



**Village Council
Agenda for Work Session of January 13, 2026
Assembly Hall
395 Magnolia Road, Pinehurst, NC 28374
Pinehurst, North Carolina
4:30 PM**

1. Call to Order
2. General Business
 - A. Review the Village's Recognition and Public Facility Naming Policy
 - B. Correspondence with the Moore County Board of Commissioners Regarding Municipal Input in the Land Use Plan
 - C. Review Draft Growth Strategy Policy
 - D. Review Draft Senior Advisory Committee Policy and Consider Establishment of a Senior Advisory Committee
 - E. Discussion of Capital Projects Under Consideration
 - F. Future Options for the Welcome Center
3. Closed Session
 - A. Closed Session Pursuant to NCGS § 143-318.11(a)(5)
4. Motion to Adjourn

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.



Review the Village's Recognition and Public Facility Naming Policy ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 01/06/2026

MEMO DETAILS

The Village received a letter requesting that the research room within the new Tufts Archives facility be named the Donald Ross Research Room in exchange for a proposed \$100,000 donation over five years. This request provided a timely opportunity to review and apply the Village's existing Recognition and Public Facility Naming Policy.

The Foundation has a long history of supporting the Tufts Archives and the preservation of Donald Ross-related materials, having donated more than \$300,000 since 2002, along with consistent annual contributions during that time. The attached correspondence reflects the Foundation's interest in formalizing prior discussions regarding naming recognition as the Archives project moves forward.

Following receipt of the letter, staff responded to acknowledge the request, apologize for the miscommunication, and confirm that the Village has a formal Recognition and Public Facility Naming Policy that appropriately guides how naming requests are evaluated. Staff also indicated that the request would be brought forward for Council consideration in accordance with that policy.

From a practical perspective, naming a Donald Ross Room within the Tufts Archives is conceptually consistent with the Foundation's mission and its long-standing support of the Archives. At the same time, meaningful naming opportunities within the facility are limited, and Council has an obligation to thoughtfully steward those opportunities in a manner that reflects both the significance of the space and the Village's long-term interests. The policy provides a clear framework for balancing these considerations, allowing Council to evaluate this request within the broader context of current and future naming opportunities while fully recognizing the Foundation's substantial historic contributions and continued commitment to preserving Pinehurst's history.

For context, the Village's Recognition and Public Facility Naming Policy establishes the following general process for considering naming requests:

- Staff reviews the request and evaluates it against the policy criteria, including the nature of the contribution, relevance to the facility, and community benefit.
- Staff brings the request forward to the Village Council with a recommendation.
- Council considers whether to approve the naming and, if approved, the appropriate scope and duration of recognition.
- If approved, the naming is formalized through a written agreement outlining the contribution, timing, duration of naming rights, and related terms, consistent with the policy.

This item is presented for Council discussion and direction. Based on Council feedback, staff can continue discussions with the Donald Ross Society Foundation, clarify expectations, and return with a recommended approach and any necessary agreements for Council consideration at a future meeting.

ATTACHMENTS

1. 23 - Recognition and Public Facility Naming Policy
2. rev Nov 12 DRSF letter to Village of Pinehurst Nov 2025 w signed



VILLAGE OF PINEHURST
STANDARD PROCEDURE

SUBJECT: Recognition and Public Facility Naming Policy	Effective Date: 4/11/2006
Department: Village Council	Policy No.: 23
Prepared by: Doug Willardson	Revised: 4/11/2023
Approved by: Village Council	# of Pages: 5

PURPOSE: The following standards and procedures are intended to provide uniform application in the recognizing of contributors and for the naming of public facilities, or a portion thereof, owned by the Village of Pinehurst. It shall ultimately be the responsibility of the Village Council to approve the naming of any public facility owned by the Village. When naming a public facility, or portion thereof, for an individual, group or non-profit entity it must be done for major contributions made to the Village of Pinehurst, whether through philanthropic means, extraordinary volunteer efforts for community good or for making major financial or other contributions to the benefit and wellbeing of the citizens of the Village of Pinehurst.

