



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF FEBRUARY 12, 2019
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.

2. Reports:

Manager

Council

3. 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 Draft Village Council Meeting Minutes.

January 22, 2019 Regular Meeting

January 22, 2019 Work Session

January 22, 2019 Closed Session

B. Budget Amendments Report

End of Consent Agenda.

4. Presentation by the League of Women Voters

5. Presentation by Lt. Col. Chris Castro, NC National Guard regarding Selective Service System County Board

6. Discuss and Consider Resolution 19-03 to Appoint Charles Russell to the Board of Adjustment and Planning and Zoning Board.

7. Discuss and Consider a Request from Habitat for Humanity to Waive Permit and Inspection Fees.

8. Request for Sponsorship - US Amateur Parking Arrangements

9. Discuss and Consider the Recommendation from the Library Working Group

10. Motion to Adjourn Regular Meeting and Enter Public Hearing.

11. Public Hearing No. 1

The purpose of the public hearing is to consider a request by request by R & M Commercial Real Estate, LLC for a Major Site Plan Review in order to construct a 40 unit townhome development. This property is identified as Moore County PID# 98000634 and is located at Laforet Ln. and Laforet Ct. near the intersection of Foxfire Rd. and Linden Rd.

12. Motion to Adjourn Public Hearing and Re-Enter Regular Meeting.
13. Discuss and Consider a Request by R&M Commercial Real Estate, LLC for a Major Site Plan in Order to Construct a 40-unit Townhome Development.
14. Q2 Update on the Status of the FY 2019 Strategic Operating Plan Implementation.
15. Presentation of Quarterly Financial Statements for the Quarter Ended December 31, 2018.
16. Discuss and Consider Traffic Preemption Agreement and Budget Amendment
17. Consider Recommended Changes to Fees and Charges Schedule.
18. Update on the Status of the Comprehensive Long Range Plan.
19. Other Business.
20. Comments from Attendees.
21. 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.



**COUNCIL
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

- ▣ 2019 Key Partners and Collaborators



Council Member to Report	Partners & Collaborators
Nancy Fiorillo	Neighborhood Advisory Committee
	Moore County Schools
	Pinehurst Resort
John Bouldry	First Health
	NCDOT/MCTC/TARPO
	Triangle J. COG
	Moore County
Judy Davis	Pinehurst Business Partners
	Beautification Committee
	Given Memorial Library Working Group
Kevin Drum	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
	Partners in Progress
Jack Farrell	Bicycle and Pedestrian Advisory Committee
	Convention and Visitors Bureau



APPROVAL OF DRAFT VILLAGE COUNCIL MEETING MINUTES.

ADDITIONAL AGENDA DETAILS:

January 22, 2019 Regular Meeting
January 22, 2019 Work Session
January 22, 2019 Closed Session

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

2/4/2019

MEMO DETAILS:

Attached are the draft minutes from the Village Council regular meeting, work session and closed session on January 22, 2019, for Council to approve.

ATTACHMENTS:

Description

- ☐ January 22, 2019 Regular Meeting
- ☐ January 22, 2019 Work Session



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JANUARY 22, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, January 22, 2019 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 34 attendees, including 9 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo, called the meeting to order.

2. Invocation and Pledge of Allegiance.

Invocation given by Pastor Rod Stone.

**3. Reports:
Manager**

- Announced the Police Department hired a new police officer, Bogey the K-9 officer.
- Thanked everyone for helping with the new recycling guidelines. Explained the Village is still having some challenges with contamination of the recyclables.

Council

- Mayor Nancy Fiorillo announce that 2 weekends ago a bridge tournament was held in Assembly Hall and brought in around 350 players from all over the area. The group loved the facilities at Village Hall and will be back for another tournament in Pinehurst.
- Councilmember Judy Davis stated that the Library Working Group will present their recommendation at the work session tonight.
- Councilmember Kevin Drum stated they attended a TriCities meeting today. They discussed the recycling issues that all local municipalities are currently struggling with.

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.

- December, 2018 Public Safety Reports
- Approval of Draft Village Council Meeting Minutes.
 - January 8, 2019 Regular Meeting
- Budget Amendments Report.

End of Consent Agenda.

Upon a motion by Councilmember Farrell, seconded by Councilmember Bouldry, Council unanimously approved the Consent

agenda by a vote of 5-0.

5. Motion to Recess Regular Meeting and Enter into a Public Hearing.

Upon a motion by Councilmember Davis, seconded by Councilmember Drum, Council unanimously approved to recess the regular meeting and enter into a public hearing by a vote of 5-0.

6. Public Hearing No. 1

Natalie Hawkins, Assistant Village Manager, explained this public hearing was to receive public comments regarding an amendment to the Annexation Agreement between the Village of Pinehurst and the Town Southern Pines.

There were no public comments.

7. Motion to Adjourn Public Hearing and Re-Enter Regular Meeting.

Upon a motion by Councilmember Bouldry, seconded by Councilmember Davis, Council unanimously approved to adjourn the public hearing and re-enter the regular meeting by a vote of 5-0.

8. Consider Ordinance 19-02 to Amend the Annexation Agreement with The Town of Southern Pines.

Upon a motion by Councilmember Drum, seconded by Councilmember Farrell, Council unanimously approved Ordinance 19-02 amending the Annexation Agreement with The Town of Southern Pines by a vote of 5-0.

9. Review and Approve the FY 2020 Balanced Scorecard and Areas of Focus.

Lauren Craig, Performance Management Director, reviewed the proposed FY 2020 Balanced Scorecard and Areas of Focus, which Council amended at the Planning Retreat. Ms. Craig explained Council's approval is needed to ensure that Senior Leaders develop the FY 2020 Strategic Operating Plan and submit budget requests that address the priorities for improvement that Council and Senior Leaders identified at the Retreat.

Upon a motion by Councilmember Drum, seconded by Councilmember Bouldry, Council unanimously approved FY 2020 Balanced Scorecard and Areas of Focus as presented by a vote of 5-0.

10. Discuss and Consider a Letter of Support for the Town of Carthage Appeal of the Laurel Ridge Subdivision to the Moore County Planning Board.

Natalie Hawkins, Assistant Village Manager, stated the Village received a letter from Carthage Town Manager, Tom Robinson, which opposes the approval of the Laurel Ridge Subdivision preliminary plat does not protect the Highway 15/501 corridor in accordance with the approved Moore County Comprehensive Transportation Plan (MCCTP). Ms. Hawkins explained it's critical that NCDOT and local governments coordinate on relevant land development reviews and all transportation projects to ensure proper implementation of the CTP. One project identified in the MCCTP, is a proposed realignment of Highway 73 and McCaskill Road, north of the Village limits. This road realignment project would be compromised if the Laurel Ridge Subdivision is allowed to be developed according to the approved preliminary plan.

Mayor Nancy Fiorillo stated that this is a very dangerous intersection. Councilmember Drum stated they are not against development, we are just for honoring the Moore County Transportation Plan. Councilmember Bouldry stated the County's Land Use Plan along with the CTP are tools that should be used when deciding on new development.

