, 2018. The recommended budget as presented results in a per capita expenditure of \$1,270 based on a projected population of 16,994.

How is the Village of Pinehurst Funded in FY 2020?

The primary revenue source for the Village is property taxes, accounting for 52% of total revenues, or \$11.2 million. In FY 2020, the Village elected to adopt an inflation-adjusted revenue neutral tax rate of \$0.30 per \$100 of valuation, which is the lowest municipal tax rate in Moore County.

At \$6.5 million, intergovernmental revenues make up 30% of total General Fund revenues. These revenues include local option sales taxes, utility sales taxes, and other state-collected revenues. Of these, local option sales taxes are the largest intergovernmental revenue source for the Village, representing 17% of the total budget.

Because revenues historically come in at 101% of budget and expenditures typically fall 5% below budget, we estimate the Village will actually only use \$755,967 of appropriated fund balance in FY 2020. This will result in an ending fund balance of approximately 34.6%, which is within the Council's target fund balance policy range of 30%-40%.



Viewing the Budget Online

To view the FY 2020 Budget online, go to www.vopnc.org/sop.

On the Budget "launch" page, residents can open the entire FY 2020 Budget and Strategic Operating Plan document or an individual section, with a linked table of contents.



2020 Strategic Operating Plan

Village of Pinehurst, North Carolina

Presentation of the FY 2020 Strategic Operating Plan

May 14, 2019

What we will cover:

1. Council's strategic direction
2. Key components of the Strategic Operating Plan (SOP)
3. FY 2020 Budget
4. FY 2020-2024 Financial Forecast
5. Next steps



Council's Strategic Direction

Council's Strategic Direction

- Discussed in *Strategic Priorities* Section (pgs. 38-65)
- Indicates:
 - Strategic planning process
 - FY 2020 Balanced Scorecard (BSC), with Areas of Focus (AOF)
 - Initiative Action Plans (IAPs) to address strategic goals & objectives
 - Key process evaluations planned
 - Historical and projected performance, given resources allocated in the SOP





FY 2020 Strategic Operating Plan addresses the strategic opportunities indicated by the Village Council in January 2019.

Strategic Opportunities	
1. Adopt and implement a Long Range Comprehensive Plan	8. Expand GIS capabilities
2. Adopt an inflation adjusted revenue neutral tax rate	9. Implement succession planning
3. Facilitate the redevelopment of Village Place	10. Utilize Baldrige framework
4. Expand the ETJ	11. Develop West Pinehurst Park
5. Seek PD accreditation	12. Amend the Fund Balance Policy
6. Construct pedestrian facilities	13. Use water/sewer expansion to influence development around Pinehurst
7. Develop a process to monitor staff capacity	14. Consider establishing a municipal library
	15. Determine need for Fire Station 93

FY 2020 Strategic Operating Plan addresses the strategic challenges indicated by the Village Council in January 2019.

Strategic Challenges

1. Creating a walkable community
2. Increase in the cost of doing business
3. Changes in the housing market (e.g. quality, lower values, more rentals, & aging housing stock)
4. Responding to increased demand for services and changing needs due to growth and changing demographics
5. Attracting and retaining workforce members (employees and volunteers)
6. Managing development and the impact of growth on the character of the Village (traffic, lot clearcutting, etc.)

The Village Council identified four (4) Areas of Focus (AOF) in January 2019 that are addressed in the FY 2020 Strategic Operating Plan.

Areas of Focus
<ol style="list-style-type: none">1. Manage development and enforce codes and ordinances <i>(Short Term)</i>2. Provide interconnected pedestrian facilities <i>(Mid Term)</i>3. Maintain high quality streets <i>(Mid Term)</i>4. Provide recreation programs, facilities, and cultural events <i>(Short Term)</i>

Short Term means to focus Village efforts in FY 2020 and Mid Term means to focus Village efforts in the 5-year planning period.