POLICY:

1. Any Public Facility in Whole or, in Part, may be named:

- a) For location, such as the name of an adjacent street or subdivision.
- b) For a geologic, historical, botanical, horticultural or scientific feature inherent to the area.
- c) As a reference to health, fitness, fun, playability, functionality, etc.
- d) To honor a person, persons, group or non-profit entity which has made substantial contributions in time, talents or by financial means to the Village of Pinehurst or to the specific public facility being named.
- e) To show gratitude to a person who, over a long period of time, has devoted outstanding amounts of time, talent and effort to the advancement of the Village of Pinehurst.

2. Procedures for Naming Public Facilities in Whole or for a Portion Thereof:

- a) Requests or proposals for naming a public facility, or a portion thereof, shall be submitted to the staff in written form describing in detail the

proposed name of the public facility, or portion thereof, and the reason(s) for the request. The request may also include documentation of the individuals or organizations contributions to the Village of Pinehurst.

- b) Staff will evaluate the request, and then make a recommendation to the Village Council, which has the ultimate authority for naming public facilities, or a portion thereof. Absent proposals from others, staff may propose a name to the Village Council.
- c) Implicit to the naming process is the intent of permanent recognition. Therefore, the process shall be careful and deliberate and, as much as possible, involve the evaluation criteria listed below if being named.

3. Criteria for Naming Public Facilities in Whole or for a Portion Thereof:

- a) Among the criteria that should be considered regarding a candidate name:
 - i) Fine moral character.
 - ii) Demonstrated leadership qualities.
 - iii) Community Reputation.
 - iv) Nature of the contributions or support of the mission of the Village of Pinehurst.
 - v) Substantial contribution, whether consisting of volunteer service, the provision of land or monetary donation.
 - vi) Initiative and/or involvement relating to a specific program or project of exceptional merit which has extensively and directly benefited the public.

4. Rules for Naming Public Facilities in Whole or for a Portion Thereof:

- a) Naming a public facility in memory of a deceased person cannot be considered until at least 3 months after the date of the person's death. Naming a public facility in honor of a living person is typically not permitted.
- b) Proposed names commemorating a deceased person(s) shall be considered only if the living next of kin have approved the request.
- c) The naming of a public facility for a for-profit entity shall not be permitted.

5. Recognition for Naming Public Facilities in Whole or for a Portion Thereof:

- a) Recognition for a group of individual donors to a public facility shall be, whenever possible, in the form of a single bronze engraved plaque, displayed in an appropriate location as determined by staff. The Policy recognizes that there may be occasions where multiple plaques may be required as well as the use of a different recognition material within the same facility due to the nature of the contributions or decor within the facility.

These, however, should be limited to extraordinary situations. Naming of a portion of a facility, such as meeting room, should be honored with a small bronze plaque adjacent or above the door jam or other similar location.

- b) Recognition for park facilities may also be in the form of site signage. The decision concerning type, design and size of site signage shall rest with the Director of Parks and Recreation and must blend with and compliment the park environment as well as adhere to all Village of Pinehurst sign standards as found in the applicable Pinehurst Development Ordinance. The cost of naming the facility will be the responsibility of the Parks and Recreation Department, the applicant, or both by mutual consent.

6. Appeals for Rejecting Suggested Naming of Public Facilities in Whole, for a Portion Thereof, or for Disagreement Regarding Appropriate Recognition:

Any person or organization whose application is denied by the staff may appeal the decision in writing to the Village Council. The Village Council decision shall be binding.

7. Other Naming Alternatives

Public facilities that are donated to the Village can be named by deed restriction by the donor. The naming and acceptance of real property is always subject to the approval of the Village Council.

8. Process for Considering the Naming of Public Facilities in Whole or for a Portion Thereof for Major Donors:

- a) Staff shall first evaluate the prospective donor and make a recommendation to the Village Council to accept or reject the proposal. Rejection of a proposal is subject to the "Appeals Process" in Section "F" above. If the recommendation is to accept, the staff shall provide the Village Council a report that highlights the nature of the donation and a draft agreement that includes items found in "c." below.
- b) The Village Council will then consider the agreement and reserves the right to accept or reject the agreement based on the terms of the agreement and/or based on the suitability of the proposed donor. The Village Council ultimately reserves the right to accept or reject any proposal as it deems fit. The Village Council's decision shall be binding.
- c) All agreements of this nature shall be in the form of a signed letter of agreement and shall contain the minimum following criteria:
 - i) Amount of contribution to be in cash and/or in kind service.
 - ii) A date by which the contribution must be received.