Upon a motion by Councilmember Bouldry, seconded by Councilmember Farrell, Council unanimously approved to authorized the Mayor to sign a letter of support for the Town of Carthage Appeal of the Laurel Ridge Subdivision to the Moore County Planning Board by a vote of 5-0

11. Discuss and Consider Resolution 19-02 Appointing a New Voting Member to the Moore County Transportation Advisory Committee.

Upon a motion by Councilmember Drum, seconded by Councilmember Davis, Council unanimously approved Resolution 19-02 appointing John Bouldry, Mayor Pro Tem, to the Moore County Transportation Advisory Committee by a vote of 5-0.

12. Discuss the Terms of a Proposed Contract with the Moore Co. Convention and Visitors Bureau (CVB) for Welcome Center Visitor Services.

Natalie Hawkins, Assistant Village Manager explained the potential terms of a formal contract between the Village of Pinehurst and the Moore Co. Convention and Visitors Bureau (CVB) for providing visitor services at the Welcome Center. Ms. Hawkins stated that in January 2018, the Village entered into a trial partnership with the CVB for visitor services at the Welcome Center that has proven to be effective and staff is recommending the Council consider a formal contract for this partnership. Currently the annual expense for the Welcome Center is \$60,000 and typically is staffed with Volunteers. Village staff is recommending the Council consider the proposed contract with the CVB, which entails the CVB share half of

the expense to run the Welcome Center at \$30,000. The CVB board hasn't agreed to the terms of these proposed contact, they actually returned and asked if Council would agree to \$20,000 instead of the proposed \$30,000. The CVB Board will revisit the item again in March. Council agreed to stick with the proposed \$30,000 for the contract amount.

13. Discuss and Consider Ordinance 19-03 Amending the General Fund Budget to Replace Asphalt Patching Funds in Streets and Grounds.

Jeff Batton, Assistant Village Manager, explained that the original amount budgeted for road repairs had to be reallocated to repair the extensive damages at Lake Shore Court. They are still waiting to hear from the County on whether or not they will agree to accept some financial responsibility. Councilmember Davis asked if maybe a contingency fund needed to be set aside for repairs of this nature if the County is going to take a stance like this. Jeff Batton explained it wasn't a bad idea, however he hasn't ever had an issue like this one occur.

Upon a motion by Councilmember Davis, seconded by Councilmember Farrell, Council unanimously approved Ordinance 19-03 amending the General Fund budget to replace asphalt patching funds in streets and grounds by a vote of 5-0.

14. Request for Sponsorship Carolina Polocrosse Club

Mark Wagner, Parks and Recreation Director, explained staff received an official sponsorship request to renew a previous agreement between the Carolina Polocrosse Club (CPC) and the Parks and Recreation Department for use of the Pinehurst Harness Track. The Club would like to renew their agreement in part under the Village's new Sponsorship Policy moving forward for future practices and tournaments at the facility. CPC is requesting the following as part of a Sponsorship agreement:

- CPC desires to continue using the Pinehurst Harness track as their home field and continue hosting a minimum of 2 tournaments annually. All applicable fees will apply.
- CPC intends to present a bid to host the American Polocrosse Nationals in Pinehurst in 2020.
- CPC requests use of the 1 Mile track centerfield for club practice at least twice monthly at no charge. Dates and times will be approved by the Track Superintendent.
- CPC requests continued use of the equipment storage locker in Barn 10.
- CPC continues to want to help promote the Pinehurst Harness Track and will continue to offer demos, special events and charity events for the facility.

Michelle Lahr, Secretary and Tournament Organizer for Carolina Polocrosse, spoke with Council about the renewal and stated the Harness Tract was a perfect home for their team. Councilmember Farrell asked the terms of the sponsorship. Mark Wagner stated the proposal would be reviewed annually.

Upon a motion by Councilmember Farrell, seconded by Councilmember Bouldry, Council unanimously approved the sponsorship for the Carolina Polocrosse Club by a vote of 5-0.

15. Request for Sponsorship Sandhills Motoring Festival

Mark Wagner, Parks and Recreation Director, explained staff has received a request from the organizers of the Sandhills Motoring Festival asking the Village to sponsor their event which is planned for May 25-26, 2019. The Motoring Festival is described as a non-profit event, although they don't have a nonprofit status, designed to showcase collector automobiles from various brands including, but not limited to, Porche and Mercedes Benz. The Festival is intended to showcase the Sandhills and Pinehurst area by encouraging participating automobile clubs to gather for meetings and social functions in the community while attending the event. Funds raised by the Festival will be used to support local foundations, including funding scholarships for the automotive program at Sandhills Community College.

The group would like to use Tufts Park to host a VIP event on May 25 in the evening to showcase new and old automobiles on display. This would also possibly tie into an event similar to a Wine Walk which have been held in the past downtown. Sunday, May 26 would feature the potential of up to 200 vehicles on display on Village streets.

In return for the Village being listed as a Title Sponsor on event promotional materials and any event signage during this event, they are requesting the following:

- Complimentary use of the Village Green on Saturday and Sunday, May 25-26, 2019.
- Complimentary use of the Village stage on Saturday and Sunday, May 25-26, 2019.
- Equipment support at no cost to include road barricades, traffic cones and recycling bins for Saturday and Sunday, May 25-26, 2019.

Marvin Waters, president of the Sandhills Motoring Festival, stated they were hoping to build the festival up to an event that may one day replace the Concours that used to be held in the Village. He explained this the 2nd year of the festival, last year it was held at Little River Golf Club, where they had about 70 cars competing. This year they are wanting to come to Pinehurst and grow the festival, they expect around 125 cars this year. Steve Redwine, associate of the festival, stated they really wanted to promote the Village of Pinehurst.

Mr. Wagner explain that in order to fully comprehend the scope of this event, staff would need to see a Temporary Use Permit application from the organizers. The Temp Use Permit requires a map, layout, locations of street closures, Police officers requested, etc. This allows staff from multiple internal departments along with the Village Managers to fully review the application and their plans for the event. The application has been provided to the group and staff will gather more specific details of the event and its setup, which will warrant further review in order to approve the proposed layout and locations for vehicles on display.

Upon a motion by Councilmember Davis, seconded by Councilmember Farrell, Council unanimously approved the sponsorship for the Sandhills Motoring Festival by a vote of 5-0.

16. Other Business.

No other business was discussed.

17. Comments from Attendees.

- Tom Campbell referenced a big snow storm many years ago when the Village didn't have enough money in the fund balance to help cover storm expenses at that time. He agreed with Council's decision to fund the repairs to the damaged roads, as it was an emergency and not worth the fight.

18. Motion to Adjourn.

Upon a motion by Councilmember Bouldry, seconded by Councilmember Drum, Council unanimously approved to adjourn the Regular Meeting by a vote of 5-0 at 6:23 pm

Respectfully Submitted,

Beth Dunn,
Village Clerk

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**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF JANUARY 22, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a Work Session at 6:35 p.m., Tuesday, January 22, 2019, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John Bouldry, Mayor Pro Tem
Ms. Judy Davis, Treasurer
Mr. Kevin Drum, Councilmember
Mr. Jack Farrell, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 15 attendees, including 5 staff and 1 press.

