

Village of Pinehurst  
Historic Guidelines Update Committee  
March 15, 2016  
MINUTES

**Historic Guidelines Update Committee  
March 15, 2016  
Council Conference Room  
4:00 p.m.**



**MINUTES**

**Committee Members in Attendance:**

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

**Committee Members Absent:**

Wayne Haddock, Home Builder  
Molly Gwinn, HPC Member

**Staff in Attendance:**

Kevin Reed, Planning and Inspection Director  
Alex Cameron, Planner  
Gwendy Hutchinson, Planning and Administrative Assistant

**I. Approval of Minutes: February 16, 2016**

*There was not a motion to approve the Minutes.*

**II. Public Hearing:**

Discussion of draft guidelines:

*Chairman Lewis introduced a first draft of new guidelines. He explained that it was produced by a sub-committee made up of himself, Jack Farrell, Judy Davis, and Molly Gwinn with input from a few other committee members. It includes most of the guidelines contained in the current Standards and Guidelines, but also draws heavily on guidelines from other NC Historic Districts including Greenville, Wilmington, Winston-Salem and Raleigh. The draft document was compiled and organized by Judy Davis. Everything in*

*it, including its organization, is temporary and subject to further refinement and agreement by the full committee. The draft document contains only potential guidelines. Other elements of the final document such as the introduction, graphics and tutorials will be added once the guidelines have been agreed upon.*

*Jim Lewis suggested that much of the update work can, and will, be done by various sub-committees and presented to the full committee for comment and approval. However, he feels strongly that development of the guidelines deserves and requires discussion and approval by the entire committee. Therefore, he suggested that beginning with this meeting, the committee should go through the draft guidelines in detail to reach agreement on what to add, delete, or modify.*

*Almost all of the draft guidelines include a word like "shall" or "should" which indicates whether that guideline is a suggestion or a requirement for approval. In each case, the committee must decide which word to use. The draft contains many "shoulds", which the HPC will have difficulty enforcing. Compliance with suggestions will depend on the document and the process encouraging and persuading applicants to accept suggestions voluntarily.*

*It was agreed that the committee must maintain a list of significant changes from the current S&G to facilitate presentation of the final document to the Village Council and the public.*

*The remainder of the meeting was devoted to discussion to the draft document, beginning with section on roofs. Several changes in the draft were suggested, and some were adopted. Judy Davis will produce an updated draft based on that discussion. Prior to the next meeting, she will refine the draft further including organization improvements and suggestions from committee members. She plans to post the draft (including the updated section on Roofs) on Google Docs so that all committee members can record their comments online.*

### **Sub-Committee updates**

*Judy Davis, Jack Farrell and Christine Dandeneau (The Format Sub-Committee) will meet to develop a structure for the guidelines.*

### **III. New Business**

*No new business was discussed.*

### **IV. Next Meeting Date: April 5, 2016 – 4:30 pm – 6:00 pm - Council Conference Room**

### **V. Comments from attendees**

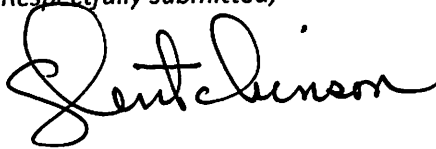
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*There were not comments from attendees.*

**VI. Motion to Adjourn**

*With no further discussion, the meeting was adjourned at 6:15 p.m.*

*Respectfully submitted,*

A handwritten signature in black ink, appearing to read "Gwendy Hutchinson". The signature is written in a cursive style with a large initial "G".

*Gwendy Hutchinson  
Planning and Administrative Assistant  
Village of Pinehurst*