- iii) A starting date and ending date as to when the naming rights begin and end.
- iv) A first right of refusal to renew the agreement by the contributor should be included with a clause that the determination whether to extend the first right of refusal offer is exclusively reserved by the Village at the conclusion of the naming rights agreement.
- v) Provision for cancellation of naming rights in the event the entity ceases business operations or becomes involved in an activity that is deemed unsuitable by the Village. The Village shall retain all contributions in this provision.

9. Duration and Modification of Namings of Public Facilities

- a) In order to respect the tradition and community values which previous councils bestowed on these resources, renaming officially named parks or facilities shall be infrequent and deference given to maintaining the designated name. However, the duration of a benefactor's or honoree's name on any facility ordinarily continues for as long as the facility or unit is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, redesignation of purpose, or similar modification of a named facility or unit, the Village may deem that the naming period has concluded.
 - i) The appropriate Village representative will make all reasonable efforts to inform in advance the original benefactors or honorees or their surviving family members when the naming period is deemed to have concluded.
 - ii) The Village may, but is not required to, provide for the appropriate perpetuation of the previous name. Perpetuation of the original name in an equivalent naming is not required. Appropriate perpetuation of previous names may include, for instance, a plaque in or adjacent to new and renovated facilities.
 - iii) In the event of an organization naming of a facility, if the organization name changes, the Village may deem that the naming period has concluded.
- b) **Renaming.** When the benefactor's or honoree's naming period has concluded, the facility or unit may be renamed, with the original name removed, in recognition of new gifts, subject to any specific terms and conditions set forth in the original naming agreement and subject to the guidelines above.
- c) **Joint or Hyphenated Naming.** In exceptional circumstances, additional names may be added to a facility or unit in recognition of an additional gift even if the prior benefactor's or honoree's naming period has not concluded, subject to any specific terms and conditions set forth in the original naming agreement. Hyphenation is one method for jointly naming a facility or unit.

- d) **Benefactor or Honoree Name Changes.** If a benefactor or honoree requests a change to the name of a facility or unit, the Village will consider the request. If approved, all replacement signage and other related costs shall be at the donor's or honoree's expense.
- e) **Revocation of naming approval or conferral.** In certain circumstances, the Village reserves the right, on reasonable grounds, to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the benefactor. These actions, and the circumstances that prompt them, may apply to an approved naming that has not yet been acted upon or to a conferred naming.
 - i) If the benefactor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the Village's standards, or otherwise be contrary to the best interests of the Village, the naming may be revoked. However, caution must be taken when, with the passage of time, the standards and achievements deemed to justify a naming action may change and observers of a later age may deem those who conferred a naming honor at an earlier age to have erred. Namings should not be altered simply because later observers would have made different judgments.
 - ii) If the benefactor fails to maintain payments on a pledge upon which the naming was bestowed, the naming may be revoked.
 - iii) If a planned gift upon which the naming was bestowed does not result in the value agreed upon, the naming may be revoked.

UPDATING POLICY: This policy shall be reviewed as Village Council deems necessary.

Approved by:

Jeff Sanborn, Village Manager

Date



Donald Ross Society Foundation

November 21, 2025

Patrick Pizzella
Mayor
Village of Pinehurst
395 Magnolia Road
Pinehurst, NC 28374

Doug Willardson
Village Manager
Village of Pinehurst
395 Magnolia Road
Pinehurst, NC 28374

Stuart Mills
Chair
Givens Tufts Foundation
PO Box 159
Pinehurst, NC 28370

Dear Sirs,

The Donald Ross Society Foundation has supported the Tufts Archives since 2002 donating over \$300,000 to help with the collection, preservation, and dissemination of all materials related to Donald Ross's golf course work. The DRS Foundation has made a donation every year since 2002 to help in that regard.