1. Discuss Points of Interest for Senator Tom McInnis

Mayor Pro Tem John Bouldry explained that Senator Tom McInnis requested the municipalities to list their 3 greatest needs, wants, and one special request to go before the general assembly at the upcoming legislative session. Mayor Pro Tem Bouldry has worked with Jeff Sanborn, Village Manager, to draft a list for the Village. Jeff Sanborn, Village Manager, reviewed the areas of interest to the Village. Mayor Pro Tem Bouldry stated that the ability to regulate design standards for housing was one area that all the municipalities agreed they would like to see changed. Other Village desires included supporting Governor Roy Cooper's state school bond package to relieve school bond debt for new and existing schools, modify the existing payment method for separation allowance for law enforcement officers, ETJ and annexation laws, and a solution to the recycling issues. Council asked Village Manager, Jeff Sanborn, to prepare a letter to Senator McInnis outlining these wants and needs.

2. Interim Report and Recommendations from the Library Working Group.

Councilmember Davis introduced Audrey Moriarty, Executive Director of the Givens Library and Tufts Archives and Stuart Mills, Vice Chairman, of the Givens Library and Tufts Archives Board. Ms. Moriarty explained that the Library Working Group was formed to evaluate the current services and future of the library. Councilmember Judy Davis reviewed the information provided by the Library Working Group. She stated that currently the books per resident ratio is 1:1, this ratio used to be 10:1 in the sixty's. However, there is no room in the Library for any more books or programs with the Tufts Archives being located in the same building. A rule of thumb is a library should have 1.5 to 5 times the books per resident. Mr. Mills reviewed the recommendation to have a formal needs assessment completed and for Council to consider leaving the 1 Million in escrow until the needs assessment has been completed and reviewed.

Councilmember Farrell asked couldn't the Library become a State Library. Ms. Moriarty stated that they have started the paperwork to become a State Library. Beginning July 1, 2019 they will start their provisional year under the State guidelines. She explained that being identified as a State Library would allow them access to materials and grants that they currently can't access. Councilmember Bouldry stated he would be interested to see the results from the public engagement from a Needs Assessment as times have changed and libraries are not like they once were. Councilmember Drum stated that the public should have input on what to do with the million dollars. He also explained that the recommendation made sounds like the decision has already been made to build a new building and that is not what he thought the working group would accomplish. He was hoping to see real options to move forward come from the Library Working Group. Councilmember Drum stated he fully supports investing in a library but he wants to see all options and public engagement on the topic.

Council came to a consensus that they would like to vote on the recommendation, to move forward with a formal needs assessment, at the next Regular Council Meeting on February 12, 2019.

3. Work Session Business

No additional work session business was discussed.

4. Motion to Recess Work Session and Enter into a Closed Session.

Upon a motion by Councilmember Davis, seconded by Councilmember Bouldry, Council unanimously approved to recess the work session and enter into a public hearing by a vote of 5-0.

5. Closed Session

Pursuant to NCGS §143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness and conditions of appointment of an individual public employee. Specifically, the Council will discuss Village Manager Jeff Sanborn's contract and performance review.

6. Motion to Adjourn Closed Session and Enter back into a Work Session.

Upon a motion by Councilmember Bouldry, seconded by Councilmember Drum, Council unanimously approved to adjourn the closed session and enter back into a work session by a vote of 5-0.

7. Motion to Adjourn.

Council unanimously approved to adjourn the Work Session at 9:00 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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**BUDGET AMENDMENTS REPORT
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

2/5/2019

MEMO DETAILS:

Attached is the report of budget amendments approved by the Budget Officer as required for the current period.

ATTACHMENTS:

Description

- Budget Amendments Report - FY 2019



**VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD JANUARY 17 - FEBRUARY 5, 2019**

Under Village of Pinehurst Ordinance #18-08, the Village Council grants the Budget Officer, or Village Manager, the ability to transfer appropriations under specific conditions. These conditions allow transfers of up to \$10,000 between departments (including contingency) of the same fund for the FY 2019 Budget. The Budget Officer may not transfer monies between funds at any time.

According to Section 159-15 of The Local Government Budget and Fiscal Control Act, "any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes." Listed below are the amendments authorized by the Budget Officer for the period specified above.

Note: Since appropriations are made at the department level, line item adjustments within the same department may be made without limit and do not require a report since they do not actually amend the adopted budget ordinance.

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>APPROVED DATE</u>
1	10-00-960-5400	Fleet-Departmental Supplies	\$ 4,500		1/15/2019
	10-00-960-7400	Fleet-Capital Outlay: Equipment		\$ 4,500	
	10-20-420-7410	Streets & Grounds-Capital Outlay: Fleet Equipment		\$ 4,500	
	10-10-310-5903	Police-Fleet Maintenance ISF Charges	\$ 2,000		
	10-10-320-5903	Fire-Fleet Maintenance ISF Charges	\$ 400		
	10-20-420-5903	Streets & Grounds-Fleet Maintenance ISF Charges	\$ 900		
	10-30-510-5903	Solid Waste-Fleet Maintenance ISF Charges	\$ 800		
	10-80-620-5903	Harness Track-Fleet Maintenance ISF Charges	\$ 400		

(Amendment to transfer savings from S&G equipment to Fleet Maintenance departmental supplies for purchase of upgrades to modify former Public Services Director truck. These minor upgrades will equip the vehicle to meet the needs of the Fleet Maintenance Department, thus eliminating the scheduled replacement of a fleet vehicle in the Capital Improvement Plan.



**PRESENTATION BY THE LEAGUE OF WOMEN VOTERS
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

2/4/2019

MEMO DETAILS:

Marcey Katzman with the League of Women Voters will give a short presentation on the Equal Rights Amendment and their quest to get NC Legislative approval.

ATTACHMENTS:

