



**Village Council
Agenda for the Regular Meeting of July 14, 2026
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 PM**

1. Call to Order
2. Invocation and Pledge of Allegiance
 - A. Invocation by Reverend Dr. Ashley Neil Smith, Senior Pastor, The Village Chapel Pinehurst
 - B. Pledge of Allegiance by Levi Majure
3. Recognition of Mayors and Councilmembers in Honor of the 250th Anniversary of the United States of America
 - A. Terms of All Village of Pinehurst Mayors and Councilmembers
4. Conflict of Interest / Ethics Reminder

Does any Council member have a known conflict of interest or other circumstance that could impair their impartiality regarding any matter before the Council today?

If so, please disclose the conflict. Council members with a conflict should refrain from participating in the matter. If a Council member believes recusal is not required, they should disclose the nature of the conflict and the basis for their participation.
5. Reports
 - A. Manager
 - B. Council
6. Motion to Approve Consent Agenda

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

 - A. Approval of Village Council Meeting Minutes
 1. June 23, 2026, Regular Meeting Minutes
 2. June 23, 2026, Work Session Minutes
 - B. Approval of the Updated 2026 Village Council Meeting Schedule

End of Consent Agenda

7. Public Comments
8. Resolutions
 - A. Resolution 26-30 Appointing Reverend James Labosky to the Historic Preservation Commission
 - B. Resolution 26-31 Appointing Mr. Van Mitchell to the Historic Preservation Commission
 - C. Resolution 26-33 Appointing Dr. Tom Hennie to the Bicycle and Pedestrian Advisory Committee
 - D. Resolution 26-32 Adopting the Amended Volunteer Program Policy
9. Ordinances
 - A. Ordinance 26-14 Amendment to Chapter 110 – Peddling and Soliciting on Private Property
10. General Business
 - A. Review of the 2026 Village of Pinehurst Letter to the Town of Dornoch
 - B. Discussion Regarding an Interlocal Agreement Request from Moore County for Planning and Development Jurisdiction of Pinewild Phase 4
 - C. Review Tufts Archives Design Decisions
11. Other Business
12. 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.



**Invocation by Reverend Dr. Ashley Neil Smith, Senior Pastor, The Village Chapel
Pinehurst**

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 04/29/2026

MEMO DETAILS

ATTACHMENTS

None



Pledge of Allegiance by Levi Majure
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 06/24/2026

MEMO DETAILS

ATTACHMENTS

None



Terms of All Village of Pinehurst Mayors and Councilmembers

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 07/06/2026

MEMO DETAILS

As part of the Village of Pinehurst's commemoration of the 250th Anniversary of the founding of our nation, the Village is recognizing those individuals who have dedicated their time and talents to serving the community as Mayor or a member of the Village Council.

Since the Village's incorporation in 1973, dozens of residents have accepted the responsibility of elected office, helping to shape Pinehurst into the community it is today. Through periods of growth, economic change, major capital improvements, and community milestones, these individuals have provided leadership, thoughtful decision-making, and countless hours of public service on behalf of the citizens of Pinehurst.

Attached is a historical listing of all individuals who have served as Mayor and on the Village Council, along with their respective terms of office. The list serves as a tribute to their commitment to public service and as a reminder of the many leaders whose stewardship has contributed to the Village's continued success.

As part of this recognition, former elected officials will be acknowledged during the meeting in appreciation of their lasting contributions to the Village of Pinehurst.

Mayors:

Cameron, Bevins G. (1979-1980)
Goshorn, John (1980-1984)
Roberts, Edgar (1984-1985)
Grant, Charles A (1985-1989)
Bethel, Albert L. (1989-1993)
Mangers, Charles A. (1993-1997)
Fallon, Virginia F. (1997-1999)
Smith, Steven J. (1999-2007)
Lane, George P. (2007-2010)
Fallon, Virginia F. (2010-2011 [interim])
Fiorillo, Nancy Roy (2011-2015)
Fiorillo, Nancy Roy (2015-2019)
Strickland, John (2019-2023)
Pizzella, Patrick (2023-2027)

Councilmembers:

Kathryn Galiher (1979)
Richard A. Banks (1979-1980)
G. Bevins Cameron (1979-1980)
Harry Lash (1979-1980)

William F. Scott (1979-1980)
James R. Wicker (1979-1980)
J. Ellis Fields, Jr. (1979-1980, 1983-1989)
John A. Goshorn (1979-1984)
Robert E. Luhrs (1979-1984)
Peter M. Bicket (1980-1982)
Roy C. Hackley, Jr. (1980-1984)
Elliot L. Cummings (1980-1984)
Raymond E. Graichen (1982-1985)
Edgar J. Roberts (1983-1987)
Marjorie S. Heller (1983-1989)
Charles A. Grant (1984-1989)
A. Carl Moser (1985-1987)
Henry V. Middleworth (1987-1991)
Albert L. Bethel (1987-1993)
Charles L. Mangers (1987-1997)
Sharon King (1989-1993)
John L. McKeithen (1989-1993)
Theodore W. Brooks (1991-1993)
Colin W. McKenzie (1993-1996)
Cecil C. Fredericks (1993-1997)
Fred B. Griffith (1993-1997)
Virginia F. "Ginsey" Fallon (1993-2011)
Walter K. "Bud" McManus (1996-1997)
Richard P. "Dick" Westcott (1997-1999)
Barton F. Walker (1997-1999)
John P. Glynn (1997-2001)
George Hill (1997-2001)
George E. Hillier (1999-2007)
Steven J. Smith (1999-2007)
Douglas A. Lapins (2001-2007, 2009-2013)
Lorraine A. Tweed (2001-2009)
Jeffrey P. Dawson (2007-2009)
George P. Lane (2007-2010)
Joan M. Thurman (2007-2010)
Mark W. Parson (2010-2013)
John C. Strickland (2011-2015, 2019-2023)
John Cashion (2011-2018)
Nancy Fiorillo (2009-2019)
John Bouldry (2015-2019)
Jack Farrell (2019, 2024-2025)
Clark Campbell (2015-2017)
Claire Berggren (2015-2017)
Kevin Drum (2017-2021)
Judy Davis (2017-2021)
Jane Hogeman (2019-2023)
Lydia Boesch (2019-2023)
Patrick Pizzella (2021-2023, 2023-2027)
Jeffrey Morgan (2021-2025)
Tom Hennie (2023-2023)
John Taylor (2023-2027)
Barb Ficklin (2023-2027)

Jeramy Hooper (2025-2029)
Kevin Fitzpatrick (2025-2029)

ATTACHMENTS

None



June 23, 2026, Regular Meeting Minutes
ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 06/25/2026

MEMO DETAILS

ATTACHMENTS

1. 06.23.2026 DRAFT Regular Meeting Minutes



**Village Council
Minutes for the Regular Meeting of June 23, 2026
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 p.m.**

The Village of Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, June 23, 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. Josh Dockery, IT Specialist

And approximately 5 members of the audience were in attendance, in addition to 6 staff and 1 press. There were approximately 63 remote views.

1. Call to Order

Mayor Pizzella called the Village Council Regular Meeting to order at 04:30 p.m.

2. Moment of Silence and Pledge of Allegiance

3. Reports

A. Manager

Mr. Willardson reported on the upcoming Village events celebrating the 250th Anniversary of the United States of America consisting of the July 03, 2026, Celebrating Independence: Concert & Fireworks at the Harness Track, the July 04, 2026, Celebrating Independence: Pet Parade and Parade in Downtown, and the July 08, 2026, Reading of the Declaration of Independence in Assembly Hall; the Warren H. Manning Award winners; the Pinehurst Police Department undergoing review for accreditation; and the recent distribution of both the Resident Community Survey and Business Community Survey.

B. Council

- Mayor Pizzella reported on the June 15, 2026, joint meeting of the Senior Advisory Committee and the Neighborhood Advisory Committee; the June 17, 2026, Sandhills Metropolitan Planning Organization meeting; the upcoming Village events celebrating the 250th Anniversary of the United States of America; the June 22, 2026, Pinehurst Business Partners meeting; the June 23, 2026, lunch with former Councilmember John McKeithen; and the July 14, 2026, Reception Recognizing All Former and Current

Village Mayors and Councilmembers in Honor of the 250th Anniversary of the United States.

- Mayor Pro Tem Taylor reported on the June 17, 2026, Sandhills Metropolitan Planning Organization meeting; the June 15, 2026, joint meeting of the Senior Advisory Committee and the Neighborhood Advisory Committee; and the encouraging number of responses received to the Business Community Survey.
- Councilmember Hooper reported on the June 17, 2026, Listening Session hosted by Governor Stein and subsequent Public Forum hosted by Mr. Jeffrey Smith, NC Public Safety Secretary and the encouraging number of responses received to the Business Community Survey.
- Councilmember Ficklin reported on the extensive work done by the Beautification Committee throughout the year, which includes awarding grants for beautification projects and presenting honorary awards to many local groups and businesses; the June 22, 2026, Pinehurst Business Partners meeting; and the September 12, 2026, Mira Music Fest at the Fair Barn to raise money for the Mira Foundation to provide service dogs for children.
- Councilmember Fitzpatrick reported on his participation in the North Carolina Enforcement Accreditation Network's review of the Pinehurst Police Department; the June 11, 2026, letter sent to Senator McGinnis and Representative Jackson in opposition to Senate Bill 876; the June 15, 2026, joint meeting of the Senior Advisory Committee and the Neighborhood Advisory Committee; the preparations for the upcoming 2026 U.S. Golf Kids World Championship; and the June 23, 2026, Senior Advisory Committee Healthy Aging Group's meeting with representatives from Given Tufts Bookstore regarding setting up a healthy aging section in the bookstore.

4. Motion to Approve Consent Agenda

All items listed below are considered routine or have been discussed at length in previous meetings and will be enacted by one motion. No separate discussion will be held unless requested by a member of the Village Council.

A. Approval of Village Council Meeting Minutes

- 1. June 09, 2026, Regular Meeting Minutes**
- 2. June 09, 2026, Work Session Minutes**
- 3. June 09, 2026, Closed Session Minutes**

End of Consent Agenda

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Ficklin, Council unanimously approved all items listed and considered routine on the Consent Agenda by a vote of 5-0.

5. Proclamation

A. 250th Anniversary of the United States of America Proclamation (July 04, 2026)

Mayor Pizzella read aloud the 250th Anniversary of the United States of America Proclamation.

Mayoral Proclamation

Village of Pinehurst

Whereas, on July 4, 2026, the United States of America celebrates its 250th anniversary

(Semi-quincentennial), marking the adoption of the Declaration of Independence and the founding of our nation; and

Whereas, the Founders established a nation built on the timeless principles that all people are created equal and are endowed with inalienable rights, including life, liberty, and the pursuit of happiness; and

Whereas, these foundational ideals have guided America's enduring legacy of democratic governance, resilience, and civic achievement over two and a half centuries; and

Whereas, our local community has played a vital role in upholding these values, honoring our shared history, and contributing to the growth, diversity, and prosperity of our great nation; and

Whereas, this milestone provides an opportunity to reflect on our history, celebrate our achievements, and recommit ourselves to the ideals of freedom, justice, and unity for all future generations.

Now, Therefore, I, Patrick Pizzella, Mayor of the Village of Pinehurst, do hereby proclaim July 4th, 2026, as the day to celebrate the 250th Anniversary of the United States of America in the Village of Pinehurst and encourage all residents to participate in local commemorative events, reflect upon the sacrifices of those who came before us, and work together to build an even stronger, more united future.

B. 2026 Parks & Recreation Month Proclamation (July)

Mayor Pizzella read aloud the 2026 Parks & Recreation Month Proclamation.

Mr. Willardson recognized Ms. Angie Whisnant, Parks & Recreation Director, and all the Parks & Recreation Department staff for their hard work throughout the year that helps to make the Village of Pinehurst a great place to live.

Mayoral Proclamation
Village of Pinehurst

Whereas, parks and recreation are an integral part of communities throughout this country, including the Village of Pinehurst; and

Whereas, parks and recreation promote time spent in nature, which positively impacts mental health, and encourages physical activities by providing space for popular sports, hiking trails, and many other activities designed to promote active lifestyles; and

Whereas, parks and recreation programming and education activities; such as out-of-school time programming, youth sports, and environmental education; are critical to childhood development; and

Whereas, parks and recreation increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

Whereas, parks and recreation are fundamental to the environmental well-being of our

community, and are essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

Whereas, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

Whereas, the U.S. House of Representatives has designated July as Parks and Recreation Month.

Now, Therefore, I, Patrick Pizzella, Mayor of the Village of Pinehurst, do hereby proclaim that July 2026 is recognized as Parks and Recreation Month in the Village of Pinehurst.

6. Public Comments

None.

7. Public Hearing

A. Public Hearing on a Major Site Plan Review for 1 Regional Drive (Pinehurst Medical Clinic)

The purpose of the public hearing is to consider a request of a Major Site Plan review for a 3-story medical office building with associated parking at 1 Regional Dr. This property is identified as Moore County PID #00024674, #10000820, #10000821, #10000822, and #10000823. The applicant is V3 on behalf of Pinehurst Medical Clinic and the owner is Pinehurst Medical Group, LLC.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Hooper, Council unanimously approved to enter into the Public Hearing by a vote of 5-0 at 04:54 p.m.

Mr. Alex Cameron, Planning & Inspections Director, and Ms. Maria Klein, Senior Planner, reviewed and discussed a Public Hearing – Major Site Plan for 1 Regional Dr. (Pinehurst Medical Clinic) PowerPoint presentation outlining the Purpose of this Public Hearing, Major Site Plans, Type of Decision, Standards for Review, Major Site Plan Review Process, Request and Background, Zoning Map and Adjacent Land Uses and Zoning, Existing Conditions, General Concept Plan, Elevations, Planning & Zoning Board Recommendation, Village Council Action, Staff Recommendation, and Conclusion.