In February 2024 Brad Becken and Jan Ludwig discussed with the Given Tufts Foundation our commitment of \$100,000 over five years provided a room in the new archives be named for Donald Ross and a plaque placed in the room commemorating the support of the Donald Ross Society. Then in May 2024 Brad Becken and Jan Ludwig met with John Strickland, the immediate past Mayor of Pinehurst, about the same subject.

In January 2025, even though a commitment for a room name and plaque was never provided, DRS Foundation made a \$20,000 contribution to the Givens Tufts Foundation. As of November 2025, we have still not received a commitment or received an update. The DRS Foundation is disappointed that no such commitment has been made to our knowledge.

Absent the commitment discussed above, the DRS Foundation will not forward a grant in January 2026 to the Givens Tufts Foundation.

Sincerely,

Steve MacQuarrie
President
Donald Ross Society Foundation
stephenmacquarrie@yahoo.com

Brad Becken
Board Member
Donald Ross Society Foundation
chapala@dslextreme.com

cc: Audrey Moriarty, Village of Pinehurst



**Correspondence with the Moore County Board of Commissioners Regarding
Municipal Input in the Land Use Plan
ADDITIONAL AGENDA DETAILS:**

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 01/06/2026

MEMO DETAILS

During the Council’s December retreat, there was discussion about the recently adopted Moore County Land Use Plan and whether the Village should formally respond or offer municipal input as the County moves toward implementation. While the conversation reflected general interest in collaboration, there was not a clear sense of what specific role, if any, the County may be seeking from the municipalities at this stage.

In response to that discussion, staff prepared the attached draft letter from the Mayor to the Moore County Board of Commissioners. The letter is intentionally high-level and diplomatic. It congratulates the County on completion of the plan, acknowledges shared interests, and offers Pinehurst as a willing partner should coordination or municipal input be helpful as implementation moves forward.

The draft does not commit the Village to any particular position, policy, or action. Rather, it keeps the door open for future dialogue, whether through informal staff coordination or other appropriate means, consistent with themes raised during the retreat about intergovernmental communication and cooperation.

This item is provided for Council review and feedback. Based on Council direction, the letter can be revised, sent as drafted, or held if Council prefers not to move forward at this time.

ATTACHMENTS

1. Mo Co Land Use Plan Municipal Input



January 14, 2026

Moore County Board of Commissioners
25 Courthouse Square
Carthage, North Carolina 28327

Dear Chairman Picerno and Members of the Board,

On behalf of the Village Council and the residents of Pinehurst, I would like to congratulate you, the Moore County Planning Board, and County staff on the completion and adoption of the Moore County Land Use Plan. We recognize the significant time, effort, and public engagement required to complete a countywide planning initiative of this scope, and we appreciate the work that went into bringing the plan to completion.

As neighboring local governments, the Village of Pinehurst and Moore County share many common interests related to growth management, infrastructure coordination, and preserving the character that makes our communities such desirable places to live and work. We value collaboration between the County and its municipalities, particularly as land use policies transition from planning documents into implementation.

As you move forward with implementation efforts or any future refinements to the Land Use Plan, the Village would be pleased to assist if municipal input would be helpful. This could include coordination on matters such as growth management, infrastructure planning, parks and recreation connectivity, or other topics where County and municipal interests overlap. Whether through informal coordination, staff-level discussion, or other appropriate means, Pinehurst stands ready to be a constructive and cooperative partner in support of shared goals.

We appreciate the strong working relationship between Moore County and the Village of Pinehurst and look forward to continued coordination in the months and years ahead.

Sincerely,

Patrick Pizzella
Mayor

cc: Moore County Planning Board



Review Draft Growth Strategy Policy ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 01/06/2026

MEMO DETAILS

At the Council's December retreat, Council discussed the value of articulating a clear, high-level statement of the Village's philosophy and expectations related to growth, redevelopment, and annexation. As a follow-up to that discussion, staff has prepared the attached Draft Development and Growth Policy for Council review and discussion.