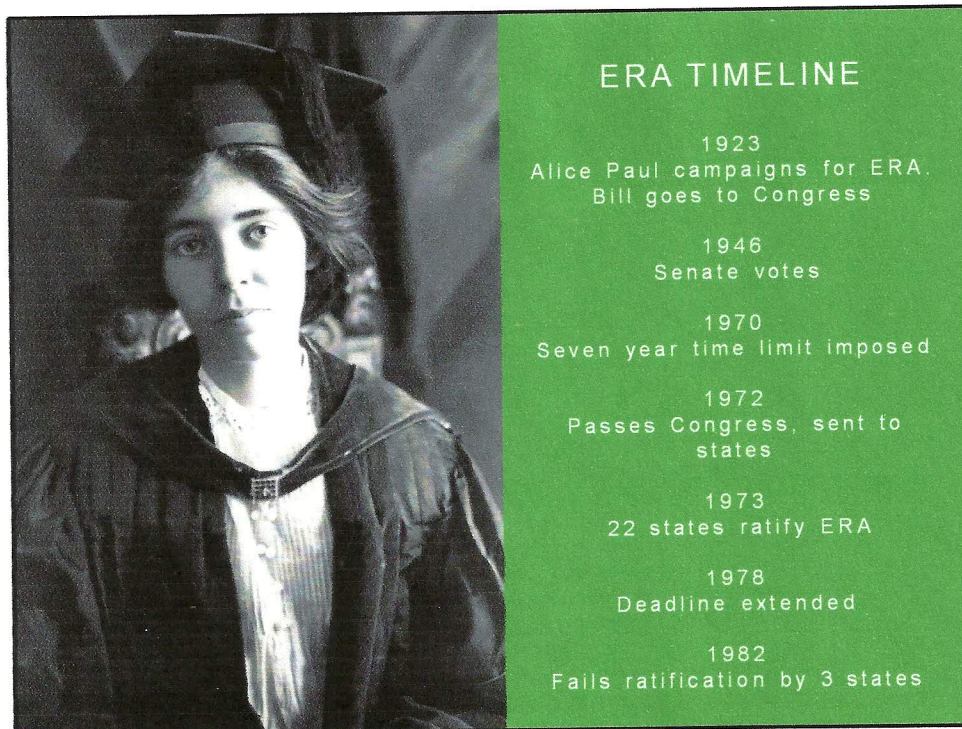
Description

▣ LWW Presentation

EQUAL RIGHTS AMENDMENT
PRESENTATION TO
VILLAGE OF PINEHURST COUNCIL MEETING
TUESDAY, FEBRUARY 12, 2019

**“EQUALITY OF RIGHTS UNDER THE LAW SHALL NOT BE DENIED OR ABRIDGED BY
THE UNITED STATES OR BY ANY STATE ON ACCOUNT OF SEX”**

- I - INTRODUCTION
- 2 - HISTORY OF WOMEN’S RIGHTS
- 3 - HISTORY OF EQUAL RIGHTS AMENDMENT
- 4 - WHY IS IT NECESSARY
- 5 - WHO/HOW WILL IT BENEFIT
- 6 - HOW WILL IT BENEFIT NORTH CAROLINA
- 7 - HOW WILL IT BENEFIT PINEHURST
- 8 - NEXT STEPS



Alice Paul started campaigning for the ERA in 1923, three years after women became voters.

She said "I never doubted that equal rights was the right direction. Most reforms---most problems—are complicated. But to me there is nothing complicated about ordinary equality."

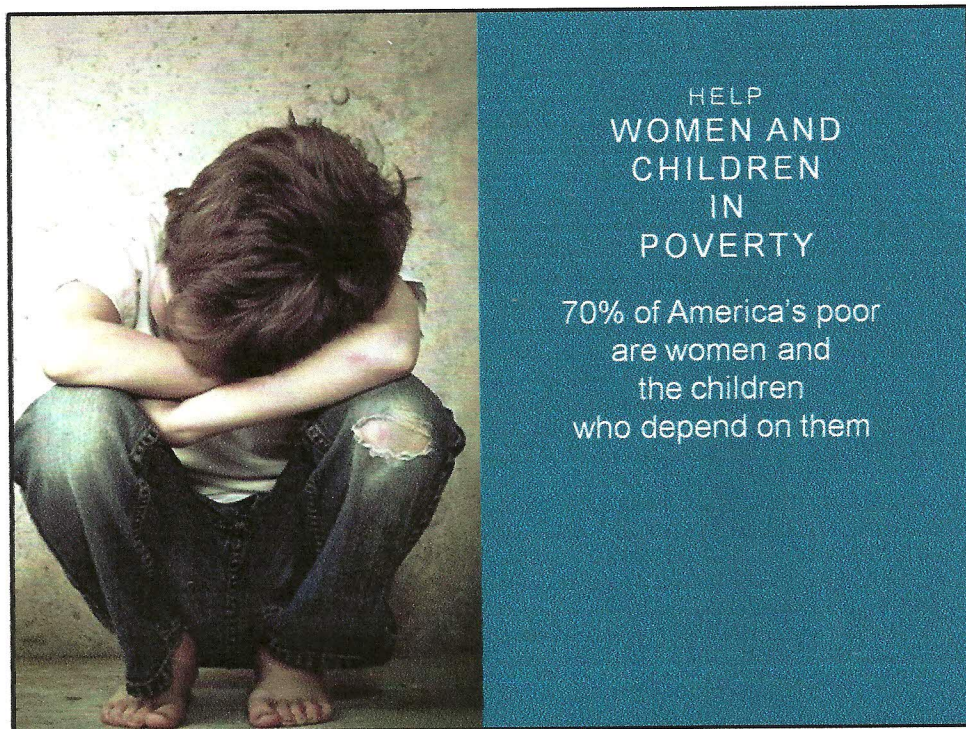
How can we not agree??



It would help victims of domestic violence receive justice.

According to the Supreme Court, enforcing domestic violence restraining orders isn't required, but left to police discretion. The ERA would assure that police could not give domestic violence less importance than stranger assault because the victims are predominantly women.

Currently, the federal government is investigating 147 colleges and universities for failing to protect students under Title IX provisions. The ERA would insure the legal rights in Title IX.



HELP
WOMEN AND
CHILDREN
IN
POVERTY

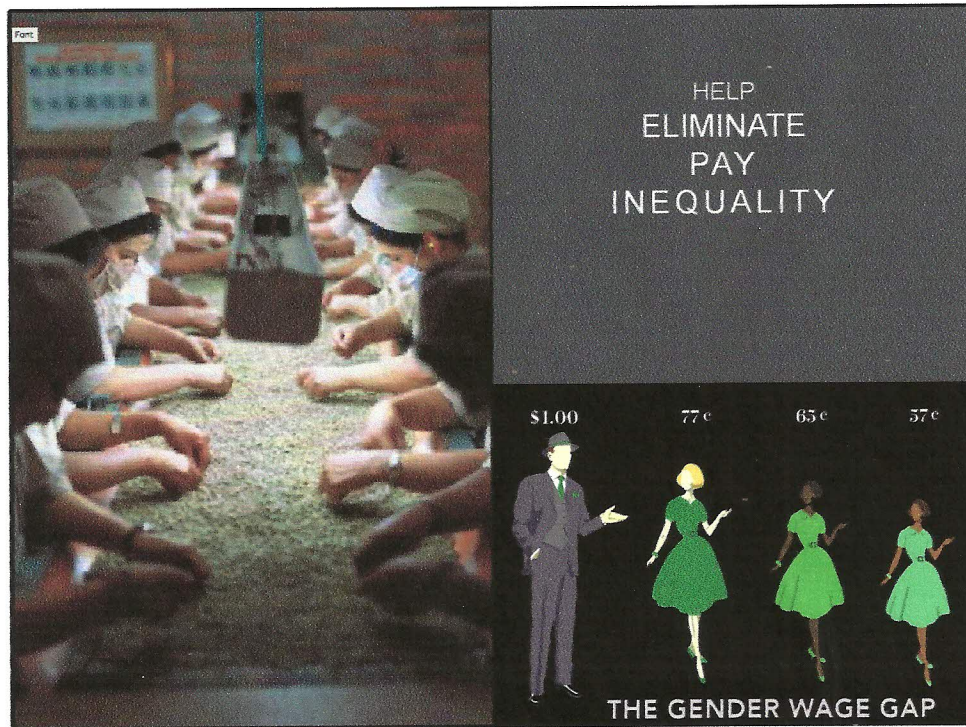
70% of America's poor
are women and
the children
who depend on them

It would no doubt help address women's and children's poverty.