Council, Mr. Cameron, and Ms. Klein discussed the large amount of parking being the result of a reconfiguration of some existing parking and the addition of new parking to address parking shortages for employees and patients, the existing adjacent building being another Pinehurst Medical Clinic facility, the entrance and exit on Page Road meeting NCDOT design requirements, both NCDOT and the Technical Review Committee being satisfied with the traffic impact analysis provided, the type and location of stormwater management proposed, the adopted standard for stormwater management being a 10-year event, the significant amount of grading needed to be able to develop the site, no sidewalks being installed along the Page Road side of the development, and the types and locations of landscaping requirements.

Mayor Pizzella asked if any member of the audience wished to speak. None came forward.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Ficklin, Council unanimously approved the proposed Major Site Plan for Pinehurst Medical Clinic located at 1

Regional Dr. and further identified as PID #00024674, #10000820, #10000821, #10000822, and #10000823 by a vote of 5-0.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Fitzpatrick, Council unanimously approved to adjourn the Public Hearing and re-enter the Regular Meeting by a vote of 5-0 at 05:21 p.m.

8. Resolutions

A. Consider Resolution 26-27 Appointing Mr. Sean Rowand as Neighborhood Advisory Committee Representative for the Pinewild Area

Mr. Willardson stated Mr. Sean Rowand has been selected by the Pinewild Property Owners Association to represent the neighborhood on the Village's Neighborhood Advisory Committee.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Hooper, Council unanimously approved Resolution 26-27 appointing Mr. Sean Rowand as Neighborhood Advisory Committee Representative for the Pinewild Area effective June 23, 2026, with said term expiring June 30, 2029, by a vote of 5-0.

Resolution 26-27:

A Resolution Appointing the Neighborhood Advisory Committee Representative for the Pinewild Area

Whereas, the Village of Pinehurst established a Neighborhood Advisory Committee (NAC) in 2008; and

Whereas, the Village of Pinehurst officially reorganized the Neighborhood Advisory Committee (NAC) under the leadership of the Village Council of the Village of Pinehurst on the 11th day of April 2023; and

Whereas, there is a need to fill the vacancy on the Neighborhood Advisory Committee to represent the Pinewild designated area; and

Whereas, Mr. Sean Rowand and the Village Council of the Village of Pinehurst are desirous of Mr. Rowand serving as a representative of the Pinewild area on the Neighborhood Advisory Committee.

Now, therefore, be it resolved by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 23rd day of June 2026 as follows:

Mr. Sean Rowand is appointed as a representative of the Pinewild area on the Neighborhood Advisory Committee, effective June 23, 2026, said term to expire June 30, 2029.

This Resolution passed and adopted this 23rd day of June 2026.

B. Consider Resolution 26-28 Adopting the Updated Village Council Code of Ethics

Mr. Willardson noted shall or must have been replaced with should anywhere Council

compliance is not legally or statutorily required.

Council deliberated the following amendments:

- CORE PRINCIPLES: Council members ~~should~~ shall be guided by the following enduring principles
- CORE PRINCIPLES: 5. Respect — All individuals ~~should~~ shall be treated with civility, dignity, and professionalism.
- SECTION 4. PUBLIC COMMUNICATION AND DIGITAL CONDUCT: In their public and digital communications, Council members ~~should~~ shall

Council agreed to the proposed amendments as listed.

Upon a motion by Councilmember Hooper, seconded by Councilmember Fitzpatrick, Council unanimously approved Resolution 26-28 adopting the updated Village Council Code of Ethics as amended effective June 23, 2026, by a vote of 5-0.

Resolution #26-28:

A Resolution Adopting the Updated Village Council Code of Ethics

Whereas, North Carolina General Statute Section §160A-86 requires local governing boards to adopt a code of ethics; and

Whereas, the Village Council of the Village of Pinehurst adopted the first Village Council Code of Ethics on July 27, 2010, via Resolution #10-27; and

Whereas, the Village Council has determined the current Village Council Code of Ethics should be revised to be more pragmatic in its guidance; and

Whereas, the Village Council has further determined the current Village Council Code of Ethics should be modernized to address such issues as digital communications and social media conduct.

Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina, in a Regular Meeting assembled this 23rd day of June 2026 that the Village Council Code of Ethics is hereby amended effective June 23, 2026, with said policy attached hereto as Attachment A and made a part hereof, the same as if included verbatim.

This Resolution passed and adopted this 23rd day of June 2026.

Attachment A

Village of Pinehurst
Village Council Code of Ethics
Adopted June 23, 2026

PREAMBLE

Public service is among the highest expressions of civic life. Those entrusted with elected office carry both the confidence of the people and the responsibility to govern with integrity, humility, and care.

The citizens of Pinehurst are entitled to a government that is ethical, transparent, and accountable—one that honors its heritage while preparing thoughtfully for the future.

Pursuant to N.C.G.S. §160A-86, the Village Council adopts this Code of Ethics to guide its conduct, strengthen public trust, and ensure that its decisions reflect both sound judgment and the enduring values of this community.

CORE PRINCIPLES

Council members shall be guided by the following enduring principles:

1. Public Trust – The interests of the community should come before all personal or private considerations.
2. Integrity – Actions should be honest, consistent, and worthy of the public’s confidence.
3. Transparency – Government should be conducted openly, with clarity and candor.
4. Accountability – Each member should take responsibility for their actions and decisions.
5. Respect – All individuals shall be treated with civility, dignity, and professionalism.

The Council recognizes that thoughtful disagreement and open discussion are essential elements of representative government. Members are encouraged to express differing views candidly and respectfully, recognizing that constructive debate strengthens public confidence, improves decision-making, and contributes to the long-term health of the institution.

COUNCIL MEMBER ROLES

Council members serve in distinct but complementary roles, each requiring judgment, discipline, and self-awareness:

- As Advocates, they give voice to the legitimate needs and aspirations of the community.
- As Legislators, they weigh competing interests and act in pursuit of the common good.
- As Decision-Makers, they render fair and impartial judgments, particularly in quasi-judicial matters.

Members must recognize these roles, understand when each is required, and conduct themselves accordingly.

SECTION 1. COMPLIANCE WITH LAW

Council members shall uphold and comply with all applicable laws. They should be guided not only by the letter of the law, but by its spirit, seeking always to act in a manner that strengthens public confidence in government.

Nothing in this Code shall be interpreted to prohibit Council members from expressing dissenting opinions, engaging in public debate, communicating with constituents, or criticizing policies, decisions, or governmental actions.

SECTION 2. INTEGRITY AND INDEPENDENCE

Council members should exercise their duties with independence of thought and freedom from improper influence. They need to avoid impropriety in the exercise of the board member's official duties. They should disclose any actual or perceived conflicts of interest and should conduct themselves in a manner that preserves both the reality and appearance of impartial decision-making.

SECTION 3. PROFESSIONAL CONDUCT

Council members should conduct themselves in a manner that reflects credit upon the office they hold. They should engage in thoughtful, respectful, and fact-based deliberation, refrain from personal attacks, and foster an environment in which differing views may be expressed with civility.

Members should focus criticism on policies, decisions, actions, and conduct rather than on personal characteristics or presumed motives.

SECTION 4. PUBLIC COMMUNICATION AND DIGITAL CONDUCT

In an era of constant and immediate communication, Council members should exercise sound judgment and restraint in all public and digital expressions. Whether in formal settings, with the press, or on digital platforms, members should remain mindful that their words reflect both personal views and the character of the Village.

Council members should clearly distinguish between personal opinions and official positions of the Council, taking reasonable steps to avoid confusion when speaking in an individual capacity.

Council members shall not disclose confidential or non-public information acquired in the course of their duties, nor use such information for personal, political, or financial advantage.

In their public and digital communications, Council members shall:

- Conduct themselves with civility, professionalism, and respect
- In official communications, refrain from personal attacks, inflammatory language, or statements that could reasonably undermine public confidence
- Avoid commenting on matters pending before the Council in a quasi-judicial capacity outside of properly noticed proceedings
- Exercise care when sharing or endorsing third-party content, recognizing it may be perceived as an official position
- Respect the roles of fellow Council members and Village staff, and avoid communications that impair effective governance

Council members shall not engage in, solicit, or consider ex-parte communications regarding quasi-judicial matters outside of properly noticed proceedings, and shall base such decisions solely on the evidence and testimony presented in the official record.

Council members are encouraged to use communication platforms to inform and engage the public in a manner that is accurate, constructive, and consistent with the values of transparency and good governance. In all communications, they should strive to reflect the dignity of their office and sustain the trust placed in them by the public.

SECTION 5. CONFIDENTIALITY

Council members shall safeguard confidential information obtained in the course of their duties and shall not use such information for personal, political, or financial advantage. The stewardship of sensitive information is a fundamental obligation of public service.

References to confidential information in this Code shall be interpreted consistent with applicable North Carolina law governing closed sessions, personnel matters, attorney-client communications, and other legally protected information.

SECTION 6. OPEN GOVERNMENT

Council members should honor both the letter and spirit of open meetings and public records laws. They should conduct the public's business in a manner that is transparent, accessible, and worthy of confidence, recognizing that openness is essential to trust.

SECTION 7. DUTIES AND PREPARATION

Council members shall faithfully discharge the responsibilities of their office. They should attend meetings, prepare diligently, consider all relevant information, and share equitably in the work of the Council. Public service demands both commitment and care.

SECTION 8. ENFORCEMENT AND ACCOUNTABILITY

8.1 Purpose

This section exists to reinforce accountability, preserve public trust, and ensure that concerns are addressed in a manner that is fair, measured, and consistent with the principles of good governance. This Code is intended to guide conduct and does not create independent legal causes of action.

8.2 Reporting of Concerns

Alleged violations of this Code may be submitted to the Village Attorney for review. The Village Attorney will conduct a preliminary review in accordance with the procedures set forth herein.

8.3 Preliminary Review

The Village Attorney will conduct a preliminary review of any reported concern to determine whether the allegations, if true, would constitute a violation of this Code, should be referred to another authority under applicable law, or warrant no further action.

The Village Attorney will provide notice to the Council member whose conduct is the subject of the concern and provide a reasonable opportunity to respond at an appropriate stage of the review process, unless such notice would interfere with an ongoing investigation, violate applicable law, or compromise the integrity of the review. All allegations will be reported to the full Board along with a recommendation as set forth herein.

8.4 Resolution

Whenever possible, concerns should be addressed through communication, clarification, education, and voluntary corrective action. The Council recognizes that collegiality, professionalism, and mutual respect are essential to effective governance.

Based upon the preliminary review, the Village Attorney may recommend one or more of the following actions for Council consideration:

- a. No further action;

- b. Informal resolution, guidance, or corrective action;
- c. Ethics education or training;
- d. Adoption of a resolution expressing concern;
- e. Adoption of a formal resolution of censure;
- f. Referral to another authority as required by law; or
- g. Any other action authorized by law.

8.5 Limitations

Nothing in this Code shall be interpreted to expand the legal authority of the Council or to authorize penalties beyond those permitted by law.

8.6 Transparency

Consistent with law and fairness, the Council should strive for transparency in the resolution of such matters.

TRAINING AND COMPLIANCE.

All members of the Board shall participate in at least two (2) hours of ethics education within 12 months of initial election or appointment, and again within 12 months of each subsequent election or appointment, in accordance with G.S. 160A-87. The Town Clerk shall maintain a record of ethics training completion for each Board member.

The Council shall review this Code of Ethics at the beginning of each new Council term to ensure it reflects evolving standards of ethical public service.

ADOPTION

Adopted by the Village Council of the Village of Pinehurst, North Carolina, in 2026, in affirmation of its commitment to principled, transparent, and community-centered governance.

9. Regular Business

A. Request to Approve a Sole Source Purchase for the Pinehurst Police Department (Bounce Imaging)

Ms. Dana Van Nostrand, Financial Services Director, reviewed and discussed a memo on the exception allowed by North Carolina General Statute §143-129(e)(6) for a sole source purchase and the proposed sole source purchase for the Pinehurst Police Department.

Council asked Mr. Willardson and Ms. Van Nostrand to research developing a policy that sets a threshold amount for triggering Council approval for sole source purchases.

Council verified with Ms. Van Nostrand that the purchase is a one-time cost for the equipment and does not require a software subscription.

Upon a motion by Councilmember Ficklin, seconded by Mayor Pro Tem Taylor, Council unanimously approved awarding the purchase of two (2) omnidirectional tactical camera systems from Bounce Imaging based on the sole source exception granted by North Carolina General Statute §143-129(e)(6) and sole source justifications provided by Chief Webb and Bounce Imaging by a vote of 5-0.

10. Other Business

Council asked for an update on the progress of the “Stars, Stripes & Shared Traditions: A

Pinehurst Recipe Collection” book for the 250th Anniversary of the United States of America.

Council discussed the ongoing conversations with NCDOT regarding the redesign of the Pinehurst Traffic Circle and the upcoming meeting with NCDOT representatives that Mayor Pro Tem Taylor and Councilmember Hooper will attend on July 01, 2026.

Council spoke in favor of the June 15, 2026, joint meeting of the Senior Advisory Committee and the Neighborhood Advisory Committee and agreed to discuss use of the AARP Age-Friendly Community Survey at the July 14, 2026, meeting.

Council expressed concerns over the late delivery of the final draft of the updated Village Council Code of Ethics for Council’s consideration prior to the meeting.

11. Motion to Adjourn

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Ficklin, Council unanimously approved to adjourn the Regular Meeting by a vote of 5-0 at 05:59 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



**June 23, 2026, Work Session Minutes
ADDITIONAL AGENDA DETAILS:**

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 06/25/2026

MEMO DETAILS

ATTACHMENTS

1. 06.23.2026 DRAFT Work Session Minutes



**Village Council
Minutes for the Work Session of June 23, 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 05:59 p.m., Tuesday, June 23, 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. Josh Dockery, IT Specialist

And approximately 0 members of the audience in attendance, in addition to 2 staff and 1 press. There were approximately 12 remote views.

1. Call to Order.

Mayor Pizzella called the Village Council Work Session to order at 06:06 p.m.

2. General Business.

A. Discussion Regarding Village's Communication Strategies and Outlets

Mr. Willardson reviewed a Communications Review PowerPoint presentation outlining Analytics and Trends, Maintenance, Other Communication Platforms, and The Future and Expected Trends.

