



**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF APRIL 9, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a Work Session at 6:00 p.m., Tuesday, April 9, 2019, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 10 attendees, including 5 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the Council work session to order and Molly Gwinn, Chair of the Historic Preservation Commission, called the HPC work session to order.

2. Presentation and Discussion of the Revised Historic Guidelines with the Historic Preservation Commission.

Molly Gwinn, Historic Preservation Commission Chair, explained the four key goals of the Commission in updating the guidelines were to make it easier for applicants and the public to understand the rules, clarify the process of how to obtain a Certificate of Appropriateness (COA), make it easier to obtain approval and to have a format ready for online publication. Ms. Gwinn stated that the HPC wanted to make this a preservation document. The document went from a "standards and guidelines" format to "guidelines" format as that's what is most commonly used in North Carolina. They also went to a "must" and "should" format to help make the Guidelines clear. Explanations were updated for major, minor and routine work, as well as shifted some items to the minor work category. Also they added a few items such as graphics, illustrations, charts, and a frequently asked questions section. Ms. Gwinn stated she feels the graphics will really help as it shows what the items should look like and that the overarching must in the document is that the project must be congruent with the Historic District.

Ms. Gwinn stated they really expanded the approval requirements and how to obtain a COA and expanded the different categories of work. Changes to existing structures has its own section now. The section on fences include a useful graphic and some space given to the materials. The appendices were moved to the back of the document, which includes items such as a COA check list, color palettes, planting guide, a new glossary and useful resources.

Molly Gwinn stated there was on suggestion that she received from a Councilmember that seemed to be particularly substantial and she would like HPC Member Tom Schroder to speak on the term legal standing. Councilmember Farrell stated he was the Councilmember that made the suggestion and stated that the legal standing he referred to is described in the meeting procedure section in the public input section, which now includes the reference to legal standing. Tom Schroder, HPC member, explained the process of public comment in an HPC meeting and the differences is legal standing witnesses, whom can cross examine, and regular witnesses. The HPC would have to determine who has legal standing and their testimony. Councilmember Farrell asked who on the HPC is qualified to determine legal standing. Mayor Fiorillo stated that very rarely would this ever come up and Councilmember Drum stated he felt the same way. Councilmember Farrell stated it sounds from the wording of the document that

only those with legal standing would be able to speak at a hearing and he wouldn't agree to this provision. Jeff Sanborn, Village Manager, stated he agrees the wording appears that way, however, he doesn't believe that was the intent. Ms. Gwinn stated their position is always to provide a public form and to always only consider the facts. Councilmember Farrell stated he has full confidence that the HPC can control the testimony. Mr. Sanborn stated that the Village Attorney stated that "standing" has no bearing on who can talk in a hearing. Councilmember Farrell asked about the placement of satellite dishes. Ms. Gwinn stated that item was lost in the staff review. Mr. Sanborn stated that it was not legally enforceable, even within the Historic District. Councilmember Farrell stated the other concern he had was that most changes to driveway and parking are listed under minor work, however maybe modify the language to say minor changes to driveways and parking areas. Molly Gwinn stated maybe they could change it to impact adjacent property. Councilmember Davis said she believes the guidelines should be as user friendly as possible.

Mayor Pro Tem Bouldry asked if the section on scale is clear enough. Ms. Gwinn said they are always shy about putting a number on scale, they explained it by using the wording that must. Mr. Sanborn stated that using the word must makes it sound like it is a requirement. Councilmember Davis agrees using the word would create confusion. The HPC agreed to meet formally to review the recommendations from the Council and make any necessary changes. Council came to a consensus that a public hearing would be held at the May 14th Council meeting.

3. Motion to Adjourn the Historic Preservation Commission.

Upon a motion by HPC Chair Gwinn, seconded by HPC member Schroder, the Historic Preservation Commission unanimously approved to adjourn the work session by a vote of 5-0 at 7:15pm.

4. FY 2020 Strategic Operating Plan (SOP) Preview

Jeff Sanborn, Village Manager, reviewed the strategic opportunities, challenges, and areas of focus indicated by Council in January 2019, at their retreat. He reviewed the proposed FY 2020-2024 opportunities for innovation and improvements and the process used to evaluate the investment into the proposed change. Mr. Sanborn explained the Village plans to conduct 29 projects in FY 2020-2024, significant projects include pedestrian facilities, West Pinehurst Park master plan development, Village Place streetscape enhancements, locate and purchase property for structured parking near the Village center, locate and purchase property for a future Fire Station 93, and continued Highway 211 landscaping improvements. Mayor Pro Tem Bouldry asked that looking ahead to the Library needs assessment, where does or where this fit into this would project list. Mr. Sanborn explained they don't know what the Library needs assessment is going to tell us and that is a blind spot in the 5 year forecast right now. Mr. Sanborn explained the Village plans to conduct 37 evaluations over the next five years, with some key evaluations including the Library needs assessment, ETJ expansion, and Police take home vehicle program. They have 3 Birdies to complete which includes fire emergency response, insourcing solid waste and document imaging.

General Statute requires that the revenue neutral tax rate is published in a year with re-evaluation. The revenue neutral rate for FY 20 is \$0.28. Property values went up approximately five and a half percent. Staff is recommending an inflation-adjusted revenue neutral tax rate of \$0.30 because operating expenses are increasing. Staff is also recommending a tax increase of \$.005 per year in FY 2021-2024 to address operating expenditures pressures. Mr. Sanborn explained that the key external sources of operating expenditure pressure include State mandated retirement system employer contribution rate increases, County mandated recycling and tipping fee increases, and 2.5% annual inflation rate for operating expenditures. Mr. Sanborn reviewed the financial summary if the Council adopted a revenue neutral rate. He explained there are two projected numbers one with the one million (\$1,000,000) dollar library funds and one without. He noted that these funds would be coming back to the Village in 2020. Brooke Hunter, Financial Services Director, explained that Council will choose if they want to set aside the one million dollars as committed fund balance. Councilmember Farrell stated that the problem with setting the funds aside is that we are predetermining the results of the Library needs assessment. Councilmember Drum agreed that until the public gives us permission the funds have no purpose. Councilmember Davis said she just doesn't want us to get too attached to the million dollars because there will be other projects, if not a Library. Mr. Sanborn suggested to give another name to the funds, such as, future capital expenditures.

Mr. Sanborn explained the key highlights for salary and benefits for the five year forecast includes a FY 2020 cost of living adjustment of 2.4%, merit raises averaging 2% funded in FY 2020-2024, an addition of 4.3 full time equivalents in FY 2020-2024 and several department restructures proposed. The restructuring of departments includes creating lead worker positions in some departments which will help with developing succession planning. He also reviewed the key highlights for the financial five year forecast which include IAP's and projects previously identified, mandated increase to retirement contribution rates and landfill fees, increased annual storm water maintenance funding by 48% in FY 2020 and by 30% in FY 2021-2024 and an increased request of \$50,000 for Given Memorial Library operations totaling \$150,000 annually.

Mr. Sanborn stated he will present the FY 20 Strategic Operating Plan at the May 14th Regular Council Meeting then Council will have budget work sessions on May 23rd and 24th. Also, the public hearing for the FY 2020 budget will be held on May 28th.

5. Work Session Business

No additional work session business was discussed.

6. Motion to Adjourn.

Upon a motion by Councilmember Davis, seconded by Mayor Pro Tem Bouldry, Council unanimously approved to adjourn the Work Session by a vote of 5-0 at 9:18 pm.

Respectfully Submitted,



Beth Dunn,
Village Clerk

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.

Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

Values: Service, Initiative, Teamwork, and Improvement