



**Village Council  
Minutes for the Regular Meeting of April 09, 2024  
Assembly Hall  
395 Magnolia Road  
Pinehurst, North Carolina  
4:30 p.m.**

The Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, April 09, 2024, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. Patrick Pizzella, Mayor  
Dr. Jeff Morgan, Councilmember  
Ms. Barb Ficklin, Councilmember  
Mr. John Taylor, Mayor Pro Tem  
Mr. Jack Farrell, Councilmember  
Mr. Jeff Sanborn, Village Manager  
Ms. Shannon Konstantinou, Village Clerk  
Mr. Paul Conners, IT Specialist  
Ms. JoEllen Richter, IT Technician

And approximately 12 attendees, including 8 staff and 1 press.

**1. Call to Order.**

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

**2. Invocation by Pastor Ed Shuck and Pledge of Allegiance by Oliver Swanson and Peyton, Cooper and Willow Hocker.**

**3. Reports:**

**Village Manager**

- Mr. Jeff Sanborn, Village Manager, provided an update on the Assistant Village Manager recruitment process (narrowed down to 18 candidates with hopes of narrowing down the list further to candidates eligible for interviews within the next couple of weeks).

**Village Council**

- Mayor Pizzella reported on the April 06, 2024, Matinee Races; the March 27, 2024, North Carolina League of Municipalities Town & State Dinner at Pinehurst Resort No. 9; the April 07, 2024, Lake Pinehurst Homeowners Association meeting; the April 04, 2024, Planning & Zoning Board meeting; the April 15, 2024, deadline to submit nominations for the Village Heritage Foundation's Historic Plaque Program; and the April 15, 2024,

Neighborhood Advisory Committee meeting.

- Councilmember Morgan reported on the April 06, 2024, Matinee Races; the April 11, 2024, Central Pines Regional Council meetings; the April 13, 2024, Military Missions in Action Founders Day Gala; and commended Staff for all the work being done behind the scenes for the upcoming U.S. Open events within the Village.
- Councilmember Ficklin reported on the March 28, 2024, Historic Preservation Commission meeting; the April 01, 2024, Beautification Committee meeting; the June 10, 2024, deadline to submit nominations for the Beautification Committee's Warren H. Manning Award; and her April 09, 2024, visit to Scotland County Library with Mayor Pizzella.
- Mayor Pro Tem Taylor reported on the April 03, 2024, UNC – School of Government Top 10 Primer on Capital Budgeting for Local Elected Officials Webinar.
- Councilmember Farrell reported on the April 06, 2024, Matinee Races; and the April 08, 2024, Bicycle and Pedestrian Advisory Committee meeting.

**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**

- March 26, 2024, Regular Meeting
- March 26, 2024, Work Session

**End of Consent Agenda.**

Upon a motion by Councilmember Ficklin, seconded by Councilmember Morgan, Council unanimously approved the Consent Agenda by a vote of 5-0.

**5. Consider Resolution 24-13 Adoption of Regulatory and Advisory Roadway Signage Policy.**

Mr. Mike Apke, Public Services Director, provided background on the proposed Regulatory and Advisory Roadway Signage Policy.

Upon a motion by Councilmember Farrell, seconded by Councilmember Morgan, Council unanimously approved Resolution 24-13 adopting the Regulatory and Advisory Roadway Signage Policy by a vote of 5-0.

**RESOLUTION #24-13:**

**A RESOLUTION ADOPTING A REGULATORY AND ADVISORY ROADWAY SIGNAGE POLICY.**

**WHEREAS**, the Village Council of Pinehurst, North Carolina, is desirous of adopting a regulatory and advisory roadway signage policy;


**WHEREAS**, this policy shall be reviewed in accordance with the Village's overall policy update schedule and framework as determined by the Village Manager or directed by Village Council.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Pinehurst, North Carolina, in the Regular Meeting assembled this 9th day of April 2024 as

follows:

**SECTION 1.** That the Regulatory and Advisory Roadway Signage Policy is hereby adopted; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

**THIS RESOLUTION** passed and adopted this 9th day of April 2024.

	<b>VILLAGE OF PINEHURST STANDARD PROCEDURE</b>	
SUBJECT: Regulatory and Advisory Roadway Signage	Effective Date: 04.09.2024	
Department: Public Services	Policy No.: 55	
Prepared by: Mike Apke	Revised:	
Approved by: Village Council	# of Pages: 3	

**PURPOSE:** To establish a policy and procedure for the placement of regulatory and advisory roadway signage, reduce visual clutter and improve safety by eliminating unnecessary signs in the Village of Pinehurst.

