

September 21, 2021

MEMORANDUM

To: Property Owners at Old Nags Head Place  
From: David Benner, President ONHP Home Owners Association  
Subject: Architectural Guidance

This Memorandum combines the memorandums titled Architectural Review Process, dated November 5, 2001, revised June 1, 2007 and Architectural Design Guidelines dated January 22, 2002, revised June 1, 2010, February 21, 2013, and November 12, 2016 including the Building Plan Review Application and Checklist. In addition to combining the memorandums this memorandum provides an update of Homer Owners Association (HOA) approved modifications to the architectural guidelines. These efforts were made to better clarify the architectural information contained in ONHP Protective Covenants which can be found on the password protected portion of the Old Nags Head Place (ONHP) website (<https://oldnagsheadplace.com>). This memorandum was also updated to reflect the revised architectural review process which removes the architect Florez Design Studios, Inc. from the process. The Board of Directors approve this change based on the fact that Mr. Florez is no longer available to perform ONHP HOA architectural reviews. This information is important to builders of new homes in Old Nags Head Place, to those conducting renovations and/or those painting a home. All plans submitted after September 21, 2021, are to follow these new guidelines.

It should be noted that additional requirements or changes to the existing guidelines can be made at any time in accordance with the Protective Covenants. Any such changes are and will be considered carefully and thoughtfully and would affect plans, renovations or color changes not yet submitted at the time. The purpose of any such change is to address serious lapses in the current guidelines and is deemed necessary to meet the objective of design and construction quality for the community.

On behalf of the Architectural Review Committee (ARC) members, we appreciate your understanding, cooperation and assistance. We wish every property owner the greatest success and enjoyment from their investment in Old Nags Head Place.

**Old Nags Head Place Concept:**

The vision for the architecture in Old Nags Head Place is inspired by the strength of character typically found among the older beach cottages in Nags Head. This character is locally recognized as the “Old Nags Head” style. Common features are simple roof lines, basic building forms, wrap around porches, double hung windows, weathered cedar shake siding, and white painted or natural cedar trim. Other common features include the use of board and batten, fancy cut shingles or other accent siding in the gable end walls as well as a host of simple craftsman-type details such as exposed rafter tails and gable end brackets, finials, etc.

The strength of the “Old Nags Head” style is derived from the consistent use of the many common details, building forms and other features found among a significant number of houses that were built within a relatively small geographic area. Of interest too, is the fact that homes in

this style have been built at different periods over time, a number within the past few decades, although the most recognizable homes of this style are well over a hundred years old.

It is the desire of the developers to convey this strength of architectural style and character, particularly the “Old Nags Head” style into the preferred architectural theme for Old Nags Head Place. In this way, this new neighborhood will blend seamlessly with the older community in a way that allows each property owner to capitalize on a well-known and valuable architectural asset. Diligence on the part of the Architectural Review Committee will lead to the greatest protection of the investment made in this neighborhood by every property owner.

### **Application Reviews:**

Application forms for new plans and cottage color can be found at <https://oldnagsheadplace.com>.

### **Construction**

To facilitate the review of plans for a new cottage, or cottage renovations applicants should first review the Declaration of Protective Covenants and this document to make planning and design decisions that are in accordance with the stated objectives. Review of a submission will be initiated when a plan is received. Building applications are to be submitted to:

Old Nags Head Place Homeowners Association  
C/O Village Realty  
PO Box 1807  
Nags Head, NC 27959

Upon receipt, applications will be stamped with the date received. The submitted plans will be sent to the Architectural Review Committee (ARC) members. The ARC will review the plans for conformity to the Covenants and Guidelines and to maintain esthetic values. The ARC will strive to take no more than four weeks from the received date but may require more time. Applicants will be notified electronically and/or in writing that their application is either:

1. “Approved as is”
2. “Approved with conditions as noted”
3. “Not Approved”

**Please note that design submittals can be rejected on an aesthetic basis only, therefore it is important to strive for compliance with the “Old Nags Head” style and architectural theme as presented in the guidelines.**

### **Cottage painting/staining**

Applications to paint/stain or repaint/stain an existing cottage are to be submitted to all of the following:

Pat Jones, ARB Chair	prjones.lex@gmail.com
Basil Belsches	brbelsches@gmail.com
Roger Kniceley	kniceley@verizon.net
Brent Rutley	brent@jtsop.com
Sue Laughrun	sue.laughrun@gmail.com

Reviews of submissions for just a cottage color approval will be expedited as much as possible. A review determination may be sent electronically (email). Applicants for cottage color change only will be notified that their application is either:

1. Approved (applicant may proceed with painting/staining of the house)
2. Not Approved (the sample color provided did not meet color guidance and a new selection must be submitted)

### **Architectural Design Guidelines**

The Architectural Design Guidelines listed below are provided for the purpose of highlighting, clarifying and/or expanding on language in the “Declaration of Protective Covenants”. All decisions by the ARC are made based on specific guidance and aesthetic determinations. The overall appearance and balance of the cottage, its features and proportion to the lot on which it is built will be applied in reviews to ensure the proposed structure has an acceptable balance with the lot size and maintains the Old Nags Head style setbacks.

