



**HISTORIC PRESERVATION COMMISSION
SPECIAL MEETING
DECEMBER 16TH, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
02:00 PM**

Members Present:

Eric Von Salzen, Chair
Tom Schroeder, Vice Chair
Anne Lucey
David Herring
Richard Vincent
John Taylor
Terry Lurtz

Members Absent:

Staff Present:

Alex Cameron, Planning Supervisor
Alexandria Rye, Senior Planner
Shannon Konstantinou, Clerk to the Board

Approximately 0 members of the public in attendance.

I. Call to Order

Mr. Von Salzen called the Special Meeting to order at 02:08 PM and explained the purpose of this meeting for the Historic Preservation Commission.

Mr. Schroeder and Staff discussed Approval of Minutes being done during the Regular Meeting and not during the Work Session.

II. General Business

A. Discussion and Consideration of Revisions to the Historic District Standards

Mr. Von Salzen opened discussion of the proposed revisions to the Historic District Standards. Ms. Rye, Mr. Cameron, and the Commission reviewed and discussed the documents submitted by Staff outlining proposed changes to sections of the Historic District Standards dealing with the application process and related revisions to the Standards (page 13 section E).

The Commission and Staff debated the merits of an increased submission deadline and discussed the quasi-judicial procedure. The Commission and Staff discussed Staff's ability to deny scheduling an application for a Public Hearing until the application is deemed complete.

Mr. Terry Lurtz joined the meeting at 02:31 PM.

The Commission and Staff discussed the impact of the Pinehurst Development Ordinance on Historic Preservation Commission decisions.

The Commission and Staff discussed the process for adopting the revisions made to the Standards and the importance of not losing momentum in determining Minor vs. Major work items.

The Commission and Staff agreed to change the submission deadline to 4 weeks prior to each monthly hearing and make the suggested revisions to the language of the Standards page 13, section E.

The Commission and Staff discussed the New Resident Brochure given out and whether the language of the brochure is sufficient in notifying residents of the requirement to obtain a COA for work done on a property within the Historic District.

The Commission and Staff discussed whether non-contributing properties within the Historic District should be relegated to Staff for approval as Minor Work items.

The Commission and Staff reviewed a revised Historic Certificate of Appropriateness (COA) Major and Minor application packet. The Commission and Staff discussed adjusting the language of the “Appeals Process” section of the proposed application packet to read as the same as the Standards language on this matter and the application packet being offered separately from the Standards or being included in the Standards. Mr. Von Salzen suggested revisiting the location of the application packet at a later time when the Standards revisions have been finalized. Mr. Schroeder stated it is important the application tracks the language of the Standards. The Commission discussed needing Council’s approval to amend the application packet should it be included as part of the Standards. The Commission and Staff discussed the details of the COA checklist being similar to a permit application checklist and debated the language used in the COA checklist. Staff clarified the application packet will predominately be used by the Staff and Applicant during the initial process of applying for a COA and would not necessarily be used or seen by the Commission, and the presentation of the application packet during the work session was purely informative for the Commission. Staff stated combining the Minor and Major Work applications into one facilitates Staff review of the application to determine the scope of work being proposed and prompts the applicant to thoroughly consider proposed work. The Commission and Staff agreed the application packet is useful and Staff will finalize the application packet in the coming months.

The Commission and Staff discussed the need for an additional work session and the potential revisions to the Standards that will be covered. The Commission and Staff agreed to schedule a work session for January 27, 2022 at 02:00 PM. Mr. Lurtz stated he will be in Los Cabos, Mexico.

III. Next Meeting Date

A. Regular Meeting January 27, 2022.

IV. Motion to Adjourn

Mr. Schroeder made a motion to adjourn the meeting. Seconded by Mr. Taylor.
Approved by a vote of 7-0 at 03:36 PM.

Respectfully Submitted,



Shannon Konstantinou
Clerk to the Board &
Planning Administrative Specialist
Village of Pinehurst

A videotape of this meeting is available on the Village website at 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.