

**Historic Guidelines Update Committee
February 16, 2016
Police Department Training Room (downstairs)
4:00 p.m.**



MINUTES

Committee Members in Attendance:

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

Committee Members Absent:

Amanda Jacoby, HPC Member
Jim McChesney, HPC Member
Wayne Haddock, Home Builder

Staff in Attendance:

Alex Cameron, Planner
Gwendy Hutchinson, Planning and Administrative Assistant

I. Call to Order

Chairman Lewis called the meeting to order.

II. Approval of Minutes: January 19, 2016 and February 2, 2016

Leo Santowasso made a motion to approve the January 19, 2016 Minutes; Molly Gwinn seconded the motion, which was unanimously approved.

Molly Gwinn made a motion to approve the February 2, 2016 Minutes; Leo Santowasso seconded the motion, which was unanimously approved.

III. Public Hearing:

Jim Lewis proposed (and I think there was agreement) that we should modify our overall approach to the project. Initially we focused on the structure of the document which, of course, is very important. I propose that the most important thing that we should do first

is decide which guidelines should be included in the document. Those of us who have worked with the current guidelines recognize the need to fill gaps by adding some guidelines that are not mentioned currently. After we decide what we want to say, we can then decide how to organize and articulate our intent. The entire committee is needed to insure that the content of our guidelines includes input from a wide variety of perspectives. However, much of the work can be done by sub-committees and brought to the full committee for comment and approval.

1) Discussion of homework assignment

*The purpose of the homework exercise was vague, but it did achieve one important thing. We all agreed that we think the Greenville guidelines contain far too many hard and fast rules, so-called "musts". We agreed that our guidelines should focus primarily on recommendations, including strong recommendations, intended to instruct and encourage the applicant to voluntarily incorporate design features that complement our historic district and preserve the character of their property. However, we also agreed that there is a need for a **limited number** of "musts" which we will enforce as mandatory. **The next step is to agree on what those musts are.***

2) Sub-Committee assignments

Some members of the committee feel strongly that we should have a single set of guidelines that are applied to all properties in the Historic District regardless of age, location, or architecture style. We agreed to move in that direction by eliminating the distinction of "contributing versus non-contributing", as recommended by the State Historic Preservation Office (SHPO). However, our district is unique in NC because it includes a National Historic Landmark District. There are about 175 properties that were designated as contributing to the NHL when it was designated in 1996. All of those NHL contributing properties were built before 1948, and almost all of those were built prior to 1930. I proposed that we should list those (and only those) as contributing properties and that our guidelines should place additional emphasis on preserving their architectural integrity. We reached no agreement on that suggestion. Much of the concern dealt with exactly how we would treat those contributing properties differently and how that would be expressed in the guidelines. That issue was left for further consideration.

Chairman Jim Lewis will invite a small sub-committee to help develop a list of musts to be presented to the full committee. Chairman Lewis also request that all members of the full committee send him a list of musts that you recommend be included.

Chairman Lewis will also invite a small sub-committee to build a proposal as to specifically how our guidelines might impose additional scrutiny on the contributing properties or the NHL District as a whole.

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Bruce Gould, Alex Cameron, Clark Campbell, Leo Santowasso and Jim Lewis will be working on making sure that the Update is in sync with the PDO.

Christine Dandeneau, Amanda Jacoby, and Wayne Haddock to work on illustrations and Graphics.

Kevin Drum will be working on business signage.

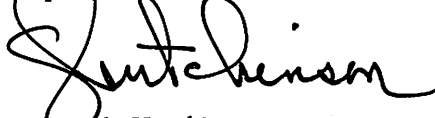
IV. Next Meeting Date: March 15, 2016 – Council Conference Room

V. Comments from attendees

VI. Motion to Adjourn

With no further discussion the meeting was adjourned at 5:50 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gwendy Hutchinson". The signature is fluid and cursive, with the first name being the most prominent.

*Gwendy Hutchinson
Planning and Administrative Assistant
Village of Pinehurst*