Council deliberated highlighting events involving and actions taken by Council on the website more; adopting a more assertive / dynamic communications style via the website (especially regarding upcoming Village events and the use of MY VOP); how to bridge the gap between preferred communication sources amongst different age groups; taking a more disciplined approach to sending out communications to residents; and ways to eliminate or merge redundant communication outlets.

Council discussed potential topics to include in the upcoming newsletter, how the information kiosk Downtown is maintained, how to encourage resident use of MY VOP, how to leverage the Neighborhood Advisory Committee and Senior Advisory Committee representatives and their communication networks to distribute Village information, partnering with a North Carolina based AI consultant for updates / modifications to the Village's website and communication tools, and Councilmembers helping to recruit representatives for the vacancies on the Neighborhood Advisory Committee.

Council asked Mr. Willardson to provide more data on resident usage of the various communication platforms and tools.

B. Discussion of the Village's Fence Regulations and Protection of Foliage

Mr. Willardson reviewed and discussed a memo outlining options to address the increase in deer protection barriers being installed by homeowners throughout the Village.

Council deliberated the options presented and agreed to consider an amendment to the Pinehurst Development Ordinance to allow the type of deer fencing illustrated in Option 2: Heavy-Gauge Wire with Coated Stakes.

Councilmember Fitzpatrick provided data from the No.6 Community Survey, which has had 110 responses so far, that shows 56% of the community's residents do not feel there is a deer problem in their neighborhood and that no active measures need to be taken.

C. Review FY27 Capital Projects

Mr. Willardson reviewed and discussed a FY27 Capital Projects Overview PowerPoint presentation highlighting the Theater Building Parking Spaces, Downtown Brick Sidewalk Replacement, Library Expansion and Archives, Stormwater Master Plan Implementation, Library Sidewalk Connections, Fire Truck Replacement, Multi-Modal Transportation Plan Implementation, Police Vehicle Replacements, and Garbage Truck Replacements.

Council agreed to move the start time of the July 28, 2026, meeting to 04:00 p.m. due to the 2026 U.S. Kids Golf World Championship Parade of Nations, which starts at 06:00 p.m.

Council noted the upcoming July 4th events and the July 14, 2026, reception recognizing all former and current Mayors and Councilmembers in honor of the 250th anniversary of the United States.

Council verified with Mr. Willardson that efforts to recruit volunteers for the advisory board vacancies is ongoing and that nominations for the Historic Preservation Commission vacancies may be presented to Council at the July 14, 2026, meeting.

Council and Mr. Willardson discussed potential upcoming agenda items, which included a report on the grants awarded by the Beautification Committee, an update on the Tufts Archives renovation, an update on the most recent Pinehurst Traffic Circle meetings with NCDOT, and an update on the Pinewild Phase 4 development.

3. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Hooper, Council unanimously approved to adjourn the Work Session by a vote of 5-0 at 07:00 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



Approval of the Updated 2026 Village Council Meeting Schedule

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 06/24/2026

MEMO DETAILS

The 2026 Village Council Meeting Schedule has been updated to reflect an earlier start time of 04:00 p.m. for the July 28, 2026, Regular Meeting and Work Session.

This update has been made to accommodate the U.S. Kids Golf World Championship 2026 Parade of Nations event, which begins at 06:00 p.m.

ATTACHMENTS

1. 2026 Village Council Meeting Schedule_Updated



2026 VILLAGE COUNCIL MEETING SCHEDULE

**Held on the 2nd and 4th Tuesdays
Assembly Hall at 395 Magnolia Road, Pinehurst, NC 28374**

January 13 at 4:30 p.m. – RM/WS
January 27 at 4:30 p.m. – RM/WS

July 14 at 4:30 p.m. – RM/WS
July 28 at 4:00 p.m. – RM/WS**

February 10 at 4:30 p.m. – RM/WS
February 24 at 4:30 p.m. – RM/WS

August 11 at 4:30 p.m. – RM/WS*

March 10 at 4:30 p.m. – RM/WS
March 24 at 4:30 p.m. – RM/WS

September 08 at 4:30 p.m. – RM/WS
September 22 at 4:30 p.m. – RM/WS

April 14 at 4:30 p.m. – RM/WS
April 28 at 4:30 p.m. – RM/WS

October 13 at 4:30 p.m. – RM/WS
October 27 at 4:30 p.m. – RM/WS

May 12 at 4:30 p.m. – RM/WS
May 26 at 4:30 p.m. – RM/WS

November 17 at 4:30 p.m. – RM/WS*

June 09 at 4:30 p.m. – RM/WS
June 23 at 4:30 p.m. – RM/WS

December 08 at 4:30 p.m. – RM/WS*

RM/WS= Regular Meeting/Work Session

*The date or time of a meeting may be changed, or additional meetings may be called by Council.
These meetings will be given the title “Special Meetings” and will be announced.*

****August, November, and December will only have one scheduled meeting.***

*****Earlier start time of 04:00 p.m.***



**Resolution 26-30 Appointing Reverend James Labosky to the Historic
Preservation Commission
ADDITIONAL AGENDA DETAILS:**

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 07/02/2026

MEMO DETAILS

The attached resolution appoints Reverend James M. Labosky to the Historic Preservation Commission for a term ending July 31, 2029.

Rev. Labosky holds a Master of Arts in American History from Villanova University and has served for more than 30 years on the Building and Real Estate Commission for the Diocese of Raleigh. In that role, he has been involved with the planning, construction, restoration, and stewardship of historic and architecturally significant properties. He has also worked with historic preservation commissions in multiple North Carolina communities and has lived in several historic districts, including Wilson, Wilmington, and Chapel Hill. His application reflects a strong commitment to preserving historic architecture while thoughtfully balancing the needs of a growing community.

Based on his qualifications and experience, staff recommends approval of the attached resolution appointing Reverend Labosky to the Historic Preservation Commission.

ATTACHMENTS

1. DRAFT Resolution 26-30 Appoint HPC (Labosky)

Resolution #26-30:

A Resolution Regarding an Appointment to the Village of Pinehurst Historic Preservation Commission

Whereas, the Village of Pinehurst has established a Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160D, Article 303; and

Whereas, there is a need to fill a vacancy on the Historic Preservation Commission.

Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 14th day of July 2026 that the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Reverend James Labosky is appointed as a member of the Historic Preservation Commission, effective July 14, 2026, to serve at the pleasure of the Council until the end of his term on July 31, 2029.

This Resolution passed and adopted this the 14th day of July 2026.

Village of Pinehurst
Village Council

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Bonecutter, Village Clerk



Resolution 26-31 Appointing Mr. Van Mitchell to the Historic Preservation Commission

ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 07/02/2026

MEMO DETAILS

The attached resolution appoints Mr. Van T. Mitchell to the Historic Preservation Commission for a term ending July 31, 2029. Mr. Mitchell brings decades of relevant experience in both preservation and construction.

Mr. Mitchell has worked with local, county, and state governments, as well as historic preservation organizations, including the Maryland Historic Trust. He also participated in work involving the historic district in the Town of Hyattsville before and after its designation and has experience restoring historic church buildings, including work associated with one of the oldest Catholic parishes in the United States. He indicated that he is familiar with the roles and responsibilities of the Historic Preservation Commission and believes his background in preservation and restoration would allow him to make a meaningful contribution to the Commission.

Based on his qualifications and experience, staff recommends approval of the attached resolution appointing Mr. Mitchell to the Historic Preservation Commission.

ATTACHMENTS

1. DRAFT Resolution 26-31 Appoint HPC (Mitchell)

Resolution #26-31:

A Resolution Regarding an Appointment to the Village of Pinehurst Historic Preservation Commission

Whereas, the Village of Pinehurst has established a Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160D, Article 303; and

Whereas, there is a need to fill a vacancy on the Historic Preservation Commission.

Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 14th day of July 2026 that the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Mr. Van T. Mitchell is appointed as a member of the Historic Preservation Commission, effective July 14, 2026, to serve at the pleasure of the Council until the end of his term on July 31, 2029.

This Resolution passed and adopted this the 14th day of July 2026.

Village of Pinehurst
Village Council

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Bonecutter, Village Clerk



Resolution 26-33 Appointing Dr. Tom Hennie to the Bicycle and Pedestrian Advisory Committee

ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 07/08/2026

MEMO DETAILS

The Village has one vacancy on the Bicycle and Pedestrian Advisory Committee (BPAC). Staff is recommending the appointment of Dr. Tom Hennie to fill the vacant position for a term expiring July 31, 2029.

Dr. Hennie previously served on the Village Council and has remained actively engaged in community issues. He has consistently demonstrated a strong interest in pedestrian and bicycle safety, traffic operations, and transportation planning, making him well-suited to serve on the committee.

The Bicycle and Pedestrian Advisory Committee provides recommendations to the Village Council on matters related to bicycle and pedestrian facilities, safety, connectivity, and implementation of the Village's bicycle and pedestrian initiatives.

ATTACHMENTS

1. DRAFT Resolution 26-33 Appoint BPAC (Hennie)

Resolution #26-33:

A Resolution Regarding an Appointment to the Village of Pinehurst Bicycle and Pedestrian Advisory Committee

Whereas, the Village of Pinehurst has established a Bicycle and Pedestrian Advisory Committee by Resolution 15-28; and

Whereas, there is a need to fill a vacancy on the Bicycle and Pedestrian Advisory Committee.

Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina in a Regular Meeting assembled this 14th day of July 2026 that the following appointment is hereby made to the Bicycle and Pedestrian Advisory Committee for the term indicated:

Dr. Tom Hennie is appointed as a member of the Bicycle and Pedestrian Advisory Committee, effective July 14, 2026, said term to expire July 31, 2029.

This Resolution passed and adopted this 14th day of July 2026.

Village of Pinehurst
Village Council

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Bonecutter, Village Clerk



Resolution 26-32 Adopting the Amended Volunteer Program Policy ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 06/25/2026

MEMO DETAILS

The attached resolution adopts an updated Volunteer Program Policy. The current policy was last comprehensively revised in 2016 and no longer reflects the Village's current volunteer programs, Council policies, or appointment practices. The proposed revisions are intended to modernize the policy, improve consistency with recently adopted Council policies, and better document the procedures currently being followed by staff.

The most significant changes include:

- **Alignment with Current Council Policies.** The policy has been updated to reference recently adopted Council policies governing appointments, term limits, and the operation of specific advisory boards rather than duplicating those procedures within the Volunteer Program Policy. This will make future updates easier and help ensure consistency across the Village's governing documents.
- **Clarification of Recruitment and Appointment Procedures.** Recruitment and appointment procedures have been updated to clearly identify how appointments are made for each Council-appointed board and committee. The policy also reflects current practices for volunteer recruitment through the Village website, electronic communications, and other public outreach efforts.
- **Formalized Reappointment Process.** The revised policy establishes a more structured process for reappointments by outlining the responsibilities of staff, the applicable chairperson, the Village Manager, and the Council before a reappointment is placed on a Council agenda.
- **Volunteer Development and Recognition.** The policy updates volunteer onboarding expectations, encourages board-specific training opportunities, establishes a biannual volunteer survey, and documents the Village's existing volunteer recognition efforts, including the annual volunteer luncheon, National Volunteer Week proclamation, Volunteer Hall of Fame, and engraved brick recognition for qualifying Council-appointed volunteers.
- **Chairperson Term Limit Exception.** The only substantive policy change is the addition of a limited exception to the chairperson term limit for the Historic Preservation Commission, Planning & Zoning Board, and Board of Adjustment. While the policy continues to promote leadership rotation by limiting chairpersons to a single three-year term, it recognizes that circumstances may arise where no qualified or willing successor is available. In those limited situations, the Council may approve a temporary extension on a case-by-case basis after finding that reasonable efforts have been made to identify a successor and that maintaining continuity of leadership is in the best interest of the board. This exception is intended to prevent unnecessary vacancies while maintaining the expectation that boards actively develop future leadership.

Overall, these revisions modernize a policy that has remained largely unchanged for nearly a decade, improve clarity, better align the document with current Council actions, and establish a more consistent framework for recruiting, training, recognizing, and retaining the volunteers who contribute so much to the Village of Pinehurst.

Staff recommends approval of the attached resolution adopting the amended Volunteer Program Policy.

ATTACHMENTS

1. DRAFT Resolution 26-32 Adopting the Amended Volunteer Program Policy
2. DRAFT Resolution 26-32 Adopting the Amended Volunteer Program Policy_Attachment A
3. DRAFT 36 - Volunteer Program_Redline

Resolution 26-32:

A Resolution Amending the Volunteer Program Policy for the Village of Pinehurst

That Whereas, the Village Council of the Village of Pinehurst adopted the “Volunteer Program Policy” by motion at the Work Session on March 22, 2005, to create guidelines for the volunteers who give of their time and talents to serve on standing and ad hoc committees and boards; and

Whereas, the Village Council has amended the Volunteer Program Policy from time to time to enhance the Village’s Volunteer Program by clarifying guidelines for recruiting and developing volunteers, establishing a rewards and recognition program, and establishing term limits; and

Whereas, the Village Council recognizes further amendments to the Volunteer Program Policy are needed due to recent changes to existing and the addition of new volunteer-related policies.

Now, Therefore, Be It Resolved by the Village Council of the Village of Pinehurst, North Carolina, in a Regular Meeting assembled this 14th day of July 2026 that the Volunteer Program Policy is hereby amended effective July 14, 2026, with said policy attached hereto as Attachment A and made a part thereof, the same as if included verbatim.

THIS RESOLUTION passed and adopted this 14th day of July 2026.