Poverty of women and children brings down nations, communities and households.

Economic analyses by the World Bank, United Nations and Goldman Sachs demonstrate a significant statistical correlation between gender equality and the level of development of countries.

Multiple studies have shown that what is good for women is good for nations, neighborhoods, and families.



It would help eliminate pay inequality.
Women still earn something like 77¢ to a man's dollar.
That comparison of disparate pay for equal work has
hardly budged in 30 years!

LET YOUR VOICE BE HEARD
IN THE NORTH CAROLINA STATE LEGISLATURE

TOM McINNIS

NORTH CAROLINA STATE SENATE

300 N. SALISBURY STREET, ROOM 620

RALEIGH, NC 27603

tom.mcinnis@ncleg.net

919-733-5953

JAMIE BOLES

NORTH CAROLINA STATE HOUSE

300 N. SALISBURY STREET, ROOM 528

RALEIGH, NC 27603

jamieboles@ncleg.net

919-733-5903



**PRESENTATION BY LT. COL. CHRIS CASTRO, NC NATIONAL GUARD
REGARDING SELECTIVE SERVICE SYSTEM COUNTY BOARD
ADDITIONAL AGENDA DETAILS:**

FROM:

Jeff Batton

CC:

Jeff Sanborn

DATE OF MEMO:

1/31/2019

MEMO DETAILS:

Lt. Col. Chris Castro of the NC National Guard has requested an opportunity to make a brief presentation regarding Moore County's Local Selective Service System Recruitment Board and the need to recruit civilian members for the board. The role of the Board is to be prepared to assist if the need arises to implement the military selective service draft due to a grave threat to national security.

Technically, acceptance to the Board is considered a Presidential appointment.

Thanks.



**DISCUSS AND CONSIDER RESOLUTION 19-03 TO APPOINT CHARLES
RUSSELL TO THE BOARD OF ADJUSTMENT AND PLANNING AND
ZONING BOARD.**

ADDITIONAL AGENDA DETAILS:

FROM:

Beth Dunn

CC:

Jeff Sanborn & Natalie Hawkins

MEMO DETAILS:

Council will discuss and consider Resolution 19-03 appointing Charles Russell to the Planning and Zoning Board and the Board of Adjustment for the Village of Pinehurst, a seat left vacant by Myles Larsen. His appointment being considered would be effective March 1, 2019.

ATTACHMENTS:

Description

📎 Resolution 19-03

RESOLUTION #19-03:

**A RESOLUTION REGARDING AN APPOINTMENT TO THE PINEHURST
PLANNING AND ZONING BOARD AND BOARD OF ADJUSTMENT.**

WHEREAS, the Village of Pinehurst has established a Planning and Zoning Board and a Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statutes 160A-361 and 160A-388; and

WHEREAS, on the 13th day of March, 2012, the Pinehurst Village Council adopted Ordinance #12-10 to amend Chapter 31 of the Pinehurst Municipal Code to combine the Planning and Zoning Board and the Board of Adjustment; and

WHEREAS, there is a need to fill a vacancy on the boards; and

WHEREAS, Mr. Charles Russell and the Village Council of Pinehurst are desirous of Mr. Russell serving as a member of the Board of Adjustment and the Planning and Zoning Board.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 12th day of February, 2019, as follows:

SECTION 1. That the following appointment is hereby made to the Board of Adjustment and the Planning and Zoning Board for the term indicated:

Mr. Russell is appointed as a member of the Board of Adjustment and the Planning and Zoning Board, effective March 1, 2019, said term expiring on February 28, 2022.

SECTION 2. That this appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this 12th day of February, 2019.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____

Nancy Roy Fiorillo, Mayor

Attest:

Beth Dunn, Village Clerk

Approved as to Form:

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER A REQUEST FROM HABITAT FOR HUMANITY
TO WAIVE PERMIT AND INSPECTION FEES.**

ADDITIONAL AGENDA DETAILS:

FROM:

Natalie Hawkins

CC:

Brooke Hunter, Jeff Sanborn

DATE OF MEMO:

2/5/2019

MEMO DETAILS:

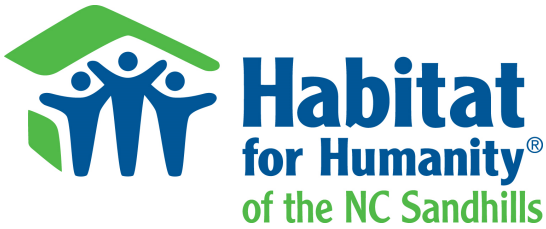
This agenda item is to consider a request from Habitat for Humanity of the NC Sandhills to waive permit and inspection fees associated with their Repair Program. Attached to this agenda item is a letter of request from Habitat for Humanity Executive Director, Amie Fraley, and a staff memo on the request.

Amie Fraley will attend the February 12th Council meeting and be available to answer any questions the Council may have about the request.

ATTACHMENTS:

Description

- ☐ Letter of Request from Habitat for Humanity of the NC Sandhills
- ☐ Staff Memo on Habitat Request



BUILDING HOPE!
2268NC 5 Highway, Aberdeen, NC 28315
Moore County Office: 910-295-1934
sandhillshabitat.org

Dear Village of Pinehurst,

Thank you for your partnership over the past 30 years. Since 1988, Habitat for Humanity of the NC Sandhills has been building affordable housing for local, hardworking families. Each Habitat family invests 300 hours of sweat equity for the opportunity to purchase a well-built home with an affordable mortgage. In addition to our new home construction, we also provide critical repairs to non-Habitat homes throughout Moore County for elderly and disabled residents. Our repairs typically include wheelchair ramps, roof repair/replacements and porch repairs. Our goal is to help residents remain in their homes safely and affordably.

Our "hand up" model includes a repayment of a small portion of the direct costs of each repair. These direct costs include materials, subcontracted labor, and permitting, etc. We do our best to develop relationships to minimize these costs as much as possible to enable us to serve as many families as possible. Repayment is determined by cost of repair with a sliding scale based on affordability for the family.

We are requesting assistance from The Village today to waive the permit fees associated with our repairs. Your partnership will allow us to serve more families within Pinehurst as our repair program continues. We anticipate the number of repairs performed within your jurisdiction to be less than 3-5 in any year.

If there are additional ways The Village of Pinehurst would like to partner with Habitat for Humanity throughout the year, please let us know! We are eager to find ways to bring as many volunteers to our construction sites as possible, and would enjoy the chance to host a day for your employees, elected officials and residents. For more information, please contact Amie Fraley at 910-295-1934.

In Partnership,

Amie N. Fraley
Executive Director



MEMORANDUM

To: Village Council
From: Natalie Hawkins
Date: February 5, 2019
Subject: Potential Partnership with Habitat for Humanity of the NC Sandhills

Habitat for Humanity of the NC Sandhills is requesting the Village of Pinehurst partner with them to help low-income homeowners who are affected by age, disability or family circumstances and struggle to maintain the integrity of their homes. Specifically, the Executive Director, Amie Fraley, has requested the Village waive permit and inspection fees for their home repair program to help make repairs more affordable for homeowners in Pinehurst and its extra-territorial jurisdiction (ETJ). This is similar to requests the Village often receives to waive Parks and Recreation fees for other not for profit organizations. Habitat for Humanity of the NC Sandhills is a 501(3)c charitable organization.

