

**Village of Pinehurst Standards and Guidelines  
Update Committee  
January 5, 2016  
Village Council Conference Room  
4:00 p.m.**



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## **MINUTES**

### **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:**

Bruce Gould, Principal Planner  
Alex Cameron, Planner  
Gwendy Hutchinson, Planning and Administrative Assistant

### **I. Opening Remarks – Jim Lewis**

*Chairman Jim Lewis welcomed 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.*

### **II. Approval of December 15, 2015 Meeting Minutes**

*Leo Santowasso made a motion to approve the December 15, 2015 Meeting Minutes; Jim McChesney seconded the motion, which was unanimously approved.*

### III. Public Hearing

*Chairman Lewis opened the Public Hearing and asked Committee members to share their findings regarding guidelines from their selected city/town.*

*Molly Gwinn stated that she thinks that organization is what is needed in our guidelines. Ms. Gwinn stated that Edenton's approach is simple, effective and they use flow charts.*

*Amanda Jacoby agreed with Molly's thoughts on Edenton and added that there is a need for an editor to be used as she has found some grammatical errors.*

*Christine Dandeneau asked, shouldn't we as a committee be asking what is our intent?*

*Jim McChesney stated that an Introduction is needed.*

*Leo Santowasso stated that the Committee should follow similar templates that other municipalities are using. A good table of contents, flow charts, groupings of type of work, check list, flow charts are needed as well. Demolition and changes to exteriors need to be addressed as well.*

*Chairman Lewis asked the Committee to look into the guidelines for Concord and Greenville. If you have the chance, review several areas and report back on better parts of each.*

*Wayne Haddock likes the idea of "logic" and is looking forward to getting to the "nuts and bolts". Wayne also stated that there needs to be focus on the process. A check list on what is required to obtain a Certificate of Appropriateness (COA) would be helpful to all.*

*Leo Santowasso mentioned the use of "Guidelines" only and leaving out "Standards."*

*Clark Campbell stated that the right format would lead us to our goal of "ease of use." Clark Campbell also stated said that there is a need that there is an ease of use in both in digital and online.*

*Christine Dandeneau brought up the idea of using Google Docs so that the Committee members could comment as the update is being prepared. Staff will look into this with IT.*

*Chairman Lewis stated that little true restoration is taking place in Pinehurst. Most of what we see is renovation. An example is all the windows that have been replaced instead of restored.*

*Christine Dandeneau recognized the lack of a process in reviewing projects. What is required for submittals for both restoration and new construction?*

*Kevin Drum expressed his desire in wanting to speak with staff to get a better understanding of the historic district guidelines and procedures. Kevin would like to build a foundation first. He was impressed with Wilmington's guidelines the way the content was presented in a friendly, non-legal and easy to read manner.*

*Leo Santowasso asked if there is going to be more than one district. Deserves conversation and thoughts of the Committee.*

*Chairman Lewis is not in favor of this for a variety of reasons including cost of the process needed to gain the approval of SHPO. We as a committee should also think about commercial guidelines vs residential guidelines.*

*Amanda Jacoby wants the guidelines to be easier to find on the website as well as having a separate, more in depth history of the Village so that it is not needed in the document.*

*Chairman Lewis stated that most the document should make it clear "why we care" about what is done in the Historic District.*

*Clark Campbell said that what cause some public criticism is not the guidelines; it is in the procedures, process, timing, and delays that are the problems.*

*Jack Farrell spoke about procedure. (Process of how to get this done.) Jack does not feel that our guidelines are worth fixing. Define who the audience is, prioritize sections, new construction, appendix and glossary. The Committee should work on the content before composing the introduction, appendixes. Jack suggested using the following template:*

*Introductions*

*Neighborhood/District Setting/Streetscape/Environment*

*Changes to Exterior/Existing Structures*

*New Construction/Additions*

*Demolition/Relocation*

*Appendixes*

*Glossary*

*The Committee agreed on the proposed template, (separate cover)*

*Before adjourning, Chairman Lewis shared with staff and the committee that the Village Heritage Foundation is about to announce a Historic Plaque Program that will recognize some of Pinehurst's iconic historic properties that have been well preserved. Selected properties will awarded a unique plaque at a ceremony similar to a "hall of fame" induction. A limited number of buildings will be recognized each year. This program will*

*complement the HPC's effort to recognize and promote careful preservation and restoration of historic buildings.*

**IV. Next meeting**

*Discussion of changes to exteriors.*

**V. Next Meeting Date**

*The next meeting date for the Update Committee is: January 19, 2016, in the Council Conference Room.*

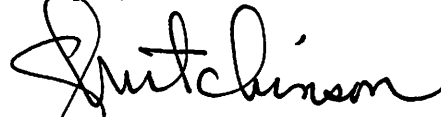
**VI. Comments from attendees**

*There were no comments from attendees.*

**VII. Motion to Adjourn**

*Leo Santowasso moved to adjourn the meeting. The motion was seconded by Jim McChesney and carried unanimously. The meeting adjourned at 5:40 p.m.*

*Respectfully submitted,*



*Wendy Hutchinson  
Planning and Administrative Assistant  
Village of Pinehurst*