(Municipal Seal)

Village of Pinehurst
Village Council

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Bonecutter, Village Clerk

	Village of Pinehurst Standard Procedure	
SUBJECT:	Volunteer Program Policy	Effective Date: 03/2005
Department:	Administration	Policy No.: 36
Prepared by:	Administration	Revised: 07/2026
Approved by:	Village Council and Doug Willardson, Village Manager	# of Pages: 3

Purpose: The purpose of this policy is to:

1. Create a recruitment process for residents who are interested in volunteering their time and talents on committees and/or boards to further the work of the Village of Pinehurst.
2. Develop a training and onboarding plan to equip Village of Pinehurst volunteers with the skills they need to effectively perform their duties.
3. Establish a rewards and recognition program to thank volunteers for their contributions and commitment to the Village of Pinehurst.
4. Establish a term limit policy for the Chairperson of certain appointed boards and commissions.

Policy: It is the policy of the Village of Pinehurst to recruit, develop, and recognize volunteers who give of their time and talents to serve on committees and boards. These committees and boards may work on specific short- and long-term projects, planning, zoning, and appearance issues which can affect the quality of life in the Village.

Eligibility: Residents of the Village of Pinehurst and the extra territorial jurisdiction (ETJ) are encouraged to serve on Village of Pinehurst committees and boards. One year of full-time residency is required before being appointed to a board or committee but can be waived by the Village Council if deemed necessary.

Procedure:

Recruitment Process and Appointment

All residents and ETJ residents interested in volunteering for the Village of Pinehurst are required to complete a volunteer application, which may be accessed via the Volunteer Opportunities page of the Village of Pinehurst website (vopnc.org). Some volunteer programs will require background checks as well.

The Village Clerk shall maintain the volunteer contact list, including term expirations, to prepare for upcoming vacancies on Council-appointed boards and committees.

The Village Manager, staff liaison, and Village Clerk; with the assistance of the Communications Specialist; will continuously recruit volunteers using technology (Village website, social media, and e-blasts), announcements in the Village newsletter, and other public venues to inform residents of upcoming volunteer opportunities.

1. Boards, Commissions, or Committees appointed by Council will follow the recruitment and appointment procedures below:

- a. Historic Preservation Commission and Planning & Zoning Board / Board of Adjustment: shall follow the procedures outlined in Council Policy #54: Advisory Board Appointment Process.
- b. Bicycle & Pedestrian Advisory Committee: Applications will be reviewed by the Village Manager, staff liaisons, and Chairperson and interviews conducted. Once reviews and interviews are complete and selections made, nominations will be presented to Council for approval via resolution.
- c. Neighborhood Advisory Committee: shall follow the procedures outlined in Council Policy #53: Neighborhood Advisory Committee.
- d. Senior Advisory Committee: shall follow the procedures outlined in Council Policy #64: Senior Advisory Committee.
- e. Beautification Committee Chairperson: The Beautification Committee and staff liaisons will nominate a member of the Committee for appointment as Chairperson. This nomination will then be presented to Council for approval via resolution.

At any point in the recruitment process, if the applicant is no longer being considered for appointment, the Village Clerk or applicable staff liaison will notify the applicant and keep their information on file for future opportunities.

2. Boards, Commissions, or Committees not appointed by Council will follow the recruitment procedures the staff liaison and Chairperson determine to be most beneficial to their specific volunteer program.
3. Council Reappointments:
The Village Clerk will notify the Village Manager and staff liaison of upcoming term expirations. The staff liaison will confer with the Chairperson and volunteer eligible for reappointment to determine if reappointment is desired. If reappointment is desired, the staff liaison will notify the Village Manager who will then confer with Village Council to determine if there are any objections to the reappointment. If Village Council does not object, a resolution for reappointment will be placed on an upcoming Village Council Regular Meeting agenda for consideration and approval.
 - If reappointment is either not desired or is objected to, the upcoming term expiration will be treated as a position vacancy, and the recruitment and appointment process will begin.

Village Council has the authority to override any appointment decision by a majority vote.

Training and Onboarding Volunteers:

Within 30 days of a new volunteer appointment, the staff liaison is responsible for orienting the new volunteer on their duties and responsibilities and for ensuring the completion of all items included on the onboarding checklist. Once completed in full, the onboarding checklist is filed and maintained in the Village Clerk's office.

Each staff liaison will work with the Chairperson to identify and schedule training opportunities for volunteers specific to their scope of duties and responsibilities.

A biannual volunteer survey will be conducted so each volunteer will have the opportunity to provide feedback on their experience with the Village of Pinehurst.

Reward and Recognition Program:

Volunteers for the Village of Pinehurst have been identified as a strategic advantage and a valuable resource for the community. The Village will reward and recognize volunteers for their contributions and commitment on a regular basis. Examples of the types of rewards and recognitions volunteers may receive are Applause Cards, induction into the Volunteer Hall of Fame, and, after at least 4-years of service in a

Council appointed position, an engraved brick along the entrance walkway to Village Hall. In addition, an annual Volunteer Luncheon will be held in February and a Mayoral Proclamation done during National Volunteer Week in April.

Term Limits for Council Appointments:

1. Term Limits for members of the Historic Preservation Commission, Planning & Zoning Board, Board of Adjustment, and Neighborhood Advisory Committee shall follow Council Policy #32: Appointed Advisory Board Term Limits.
2. Term Limits for members of the Senior Advisory Committee shall follow Council Policy #64: Senior Advisory Committee.
3. Term Limits for members of the Bicycle & Pedestrian Advisory Committee shall follow Resolution #15-28.
4. Chairperson Term Limits shall be:
 - a. Historic Preservation Commission, Planning & Zoning Board, and Board of Adjustment: 3-Years and 1 Term.
 - i. Exception to Historic Preservation Commission, Planning & Zoning Board, and Board of Adjustment Chairperson Term Limits: In situations where no qualified or willing successor is available to serve as Chairperson, Council may approve an exception allowing the current Chairperson to serve an additional term, or a portion thereof, provided all the following conditions are met:
 1. A reasonable effort has been made to identify and nominate another eligible member to serve as Chairperson.
 2. No other Board member is willing or able to serve in the position, or no qualified candidate is available.
 3. The Board determines that maintaining continuity of leadership is in the best interest of the Board and its ability to fulfill its responsibilities.
 4. The exception shall be granted only on a case-by-case basis and shall not establish a precedent or modify the underlying policy limiting Chairperson terms.
 - This exception is intended to preserve the Board's ability to conduct its business effectively while maintaining the principle of leadership rotation. The one-term limit remains the standard expectation, with extensions considered only when necessary to avoid a leadership vacancy or disruption in Board operations. The Board should continue to encourage leadership development and succession planning so that future exceptions become unnecessary whenever possible.
 - b. Bicycle & Pedestrian Advisory Committee: 3-Years and No Term Limit.
 - c. Beautification Committee: 2-Years and No Term Limit (Resolution #17-24).

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

Resolution 26-32
Village Council Resolution

Date

07/14/2026
Date

	VILLAGE OF PINEHURST STANDARD PROCEDURE	
SUBJECT:	Volunteer Program	Effective Date: 3/2005
Department:	Administration	Policy No.: ADM 122
Prepared by:	Lauren Craig	Revised: 6/28/2016
Approved by:	Village Council and Jeff Sanborn , Village Manager	# of Pages: 3

PURPOSE: The purpose of this policy is to:

1. Create a recruitment process for residents who are interested in volunteering their time and talents on committees and/or boards to further the work of the Village of Pinehurst.
2. Develop a training and onboarding plan to equip Village of Pinehurst volunteers with the skills they need to effectively perform their duties.
3. Establish a rewards and recognition program to thank volunteers for their contributions and commitment to the Village of Pinehurst.
4. Establish a term limit policy for ~~certain boards and committees~~.

POLICY: It is the policy of the Village of Pinehurst to recruit, develop, and recognize volunteers who give of their time and talents to serve on committees and boards. These committees and boards may work on specific short and long term projects, planning, zoning, and appearance issues which can affect the quality of life in the Village ~~today and in the future~~.

ELIGIBILITY: Residents of the Village of Pinehurst and the extra territorial jurisdiction (ETJ) are encouraged to serve on Village of Pinehurst committees and boards. One year of full-time residency is required before being appointed ~~on~~ a board or committee but can be waived by the Village Council if deemed necessary.

PROCEDURE:

Recruitment Process and Appointment

All residents and ETJ residents interested in volunteering for the Village ~~are required to complete a volunteer application, which can be obtained at Village Hall or on the Village of Pinehurst website.~~

The Village Clerk shall maintain the volunteer contact list, including term expirations, to prepare for upcoming vacancies on Council-appointed boards and committees.

The Village Manager, staff liaison, and Village Clerk will continuously recruit volunteers using technology (Village website, social media, and e-blasts), announcements in the Village newsletter, and other public venues to inform residents of upcoming volunteer opportunities. ~~All volunteers should complete a volunteer application to be submitted to the Village Clerk.~~

Council Appointed Boards/Committees

~~Once volunteer applications are received for Council Appointed Boards/Committees, the Clerk will notify the applicable board/committee Chairpersons, staff liaisons, and the Village Manager who may determine to interview the applicant for a current or future vacancy. Upon the recommendation of the Chairperson and Village Manager, a nomination is sent to the Village Council for consideration. The Village Council may invite the applicant to attend a Village Council Meeting where the Council will meet with the candidate and consider the appointment by voting on a resolution either at the same meeting or a future meeting date. At any point in the recruitment process, if the applicant is no longer being considered for appointment, the Village Clerk will notify the applicant and keep their information on file for future opportunities.~~

Non Appointed Committees

~~Once volunteer applications are received for Non Appointed Committees, the Clerk will notify the applicable board/committee Chairpersons and staff liaisons who may determine to interview the applicant for a current or future vacancy. Upon the recommendation of the Chairperson, the applicant may be approved to volunteer on a non-appointed committee. At any point in the recruitment process, if the applicant is no longer being considered for an opportunity, the Village Clerk will notify the applicant and keep their information on file for future opportunities.~~

Reappointments

~~The Clerk is responsible for tracking upcoming vacancies on appointed boards/committees. Before a volunteer term expires, the Clerk should notify the Chairperson and staff liaison. The Clerk should specify when the term expires, if the volunteer is eligible to continue serving in their role (see term limits policy), and should ask if the Chairperson or staff liaison is interested in the volunteer being reappointed. If the reappointment is supported, the Clerk will notify the volunteer and seek their interest to serve for another term. If they agree, the Clerk will send an email notifying the Village Council of the interest for reappointment and support by the Chairperson and staff liaison. If there is no Council objection, the reappointment will be added to an upcoming Consent Agenda of a Village Council Regular Meeting. If the Chairperson or staff liaison does not support the reappointment, the Clerk must notify the Village Council. The~~

~~Village Council has the authority to override any appointment decision by a majority vote.~~

Training and Onboarding Volunteers

~~Within 30 days of a new volunteer appointment to a committee or board, the Chairperson and staff liaison are responsible for orienting the new volunteer on their duties and responsibilities and ensuring the completion of all items included on the onboarding checklist. Once completed in full, the onboarding checklist is filed and maintained in the Village Clerk's office.~~

~~The Village Clerk is responsible for organizing a "Volunteer State of the Village" meeting, an annual training for all volunteers. The purpose of this training is to reinforce the mission, vision, and values of the Village of Pinehurst, communicate Council's strategic direction, educate volunteers on policies, and to provide an opportunity for feedback.~~

~~Each committee or board Chairperson and staff liaison are encouraged to identify and schedule other training opportunities for their volunteers, specific to their scope of work and responsibilities.~~

Reward and Recognition Program

~~Volunteers for the Village of Pinehurst have been identified as a strategic advantage and a valuable resource for the community. By continuing old traditions and creating new recognition opportunities, the Village will reward and recognize volunteers for their contributions and commitment on an annual basis.~~

Term Limits

~~A term limits policy was originally established by Resolution 01-15 for certain volunteer appointments in the Village of Pinehurst. Since then, the organization, structure, membership, and operating procedures have been updated and Council determined to incorporate the term limits policy into the Volunteer Program policy.~~

~~The following boards and committees are subject to the term limits policy:~~

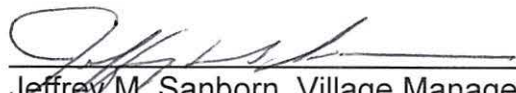
- ~~• Beautification Committee~~
- ~~• Board of Adjustment/Planning and Zoning Board~~
- ~~• Community Appearance Commission~~
- ~~• Historic Preservation Commission~~

~~The term limits policy states that members may not serve more than six consecutive years on the same board/committee. The individual may not be re-appointed to the same board for a period of one year and must submit a new volunteer application for~~

~~consideration. The individual may be considered for an appointment on a different board/committee at any time following their term ending.~~

~~These listed boards/committees shall also abide by a Chairperson Term Limit which limits an individual from serving as the Chairperson for a maximum of one term (2-3 years depending on board). After one term, the individual shall vacate the Chairperson seat to allow for others to take the leadership role.~~

Approved by:



Jeffrey M. Sanborn, Village Manager

6/30/16

Date

Resolution #16-20

Village Council, Resolution

6/28/2016

Date



Ordinance 26-14 Amendment to Chapter 110 – Peddling and Soliciting on Private Property

ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 07/09/2026

MEMO DETAILS

Background

Several months ago, the Village received a demand letter from Aptive Environmental, a national pest control company, asserting that portions of the Village's solicitation ordinance are unconstitutional under the First and Fourteenth Amendments. The company has requested that the Village amend its ordinance and has indicated that, absent those changes, it is prepared to pursue litigation in federal court. The demand letter identifies four primary constitutional concerns with the Village's current ordinance:

- The current restriction limiting commercial solicitation to between 9:00 a.m. and 5:00 p.m.;
- Permit denial and revocation provisions that allegedly provide overly broad administrative discretion;
- The absence of specific deadlines for permit issuance; and
- Criminal history disqualifications that are broader than necessary to protect the public.

Following receipt of the letter, Village Attorney Dan Hartzog conducted an independent review of the ordinance and the applicable case law.

Discussion

Based on his review, the Village Attorney believes the Village would likely not prevail if the current ordinance were challenged in federal court. Courts have repeatedly found solicitation curfews beginning at 5:00 p.m., 6:00 p.m., and in some instances even 7:00 p.m. to be unconstitutional restrictions on protected commercial speech. The demand letter also cites several successful lawsuits brought by Aptive against municipalities with similar ordinances, including cases in which municipalities were required to pay substantial attorney's fees.