Should the Village Council agree to partner with Habitat for Humanity of the NC Sandhills, Council could simply modify the Fees and Charges Schedule to include a statement that “All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.” This would be similar to how we currently waive all tent inspection fees for horse shows at the Harness Track.

Background Information

Through Habitat’s Repair Program, people are able to reclaim their homes with pride and dignity and the elderly are able to age in place. The program eliminates substandard housing through home improvement projects and is a partial repayment program with 0% interest. Typical home repair improvements include ramps, roof repairs, porches, steps, siding/window replacements, and yard improvements. Repairs not performed by Habitat include plumbing, electrical or HVAC.

To be eligible for Habitat’s Repair Program, homeowners must demonstrate a need, have the ability to pay for the repairs, and be willing to partner. To demonstrate a need, homeowners must show that the scope of the repair will create a safe and decent home and the overall condition of the home must be sound enough to justify the repair cost. Homeowners must also be able to document both their financial need for help with the repairs as well as their ability to afford the repayment plan. Homeowner income must fall below 60% of the area median income, based on the number of family members. Homeowners must also demonstrate a willingness to participate in the preparation for and actual work of the repairs as they are able.

Since 2006, Habitat for Humanity of the NC Sandhills has completed 5 repairs in our planning jurisdiction, including the extra-territorial jurisdiction (ETJ). These repairs occurred in 2006, 2013, 2014, 2015, and 2017.

Habitat staff believes that if the Village agrees to partner with them on their Repair Program and waive associated permit and inspection fees and if Habitat promotes this partnership that the Village could expect to see no more than three (3) repairs in our jurisdiction annually.

The fees associated with residential alterations that are included on the proposed Fees and Charges Schedule for the February 12, 2019 Council meeting are \$175 planning fee and a \$0.17/square foot inspection fee. Proposed compliance inspection fees are \$100/inspection. Because of the types of repairs under Habitat's Repair Program are exterior repairs, a typical fee charged per repair would likely be \$275. Therefore, the estimated financial impact of this proposal is approximately \$825 per year if three repairs were made annually.

Evaluation of the Opportunity to Partner with Habitat for Humanity of the NC Sandhills

As with any opportunity, Village staff have conducted an evaluation to determine if entering into a partnership with Habitat is an opportunity the Village should pursue. This evaluation included an assessment of the potential risk (or harm) to the Village if we pursue this opportunity versus if we do not pursue this opportunity. The table below indicates the risk assessment completed:

Risk Assessment (or Potential Harm)		
Enter Into a Partnership with Habitat	Likelihood (Certain, Likely, Possible, or Rare)	Severity (Extreme, Severe, Moderate, or Minimal)
Village will forgo permit and inspection fee revenue for residential repairs (\$825)	Certain	Minimal
Do Not Enter Into a Partnership with Habitat	Likelihood (Certain, Likely, Possible, or Rare)	Severity (Extreme, Severe, Moderate, or Minimal)
Village will forgo the opportunity to improve the quality of life for residents in the Village and ETJ	Possible	Minimal
Village will forgo the opportunity to improve the quality of housing in neighborhoods	Possible	Minimal

Overall, Village staff recommend the Council approve the proposed partnership because the opportunity to positively impact the quality of life for some residents and the quality of housing in neighborhoods outweighs the minimal financial risk to the Village.

Approval Process

Should Council agree with staff's recommendation, the partnership could be effected by including the following statement in the Fees and Charges Schedule: "All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived." The Ordinance to approve changes to the Fees and Charges Schedule is under a separate agenda item for the February 12, 2019 Council Regular Meeting and this statement has already been included as staff's recommendation.



**REQUEST FOR SPONSORSHIP - US AMATEUR PARKING
ARRANGEMENTS
ADDITIONAL AGENDA DETAILS:**

FROM:

Mark Wagner

CC:

Jeff Sanborn

DATE OF MEMO:

2/4/2019

MEMO DETAILS:

Staff received a request from Peter Stillwell with Tarheel Communications on behalf of Pinehurst Resort and the United States Golf Association regarding use of the Harness Track.

They are requesting use of the infields and tracks for parking during the 2019 US Amateur scheduled for August 12-18, 2019.

I have attached the Village's Sponsorship Policy as the USGA is a 501(c)3 non-profit organization. This use is similar in nature to the parking arrangement of the Concours d' Elegance and thus could fall under category "C" of the Village's policy. By comparison, previous US Open's utilizing the infields and tracks for parking utilized negotiated Lease Agreements.

The estimated rental rates for special events using both infields is \$1,200 per day which would result in a total rental fee due of \$8,400. This does not include any additional fees required for field restoration which could involve aeration, turf replacement, hydroseeding, etc. as deemed necessary.

Staff from the USGA will be present at the meeting to answer any questions and may be joined by representatives of the Resort and Tarheel Communications.

Thank you.

ATTACHMENTS:

Description

- ☐ Letter of Request
- ☐ Sponsorship Policy

Good Morning Mark,

Pinehurst in conjunction with the United States Golf Association is requesting use of the Harness Track infield on August 12-18, 2019. The parking area will be managed by Pinehurst Resort Staff and Tarheel Communications. We anticipate a similar parking set-up to how it was utilized during the Pinehurst Concours D'Elegance, based on the Village of Pinehurst approvals. We will have minimal roping, and we will have temporary restrooms and proper trash containers for the parking areas. Pinehurst will provide a vehicle shuttle system to move the spectators from the Harness track area to the Morganton Road cross-over.

Pinehurst is requesting the utilization of this space in trade for sponsorship identification during the U.S. Amateur Championship to include advertising in the event program and event sponsor signage. Complimentary tickets will be provided as part of the sponsorship.

I understand that this request will need to go to council for approval.

Please advise when you would like this to be presented to the Village Council.

Peter Ross Stilwell
Tarheel Communications Solutions
1 Collett Lane
Pinehurst, NC 28374
(910) 215-0861 o (910) 528-7101 c
peterstilwell@tarheelcommunications.com



RESOLUTION #15-38:

**A RESOLUTION ADOPTING A POLICY REGARDING STANDARDIZED
PROCESSING OF REQUESTS FOR VILLAGE SPONSORSHIP OF EVENTS
COORDINATED BY OTHER ENTITIES.**

THAT WHEREAS, many events occur in the Village of Pinehurst for which the event coordinator(s) request Village Sponsorship each year; and

WHEREAS, sponsorship may be in cash or in kind whereby the Village extends the use of Village facilities or staff for free or at a reduced rate; and

WHEREAS, it is important that the Village only extend sponsorship to the extent that it promotes the welfare, well-being and quality of life for our residents; and

WHEREAS, it is also important that sponsorship resources do not inappropriately augment the income or fund-raising of event coordinators;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled on the 22nd day of September, 2015, as follows:

SECTION 1. It shall be the Policy of the Village of Pinehurst that sponsorship requests be handled in accordance with the following criteria:

- a. For events coordinated by a non-profit for the apparent sole purpose of benefitting the community, sponsorship can be approved by the Village Manager after a careful review of the event, the event coordinator's status and all potential beneficiaries of the event.
- b. For events coordinated by a commercial entity for at least the partial purpose of earning profit, sponsorship for the first event of its type (subsequent to the passage of this resolution) may be approved in public by the Village Council. Sponsorship for subsequent similar events coordinated by the same entity may be approved in public by the Village Council after a review by the Village's Director of Financial Services of a full, financial accounting of the previous event.
- c. For events coordinated by either a commercial entity who has no clear financial gain at stake or by a non-profit that is attempting to raise funds, sponsorship may be approved by the Council in public for the first event of its type. For subsequent events, staff acts on Council approval of previous events unless/until the staff or the Council thinks something has changed that warrants re-consideration by the Council.

