

Village of Pinehurst
Update Committee
December 15, 2015
MINUTES

**Village of Pinehurst Standards and Guidelines
Update Committee
December 15, 2015
Fire Station Training Room
4:00 p.m.**



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Committee Members in Attendance:

Jim Lewis, Chairman
Jack Farrell, Vice-Chairman
Judy Davis, HPC Member
Molly Gwinn, HPC Member
Amanda Jacoby, HPC Member
Jim McChesney, HPC Member
Clark Campbell, Village Council
Christine Dandeneau, Architect
Kevin Drum, VOP Business Owner
Wayne Haddock, Contractor
Leo Santowasso, P&Z Board and Resident

Staff in Attendance:

Kevin Reed, Planning and Inspections Director
Bruce Gould, Principal Planner
Alex Cameron, Planner
Gwendy Hutchinson, Planning and Administrative Assistant

I. Opening Remarks – Jim Lewis

Chairman Jim Lewis welcomed and introduced Committee Members and Staff. All Committee Members were present. Chairman Lewis stated that as a Committee, we need to balance our responsibilities to historic properties with continued growth while balancing changes to the Standards and Guidelines while protecting the Historic District and its architecture. Chairman Lewis went on to say that changes to the Standards and Guidelines will need to go before Village Council for their approval. The meetings will be Public Hearings and residents will be encouraged to attend and provide comments. This Committee will be meeting twice a month (1st and 3rd Tuesday of each month). Two members will be attending a little later than four (4:00 pm) due to previous commitments. Chairman Lewis gave a brief overview of the update notebook.

II. Scope of Project

Chairman Lewis will distribute a potential list of topics to the Committee Members via email after the meeting. Chairman Lewis identified areas that need to be looked at in regards to the current Standards and Guidelines. These include new construction; reorganization of the Guidelines; adding a Table of Contents and Glossary; incorporate Secretary of Interior Guidelines; reviewing color palette; adding a checklist; additions vs accessory structures; major additions and renovations; contributing vs non-contributing and should there be different guidelines; property owner present or someone who has the authority to speak and make decisions for the property owner.

Staff would like to have as much lead time as possible in responding to reports/assignments from the committee so they can adequately prepare for the committee.

A consultant for the update will not be used. Principal author for the update will be Alex Cameron, Planner along with assistance from Molly Gwinn. Jack Farrell will be assisting with the graphics.

Will need to coordinate update with the Pinehurst Development Ordinance (PDO) and it may be necessary to add requirements in the Standards and Guidelines which are found in the PDO in order to "protect" them from any impacts due to legislative changes.

Building design elements are no longer permitted in the PDO but can be used in the Standards and Guidelines for the Historic Districts.

Bruce Gould, Principal Planner suggested that holiday cards be sent from the Historic Preservation Commission (HPC) to all property owners in the district inviting them for refreshments and yearly updates.

III. "Homework" assignments

Chairman Lewis stated that there are 10 towns that we will be reviewing to see how other communities regulate their Historic Districts. The following members choose which community they will be reviewing:

*Clark Campbell – Southern Pines
Amanda – Concord
Jim McChesney – Salisbury
Kevin Drum – Wilmington
Leo – Raleigh
Jack – Ashville – Montford*

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*Christine – Wilmington
Molly – Edenton
Wayne – Aberdeen
Judy - Greenville*

Chairman Lewis asked members for their homework to review the guidelines of their chosen town.

IV. Next meeting

Items to be discussed include:

Table of Contents and Re-organization of Guidelines.

V. Next Meeting Date

The next meeting date for the Update Committee is: January 5, 2016

VI. Comments from attendees

There were no comments from attendees.

VII. Motion to Adjourn

Chairman Lewis adjourned the meeting at 5:30 pm.

Respectfully submitted,



*Wendy Hutchinson
Planning and Administrative Assistant
Village of Pinehurst*