In addition to seeking injunctive relief, Aptive asserts that federal law would allow it to recover attorney's fees, litigation costs, and potentially lost profits if successful. While it is impossible to predict the outcome or cost of any litigation, the Village Attorney believes the legal risk associated with the current ordinance is significant enough that proactive revisions are warranted.

The attached ordinance has been revised to address the legal concerns identified by the Village Attorney while preserving the Village's authority to regulate commercial solicitation to the fullest extent permitted under current constitutional law. In addition to extending the permitted solicitation hours from 5:00 p.m. to 7:00 p.m., the proposed amendments are:

- Establish objective standards for permit approval and denial;
- Establish definite timelines for processing permit applications;
- Narrow the criminal history provisions to focus on offenses directly related to fraud, deception, unlawful entry, and public safety;
- Revise permit revocation provisions to rely on objective standards and unlawful conduct rather than subjective determinations; and
- Retain the Village's permitting and regulatory framework for commercial solicitation.

Importantly, the proposed amendments do not eliminate the Village's ability to regulate commercial solicitation. The ordinance continues to require permits for commercial solicitors, background investigations, identification badges, and compliance with numerous operational requirements. Residents may continue to post "No Soliciting" or "No Trespassing" signs, which solicitors must honor. Gated neighborhoods also remain protected because solicitors cannot lawfully gain access without permission.

The proposed revisions are intended to preserve every reasonable protection available to the Village under current constitutional law. Rather than eliminating regulations, the amendments narrow only those provisions that are most vulnerable to legal challenge while retaining those that are directly tied to protecting residents from fraud, trespass, harassment, and other unlawful conduct. Staff's goal has been to maintain the strongest ordinance that is likely to withstand constitutional scrutiny—not to reduce protections for residents.

Staff recognizes that extending solicitation hours will likely be unpopular with many residents. However, based on the Village Attorney's review of the applicable law and the significant financial exposure associated with defending litigation that the Village is unlikely to win, staff believes these amendments represent the most prudent course of action. Adopting these revisions will preserve the Village's ability to continue regulating commercial solicitation while reducing the risk that the ordinance could be invalidated altogether through litigation.

Recommendation

Staff recommends adopting the proposed amendments to Chapter 110 as presented. The revisions maintain the Village's permitting program and protections for residents while bringing the ordinance into closer compliance with current constitutional requirements and reducing the Village's exposure to litigation and attorney's fees.

ATTACHMENTS

1. DRAFT Ordinance 26-14 Amending Chapter 110 (Peddling and Soliciting on Private Property)
2. CHAPTER 110 PEDDLING AND SOLICITING ON PRIVATE PROPERTY REDLINED

ORDINANCE #26-14:

An Ordinance Amending Chapter 110 of the Village of Pinehurst Municipal Code (Peddling and Soliciting on Private Property)

WHEREAS, the Village Council of the Village of Pinehurst adopted an ordinance dated October 20, 1980, establishing and implementing certain authorized police powers for the purpose of prescribing regulations governing conditions detrimental to the health, safety, and welfare of its citizens; and

WHEREAS, on September 13, 2011, the Village Council of the Village of Pinehurst adopted Ordinance 11-25, which established the general ordinances of the Village of Pinehurst as revised, amended, restated, codified, and compiled in book form and declared that these shall constitute the "Village of Pinehurst, North Carolina Municipal Code"; and

WHEREAS, the Municipal Code will be subsequently amended from time to time as conditions warrant; and

WHEREAS, the Village has received correspondence challenging portions of Chapter 110 of the Village of Pinehurst Municipal Code on constitutional grounds; and

WHEREAS, the Village Attorney has reviewed the applicable law and recommended revisions to Chapter 110 to better align the ordinance with current constitutional requirements while preserving the Village's ability to regulate commercial peddling and soliciting and protect the health, safety, and welfare of its residents; and

WHEREAS, the Village Council finds that adoption of the amendments contained herein is in the best interest of the Village and its citizens.

NOW, THEREFORE, BE IT ORDAINED by the Village Council of the Village of Pinehurst, North Carolina, in a Regular Meeting assembled this 14th day of July, 2026, as follows:

SECTION 1.

That **Chapter 110 – Peddling and Soliciting on Private Property** of the Village of Pinehurst Municipal Code is hereby amended as reflected in the attached redlined version entitled "**CHAPTER 110 – PEDDLING AND SOLICITING ON PRIVATE PROPERTY (Redlined)**," which is incorporated herein by reference as though fully set forth herein. The amendments include, but are not limited to, revisions to:

- Definitions;
- Permit application requirements;
- Investigation, issuance, and denial of permits;
- Appeals procedures;
- Hours and regulations governing commercial solicitation;
- Permit revocation provisions; and

- Other administrative and procedural provisions necessary to ensure consistency throughout Chapter 110.

SECTION 2.

If any provision of this ordinance is found to be invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

SECTION 3.

That all ordinances or sections thereof in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this ordinance.

SECTION 4.

That this Ordinance shall be and remain in full force and effect from and after the date of its adoption.

Adopted this 14th day of July, 2026.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Patrick Pizzella, Mayor

Attest:

Shannon Bonecutter, Village Clerk

CHAPTER 110: PEDDLING AND SOLICITING ON PRIVATE PROPERTY

Section

- 110.01 Definitions
- 110.02 Purpose
- 110.03 Permit required
- 110.04 Application for permit; fees
- 110.05 Investigation of applicant; denial or issuance of permit
- 110.06 Appeals
- 110.07 Display of permits
- 110.08 Regulations
- 110.09 Revocation of permits

- 110.99 Penalty

§ 110.01 DEFINITIONS.

For the purpose of this chapter, the following words and phrases shall have the meanings ascribed to them by this section:

COMMERCIAL PEDDLER or SOLICITOR.

(1) An itinerant vendor of merchandise who shall go from door-to-door or place-to-place, selling, causing to be sold, offering for sale or taking orders for present or future delivery of merchandise, products or services of any description whatever, including but not limited to magazines, periodicals, books and orders or contracts for home improvements or alterations.

(2) A person who makes or conducts surveys for research purposes, analyses, opinion polls, rating data and any such similar work, which, by nature, involves door-to-door or place-to-place activity.

(3) A person who goes from door-to-door or place-to-place for the purpose of soliciting contributions, donations or any other thing of value for any person or organization.

(4) A person who goes from door-to-door or place-to-place for the purpose of distributing circulars or other printed or electronic media.

COMMERCIAL PEDDLING or SOLICITING. The act of going from door-to-door or place-to-place for the purpose of:

(1) Sale, distribution, advertising, promoting, demonstrating, and/or vending of merchandise, products, services, or materials, or taking orders for present or future delivery of merchandise, products, services or materials, of any description whatever, including but not limited to magazines, periodicals, books and orders or contracts for home improvements or alterations;

(2) Making or conducting surveys for research purposes, analyses, opinion polls, rating data and any such similar work, which, by nature, involves door-to-door or place-to-place activity;

(3) Soliciting contributions, donations or any other thing of value for any person or organization; or

(4) Distributing circulars, advertisements, brochures, or other, similar printed matter.

NON-COMMERCIAL CANVASSING. The act of going from door-to-door or place-to-place for a political candidate, organization or program; a non-profit, religious, charitable, recreational, civic, or veteran's organization or club; or other non-commercial purposes, such as:

(1) Speaking with residents;

(2) Distributing informational or educational literature.

PERSON. Any individual, firm, partnership, association, group, persons, or corporation.

(Ord. 24-12, passed 9-24-2024)

§ 110.02 PURPOSE.

The purposes of this chapter are:

(A) Discouraging unethical and dishonest business practices.

(B) For the general protection, health, and welfare of the residents of the Village of Pinehurst.

(C) To preserve a record to identify names and addresses of all commercial peddlers or solicitors.

(Ord. 24-12, passed 9-24-2024)

§ 110.03 PERMIT REQUIRED.

(A) No person shall peddle, solicit, or sell food, beverages, services, or merchandise or engage in any act of commercial peddling or soliciting in any public or quasi-public place, door-to-door, or place-to-place, within the village, without first having obtained a permit therefore in accordance with the provisions of this chapter.

(B) Permits are not required for non-commercial canvassing.

(Ord. 24-12, passed 9-24-2024)

§ 110.04 APPLICATION FOR PERMIT; FEES.

(A) A separate application shall be filed for each individual conducting commercial peddling or soliciting within the village.

(B) ~~Applications must be submitted at least seven days prior to the beginning date for commercial peddling or soliciting.~~ Applications should be submitted sufficiently in advance to allow the Village to complete its review. Applications submitted fewer than eight (8) business days before the requested solicitation date may not be processed before that requested date.

(C) Applications for permits shall be made upon forms provided by the Village Clerk, who shall file a duplicate copy with the Police Department, containing the following information:

(1) The name, date of birth, and age of the person engaging in the commercial peddling or soliciting (applicant).

(2) The complete permanent home address and complete local address of the applicant.

(3) The name and address of the organization or person for whom commercial peddling or soliciting is being conducted.

(4) A description of the nature of the business or activity and the goods, services, or wares to be sold.

(5) Two recent photographs of the applicant, which shall be approximately two and one-half by two and one-half inches in size, showing the head and shoulders of the applicant in a clear and distinguishing manner.

(6) The dates upon which the commercial peddling or soliciting is to take place.

(7) A statement as to whether the applicant has been convicted of a crime, misdemeanor, or disorderly persons offense and, if so, the details thereof.

(8) The make, model, year, color, and license plate number of each vehicle used by the applicant during the period of commercial peddling or soliciting within the village and copies of the applicant's driver's license, vehicle registration, and insurance certificate.

(9) A list of current commercial peddling or soliciting permits received from other municipalities.

(10) A statement as to whether the applicant has been denied a commercial peddling or soliciting permit during the past year.

(D) Fees. The Village Council shall annually adopt by resolution a fees and charges schedule for commercial peddling and soliciting permit applications.

(Ord. 24-12, passed 9-24-2024)

§ 110.05 INVESTIGATION OF APPLICANT; DENIAL OR ISSUANCE OF PERMIT.

(A) Upon receipt of a complete application, the Police Department shall investigate the applicant solely to determine whether objective grounds exist for denial. A permit may be denied if: (1) the applicant knowingly provided a material false statement on the application; (2) within the previous five (5) years the applicant has been convicted of a felony involving fraud, identity theft, obtaining property by false pretenses, burglary, robbery, embezzlement, larceny, or another offense involving deception or unlawful entry onto residential property; (3) the applicant is required to register as a sex offender; or (4) the applicant is the subject of an outstanding arrest warrant. Upon receipt of a duplicate application, the Police Department shall cause an investigation to be made of the applicant's business or moral character for the protection of the public safety and welfare. If the investigation as aforesaid should reveal any of the following, the Chief of Police, or their designee, shall deny a permit to the applicant:

~~—(1) Conviction of any crime or misdemeanor involving arson and/or other burnings, assault and battery, breaking and entering, bribery and corruption, burglary, embezzlement, conspiracy, conversion and misappropriation of funds, extortion or threats, forgery and counterfeiting, frauds and cheats, indecency and obscenity, larceny, loan sharking, possession or use of a controlled dangerous substance, rape and carnal abuse, receiving stolen property and any other crimes against the person or crimes involving moral turpitude.~~

~~—(2) Conviction or any misdemeanor or disorderly persons offense, common thievery, burglary, pick pocketing, carrying weapons, conspiracy, unlawful soliciting, assault and battery, fraud and misrepresentation, possession or use of habit producing drugs, shoplifting and any other offense involving moral turpitude.~~

~~—(3) Business pursuits resulting in fraud, misappropriation of funds, or similar activity.~~

~~—(B) The above crimes, misdemeanors or disorderly persons offenses shall be deemed to be those as defined or equivalent to crimes and disorderly persons offenses defined by law in the State of North Carolina.~~

~~(CB)~~ If the Chief of Police, or their designee, shall deny a permit to the applicant, they shall detail the reasons for such denial.

~~(DC) The Police Department shall complete its investigation within five (5) business days after receipt of a complete application. If no grounds for denial exist, the Village Clerk shall issue the permit no later than three business days following completion of the investigation. If the investigation as aforesaid should not disclose any of the above, a permit shall be issued forthwith by the Village Clerk, upon which shall be affixed one photograph of the applicant and the municipal seal of the Village of Pinehurst.~~

(Ord. 24-12, passed 9-24-2024)

§ 110.06 APPEALS.

If the Chief of Police, or their designee, shall deny any application for a permit, the applicant may appeal that decision within a period of ten days from the date of denial. Said appeal shall be filed with the Village Clerk and shall be heard by the Village Manager within a period of seven days from the date it is filed. The Village Manager may affirm, modify, or reverse the decision of the Chief of Police, or their designee, and shall indicate, in writing, the reason for their determination. The Village Manager shall apply the standards indicated hereinabove and shall relate their findings and conclusions to the objectives of this chapter. The Village Manager's determination shall be rendered forthwith and shall be final.

(Ord. 24-12, passed 9-24-2024)

§ 110.07 DISPLAY OF PERMITS.

Each applicant, when conducting commercial peddling or soliciting within the village, shall carry the permit at all times and shall exhibit the same to any citizen or Police Officer upon request.

(Ord. 24-12, passed 9-24-2024)

§ 110.08 REGULATIONS.

(A) All permits issued pursuant to this chapter, shall be for a term of one week (seven days) from date of issuance with no commercial peddling or soliciting taking place on Sundays or holidays recognized by the State of North Carolina.

(B) Commercial peddling or soliciting shall be conducted between the hours of 9:00 a.m. and ~~5~~7:00 p.m., Monday through Saturday.

(C) No commercial peddler or solicitor shall enter or attempt to enter the house or apartment of any resident of the village without an express invitation from the occupant thereof.

(D) No commercial peddler or solicitor shall conduct themselves in such a manner as to become objectionable to or annoy any person while commercial peddling or soliciting.