The draft policy is intended to serve as a guiding framework that reflects Council's collective direction rather than to create new regulatory standards. It is designed to clearly communicate the Village's approach to growth to staff, applicants, residents, and other stakeholders, particularly in light of Pinehurst's largely built-out condition and increasing interest in redevelopment and annexation opportunities.

The policy addresses several recurring themes raised by Council, including expectations for infill development, preservation of low-density rural residential areas, the Village's approach to redevelopment in key areas such as the Village Place Core and Pinehurst South, and the circumstances under which annexation may be considered appropriate. The intent is to reinforce that growth should be intentional, context-sensitive, and aligned with Pinehurst's character and quality-of-life priorities.

This item is presented for Council review and feedback. No action is requested at this meeting. Based on Council discussion, staff can make revisions as appropriate and return the policy for possible adoption at a future meeting.

ATTACHMENTS

1. DRAFT - Development and Growth Policy



VILLAGE OF PINEHURST
STANDARD PROCEDURE

SUBJECT:	Development and Growth Policy	Effective Date:
Department:	Administration	Policy No.:
Prepared by:	Administration	Revised: 01/2026
Approved by:	Village Council	# of Pages: 3

PURPOSE:

The purpose of this policy is to articulate the Village Council’s overall philosophy and expectations regarding growth, redevelopment, and annexation within and adjacent to the Village of Pinehurst. This policy is intended to guide decision-making by Council, staff, applicants, and stakeholders, while preserving the character and quality of life that define Pinehurst.

POLICY STATEMENT:

The Village of Pinehurst recognizes that growth and change are inevitable; however, growth should be intentional, context-sensitive, and aligned with the Village’s long-standing character, adopted plans, and commitment to quality of life for existing residents.

The Village does not seek growth for growth’s sake. Development and redevelopment should strengthen Pinehurst as a community, protect its unique sense of place, and enhance livability for residents, businesses, and visitors.

INFILL DEVELOPMENT:

The Village acknowledges that limited infill development will continue to occur on vacant or underutilized lots within existing neighborhoods.

- Infill development is expected to be compatible in scale, form, and character with surrounding development.
- New construction should respect established neighborhood patterns, including setbacks, massing, tree canopy, and overall design context.
- Infill development should not erode neighborhood character or impose disproportionate impacts on adjacent properties.

RURAL RESIDENTIAL AREAS (R-210 ZONING):

The Village places a high value on maintaining the rural and low-density character of areas zoned R-210.

- These areas are intended to remain low-density in nature and to preserve open space, natural features, and the existing rural landscape.
- Development within R-210 areas should reflect this intent and avoid suburbanization or intensification that would undermine the purpose of the zoning district.
- Infrastructure extensions and development patterns that would encourage higher density or traffic volumes inconsistent with rural character are strongly discouraged.

Commented [AC1]: Based on the current Council’s position, should this language be stronger?

REDEVELOPMENT AND BUILT-OUT CONDITIONS:

The Village recognizes that much of Pinehurst is substantially built out, with limited opportunities for large-scale greenfield development. As a result, future growth within the Village is expected to occur primarily through targeted redevelopment, particularly in areas such as the Village Place Core and Pinehurst South, rather than through outward expansion.

Redevelopment should improve functionality, appearance, and long-term viability while respecting Pinehurst’s historic development patterns and community identity.

VILLAGE PLACE CORE AREA:

The Village supports redevelopment of the Village Place Core as a strategic opportunity to complement the historic downtown area.

- Redevelopment in this area should align with adopted Small Area Plans and other guiding documents.
- The Village Place Core is envisioned as a walkable, mixed-use extension of downtown that enhances connectivity, economic vitality, and community life.
- Redevelopment should be carefully planned, phased as appropriate, and consistent with the scale and character of Pinehurst’s historic core.

PINEHURST SOUTH:

The Village supports thoughtful new development and redevelopment in Pinehurst South that improves conditions and contributes positively to the broader community.