Key Components of the Strategic Operating Plan

Key Components of the Strategic Operating Plan

- Budget in Brief
- Budget Message
- Strategic Operating Plan Guide
- Strategic Priorities
- General Fund
- Capital Project Fund (Community Center Project)
- Five-Year Financial Forecast
- Capital Improvement Plan

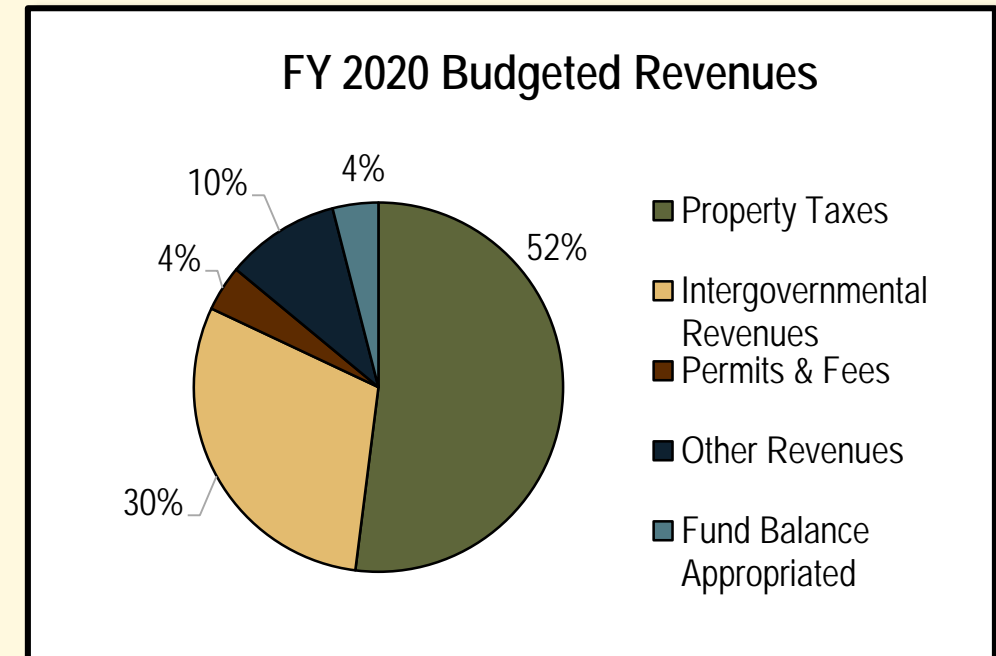
FY 2020 Budget

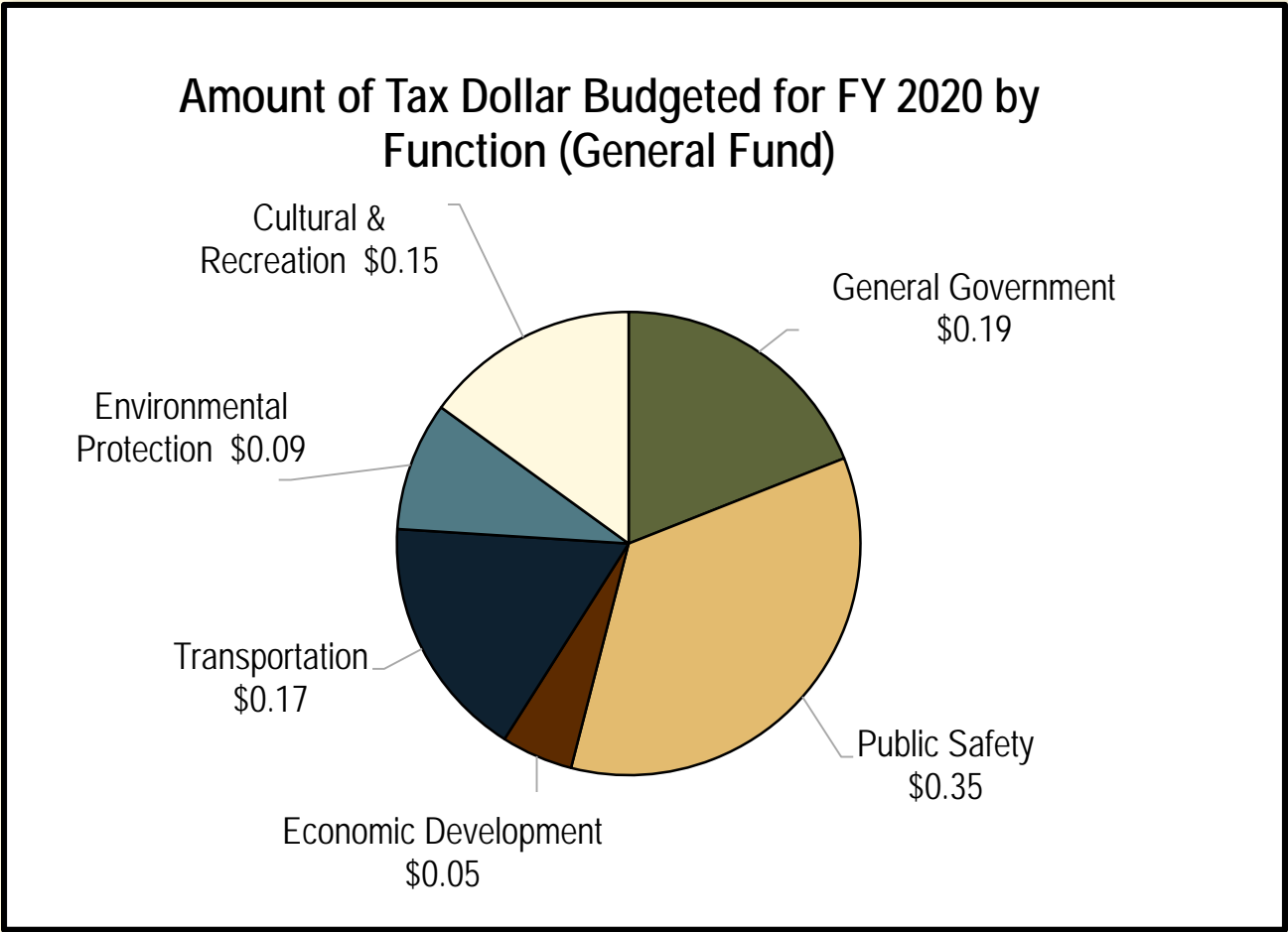
FY 2020 General Fund Budget Overview:

- \$21.6 million budget, 8% below the FY 2019 amended General Fund budget as of December 31, 2018
- Property tax rate of \$0.30
- Includes \$756,000 of appropriated fund balance
- Includes \$1 million in revenue for returned library capital campaign funding and an offsetting \$1 million contingency expenditure appropriation to return this amount to fund balance and meet the State's requirement to adopt a balanced budget
- Expect ending fund balance of 34.6% of expenditures; however, if \$1 million contingency appropriation is not spent in FY 2020, ending fund balance expected to be 39.2% of expenditures
- Seven (7) Initiative Action Plans (IAPs) at a cost of \$319,070 in FY 2020

FY 2020 General Fund Revenues:

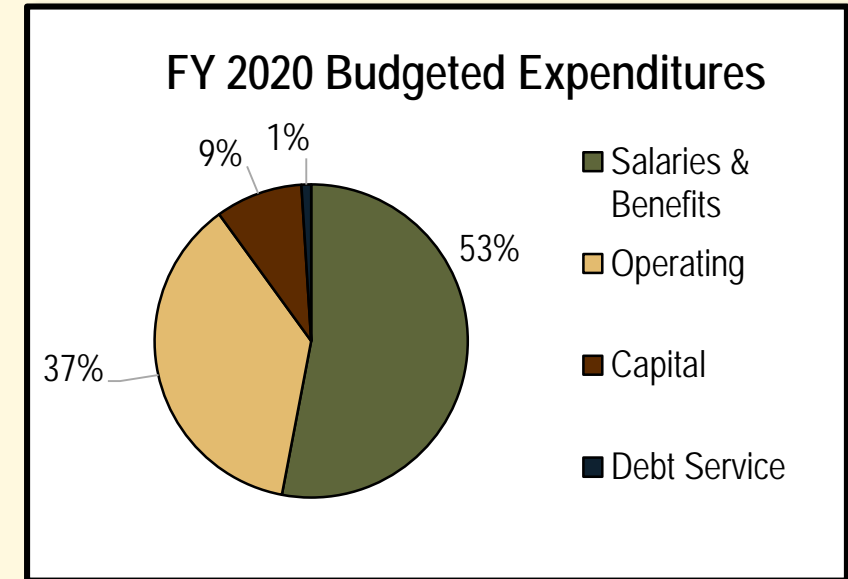
- Assumes 120 new homes and a 1.68% growth in the real property tax base
- Average tax value increased by 5.38% with the revaluation
- Assumes 5.2% growth in sales tax receipts over FY19 budget





FY 2020 General Fund Expenditures:

- Merit pay raises at 2% average plus cost of living adjustment of 2.4%
- 4.5 new full-time equivalents (FTEs): Administrative Assistant (1.0), Firefighter (1.0), GIS Analyst (1.0), Building Inspector (1.0), Maintenance Worker (0.3), IT Systems Specialist (0.2)
- VOP pays 100% of employee health/dental insurance
- Continue 5-year phase out of dependent care health insurance subsidy; Estimated 10% increase in premiums
- Increased stormwater maintenance funding by 48%, or \$106,000



Significant FY 2020 Capital (\$1.8 million)

- \$400,000 – Rescue vehicle
- \$225,000 – Storm drainage projects
- \$200,000 – Solid Waste truck
- \$200,000 – Land for potential Fire Station 93
- \$200,000 – Land for potential structured parking near the Village Center
- \$115,000 – Magnolia Road streetscape improvements
- \$114,000 – 3 Police vehicles

FY 2020–2024
Five-Year Financial
Forecast

Five Year Financial Forecast (pgs. 140-146)

Includes:

- Staffing forecast
- Inflationary increases in operating costs
- Capital improvement plan
- Projected impact of significant capital expenditures on future operating costs

Key Highlights of FY 2020-2024 Financial Plan:

1. Tax rate of \$0.30 in FY 2020; projected tax rate increases of ½ cent in each year of FY 2021-2024
2. Increased annual stormwater maintenance funding by 48%, or \$106,000 in FY 2020 and by 30%, or \$66,000 in FY 2021-2024
3. Includes mandated increased pension rates and landfill fees
4. 4.3 new FTEs in the five-year period
5. Several department restructures to increase career development and enhance performance
6. \$1.6 million included in FY 2021-2024 for pedestrian facilities
7. \$780,000 included in FY 2021-2024 for West Pinehurst Park master plan and development

FY 2020 Strategic Operating Plan



Five Year Financial Forecast					
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Tax Rate per \$100 valuation	\$0.30	\$0.305	\$0.31	\$0.315	\$0.32
General Fund Operating Revenues	\$ 20,822,380	\$ 20,116,000	\$ 20,606,000	\$ 21,112,000	\$ 21,980,000
General Fund Operating Expenditures	19,730,447	18,924,543	19,621,482	20,232,507	21,125,673
Operating Income(Loss)	\$ 1,091,933	\$ 1,191,457	\$ 984,518	\$ 879,493	\$ 854,327
Capital Expenditures	1,847,900	2,331,500	1,709,500	1,647,500	1,860,500
Total Expenditures	\$ 21,578,347	\$ 21,256,043	\$ 21,330,982	\$ 21,880,007	\$ 22,986,173
Budget to Actual Variance ¹	1,179,140	1,142,587	1,184,534	1,222,745	1,276,084
Projected Actual Gain/(Loss)	\$ 423,173	\$ 2,544	\$ 459,552	\$ 454,739	\$ 269,910
Fund Balance as a % of Total Exp. ²	34.6%	35.1%	37.2%	38.3%	37.6%
Fund Balance as a % of Total Exp. (with \$1 million contingency not expended) ³	39.2%	39.8%	41.9%	42.9%	42.0%