(E) (1) No commercial peddler or solicitor shall peddle or solicit upon premises where signs so located give adequate notice of the prohibition of such activities.

(2) The owner and/or occupant of premises identified in the village may obtain a sign, placard or sticker from the Village Clerk, which may be affixed to a front door, front window or front facing wall of the premises, and giving notice that commercial peddling or soliciting is not permitted on the premises.

(F) All circulars, samples, merchandise, or other printed or electronic media distributed by the commercial peddler or solicitor shall be handed to an occupant of the property or left in a secure location on the premises.

(Ord. 24-12, passed 9-24-2024)

§ 110.09 REVOCATION OF PERMITS.

(A) Permits issued under this chapter may be revoked by the Chief of Police, or their designee, after written notice outlining reasons, for any of the following causes:

- (1) Misrepresentation or false material statement contained in the application.
- (2) Misrepresentation or false material statement contained in the course of carrying on activities regulated herein.
- (3) Conviction of any crime, misdemeanor or disorderly person's offense or engaging in business activity that would have precluded issuance of a permit as set forth hereinabove.
- (4) Conducting commercial peddling or soliciting by knowingly violating this chapter after written notice of the violation, making a material misrepresentation while soliciting, or engaging in conduct constituting trespass, assault, fraud, harassment, or other criminal conduct while engaged in commercial peddling or soliciting~~Conducting commercial peddling or soliciting in an unlawful manner in violation of the provisions of this chapter or in such manner as to cause a breach of the peace or to constitute a menace to safety or general welfare of the public.~~

(B) Any person whose permit has been revoked shall have the right of appeal, subject to the procedure and standards as set forth in § 110.06 above.

(Ord. 24-12, passed 9-24-2024)

§ 110.99 PENALTY.

Any person who violates any provision of this chapter, upon conviction thereof, shall be punished by a fine not exceeding \$500 or by imprisonment for a term not exceeding 90 days or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

(Ord. 24-12, passed 9-24-2024)



Review of the 2026 Village of Pinehurst Letter to the Town of Dornoch ADDITIONAL AGENDA DETAILS:

FROM: Shannon Bonecutter, Village Clerk
CC: Village Council;
DATE OF MEMO: 07/01/2026

MEMO DETAILS

Under Section 2 of the Cooperative Liaison of Mutual Benevolence Agreement, the Village of Pinehurst and the Town of Dornoch agreed to an annual exchange of letters on the founding dates of Pinehurst and Dornoch in celebration of the two communities.

ATTACHMENTS

1. 2026 SIGNED Dornoch Letter_VOP Letterhead



HISTORY, CHARM, AND SOUTHERN HOSPITALITY_____

July 09, 2026

Ms. Cath Jack MacAngus, Chair
Dornoch Area Community Council
c/o The Carnegie Library
High Street
Dornoch, Scotland, United Kingdom
IV25 3SH

RE: Annual Exchange of Letters on Our Communities' Founding Dates — 2026

Dear Madam Chair MacAngus,

It's a pleasure to continue our annual tradition under Section 2 of the Cooperative Liaison of Mutual Benevolence Agreement—celebrating the founding dates of Dornoch and Pinehurst, and the enduring friendship between our communities.

Congratulations on the opening of the new Royal Dornoch Golf Clubhouse in December 2025 and on the unveiling of the bronze statue of Donald Ross and John Sutherland at the new clubhouse entrance in April 2026.

In addition to these significant events for Royal Dornoch Golf Club, I am happy to see the Town of Dornoch's long standing and cherished traditions of the Highland Games and Spring and Autumn Festivals continue.

The end of 2025 and beginning of 2026 brought some challenges, but many good and exciting things here in Pinehurst.

On July 06, 2025, Tropical Storm Chantal made landfall along the coast of South Carolina and proceeded to make its way northward to the Pinehurst area, bringing with it enhanced rainfall that caused significant flooding and property damage. After nearly 10 inches of rain falling in a matter of just hours, the residents of Pinehurst began the long process of recovering and rebuilding.

The 2025 U.S. Golf Kids World Championship was once again a great success. Pinehurst hosted over 1,500 junior golfers and their family members, coaches, and spectators.

In January 2026, a groundbreaking ceremony was held for the new Given Memorial Library. The new library will be approximately 9,250 square feet and be located on Magnolia Road (not far from Village Hall). Following the completion of construction of the new library, the current library facility will be renovated to solely house the Tufts Archives.

ADMINISTRATION

395 Magnolia Road • Pinehurst, NC 28374 • Telephone (910) 295-1900 • Fax (910) 295-4434 • www.vopnc.org



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

The Pinehurst Police Department, Pinehurst Fire Department, and Parks & Recreation Department are all seeking accreditation in their fields.

The Pinehurst Police Department accreditation process, administered through North Carolina Law Enforcement Accreditation (NCLEA), evaluates various aspects of law enforcement operations.

The Pinehurst Fire Department accreditation process, administered through the Center for Public Safety Excellence (CPSE), is one of the most rigorous evaluations in the fire service industry. Fewer than 340 fire and emergency service agencies worldwide hold the distinction.

The Parks & Recreation Department accreditation process, administered through National Recreation and Park Association's Commission for Accreditation of Park and Recreation Agencies, is a valuable measure of an agency's overall quality of operation, management, and service to the community.

July 04, 2026, marks the 250th Anniversary of the United States of America (Semi-Quincentennial). Pinehurst is celebrating this amazing milestone in the history of our great nation through formal recognition of significant dates and by hosting special events in honor of the 250th Anniversary.

Lastly, Pinehurst continues to prepare for the upcoming 2029 U.S. Open Golf Championship and U.S. Women's Open. The back-to-back hosting of these two championships in Pinehurst will be a historic event for the tournament.

Thank you for continuing this special tradition. Please pass along my warmest regards to the Dornoch Area Community Council and your community.

With best wishes,

Patrick Pizzella
Mayor, Village of Pinehurst
395 Magnolia Road
Pinehurst, NC 28374
U.S.A.

ADMINISTRATION

395 Magnolia Road • Pinehurst, NC 28374 • Telephone (910) 295-1900 • Fax (910) 295-4434 • www.vopnc.org



Discussion Regarding an Interlocal Agreement Request from Moore County for Planning and Development Jurisdiction of Pinewild Phase 4 ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 05/06/2026

MEMO DETAILS

Background

The Village recently received a request from the developer of Pinewild Phase 4 regarding the portions of the project that currently lie within the Village's extraterritorial jurisdiction (ETJ) and corporate limits.

North Carolina General Statute § 160D-203 governs situations where property is subject to the planning and development regulations of more than one local government. Under subsection (a), the affected jurisdictions may mutually agree, with the consent of the property owner, to assign development jurisdiction to a single jurisdiction. Alternatively, under subsection (b), if no mutual agreement is reached, the property owner may elect to be governed by the jurisdiction in which the majority of the property's acreage is located.

Because the vast majority of the Pinewild Phase 4 property is located within Moore County's planning jurisdiction, the developer has the statutory right to elect Moore County's jurisdiction under subsection (b). Village Attorney Dan Hartzog has reviewed the matter and agrees that the statute applies in this circumstance.

At the developer's request, Moore County also prepared a draft interlocal agreement that would formally transfer development jurisdiction to the County pursuant to subsection (a). A copy of that draft agreement is included with the agenda materials for Council's reference.

Discussion

The practical outcome is the same regardless of whether the Village enters into the proposed interlocal agreement under subsection (a) or the developer proceeds under subsection (b). In either case, Moore County would become the sole authority responsible for zoning, development review, permitting, and inspections for the entire Phase 4 project, including those portions currently located within the Village's ETJ and corporate limits. The Village would no longer have development review or permitting authority over the affected property.

While the Village has the option to execute the proposed interlocal agreement, doing so could create the perception that the Village is participating in, negotiating, approving, or otherwise influencing the future development of Pinewild Phase 4. Given the significant public interest surrounding this project, that perception could create unnecessary confusion or expectations regarding the Village's role. In reality, the developer can achieve the same result by exercising its statutory rights under N.C.G.S. § 160D-203(b), regardless of whether the Village enters into an agreement.

For that reason, staff believes it is cleaner and more transparent to simply allow the developer to proceed through the statutory process established by state law rather than executing the proposed

interlocal agreement.

Recommendation

Staff recommends that the Village **not** enter into the proposed interlocal agreement under N.C.G.S. § 160D-203(a). Instead, the developer should be allowed to proceed under N.C.G.S. § 160D-203(b), which will result in Moore County assuming sole planning and development jurisdiction over the project.

If the Council concurs with this recommendation, staff will provide a letter to Moore County acknowledging the developer's request, confirming that the Village has elected not to enter into the proposed interlocal agreement, and recognizing that the developer may proceed under N.C.G.S. § 160D-203(b). The purpose of the letter is simply to ensure that Moore County has a clear understanding of the Village's position and that the Village does not anticipate taking any action that would delay or otherwise affect the County's review of the project.

Attachments

1. Developer's request letter
2. Draft Interlocal Agreement prepared by Moore County
3. Property recombination map
4. N.C.G.S. § 160D-203

ATTACHMENTS

1. Pinewild Phase 4 Interlocal Agreement (1)
2. GS_160D-203 (1)
3. 21-273 & 274 plat_AEP Pinewild Holding LLC - 401.82 acres Recombination (1)
4. Notice of Transfer Jurisdiction for Pinewild Phase 4 Development 6.17.2026 (2)

NORTH CAROLINA
MOORE COUNTY

INTERLOCAL AGREEMENT

This INTERLOCAL AGREEMENT is made this ____ day of _____, 2026, between the Village of Pinehurst, a municipal corporation and public body politic of the State of North Carolina located in Moore County (“Village”) and the County of Moore (“County”).

WITNESSETH

WHEREAS, Part I, Article 20 of Chapter 160A of the North Carolina General Statutes authorizes the Village and the County to enter into interlocal agreements with each other to execute any undertaking and further that Section 160D-203 explicitly authorizes interlocal agreements when there is split jurisdiction regarding development matters; and

WHEREAS, AEP Pinewild Holding, LLC owns certain real property, depicted as Parcel ID 00025100, a portion of which falls within the Extraterritorial Jurisdiction (ETJ) and corporate limits of the Village with the vast majority of the property under the jurisdiction of the County, as described in Exhibit A attached hereto; and

WHEREAS, the Village and the County each enforce a separate code of development ordinances, while also enforcing the North Carolina Building Code; and

WHEREAS, the Village and the County desire to coordinate the review and enforcement of development ordinances and the North Carolina State Building Code applicable to the site; and

WHEREAS, the Village and the County are in agreement as to the site plan and the development standards that shall apply to the Development, including which local government shall be responsible for the review and permitting of the Development.

NOW THEREFORE, for and inconsideration of the mutual benefits, covenants, and promises contained herein, the sufficiency of which is hereby acknowledged, the Village and County agree as follow:

1. **Purpose.** The purpose of the Agreement is to set forth and specify in writing which jurisdiction’s development ordinances shall apply to the Development and which jurisdiction will handle the review and permitting of the Development.
2. **Term.** This Agreement shall have an initial term of twenty (20) years from the date of its execution. After this twenty (20) year period, either Village or County may terminate this Agreement upon sixty (60) days written notice to the other evidencing the adoption of a resolution. Absent notice to the contrary, this Agreement shall automatically renew for up to five (5) additional one (1) year periods.
3. **Applicable Development Ordinances.** The development ordinances of the County shall apply to all portions of Site, including that which is located within the Extraterritorial Jurisdiction and Corporate Limits of the Village.

4. **Review and Permitting.** The County shall be responsible for the review of all site plans and issuance of site plan permits, including all site related inspections and approvals.
5. **Fees, Revenue.** The Village and County agree that County will receive and retain all fees and revenues associated with the provision, application, review, inspection, and enforcement to the services and permits or approvals agreed to be provided herein by the County.
6. **Severability.** If any provision of this Agreement shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Agreement.
7. **Counterparts.** The Village and County may execute an original of the Agreement and both individually executed Agreements shall constitute this Agreement.
8. **Entire Agreement, Amendments.** This Agreement constitutes the entire Agreement between the Village and County. The terms of this Agreement may only be modified or amended by a written mutual agreement executed by Village and County and consented to by the Applicant.

IN TESTIMONY WHEREOF, the parties hereto have caused this Agreement to be executed, and their corporate seals to be affixed by their duly authorized official, in duplicate originals, one of which is retained by each party, the day and year first above written.

VILLAGE OF PINEHURST

ATTEST:

Patrick Pizella, Mayor

Village of Pinehurst, Village Clerk

Certificate of Village Finance Officer

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Village of Pinehurst Finance Officer

COUNTY OF MOORE

ATTEST:

Nick Picerno, Chairman
Board of Commissioners

Jennifer Parks
Clerk to the Board

Certificate of Moore County Finance Officer

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

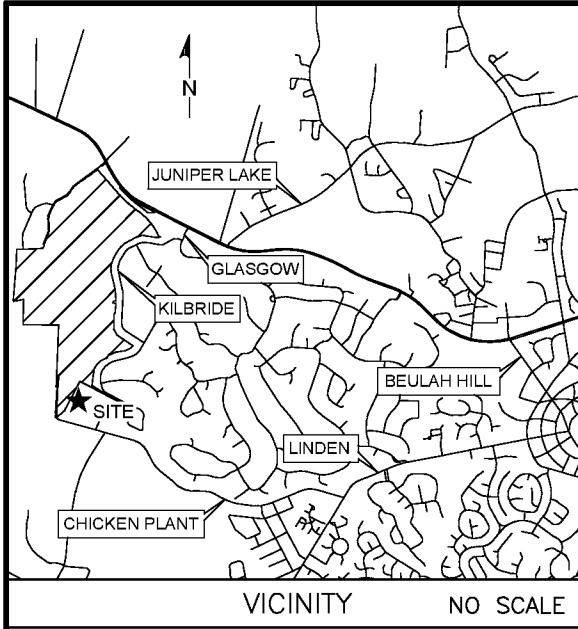
Moore County, Finance Officer

§ 160D-203. Split jurisdiction.