- Redevelopment should prioritize the removal of blighted or underperforming properties—such as the abandoned nursing home facility.
- Projects should minimize additional traffic congestion and seek to improve circulation, safety, and connectivity.
- New development should reinforce Pinehurst’s character and avoid forms or intensities that would detract from surrounding neighborhoods or quality of life.

ANNEXATION POLICY:

Given the Village’s largely built-out condition, most significant future development opportunities are expected to occur through annexation.

The Village recognizes that, in some cases, annexation may result in better development outcomes than allowing development to proceed under another jurisdiction with limited or no Village oversight. Annexation may provide the Village with the ability to apply planning, zoning, design, and infrastructure standards that more effectively protect Pinehurst’s character and the quality of life of nearby residents.

Accordingly, the Village will consider annexation only when it clearly serves the public interest and advances the Village’s long-term goals. In evaluating annexation requests, the Village will consider whether the proposed annexation:

- Clearly improves or protects the quality of life for existing Pinehurst residents;
- Is consistent with the character, scale, and development patterns of Pinehurst; and
- Provides a demonstrably better outcome than would reasonably be expected if the property were developed outside the Village’s jurisdiction.

Annexation is not guaranteed and will be evaluated on a case-by-case basis. The Village retains full discretion to determine whether annexation is appropriate.

IMPLEMENTATION:

This policy is intended to guide, but not replace, adopted ordinances, plans, and statutory requirements. All development and annexation proposals shall continue to be evaluated in accordance with applicable processes, zoning regulations, development ordinances, and adopted plans.

POLICY REVIEW:

This policy shall be reviewed periodically as part of the Village’s overall policy and planning framework, or as directed by the Village Council.

Approved by:

Patrick Pizzella, Mayor

Date

Resolution # 26-02

Village Council, Resolution

Date



**Review Draft Senior Advisory Committee Policy and Consider Establishment of
a Senior Advisory Committee
ADDITIONAL AGENDA DETAILS:**

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 01/06/2026

MEMO DETAILS

At the request of Council, and consistent with a priority identified by Councilmember Kevin Fitzpatrick since being elected, staff has been working on the formation of a Senior Advisory Committee. Last week, Kevin and I met to discuss the structure, role, and scope of such a committee and to translate those discussions into a formal policy framework.

Attached for Council's review is a draft Senior Advisory Committee Policy, which outlines the purpose, goals, membership, operating procedures, and level of Village support for the committee. The intent is to establish a standing advisory body focused on issues affecting Pinehurst residents age 55 and older, including quality of life, accessibility, mobility, safety, social connection, and age-friendly community practices.


The draft policy is designed to be consistent with how the Village structures and supports other advisory committees, while also recognizing the unique perspective and growing importance of senior residents within the community. The committee would serve in an advisory capacity only, providing input and feedback to Council and staff, and fostering two-way communication between Village government and senior residents.

Staff believes the draft policy provides a clear and flexible framework that allows the committee to evolve over time while maintaining appropriate expectations, transparency, and compliance with public records and open meetings requirements. No appointments or implementation actions are proposed at this stage.

This item is intended for Council discussion and feedback. Based on Council direction, staff can refine the policy as needed and return with a recommendation regarding formal adoption and next steps for committee recruitment and appointment.

ATTACHMENTS

1. CLEAN SAC.KTF 1.8

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT:	Senior Advisory Committee Policy	Effective Date:
Department:	Administration	Policy No.:
Prepared by:	Administration	Revised: 01/2026
Approved by:	Village Council	# of Pages: 4

PURPOSE:

The purpose of this policy is to define the purpose, membership, membership requirements, member expectations, and Village support for members of the Senior Advisory Committee (SAC). The SAC is intended to advise the Village on matters affecting older adults and to support policies, programs, facilities, and services that promote a high quality of life, accessibility, inclusion, independence, and age-friendly community practices for Pinehurst residents.

POLICY:

It is the policy of the Village of Pinehurst Council to maintain a Senior Advisory Committee (SAC) to foster and enhance effective two-way communication between Village Government and Pinehurst residents age 55 and older.