SECTION 2. That this Resolution shall be and remain in full force and effect from the date of its adoption.

Adopted this 22nd day of September, 2015.



Attest:

Lauren M. Craig, Village Clerk

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By:
Nancy Roy Fiorillo, Mayor

Approved as to Form:

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER THE RECOMMENDATION FROM THE
LIBRARY WORKING GROUP
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

2/4/2019

MEMO DETAILS:

Council will discuss and consider approving the recommendation submitted, at the January 22nd meeting, by the Library Working Group to move forward with a formal needs assessment.

ATTACHMENTS:

Description

- ▣ Library Working Group Presentation
- ▣ Library Working Group Report

Library Working Group Interim Report Overview

February 12, 2019

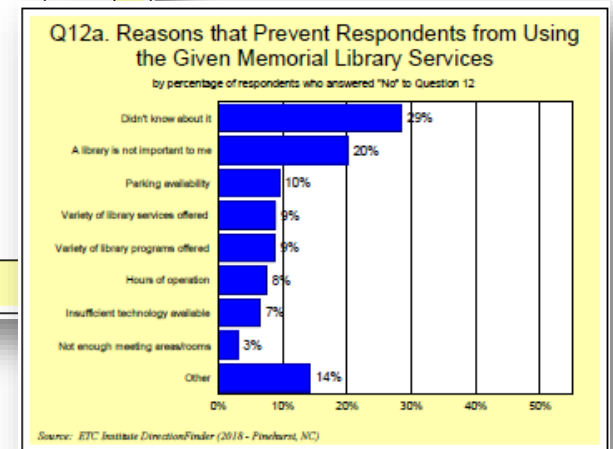
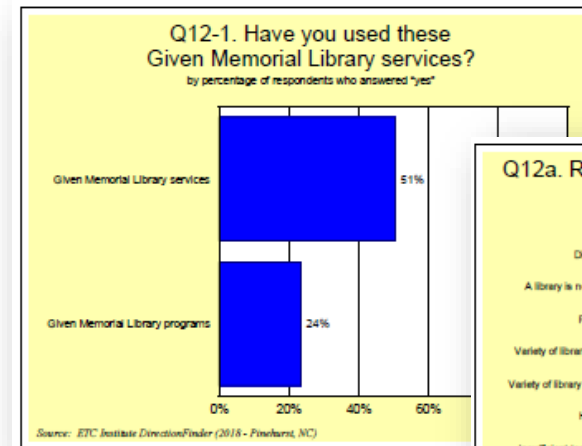
Background

- Last winter Given Memorial Library (GML)
 - Raised concerns about **its future sustainability** as a **primarily-privately-funded library**
 - Recognized that the library **does not provide support, space and services comparable to similar communities**

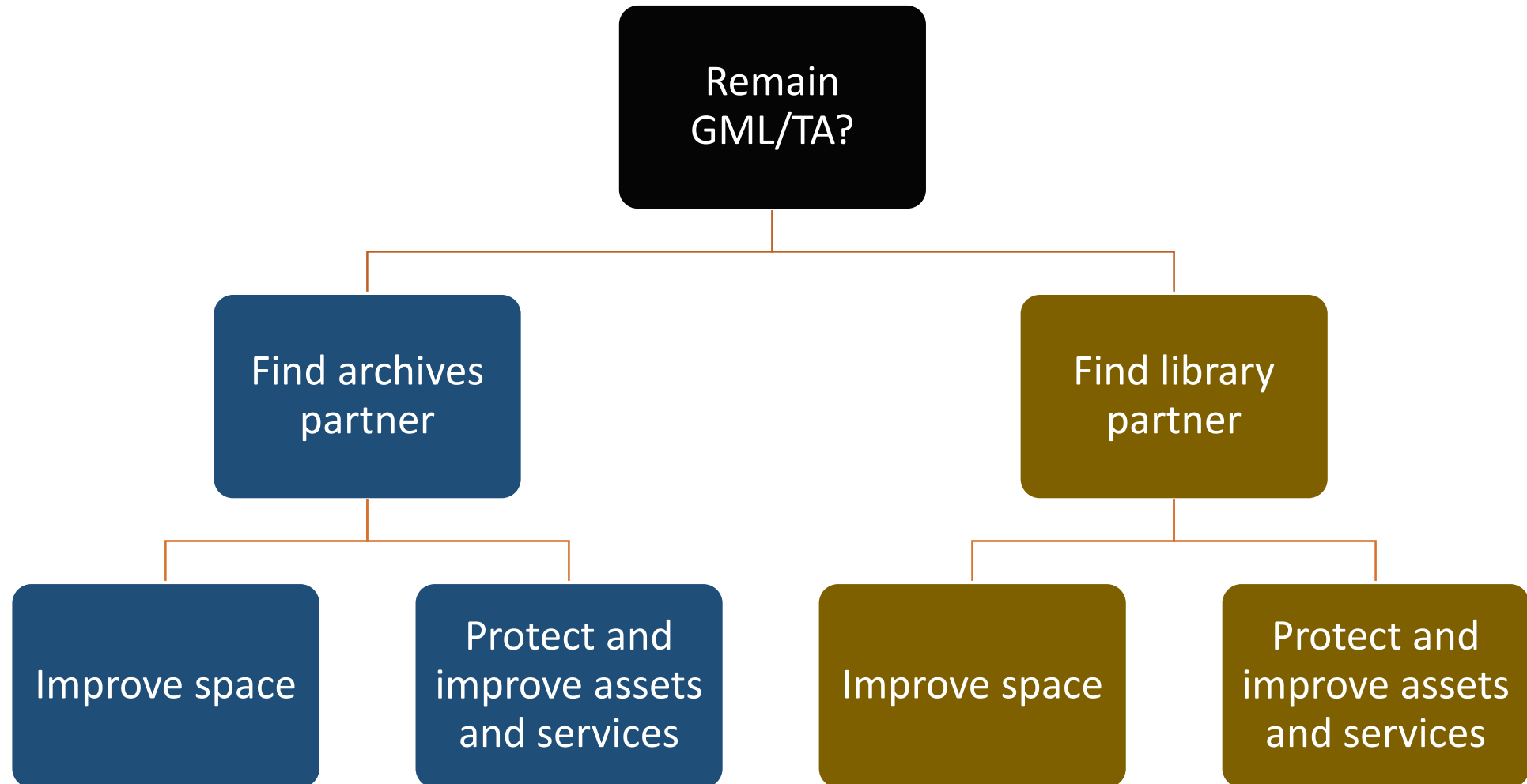
1 in 2 use library

Of the half who don't use library

1 in 3 don't know it exists



Given Board options



Charter

- A Library Working Group was organized in February 2018 to consider options for the **future of GML and public library service to Pinehurst**
- The Working Group sought to
 - Evaluate current library services in Pinehurst
 - Study opportunities to improve those services
 - Study the current structure of the public/private partnership
 - Make recommendations to the GML Board and the Village Council