(a) If a parcel of land lies within the planning and development regulation jurisdiction of more than one local government, for the purposes of this Chapter, the local governments may, by mutual agreement pursuant to Article 20 of Chapter 160A of the General Statutes and with the written consent of the landowner, assign exclusive planning and development regulation jurisdiction under this Chapter for the land, including all development phases on the land, to any one of those local governments.

(b) In the event no mutual agreement or written consent under subsection (a) of this section exists, the landowner of land lying within the planning and development regulation jurisdiction of more than one local government may elect the planning and development regulations of the local government where the majority of the total acreage of the parcel of land is situated.

(c) This section shall only be applicable to planning and development regulations and shall not affect taxation or other nonregulatory matters. The mutual agreement under subsection (a) of this section shall be evidenced by a resolution formally adopted by each governing board and recorded with the register of deeds in every county where the land is located within 14 days of the adoption of the last required resolution. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d); 2025-94, s. 29(c).)



- GENERAL NOTES
1. THIS MAP IS IN ACCORDANCE WITH GS 47-30.
 2. AREA BY COORDINATE METHOD.
 3. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCE.
 4. DASHED LINES NOT SURVEYED, DRAWN FROM INFORMATION AS INDICATED.
 5. THERE ARE NO VISIBLE ENCROACHMENTS OTHER THAN THOSE SHOWN HEREON.
 6. THIS PROPERTY IS LOCATED IN A WATER SUPPLY WATERSHED, WS-1019.
 7. THIS PROPERTY IS NOT LOCATED IN A DESIGNATED FEMA SPECIAL FLOOD HAZARD AREA PER FIRM NO. 3710854200J WITH AN EFFECTIVE DATE OF 10/17/2006.
 8. LOCATION OF UNDERGROUND UTILITIES, IF SHOWN, ARE BASED ON VISIBLE EVIDENCE OR DRAWINGS PROVIDED TO THE SURVEYOR. LOCATION OF UNDERGROUND UTILITIES AND STRUCTURES MAY VARY FROM SHOWN LOCATIONS. ADDITIONAL UTILITIES MAY EXIST. LOCAL UTILITY COMPANIES SHOULD BE CONSULTED FOR FURTHER INFORMATION ON UTILITIES AFFECTING THE PROPERTY.
 9. THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF AN ATTORNEY'S TITLE SEARCH WHICH COULD DISCLOSE ZONING, BUILDING SETBACKS OR OTHER INFORMATION WHICH COULD AFFECT THE SURVEYED PROPERTY.
 10. THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHT-OF-WAYS AND AGREEMENTS OF RECORD PRIOR TO THE DATE OF THIS PLAT.

- LEGEND
- = EXISTING IRON ROD
 - = EXISTING IRON PIPE
 - = EXISTING MONUMENT
 - = EXISTING PK NAIL
 - = RIGHT OF WAY
 - = BOUNDARY LINE
 - = BOUNDARY NOT SURVEYED
 - = RECOMBINATION PROPERTY BARB
 - = BOUNDARY LINE ABANDONED
 - = EXISTING EASEMENT
 - = EDGE OF PAVEMENT

TITLE REFERENCE
• PARCEL ID 00025100
• DEED BOOK 6090 PAGE 235
• PARCEL ID 00018931
• DEED BOOK 6498 PAGE 175
• MOORE COUNTY REGISTRY

OWNER
AEP PINEWILD HOLDING, LLC
PO BOX 3369
PINEHURST, NC 28374

PINEHURST FAMILY LAND LLC
PO BOX 2388
CHAPEL HILL, NC 27514

SITE DATA
JURISDICTION: MOORE COUNTY
ADDRESS: 1124 CHICKEN PLANT RD
ZONING:
• PARENT TRACT
PARID 00025100
ZONED RA-20 MOORE COUNTY
• PARCEL TO BE RECOMBINED
PARID 00018931
ZONED R210 PINEHURST

SURVEYOR
ROBERTO RODRIGUEZ, JR., PLS
LICENSE # 5428
390 W PENNSYLVANIA AVE
SOUTHERN PINES, NC 28387
910-420-1437

I, ROBERTO RODRIGUEZ JR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 6090, PAGE 235 AND BOOK 6498, PAGE 175); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION AS INDICATED; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THE GLOBAL POSITIONING SYSTEM (GPS) SURVEY AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GPS SURVEY:

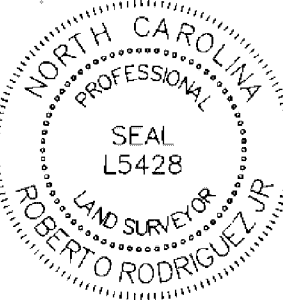
- (1) CLASS OF SURVEY: CLASS A
- (2) POSITIONAL ACCURACY: <0.10'
- (3) TYPE OF GPS FIELD PROCEDURE: REAL-TIME KINEMATIC
- (4) DATES OF SURVEY: DECEMBER 2025 - FEBRUARY 2026
- (5) DATUM/EPOCH: NAD83(2011)
- (6) PUBLISHED/FIXED-CONTROL USE: NC CORS
- (7) GEOD MODEL: NGS 2012B
- (8) COMBINED GRID FACTOR(S): 0.99985442
- (9) UNITS: US SURVEY FEET

THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. FURTHER AS REQUIRED PER G.S. 47-30(F)(11); I, ROBERTO RODRIGUEZ JR., PROFESSIONAL LAND SURVEYOR, L-5428, CERTIFY THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS THE 1 DAY OF JUNE 2026.

Roberto Rodriguez Jr.

PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER L-5428



VILLAGE OF PINEHURST — CERTIFICATE OF EXEMPTION
I HEREBY CERTIFY THAT THIS PLAT IS EXEMPT FROM THE DEVELOPMENT ORDINANCE UNDER THE DEFINITIONS OF SUBDIVISION CONTAINED IN N.C.G.S. 160D-802 AND CHAPTER 15 OF THE VILLAGE OF PINEHURST DEVELOPMENT ORDINANCE FOR ONE OF THE FOLLOWING REASONS:
a. THE COMBINATION OR RECOMBINATION OF PORTIONS OF PREVIOUSLY SUBDIVIDED AND RECORDED LOTS WHERE THE TOTAL NUMBER OF LOTS IS NOT INCREASED AND THE RESULTANT LOTS ARE EQUAL TO OR EXCEED THE STANDARDS SET FORTH IN THIS ORDINANCE.

Maria Klein

VILLAGE PLANNER

Roberto Rodriguez Jr.

SURVEYOR
L-5428

VILLAGE OF PINEHURST — CERTIFICATE OF APPROVAL
APPROVED FOR RECORDING BY THE VILLAGE PLANNER OF THE VILLAGE OF PINEHURST,

NORTH CAROLINA ON THE 1st DAY OF June, 2026 PURSUANT TO THE PINEHURST DEVELOPMENT ORDINANCE. MUST BE RECORDED WITHIN THIRTY (30) DAYS OF THIS DATE.

Maria Klein

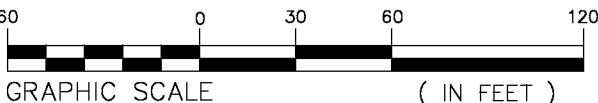
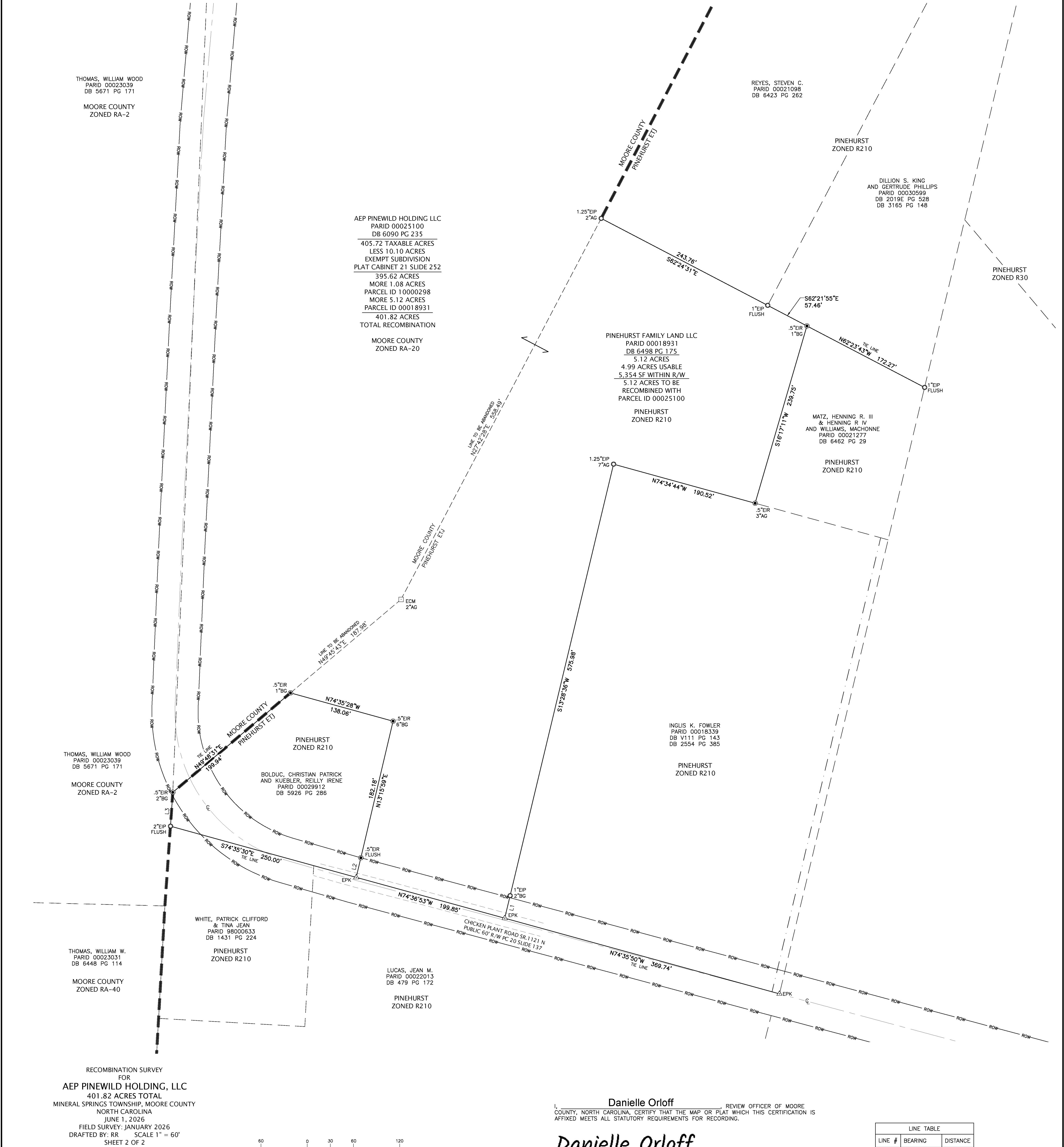
VILLAGE PLANNER
VILLAGE OF PINEHURST

MOORE COUNTY — CERTIFICATE OF EXEMPTION
I HEREBY CERTIFY THAT THE DIVISION OF PROPERTY SHOWN AND DESCRIBED HEREON IS EXEMPT FROM THE MOORE COUNTY SUBDIVISION ORDINANCE BY DEFINITION AND/OR ORDINANCE.

Danielle Orloff

SUBDIVISION ADMINISTRATOR

EXEMPTION NCOS 160D-802 COMPLIANCE STATEMENT
APPROVAL OF THIS EXEMPT SUBDIVISION PLAT CONSTITUTES COMPLIANCE WITH NORTH CAROLINA GENERAL STATUTE 160D-802 ONLY. FURTHER DEVELOPMENT OF THE PARCELS SHOWN SUBSEQUENT TO THE DATE OF THIS PLAT SHALL BE SUBJECT TO ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, STATUTES, ORDINANCES, AND/OR CODES.



THESE PARCELS ARE LOCATED NEAR AN AREA THAT IS PRESENTLY USED FOR AGRICULTURAL PURPOSES. NORMAL AGRICULTURAL OPERATIONS MAY CONFLICT WITH RESIDENTIAL LAND USE. NC LAW (GENERAL STATUTES SECTION 106-701) PROVIDES SOME PROTECTION FOR EXISTING AGRICULTURAL OPERATIONS AGAINST NUISANCE LAWS.

I, **Danielle Orloff**, REVIEW OFFICER OF MOORE COUNTY, NORTH CAROLINA, CERTIFY THAT THE MAP OR PLAT WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

Danielle Orloff

REVIEW OFFICER

LINE TABLE		
LINE #	BEARING	DISTANCE
L1	S13°28'36"W	30.02
L2	S13°15'59"E	26.13
L3	N3°53'19"E	44.08

June 17, 2026

Via Email to: dwillardson@vopnc.org

Doug Willardson, Manager Village of Pinehurst

Re: Notice of Transfer of Jurisdiction for Pinewild Phase 4 Development

Dear Mr. Willardson,

My firm represents the Owner and Developer, AEP Pinewild Holding LLC ("Owner"), for the Phase 4 Pinewild development, a small portion of said development is located in the Village of Pinehurst's extraterritorial jurisdiction ("ETJ") or corporate limits, with the remainder in Moore County's planning jurisdiction. The purpose of this letter is for my clients to give formal written notice to the Village of Pinehurst that my clients are consenting to assigning exclusive planning jurisdiction to Moore County for all parcels currently within the Village of Pinehurst's ETJ or Village corporate limits for this project pursuant to N.C. Gen. Stat. § 160D-203. We provided a similar letter to Moore County back in April of 2026 formally requesting assigning exclusive jurisdiction to Moore County for the properties identified below (see corresponding map attached hereto showing all parcels that will be transferred to Moore County for this project for better clarity):

- +/- 17.8 acres identified as "Parcel A-1" in the attached map with Parcel ID 00025100 (PIN: 854300118417) formally located in the Village of Pinehurst's ETJ;
- 5.0 acres identified as "Parcel B" in the attached map formally with Parcel ID 00018931 (PIN: 854209174187) formally located in the Village of Pinehurst's ETJ; and
- 0.9 acres identified as "Parcel C" in the attached map formally with Parcel ID 10000298 (PIN: 854300424750) formally located in the Village of Pinehurst's corporate limits.