¹Assumes actual operating revenues of 101% of budget and actual operating expenditures of 95% of budget

²Assumes \$1 million contingency funds are expended during the 5-year planning period

³Assumes \$1 million contingency funds are not expended during the 5-year planning period

FY 2020 Strategic Operating Plan



Strategic Objective	Initiative Action Plan (IAP) Name	Initiative Action Plan (IAP) Description	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL	
Deliver effective police services	Police Department Accreditation	Seek national accreditation for the Police Department by FY 2020	\$11,800	\$7,365	\$7,365	\$7,365	\$7,365	\$41,260	
Manage development and enforce codes and ordinances <small>AOF</small>	Adopt and Implement a Long Range Comprehensive Plan	Develop a Long Range Comprehensive Plan for the Village to achieve the community's long term vision	\$0	\$0	\$0	\$0	\$0	\$0	
	Small Area Plan for the Village Place/Rattlesnake Rd Corridor	Engage a consultant to prepare a small area plan for the Village Place and the Rattlesnake Rd. Corridor	\$106,000	\$0	\$0	\$0	\$0	\$106,000	
Provide recreation programs, facilities, and cultural events <small>AOF</small>	Community Center	Construct the Community Center to meet resident demands for cultural and recreational activities	\$129,970	\$110,636	\$115,048	\$119,604	\$124,309	\$599,567	
Continuously improve and innovate	Build Baldrige Framework Systems and Culture	Continue use of the Baldrige Framework for Performance Excellence to ensure systematic processes that deliver exceptional results	\$16,000	\$45,000	\$0	\$0	\$0	\$61,000	
	Expand GIS Capabilities	Begin implementing the GIS Strategic Plan for the Village	\$50,000	\$10,000	\$10,000	\$5,000	\$5,000	\$80,000	
Provide a supportive and rewarding work environment	Workforce Learning and Development	Expand the Village's succession planning process and enhance workforce learning and development system	\$5,300	\$5,300	\$5,300	\$5,300	\$5,300	\$26,500	
<small>AOF</small> – Addresses Council Areas of Focus			TOTAL NET COST	\$319,070	\$178,301	\$137,713	\$137,269	\$141,974	\$914,327

FY 2020-2024 Planned Capital Expenditures

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	TOTAL
Fleet	\$ 864,800	\$ 1,095,000	\$ 407,000	\$ 570,000	\$ 936,000	\$ 3,872,800
Information Technology	28,000	93,000	252,000	29,000	42,000	444,000
Other Capital Improvements	955,100	1,143,500	1,050,500	1,048,500	882,500	5,080,100
Total Capital Exp. Paid with Cash	\$ 1,847,900	\$ 2,331,500	\$ 1,709,500	\$ 1,647,500	\$ 1,860,500	\$ 9,396,900
Additional Debt Service	-	-	-	-	-	-
Net Annual Operating Impact	129,970	112,136	120,048	131,605	146,310	640,069
General Fund Impact	\$ 1,977,870	\$ 2,443,636	\$ 1,829,548	\$ 1,779,105	\$ 2,006,810	\$ 10,036,969

FY 2020 Strategic Operating Plan



- Plan to conduct 37 **evaluations** in FY 2020-2024 to ID ways to improve processes and service delivery. Several will be evaluated using the BIRDIE or ACE process.
- Other key evaluations include: Library Needs Assessment, ETJ Expansion, and Police Take Home Vehicle Program



BIRDIEs	
FY20	Fire Emergency Response (started FY19)
FY21	Insourcing Solid Waste
FY21	Document Imaging



