



**Neighborhood Advisory Committee
Minutes for January 10, 2022
Council Conference Room
395 Magnolia Road
Pinehurst, North Carolina
3:00 PM**

Village of Pinehurst Representatives Present:

John C. Strickland, Mayor
Jeffrey M. Sanborn, Village Manager
Jane Hogeman, Councilmember
Patrick Pizzella, Mayor Pro Tem
Kelly Chance, Village Clerk
Darryn Burich, Planning & Inspections Director

Committee Members Present:

Edward Balkovic	Claire Berggren	Debbie Lalor	Bert Higgins
Jeffrey Heintz	Tony Elms	Carolyn Jamison	Larry Rotondo
Tom Campbell	Beverly Reynolds		

1. Call to Order.

Mayor Strickland called the meeting to order.

2. Review Minutes from November 15, 2021 Meeting.

The committee reviewed the notes from the November 15, 2021 meeting.

3. Village Planning Project Updates.

Darryn Burich presented NAC members with updates including the new Ordinance 21-06, Tree Buffer Ordinance, and the Online Permit Center tool. Mr. Burich stated that along with the new Buffer Development Standards release, the staff developed a FAQ document for public use.

Tom Campbell stated we need to report that the right-of-way is owned by the Village in the front part of the property. Mr. Burich stated we do note this on the permit and the permits issued for site work does not include the driveway area. He stated this is a separate permit.

Edward Balkovic asked if the FAQ is available online on the Planning Site Page. Mr. Burich provided a preview of the website and pointed out its location.

Bert Higgins asked if the standard width is listed here as the set-back. Darryn said yes this is the buffer.

Jeffrey Heintz asked if in the subdivisions in the neighborhoods, they have loose guidelines to follow and have the rights-of-way been more clearly defined anywhere. Mr. Burich stated Subdivision plats should be the clarity point for this stated. Mr. Sanborn stated these vary by location and are determined by the survey for each lot.

Tom Campbell asked if grass could go all the way to the road and can we park on that? Mr. Sanborn stated yes you can park on these.

Mr. Heintz stated that he believes that his goes to the street edge and Mr. Sanborn noted there may be a few exceptions to this.

Debra Lalor asked if this applies to commercial lots, like commercial parking lot buffer landscape. Mr. Burich stated that in those cases, they are complying to more restrictive standards. He stated if they come in for a commercial zoned property with no building plan they will be held to this level. Ms. Lalor asked who is assigned to determine the vegetation in this area. Mr. Burich stated there is a list, Appendix F, on plantings that can be pulled from.

Mr. Burich presented the update to online permitting to allow for an online system, giving the ability for the public to apply and schedule for permits 24/7. He stated the staff has seen a 60-70% usage from the community in the early stages and now they have implemented this to be a full-time requirement. Mr. Burich walked through the process of how to locate and apply for the various permits.

Mr. Burich stated Kelly Brown and Kim Stepnoski are two permitting staff for the Village who developed a step-by-step guide on how to go through the process. A copy was provided to the Committee members. He noted there are two sections: building and planning. This system allows staff to locate all active and issued permits. Jeff Heintz asked if the building plans will be placed on the system. Mr. Burich stated that we must check the legality of putting up architectural plans etc. He stated that staff is looking at what surrounding communities are supplying.

Ms. Lalor asked if you could get Historical District plans. Mr. Burich stated that yes, those going through a certificate process are currently up and they may look at that as a guide. Mr. Sanborn stated that there is never a standard to show the internal structure, even for historical district.

Mr. Burich showed how to search for current site plans for rezoning applications and noted this system allows the community to see more about what is going on in the community. Mr. Balkovic asked how you find out if you need a permit and stated he did not realize there is a fence permit. Mr. Sanborn stated that if there is anything you consider something a structure, then it is best to contact Planning Dept. Mr. Burich stated staff will help. He stated that some things like handrails or steps do not require a permit, but things like a foundation or stringers do require it. He stated homeowners are the ones required to get the permit. Contractors will get the permit at times, but the permit is assigned to the homeowner.

Mayor Strickland stated a few years ago they included within the new residence packet some information on what may/may not be required. He stated keeping the community informed on what permits are required is hard to do so it is best for anything that is structural, to encourage those in your neighborhood to reach out to the Planning and Inspections department. He further stated that except in an emergency, there is no contracted work allowed on Sunday's, only do-it yourself work! If you need an exception to this, the Village Manager will decide on whether to approve the work. The hours are from 7am - 7pm year-round.