The SAC shall serve as an advisory body focused on identifying opportunities and challenges related to healthy aging, mobility, accessibility, social connection, safety, and inclusion, and supporting the Village’s efforts to remain a welcoming and age-friendly community for residents at all stages of life.

COMMITTEE GOALS:

The goals of the Senior Advisory Committee are to:

- Serve as a forum for communication between Village Government and senior residents.
- Identify trends, needs, concerns, and opportunities affecting older adults in Pinehurst.
- Promote policies, programs, and community initiatives that support independent living, accessibility, social inclusion, and overall well-being for older adults.
- Provide input on how Village facilities, parks, sidewalks, transportation systems, events, and communications can better reflect age-friendly design and practices.

- Help the Village identify barriers—physical, social, or informational—that may limit full participation by senior residents.
- Support intergenerational connection and community engagement where appropriate.
- Share information from SAC meetings with senior residents through effective communication channels.
- Develop web-based educational and informational resources for the senior community.
- Comply with North Carolina public records and open meetings law requirements.

MEMBERSHIP:

Membership of the SAC shall consist of up to nine (9) members, appointed by the Village Council.

- Members must be permanent residents of the Village of Pinehurst and at least 55 years of age at the time of appointment.
- Membership should, to the extent practicable, reflect diversity in age, neighborhoods, backgrounds, abilities, and interests within the senior population.
- Members will be individually appointed by the Village Council upon recommendation by a committee consisting of the Village Manager and designated Village staff.
- The Village Council may adjust the number of SAC members by policy amendment as needed.

RECRUITMENT:

- Designated Village staff shall notify SAC members when their terms are nearing completion.
- Members eligible for reappointment who wish to continue serving will normally be nominated to the Village Council for reappointment.
- In considering reappointment, the Village Council will consider attendance, participation, and adherence to committee expectations.
- When vacancies occur, designated Village staff will advertise and solicit applications from interested senior residents.

NEW MEMBER ORIENTATION, TERMS, TERM LIMITS, AND TERMINATIONS:

- All newly appointed members shall participate in a brief onboarding process consistent with onboarding requirements for other Village boards and committees.
- Completion of onboarding and execution of a volunteer agreement are required prior to participation.
- Members shall be appointed to three-year terms.
- Members may serve a maximum of two consecutive terms, for a total of six years.
- Members who have reached the maximum term limit must wait at least one year before being eligible for reappointment.
- Member terms shall expire after the June meeting of the calendar year in which the term is designated to end, regardless of start date.

ALTERNATE MEMBERS:

The Senior Advisory Committee shall not utilize alternate members. Consistent participation by appointed members is expected to ensure continuity, institutional knowledge, and effective dialogue.

The Committee's meeting schedule shall be widely distributed, and interested members of the community shall be encouraged to attend meetings on a regular basis.

VILLAGE SUPPORT TO SAC MEMBERS:

The Village shall provide the following support to SAC members:

- Staff assistance in meeting scheduling, agenda preparation, and distribution of materials.
- Briefing materials, policy documents, or program summaries to assist members in communicating information to senior residents.
- Information on age-friendly best practices, accessibility standards, and relevant local, regional, or national initiatives, when helpful to the committee's work.
- Staff assistance in developing, posting and maintaining educational and informational resources within a dedicated portion of the VOP website.
- Staff assistance in supporting an electronic newsletter which supports the SAC's educational and informational outreach efforts.

PUBLIC RECORDS LAW REQUIREMENTS:

SAC members are public officials. As such:

- All SAC communications are subject to North Carolina public records law.
- SAC members shall comply with all public records requests and records retention requirements as a condition of appointment.

SAC MEETING PROCEDURES:

- SAC meetings shall generally be held monthly or more frequently as needed, in accordance with an adopted schedule.
- Meetings shall be chaired by the Mayor, or the Mayor's designee.
- Any Council Member may attend and participate in SAC meetings.
- SAC meetings are meetings of a public body and are subject to North Carolina open meetings laws.
- Each meeting shall have a published agenda prepared by designated staff.
- SAC meeting agendas should periodically include discussion of topics related to quality of life, accessibility, inclusion, mobility, safety, and age-friendly community practices.
- Members are encouraged to evaluate Village programs, facilities, and policies based on how they affect older adults' ability to remain active, engaged, and independent.
- Appointed members should be prepared to share summarized feedback from senior residents related to community conditions, services, and opportunities.