These parcels have recently been recombined into one single parcel, Parcel ID 00025100, as shown on the attached recombination plat recorded on June 1, 2026 in the Moore County Registry at Book 21, Page 273. Said plat was signed by the Planning Department's for both the Village and the County. Thus, the undersigned on behalf of the Owner as evidenced below, hereby gives formal notice and consent to the Village and the County that the following properties be transferred from Village of Pinehurst's ETJ or Village corporate limits to Moore County's planning and zoning jurisdiction for the Pinewild Phase 4 development pursuant to N.C. Gen. Stat. § 160D-203, as shown on the attached recombination plat.

Sincerely,

THE BROUGH LAW FIRM, PLLC

Brady N. Herman

Brady N. Herman, counsel for Owner

The Owner hereby consents to the transfer of jurisdiction:

By:  6.17.2026
Rowland Bates
CEO of Owner, AEP Pinewild Holding LLC

CC: Rowland Bates via email to: RBates@iehcr.com;
Clegg Wellborn via email to: CWellborn@iehcr.com;
Bob Koontz via email to: bkoontz@V3CO.COM;



Review Tufts Archives Design Decisions ADDITIONAL AGENDA DETAILS:

FROM: Doug Willardson, Village Manager
CC: Village Council;
DATE OF MEMO: 07/08/2026

MEMO DETAILS

Background

As design work for the renovation of Given Memorial Library and Tufts Archives has progressed, staff has continued evaluating several outstanding issues related to the Archives portion of the project. These include whether to expand the Archives footprint, the appropriate level of fire protection, the location of the restrooms, and replacement of the existing dumbwaiter.

Staff will review these items with the Village Council during the meeting and seek direction before the design proceeds further.

Archives Expansion

The current Archives building contains approximately 8,448 square feet. The proposed expansion would increase the building to approximately 8,930 square feet. However, because much of the additional construction is needed to connect and reconfigure the existing spaces, the expansion would provide only approximately 710 square feet of additional office or storage space and would not create additional public space.

The estimated cost of the expansion is approximately \$640,000, based on an earlier estimate ranging from \$638,100 to \$659,400. Given the limited usable space gained, staff does not believe the expansion provides sufficient value and recommends renovating the Archives within its existing footprint.

Fire Protection

The Archives has operated for approximately 70 years with an early-notification fire alarm system and without a fire-suppression system. Staff evaluated several possible levels of additional protection:

- Conventional wet-pipe sprinklers provide strong fire protection but present the greatest risk of water damage to archival materials.
- A pre-action dry system also provides strong protection while reducing the likelihood of an accidental water discharge.
- A dry-chemical system would substantially reduce the risk of water damage but is significantly more expensive and could protect only limited portions of the facility.
- An enhanced early-notification system, combined with fire-rated construction, compartmentalization, environmental controls, portable extinguishers, and other passive safeguards, would provide a reasonable level of protection without introducing water into the archival storage area.

Staff recommends maintaining an enhanced early-notification fire alarm system and incorporating

passive fire-protection measures throughout the facility. Staff does not recommend installing a water-based suppression system within the archival storage area. If Council prefers an additional level of protection, a pre-action dry system appears to offer the best balance of fire protection, reduced risk of accidental water damage, and cost.

Restroom Location

Staff recommends leaving the restrooms in the location originally proposed. This keeps the archival functions together, avoids further redesign, and results in cost savings.

Dumbwaiter

The existing stairs will remain. The existing dumbwaiter is outdated and should be replaced with a new unit installed within the current shaft. This will preserve the ability to move materials between floors without the expense and disruption of constructing a new shaft or elevator.

Staff Recommendation

Staff recommends that the Village Council direct the design team to proceed as follows:

1. Renovate the Tufts Archives within its existing footprint without the proposed expansion.
2. Leave the restrooms in the location originally proposed.
3. Replace the existing dumbwaiter within its current shaft.
4. Install an enhanced early-notification fire alarm system and incorporate passive fire-protection measures, without adding water-based suppression in the archival storage area.

Staff will incorporate Council's direction into the project design and return with updated plans and cost estimates as the work progresses.

ATTACHMENTS

1. Archives PPT 7.2.26



Tufts Archives

DISCUSSION ITEMS

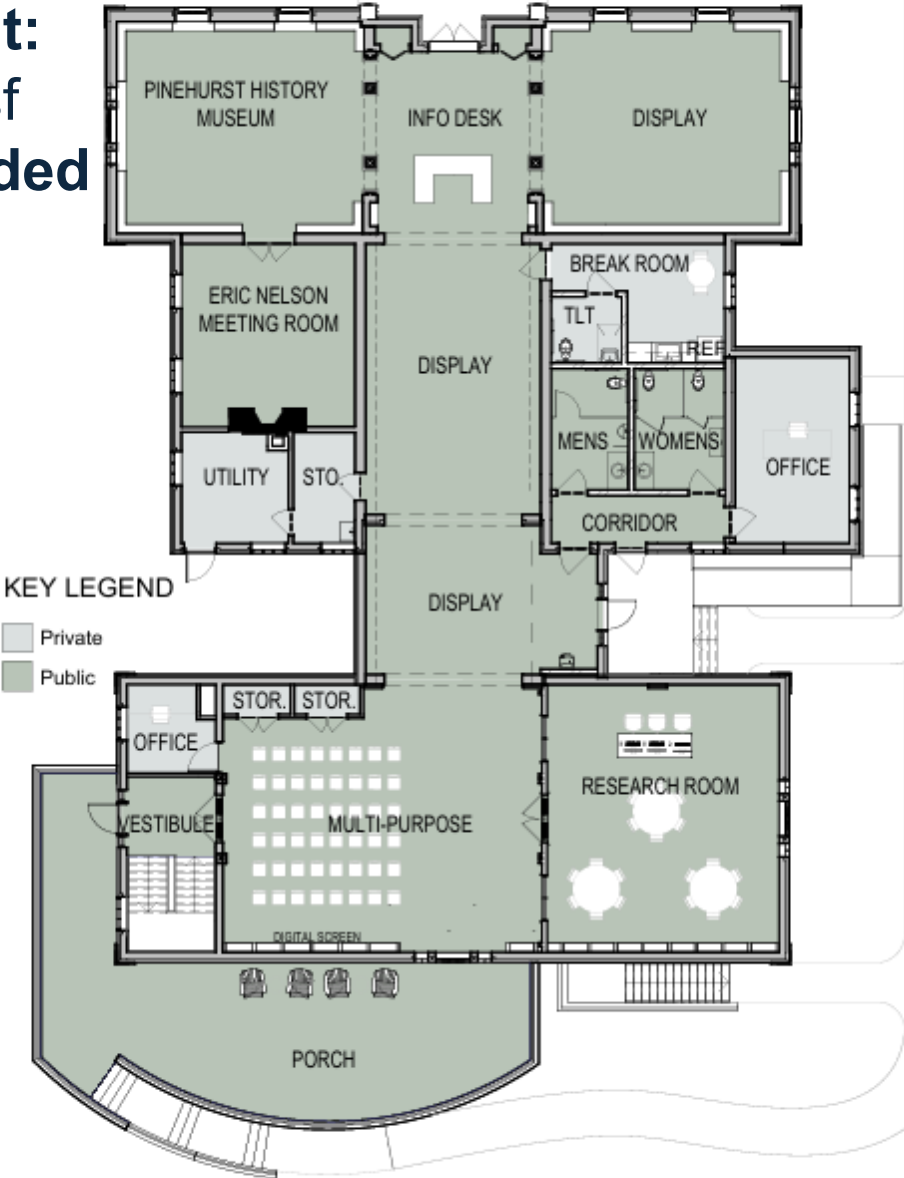
- 1 Expansion beyond existing footprint
- 2 Fire Protection
- 3 Bathroom location
- 4 Dumbwaiter







Current:
8,444 sf
Expanded
: 8,930



FIRST FLOOR PLAN - PRESENTATION



FLOOR PLAN

3/32" = 1'-0"

Cost-Benefit Analysis of Expansion



RECOMMENDATION: DO NOT EXPAND

Expensive for space that is not needed.

Archives expanding from 2,475 sq ft to over 6,300 sq ft.

ADDITIONAL COST	BENEFIT
 Approximately \$640,000 (\$638,100 – \$659,400)	 710 additional square feet (office or storage space only; no additional public space)

Fire Suppression Options

SYSTEM	FIRE PROTECTION	RISK TO ARCHIVES	INSTALLATION COST
 Wet Pipe Sprinklers	High	High (water damage)	\$185,844 (\$20.78 / SF)
 Pre-Action System + Dry *	High	Low–Moderate	\$198,304 (\$22.20 / SF)
 Chemical Suppression + Dry System *	Very High	Very Low	\$263,104 (\$29.46 / SF)
 Early Notification	Moderate	Very Low	Free

* The museum portion (600 SF) and the basement (2,100 SF) will be protected with chemical or pre-action suppression. The remainder of the building (6,230 SF) will be protected with a dry system.

Fire Protection Considerations



Early notification and prompt response have protected the facility for approximately 70 years while avoiding the risk of accidental water damage.



That approach remains a reasonable baseline, particularly when paired with fire-rated construction and other passive safeguards.



If Council chooses an additional level of protection, a pre-action dry system appears to offer the best balance of protection, water-damage risk, and cost.

RISK MITIGATION

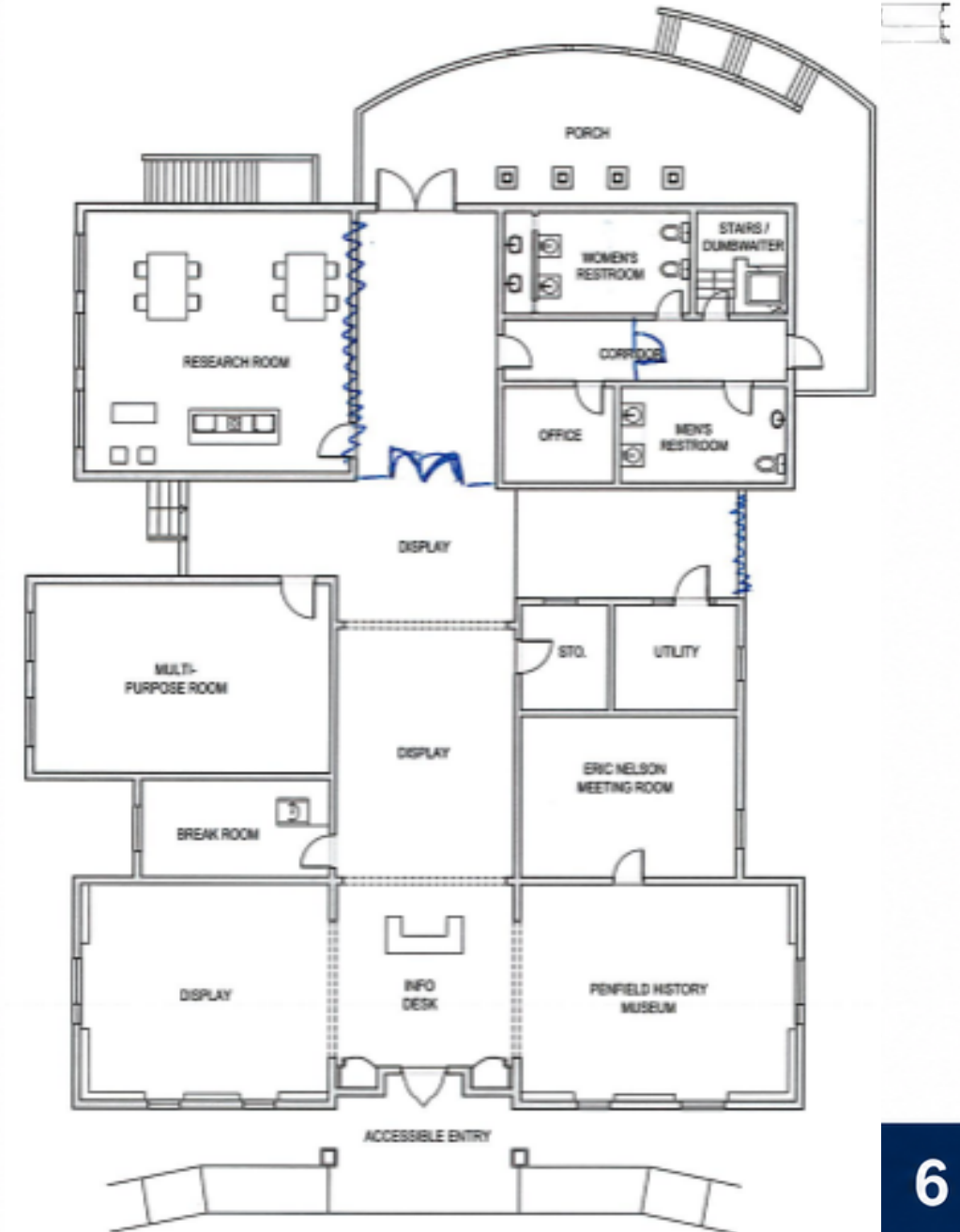
- ✓ Early notification fire alarm
- ✓ Fire-rated construction
- ✓ Compartmentalization
- ✓ Environmental controls
- ✓ Portable extinguishers

Bathroom Location



**Recommendation:
Leave as is.**

- ✓ Keeps archival functions together
- ✓ Cost savings



Dumbwaiter



- ✓ Existing stairs will remain.
- ✓ The dumbwaiter will be replaced within the existing shaft.



Staff Recommendations



Do not expand the archives footprint.



Leave bathrooms where originally proposed.



Replace the existing dumbwaiter within the existing shaft.



Use enhanced fire detection and passive fire protection in lieu of automatic water suppression in the archive storage area.



Tufts Archives

Thank you.