ACEs			
FY20	Recruiting Process	FY21	Fire Inspection, Training, and Education
FY20	Employee Onboarding	FY21	Enterprise Fleet Leasing Program
FY20	Equipment Storage Capacity	FY21	Fair Barn Utilization and Renovation
FY20	Park Garbage Collection	FY21	Mobile Technology for Public Services
FY20	PD Dispatch Process	FY21	Solid Waste Return Pickups
FY20	Road Patching Services	FY22	Automate Employee Timekeeping
FY21	Purchasing/Contracting Process for Bids	FY22	Code Violation Fines Enforcement

Next Steps

Next Steps:

KEY Dates	
May 23 rd	Budget Work Session at 2:00 pm in Council Conference Room
May 24 th	Budget Work Session at 2:00 pm in Council Conference Room
May 28 th	Budget Public Hearing
June 11 th	Adopt the Budget

Following this presentation the FY 2020 Strategic Operating Plan will be posted online and the Village welcomes public comments on Engage Pinehurst.



**CONSIDER QUALIFIED BASED SERVICE EXEMPTION FOR
ENGINEERING SERVICES.
ADDITIONAL AGENDA DETAILS:**

FROM:

Jeff Batton

CC:

Jeff Sanborn

DATE OF MEMO:

5/9/2019

MEMO DETAILS:

Under NC General Statutes, the procurement of engineering services must be qualification based as opposed to low bid. This selection process can be overridden by Council when they believe it's in the public's best interest to contract with a specific engineering firm.

This agenda item is to request Council consider granting a qualification based selection exemption in order to allow staff to contract directly with CMS Engineering to conduct traffic studies at specific intersections within the Village of Pinehurst.

CMS Engineering has conducted traffic studies for the Village at specific intersections each year since 2005 and therefore has the baseline knowledge and is in the best position to understand the changing traffic trends over the past 14 years. With this historical knowledge, they are best equipped to ultimately conduct the analysis in comparing past traffic patterns and counts with current conditions.

If Council agrees, a motion to adopt a resolution is necessary in order to grant this exemption.

Thanks,
Jeff

ATTACHMENTS:

Description

□ Resolution 19-14

RESOLUTION #19-14:

A RESOLUTION TO EXEMPT PROCUREMENT OF PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES FROM THE MODEL CODE FOR PROCUREMENT FOR ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES. (NCGS 143-64.31 & 32)

WHEREAS, North Carolina General Statute 143-64.31 provides that “It is the public policy of this State and all public subdivisions and Local Governmental Units thereof, except in cases of special emergency involving the health and safety of the people or their property, to announce all requirements for architectural and engineering services, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this state, and thereafter to negotiate a contract for architectural or engineering services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm.”; and

WHEREAS, North Carolina General Statute 143-64.32 provides that “Units of local government or the North Carolina Department of Transportation may in writing exempt particular projects from the provisions of NCGS 143-64.31 in the case of:

- (a) Proposed project where an estimated professional fee is in an amount less than thirty thousand dollars (\$30,000), or
- (b) Other particular projects exempt in the sole discretion of the Department of Transportation or the unit of local government, stating the reasons therefore and the circumstances attendant thereto.”, and

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina, in session assembled this 14th day of May, 2019 as follows:

SECTION 1. That Professional Architectural and Engineering Services associated with the acquisition and/or provision of services for intersection and traffic study data collection and analysis for specific intersections within the corporate limits of the Village of Pinehurst are hereby exempted from the hereinabove-cited statute. The reasons therefore and circumstances attendant thereto are that this action has been determined by the Village Council to be in the best interest of the Village of Pinehurst and its citizens due to the historical utilization of CMS Engineering. They possess all baseline knowledge and understanding of the intersections which best positions them as the most qualified firm to conduct comparative analysis of previous intersection study results with current intersection performance.

SECTION 2. That this resolution shall be and the same is hereby effective from and after the date of its adoption.

THIS RESOLUTION passed and adopted this 14th day of May, 2019.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Fiorillo, Mayor

Attest:

Beth Dunn, Village Clerk

Approved as to Form:

Michael J. Newman, Village Attorney

DRAFT