



Village Council
Minutes for the Work Session of April 28, 2026
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
04:30 p.m.

The Village of Pinehurst Village Council held a Work Session Meeting at 05:31 p.m., Tuesday, April 28, 2026, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were present:

Mr. Patrick Pizzella, Mayor

Mr. John Taylor, Mayor Pro Tem

Ms. Barb Ficklin, Councilmember

Mr. Kevin Fitzpatrick, Councilmember

Mr. Jeramy Hooper, Councilmember

Mr. Doug Willardson, Village Manager

Mr. Carlton Cole, Assistant Village Manager

Ms. Shannon Bonecutter, Village Clerk

Mr. Paul Conners, IT Systems Specialist

And approximately 1 member of the audience in attendance, in addition to 2 staff and 1 press. There were approximately 18 remote views.

1. Call to Order.

Mayor Pizzella called the Village Council Work Session to order at 05:40 p.m.

2. General Business.

A. Discussion of Permit Compliance and Unpermitted Work Enforcement Practices

Mr. Willardson reviewed and discussed a memo on Permit Compliance Snapshot (Past 12 Months), Proactive Identification and Compliance Measures, Enforcement Process and Tools, Opportunities for Improvement: Education and Awareness, Common Projects That Typically Require a Permit, Common Projects That Typically Do Not Require a Permit, Board of Adjustment Consideration, and Conclusion.

Council deliberated on what measures to take to improve education and awareness to help prevent work being done without permits and requests for approval after the fact (such as variances or modifications to a previously issued Historic Preservation Commission Certificate of Appropriateness), making adjustments to the zoning / inspections process to try to catch deviations from approved plans before work is completed, making adjustments to what modifications may be approved by Planning staff to streamline the approval process, and whether to increase fees for violations.

Council agreed to pursue additional training for the Advisory Boards and Council and to consider a specific proposal for adjustments to the fee schedule regarding violation fees at a future meeting.

B. Discussion of Short-Term Rentals in the Pinehurst Development Ordinance

1. Intensification

Mr. Willardson stated the Village Attorney will meet with Councilmembers Ficklin and Hooper to clarify what constitutes intensification before considering further discussion with Council as a whole.

2. Non-conforming Use Certificates

Mr. Willardson reviewed and discussed a memo on the recommendation to formalize the continued issuance of Letter of Zoning Certifications instead of reopening the process for issuing Non-Conforming Use Certificates (NCUC).

Council deliberated whether to reopen the process for issuing NCUCs or to formalize sending letters.

Council agreed to formalize the issuance of Letter of Zoning Certifications and to post information on the Village's website regarding the process.

3. Homestays

Mr. Willardson reviewed and discussed a memo on the definition and regulation of homestays and how this aligns with the broader Short-Term Rental regulation framework.

Council deliberated whether to further define what a homestay use is or to continue with the current definition and treatment of homestays.

Council agreed to continue with the current definition and treatment of homestays until clarification on what is an intensification of Short-Term Rental use has been given.

4. Accessory Dwelling Units

Mr. Willardson reviewed and discussed a memo on "What is an ADU?" and ADUs and Short-Term Rentals.

Mr. Willardson noted currently only one parcel in the Village allows both ADUs and short-term rentals, therefore no ADU may be used as a short-term rental unless it was in operation as such prior to the 2022 ordinance regulating short-term rentals going into effect.

C. Discussion of Regulation of Accessory Dwelling Units (ADUs) in the Pinehurst Development Ordinance

Mr. Willardson reviewed and discussed a memo on "What is an ADU?", Regulatory Authority, Current PDO Framework, and Key Legal Limitations.

Council deliberated whether to make any adjustments to how ADUs are regulated, setback requirements for ADUs, or the calculation used to determine allowable ADU size.

Council agreed to wait until legislation at the state level has been decided regarding regulation of ADUs before considering any adjustments at the local level.

D. Discussion of Landscape Buffers in the Pinehurst Development Ordinance

Mr. Willardson reviewed and discussed a memo on how the Village incorporated the 2021 tree buffer ordinance into the recently updated PDO, which simplified the tree buffer requirements to a minimum number of trees required per dwelling based on the zoning district.

Mr. Willardson clarified the focus of the landscape buffer is on the retention of mature trees on infill, residential lots to try to protect the tree canopy. Larger residential and commercial developments have different landscape requirements.

Council deliberated whether to increase the number of mature trees that are required to be preserved and to decrease the tree credit values.

Council agreed to continue with the current landscape buffer requirements for a year or two and reassess if a negative impact to the tree canopy occurs as the result of the requirements being too lenient.

E. Update on the New Given Memorial Library and other Construction Projects

Mr. Cole reviewed and discussed a Construction Projects – Update PowerPoint presentation highlighting Given Memorial Library – Past 30 Days, Given Memorial Library – Next 30 Days, Phase II – Juniper Creek Blvd. Sidewalk Project, and Cherokee Road – Parking Improvements.

Council verified installation of new / additional streetlights will begin within the next few months.

Council and Mr. Willardson discussed potential agenda items for future meetings, which include the FY 2027 Budget.

Councilmember Fitzpatrick stated he and Councilmember Hooper have begun work on reviewing and potentially revising the Village Council Code of Ethics.

Mayor Pro Tem stated he and Councilmember Hooper have been working on an Op-Ed piece regarding the Pinehurst Traffic Circle that they hope to run in The Pilot soon.

3. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Ficklin, Council unanimously approved to adjourn the Work Session by a vote of 5-0 at 07:10 p.m.

Respectfully submitted,



Shannon Bonecutter
Village Clerk

A recording of this meeting is located on the Village website: www.vopnc.org

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