**POLICY:**

To achieve the stated purpose, all roadway signage shall conform to the following guidelines:

- All traffic signs placed on the Village's street system shall conform to the appearance criteria of the Manual on Uniform Traffic Control Devices (MUTCD);
- Signs are generally to be kept to a minimum and are only to be used where they convey essential information;
- When a new sign is warranted, the least number of signs shall be used and, to the extent possible, located on an existing pole(s);
- The following signs will be posted at the entrance of each subdivision (where an identifiable entrance exists) or in other prominent locations and are deemed sufficiently informative for the entire subdivision. At the Village Manager's (or designee's) discretion, additional signage may be placed in larger subdivisions on collector roads, but should not be closer than 2,500 feet from another sign of similar type on the same road;
  - Speed Limit, Entire Subdivision
  - No Parking in Right-of-Way, 11PM to 7AM
- The following regulatory signs will be placed in appropriate locations based on traffic

or topographical needs. These signs are not necessarily limited in number but are contingent on the needs of the specific location.

- Stop Sign
  - Pedestrian Crossing
  - All Way Stop
  - Dead End
  - Do Not Enter
  - One Way
  - Yield
  - No Parking
  - No Parking Between Signs
  - No Outlet
  - No Through Traffic/Trucks
  - No U Turn
  - Golf Cart Crossing
  - School Crossing
  - School Zone
  - Roundabout
- The following advisory signs will be limited in their use. Placement of these advisory signs will be at the discretion of the Village Manager or designee.
    - Deer Crossing
    - Stop Sign Ahead
    - Pedestrian Crossing Ahead
    - Blind Driveway/Intersection
    - Bump
    - Caution Watch for Turning and Entering Vehicles
    - Curve Left/Right
    - Do Not Block Intersection
    - Fire Station
    - Island Ahead
    - Keep Right
  - Areas with active Community Watch programs may coordinate with the Village Police Department to install “Community Watch” signs within their neighborhood. Sign locations shall be as approved by the Village Manager and Police Chief.
  - The Village generally does not install “Children at Play” signs because numerous studies show that they are ineffective, create a false sense of security, and do not normally reduce the speed of traffic or make drivers more observant.

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

6. **Consider Resolution 24-14 Amendment of the Comprehensive Plan Adoption, Amendment, and Implementation Policy.**

Mr. Doug Willardson, Assistant Village Manager, and Mr. Alex Cameron, Planning Director, reviewed the proposed amendments to the Comprehensive Plan Adoption, Amendment, and Implementation Policy and discussed the amendment including removal of sentence 2 in paragraph 4 of page 1 of the policy.

Upon a motion by Councilmember Ficklin, seconded by Councilmember Farrell, Council unanimously approved Resolution 24-14 amending the Comprehensive Plan Adoption, Amendment, and Implementation Policy by a vote of 5-0.

**RESOLUTION #24-14:**

**A RESOLUTION AMENDING THE COMPREHENSIVE PLAN ADOPTION, AMENDMENT, AND IMPLEMENTATION POLICY.**


**WHEREAS**, the Village Council of Pinehurst, North Carolina, is desirous of amending Council Policy #51: Comprehensive Plan Adoption, Amendment, and Implementation;

**WHEREAS**, this policy shall be reviewed in accordance with the Village's overall policy update schedule and framework as determined by the Village Manager or directed by Village Council.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Pinehurst, North Carolina, in the Regular Meeting assembled this 9th day of April 2024 as follows:

**SECTION 1.** That the Comprehensive Plan Adoption, Amendment, and Implementation Policy is hereby amended; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

**THIS RESOLUTION** passed and adopted this 9th day of April 2024.

	<b>VILLAGE OF PINEHURST</b> <b>VILLAGE COUNCIL POLICY</b>	
SUBJECT:	<b>Comprehensive Plan, Adoption, Review, and Amendment</b>	Effective: 10.26.2021
Department:	Planning	Policy No.: 51
Prepared by:	Doug Willardson and Alex Cameron	Revised: 04.09.2024
Approved by:	Village Council	# of Pages: 2

**PURPOSE:**

The purpose of this policy is to define the process whereby the Village Council will adopt, review, and if necessary, amend a Comprehensive Plan.

