

**Historic Guidelines Update Committee
January 19, 2016
Council Conference Room
4:00 p.m.**



MINUTES

Committee Members

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, Home Builder
Leo Santowasso, P&Z Board Member

I. Call to Order

Chairman Jim Lewis welcomed Committee Members and Staff. All Committee Members were present.

II. Approval of Minutes: January 5, 2016

Molly Gwinn made a motion to approve the January 5, 2016 Meeting Minutes; Jim McChesney seconded the motion, which was unanimously approved.

III. Public Hearing:

Chairman Jim Lewis opened the Public Hearing and went on to discuss how there needs to be focus, structure and a timeline for our meetings going forward. We should pick topics for discussion such as new construction. He pointed out that it is the duty of the HPC, and therefore the guidelines, to preserve the special character of the Historic District with particular emphasis on protecting the integrity of historic "contributing" buildings. He discussed how the National Park Service arrived at 1895-1948 as the period of significance when the NHL was awarded in 1996 and subsequently how 1895-1970 was designated as the period of significance when the Historic Overlay District was created in 2006. He suggested that we adopt 1895-1948 as a single period of significance. Approximately 100 buildings constructed between 1948 and 1970 would be reclassified as non-contributing. Changes to

non-contributing buildings and new construction will be assessed primarily on impact on the character of the neighborhood with slightly less stringent standards than those applied to contributing properties.

Resident, John Hoffmann shared with the Committee the numbers of contributing homes on Everette, Fields, Short, Kelly, Medlin, Woods and Frye Roads; and suggested updating our inventory to reflect any changes. (See attached). Mr. Lewis agreed that the inventory will need to be updated as part of the Guidelines update project.

Chairman Lewis introduced Christine Dandeneau to lead the discussion on "Changes to Building Exterior" and Basic Building Design Principles with the Committee. Christine chose Roanoke, Virginia and shared with the Committee their website example presentation.

After a lengthy conversation, Chairman Lewis thanked Christine Dandeneau for her research and presentation on Roanoke, Virginia. Committee Members. Molly Gwinn, Judy Davis and Jack Farrell shared their thoughts on the towns they selected. Jack prepared a matrix showing the different towns under review and what they look at as far as "Changes to Existing Changes". Judy Davis presented a potential "Table of Contents". After review most Committee Members expressed their approval. Molly Gwinn presented materials from Edenton on their "Exterior Changes".

Chairman Lewis thanked the Committee for their input, as everyone has contributed. The committee agreed that some type of tutorial should be included in most sections for the purpose of helping the applicant understand the preferred materials and construction techniques.

Christine and Jack led a discussion on the merits of a "flat" table of contents versus a traditional hierarchical one. No final decision was made, but the choice will be based on which provides the easiest and most intuitive search for specific information.

At the next meeting the Committee will begin to develop a specific format and style for presenting the guidelines. The discussion will focus on Windows and Doors. All members will study the section on the Windows and Doors in their selected towns' guidelines.

IV. Next Meeting Date: February 2, 2016

Chairman Lewis suggested that the committee should narrow its study of other towns, so all members were asked to focus on the guidelines from Raleigh, Greenville, Wilmington, and Roanoke.

V. Comments from attendees
(See attached)

VI. Motion to Adjourn

Village of Pinehurst
Historic Guidelines Update Committee
January 19, 2016
MINUTES

Molly Gwinn moved to adjourn the meeting. The motion was seconded by Jim McChesney and carried unanimously. The meeting adjourned at 5:45 p.m.

Please note: *Leo Santowasso dropped off copies of the Raleigh version of "Exterior Changes to share with the Committee. They will go out in the packet with the agenda and minutes.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gwendy Hutchinson". The signature is fluid and cursive, with a large initial "G" and a long, sweeping tail.

Gwendy Hutchinson
Planning and Administrative Assistant
Village of Pinehurst