Tony Elms asked what if a tree falls on your house after hours or on Sunday. Do you need to call a contractor to handle a problem, then these would be an emergency and it would be okay to call a contractor? Mr. Sanborn stated if he gets a call on the weekend, he will deal with it as best he can and move on.

Mr. Burich provided a date for an upcoming meeting date on the Small Area Plan – Pinehurst South and Highway 5. He stated this would be the Third workshop, February 2nd at 6 pm. He noted all documents are found on the engage Pinehurst site – Small Area Plan page and readily accessible to review. He stated the location for the meeting is still to be determined – due to covid. He said maybe potentially at the Fair Barn, but if covid restricted, we may have it in the Assembly Hall to be able to live stream it.

4. Other Business – Neighborhood Reports.

- Jeff Heintz stated it was a quiet holiday season. He noted there was a flooding incident involving stormwater management, the contractor was cited, and he wanted to say thank you to staff meeting with him; he has changed his containment measures. He stated it was a quick response by the Village Staff. Mayor Strickland stated that the stormwater master plan work is occurring this year and continues to be an active subject Village Council continues to work on. Mr. Sanborn stated the plan is to zero in on

the key problem spots across Pinehurst where we have had repetitive problems that we have had to deal with. McGill Associates has been hired to begin work on this.

- Debbie Lalor stated Mr. Burich shared the McGill Associates scope of work on Stormwater plan with her. She noted the expansion and reconfiguring of the parking around the Carolina Hotel and commended Mr. Burich for his help on that project. She reported the Santa event was successful in the downtown area but, because of the darkened streets it was dangerous. She noted the lighting would be helpful on these streets and would help with safety issues. She also noted more parking downtown, potentially one on both sides from 5 and from the other end would be helpful. She reported in spaces where there are no parking berms, it is a safety problem. She stated truck trailer hitches and vehicles park too far forward and leaves little room for people to walk. She noted the parking area around Cannon Park landscaping looks great and she commends the Village for the brick work and the look. Ms. Lalor stated the turn lanes at Rattlesnake and 211 would be an item to continue to push forward with the DOT. Mr. Sanborn stated that to date it seems they do not need to add a turn lane due to volume counts. Ms. Lalor asked if now that the historic guidelines have been changed to standards, does this change their legal weight? Mr. Sanborn stated there isn't a change in enforceability and it was just cleaning up the language. He noted congruence is the only thing that the Village can enforce in the Historic District and everything in that document are things the HPC can consider when they look at applications.
- Carolyn Jamison had nothing to report
- Ed Balkovic had nothing to report
- Beverly Reynolds stated at the Woodlands, IT was down for three straight days, and they have very bad internet. She stated Jeff Batton was going to investigate it. She asked if there are any other options. She stated at Monticello and the light at Morganton is only one minute which means they can only get one car out. She asked about the repavement of streets in our area – Salem Drive is still at the end of the list. She asked if there were any updates on this. Mr. Sanborn stated that we will catch that up in the study which looks at each street in the Village every three years; it is due to be completed in Spring this year. Mayor Strickland stated the DOT must be notified and Mr. Sanborn stated that we can help. She noted an increase of 18 short term rentals in their neighborhood and would like to know how we can work with this. Mayor Strickland stated that he continues to encourage the use of the myvop to report any issues at all so we can follow-up and respond to these inquiries.
- Tony Elms had nothing to report
- Claire Berggren stated the adaptive golf tournament is going to be held in July at Pinehurst No. 6. She stated they are looking for some landscaping grants. She stated the pickle ball courts will be ready this spring at number 6. Mayor Strickland asked if the resort has been interfacing with number 6 on that and she stated yes.
- Bert Higgins had nothing to report
- Larry Rotondo stated they are following the planning process of phase 5 with the village. He stated the Technical Reviews just occurred he understood, and the Owners association will be making some comments on this soon. He said he wanted to complement Mr. Burich on the new online system permitting process for a roof and noted it was very easy, intuitive, and quick.

Councilmember Hogeman stated that just as with the stormwater planning, there is work going on with staff on short term rentals and how Council can best handle this.

5. **Next Meeting Date.**

The next NAC meeting will be held on Monday, February 21, 2022 at 3:00 p.m. in the Assembly Hall.

6. **Adjournment.**

The meeting adjourned at approximately 4:12 p.m.

Respectfully Submitted,



Kelly Chance,
Village Clerk

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