- a. Front setback is to be no less than 40 feet. Rear yard setbacks are the same as those required by the Town of Nags Head.
- b. Side yard setbacks shall be no less than 10 feet. Roof overhangs and fireplaces are allowed encroachments. Other encroachments such as small cantilevers may be considered on a case-by-case basis.
- c. When installing a septic system, no pipes may exceed the height required by the Dare County Health Department.

### **1. Clearing**

- a. No lot clearing may occur until site plans have been approved by the ARB.
- b. The ARC members are to be informed of the lot clearing date 2 weeks prior to initiating the clearing.
- c. Failure to comply with this and other ARC guidelines and requirements will result in a stop work order being issued pending a mandatory thirty day review period.

### **2. Landscaping**

- a. Site plans submitted for ARC review should indicate the layout of the house, and location of parking, the pool and associated decking and the septic system.
- b. When clearing to build all efforts are to be made to preserve as many existing trees and other vegetation as possible.
- c. Any ground areas not covered with structure, paved or other hard surface and that are disturbed during construction are required to be restored or finished with landscape plants indigenous to the Outer Banks natural environment. Pea gravel or a similar stone is allowed only in parking areas, adjacent driveways or areas around or under the house.
- d. Owners are encouraged to use low maintenance plant species that are indigenous to the Outer Banks natural environment. Lawn areas should be planted with heartier Bermuda or other grasses that require little or no watering once established.

### **3. Exterior Finishes**

- a. Approved roof materials and colors include composition asphalt shingles in “weathered wood”, "slate gray" and "cedar brown” or of similar colors.
- b. Stained or natural finish cedar boards and shingles are the preferred siding, cornice (roof overhang) and trim material. Lap siding may be used when it is textured to have a natural appearance of wood and be of narrow width not to exceed six (6) inches beyond the point of lapping (six inch reveal).
- c. Hardi plank shingles of an approved color are allowed.
- d. The use of vinyl or aluminum siding is not allowed.
- e. Approved cottage colors include natural finish for cedar siding, subtle grays and earth tones that blend with the natural environment and maintain the Old Nags Head style. The colors white, yellow and black and bold, primary colors are not approvable. Approved colors for lap siding are subtle grays and earth tones that blend with the natural environment and maintain the Old Nags Head style. The colors white, yellow and black and bold, primary colors are not approvable. Exterior trim color is to be white, regardless of siding material or color.

### **4. Exterior Windows and Doors**

- a. Circle or round windows, and square windows are not allowed on front elevations.
- b. No more than three window units in a series are allowed. Numerous windows on any one elevation, are not characteristic of the Old Nags Head style houses and are subject to aesthetic review on street elevations. Double hung windows are required.
- c. Sliding glass doors on street elevations are not allowed. French doors may be considered but are subject to ARB approval.
- d. Transom windows are not allowed on front elevations.

### **5. Building Form**

- a. For 10,000 square foot lots the heated living space may not exceed 3200 square feet, must have a minimum of a 40-foot front setback, and must have driveway parking for a minimum of 3 vehicles.
- b. For 15,000 square foot lots the heated living space may not exceed 4000 square feet and have driveway parking for a minimum of 4 vehicles.
- c. For building on joining 10,000 square foot lots heated living space may not exceed 4500 square feet and must be centered on the two properties.
- d. The minimum roof pitch for the main roof shall be 9 in 12. Porch roofs and other secondary roofs may be lower but in good proportion to overall building form.
- e. Simple rooflines and building forms accented with gable end brackets and other similar craftsman type details are the required features for Old Nags Head Place.
- f. Exposed rafter tail is the style for all roof overhangs and covered porches. However, box type soffits may be used on the main roof.
- g. All houses shall have gable end brackets, porch brackets and other details characteristic of older homes in the Old Nags Head style on at least the street elevation.
- h. Covered porches and screened porches are also preferred over 2 story stacked decks. If stacked decks are used then certain details must be applied to these decks specifically angled corner brackets at the post to girder connection and chamfered post corners, at a minimum.
- i. Exposed front entry way stairs are required.
- j. Louvered boarding is not allowed in carports, and two-thirds of front elevation at ground level must be open.
- k. Board and batten siding is allowed only for end gable siding.
- l. Elevators may be considered as an addition to an existing cottage but building plans and exterior details, must be submitted to the ARC for review and approval prior to building of the elevator.