

Village of Pinehurst
Historic Guidelines Update Committee
May 3, 2016
MINUTES

Historic Guidelines Update Committee
May 3, 2016
Council Conference Room
4:30 p.m.



MINUTES

Committee Members in Attendance:

Jim Lewis, Chairman
Jack Farrell, Vice-Chairman
Judy Davis, HPC Member
Kevin Drum, VOP Business Owner
Wayne Haddock, Home Builder
Leo Santowasso, P&Z Board Member

Committee Members Absent:

Molly Gwinn, HPC Member
Amanda Jacoby, HPC Member
Christine Dandeneau, Architect
Clark Campbell, Village Council
Jim McChesney, HPC Member

I. Call to Order

Chairman Lewis called the meeting to Order and confirmed that there was a quorum present.

II. Approval of Minutes: April 19, 2016

Judy Davis made a motion to approve the April 19, 2016 Minutes; Leo Santowasso seconded the motion, which was unanimously approved.

III. Public Hearing:

Chairman Jim Lewis discussed with the Committee that the process of updating the Guidelines is taking too long. We need to speed up the process up.

The whole Committee should seek agreement as to what the individual guidelines should be, and which should be "recommendations" and which should be "requirements" for COA approval. This meeting and the next two will focus on reaching those agreements.

Chairman Lewis created a time line and went over it with the Committee.

Target timeline for completing S&G Update

- June 7.....Complete full committee review and basic agreement on the “recommendations” and “requirements. Suspend meetings of the full committee.
- July 15.....Sub-committees provide their completed work to the “wordsmithing” committee (Judy and Molly).
- July 26.....Completed draft of the entire updated document distributed to the full committee
- July 26.....Document submitted to Mike Newman for legal review and comment
- August 2 and 16..... Full committee meets to tweak and approve final draft, incorporating comments from Mr. Newman
- August 17.....Final draft submitted to Village Council and posted on Village website.
- August 18.....Public announcement that draft is on the website and invitation to submit comments online. A targeted invitation to comment will be sent to builders, architects, and real estate agents.
- Sept 6.....Full committee makes final adjustments based on feedback and forwards the “final, final” document to the Council
- Sept13.....Council approves the new Pinehurst Historic District Guidelines.

Chairman Lewis and Alex Cameron will write the introduction and will be meeting to discuss staff approvals.

Molly Gwinn will write the appendix and glossary.

Christine Dandeneau, Amanda Jacoby and Wayne Haddock will work on the tutorials. They will propose tutorials that will sell the Guidelines.

Molly Gwinn and Judy Davis will write the document. They will be wordsmithing and creating phasing.

1) Windows and Doors

It was suggested to combine #'s 24. through # 30. Start with #24 then label each one after

as a, b, c, etc.

2) Foundations

No comments. Foundations are ok.

3) Chimneys

Jack Farrell is unsure of the wording on #10. He will rewrite it.

4) Porches, Entrances and Balconies

Chairman Lewis stated that enclosing front porches to make addition room should be avoided.

Christine Dandeneau commented that the wording on #5 should be changed to not congruent with the character of the existing structure. It shouldn't be done if it is not compatible.

5) Carriage Houses, Garages, and Outbuildings

Chairman Lewis commented that size and scale should be considered. Should removing mature trees be allowed to build this structure? Jim Lewis said this should be a recommendation, not a requirement. Any new construction should be compatible with the primary structure in proportion and style.

6) Utilities, and Energy Retrofit

Jack Farrell stated that #'s 5 & 6 should be rewritten.

Propane tanks should be buried, check the PDO and Bruce Gould, Principal Planner.

Chairman Lewis questioned the need for #'s 2 & 3.

Christine Dandeneau comments were to eliminate #'s 2 & 3.

Jack Farrell stated that we can eliminate #'s 2 & 3.

Chairman Lewis stated that # 12 should be screened. Jack Farrell suggested using landscaping as a means to screen as they should not be seen from the street.

Chairman Lewis also suggested that new construction guidelines should require that trash receptacles and ac unit be screened.

IV. New Business

No new business.

V. Next Meeting Date: May 17, 2016

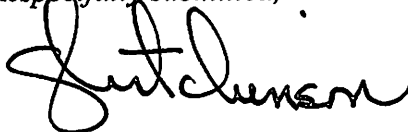
VI. Comments from attendees

There were no comments.

VII. Motion to Adjourn

Leo Santowasso made a motion to adjourn the meeting. The motion was seconded by Jack Farrell and carried unanimously. The meeting adjourned at 6:00 p.m.

Respectfully submitted,



*Gwendy Hutchinson
Planning and Administrative Assistant
Village of Pinehurst*