## **POLICY:**

A Comprehensive Plan sets forth goals, policies, and programs intended to guide the present and future physical, social, and economic development within the Village of Pinehurst's planning jurisdiction to ensure coordinated, efficient, and orderly development based on an analysis of present and future community needs.

In accordance with NCGS 160D-501, the Village's process for adopting and amending the Comprehensive Plan shall include opportunities for citizen engagement. To adequately guide future growth, the Comprehensive Plan must be reasonably up to date and may be amended from time to time.

The Village Council will periodically review and update the Comprehensive Plan to avoid disparities between the Comprehensive Plan, market & economic realities, actions taken as specified in the Plan, and existing and emerging conditions.

## **PROCEDURES:**

### Comprehensive Updates

The Village Council will prepare and adopt a comprehensive update to the Village's Comprehensive Plan approximately every 10 years. This includes a complete and thorough review and update of the entire plan based on reviews of existing and emerging conditions and community engagement and input.

### Quadrennial Review

At a minimum, every four years the Village Council will review the Comprehensive Plan for continued applicability and any discrepancies between significant plan components and existing and emerging conditions to determine if an update or amendment is needed. This shall be done in odd numbered years and in the fall leading into the Village's strategic retreats.

Should the Village Council determine an update or amendment(s) to the Plan is required, applicable amendment(s) or updates will be developed by Council with staff guidance. At a minimum, public involvement will include a public hearing before the Planning Board and Village Council. After consultation and review by the Planning Board those updates or amendment(s) will be adopted by the Council.

### Annual Implementation Review and Updates

Every year in December, the Village Council will review the status of any Comprehensive Plan Implementation Strategies in an annual strategic planning retreat.

### Other Updates

The Village Council may also consider Comprehensive Plan amendments outside of the regularly scheduled Comprehensive Plan updates when necessary. This may include, but is not limited to, the following triggering events:



- Changes in legal and/or regulatory requirements.
- Related plans adopted by the Village Council, including but not limited to, small area plans, neighborhood plans, hazard-mitigation plans, transportation plans, housing plans, and recreation or open space plans.
- Significant market changes or new information that may create a demonstrated need to adjust the Plan.
- Creation of a previously non-existent land use category.

In the event that a proposed amendment to the Village's zoning map or Pinehurst Development Ordinance is inconsistent with the Comprehensive Plan, the Village Council should amend the Comprehensive Plan prior to or concurrent with approval of any such amendments.

**7. FY 2025 Strategic Operating Plan (SOP) Preview**

Mr. Jeff Sanborn, Village Manager, and Ms. Dana Van Nostrand, Financial Services Director, reviewed and discussed with Council the FY 2025 Strategic Operating Plan Preview, which highlighted the Areas of Focus, Opportunities for Improvement and Innovation, Initiative Action Plans FY 2025 – 2029, Projects FY 2025 – 2029, Evaluations FY 2025 – 2029, FY 2025 – 2029 Five-Year Financial Forecast, and Council Discussion / Direction (including a Key Dates table for FY 2025 SOP development and review).

Council asked that a list of all 31 Projects and 18 Evaluations be provided to Council for review and agreed to provide clear guidance to Staff during the final development stages of the FY 2025 SOP.

Additionally, Council asked that Staff provide feedback from the quarterly "Listening Sessions" conducted with local businesses so Council may include this feedback in their consideration of future Village projects or needs.

**8. Other Business.**

None.

**9. Comments from Attendees.**

Ms. Lynn Goldhammer asked that the Village consider purchasing a used ladder truck or researching other lower cost resources for fire equipment and spoke in favor of the library remaining in the Downtown area of the Village and engaging in book borrowing services with surrounding libraries.

Ms. Debbie Lalor expressed displeasure with the new sand sidewalks, asked the Village to consider Short-Term Rental tracking software, and asked Council to consider revising the Social District hours proposed for the 2024 U.S. Open.

**10. 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 06:25 p.m.

Respectfully Submitted,

  
Shannon Konstantinou  
Village Clerk

*A videotape of this meeting is located on the Village website: [www.vopnc.org](http://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*