- Members shall conduct themselves respectfully and professionally and are encouraged to participate without dominating discussion.
- The Village Manager shall ensure staff support for note-taking and preparation of minutes.
- The Village Manager, in consultation with the Mayor, shall schedule presentations and briefings relevant to senior issues and age-friendly practices.

POLICY UPDATE:

This policy shall be reviewed in accordance with the Village’s overall policy review schedule as determined by the Village Manager or directed by the Village Council.

Approved by:

Patrick Pizzella, Mayor

Date

Resolution # 26-01

Village Council, Resolution

Date



**Discussion of Capital Projects Under Consideration
ADDITIONAL AGENDA DETAILS:**

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 01/06/2026

MEMO DETAILS

The purpose of this agenda item is to provide an open-ended opportunity for Council to discuss capital projects currently under consideration before engaging in a more detailed and structured review at the upcoming Council retreat later this month.

ATTACHMENTS

None



Future Options for the Welcome Center ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 01/06/2026

MEMO DETAILS

Staff has been taking an internal look at the Welcome Center following a recent staffing change and wanted to share some initial observations with Council and seek feedback before taking anything further.

The Welcome Center has long been viewed as a positive service, and staff continues to support its underlying purpose. That said, over time we have heard consistent, though not universal, feedback from segments of the business community that the Welcome Center is not perceived as particularly impactful in driving customers to local businesses. This feedback has been recurring enough to warrant periodic internal reflection, even if opinions vary.

The employee who oversaw the Welcome Center has already accepted and moved into another position outside the Village. That role was structured as a full-time position split between managing the Welcome Center and serving as a data coordinator supporting the Village's Balanced Scorecard and KPI tracking. In practice, based on experience with the two employees who have held this role over the past five years, the workload has been heavily weighted toward the Welcome Center function, closer to an 80/20 split.

Given that transition, staff revisited an idea previously discussed internally: potentially shifting the Welcome Center function to the Outpost / Given Tufts Organization used bookstore as a short-term solution. The long-term plan has been for the Welcome Center to ultimately relocate into the Tufts Archives once that facility is renovated.

This approach presents several potential advantages. The Outpost is open seven days a week, increasing availability from roughly 24 hours per week to approximately 52 hours per week. It already benefits from steady foot traffic, meaning visitor information would be placed in front of more people. In initial conversations, the Given Tufts Organization noted that they already regularly recommend places to eat, shop, and visit, and already provide maps and magazines to patrons.

From a cost perspective, this approach could conservatively save approximately \$50,000 annually. This includes roughly \$25,000 associated with rent and supplies for the current Welcome Center space and approximately \$40,000 in personnel costs attributable to Welcome Center duties, offset by about \$10,000 per year in merchandise sales currently generated by the Welcome Center. Any net profit from the Outpost ultimately flows back to the Village to support library services, so those revenues would continue to benefit the Village and could potentially increase with higher traffic.

There are also drawbacks to consider. The Welcome Center function would be less visually distinct within the Outpost, and the Village would have slightly less direct operational control. In addition, this approach would require an additional future move once the Tufts Archives renovation is complete. That said, staff has a strong and positive working relationship with the Given Tufts Organization,

which would help mitigate some of these concerns.

At this stage, staff is simply sharing these preliminary thoughts and is looking for Council's general feedback and direction. If Council is interested in staff exploring this short-term concept further.

ATTACHMENTS

None



**Closed Session Pursuant to NCGS § 143-318.11(a)(5)
ADDITIONAL AGENDA DETAILS:**

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 01/06/2026

MEMO DETAILS

Village Council will hold a Closed Session pursuant to NCGS § 143-318.11(a)(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

ATTACHMENTS

1. Closed Session Memo 1.13.26
2. Confidential Supporting Materials_1
3. Confidential Supporting Materials_2
4. Confidential Supporting Materials_3