Library Working Group

- Executive Director of GML and Tufts Archives
- GML Board members
- Village Council members
- Village manager
- Village finance director

Current library baseline

Books per resident 10:1 to 1:1

- The **private** Given Memorial Library operates as the **public** library for Pinehurst
 - 17,000 books provided 10 books per resident as a small lending library in the 60s
 - The majority of funding is private from annual fund-raising and is supplemented by the original 1963 endowment
 - The VOP has assisted library operations and contributions have grown from \$10,000 to \$100,000 annually
 - GML's annual operating budget is approximately \$400K excluding the Tufts Archives and the Given Book Shop
 - With the Tufts Archives co-located in the same building, there is no room for more books or programs
- Separately, the Given Memorial Library leases space in the Old Post Office building for a used bookshop
 - There is insufficient space for the GML and the used bookshop to co-locate

Scope of review

Private library is unique in North Carolina

- Reviewed GML assets, services and financial operations
- Reviewed hierarchy and funding for NC libraries – regional, county, municipal
- Visited five North Carolina libraries
- Visited existing Pinehurst historic buildings to consider temporary or permanent library location
- Met with modular building provider
- Studied *Rising to the Challenge: Re-Envisioning Public Libraries*, Aspen Institute, and other research literature
- GML will begin process on July 1st to become a member of the state public library system

Added 3rd party views on a library vision

Conducted 4 Library Vision Panels

- Tapped North Carolina library leaders and library design firms
- Shared their experience in helping other communities
- Lent insight on how to approach our challenge and craft a vision for Pinehurst
- Advised by experts that the next step is a formal Needs Assessment

Library Vision Panel Areas of Discussion

Your experience	Functionality	Facilities and Staff Requirements
<ul style="list-style-type: none">• What have you learned from your own experiences building or expanding libraries in your respective communities?<ul style="list-style-type: none">• What worked?• And, what didn't work?• What messages and strategy were effective to persuade residents of the value of a model community library?	<ul style="list-style-type: none">• What are the essential elements for any successful contemporary community library?• What do you see as essential for a community library in Pinehurst?• How can we make a new library into a welcoming space, like the “family room” of Pinehurst?• What should be our top priority?	<ul style="list-style-type: none">• What advice can you give us regarding facilities requirements – space required, flexibility, growth and other resources?• What is the relationship between the size of the library, the size of the collection, the staffing required and the annual operating costs of a new library?• Are there any “rules of thumb” you have found useful?
Planning for the future	Transition	
<ul style="list-style-type: none">• What do you view as essential for the library of the future?• What is the shelf-life of a new library?	<ul style="list-style-type: none">• What are your recommendations regarding the transition from a private library to a public library?• What works best to form a public/private partnership?• What advice to you have regarding financing requirements (capital and operational) and sources?	

Library Working Group Overview January 2019

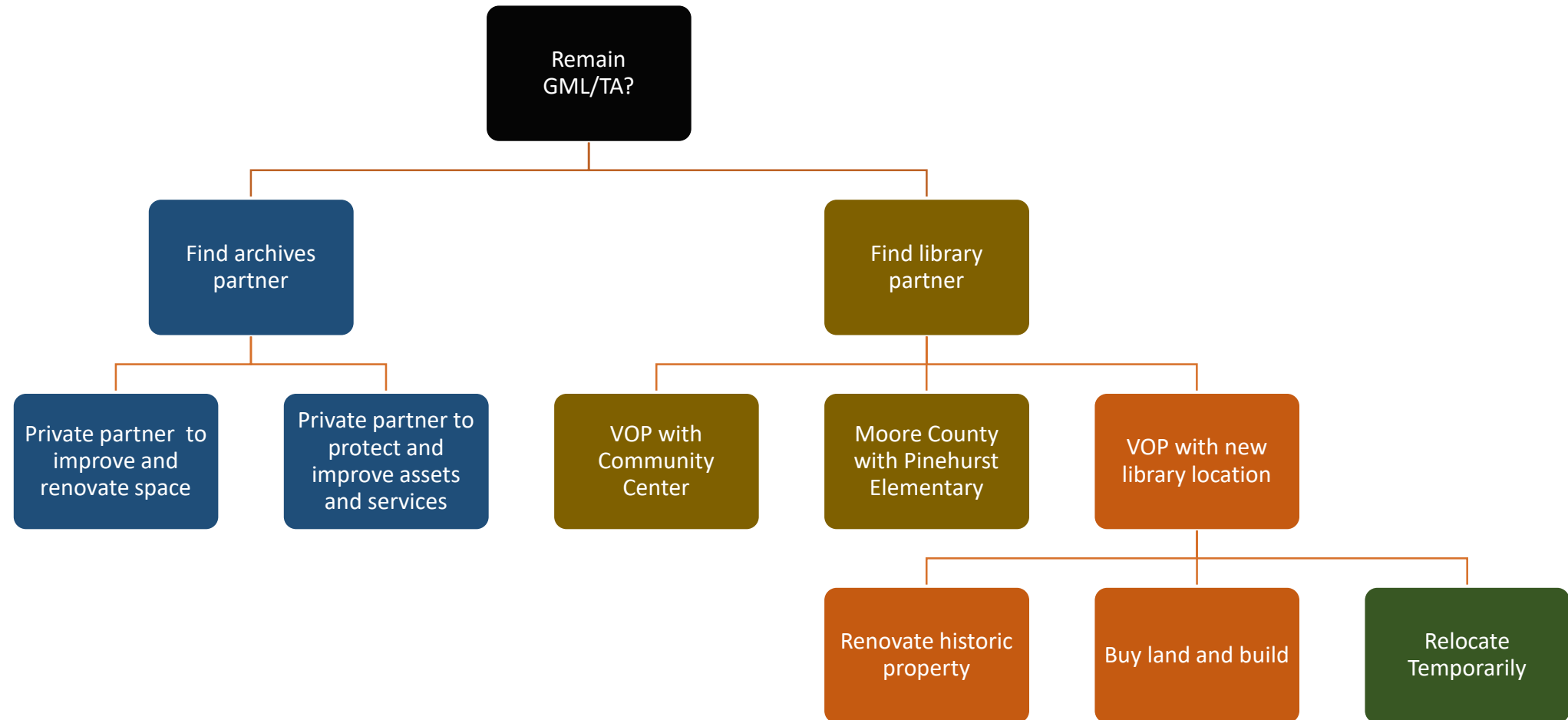
5

“Rules of Thumb” learnings

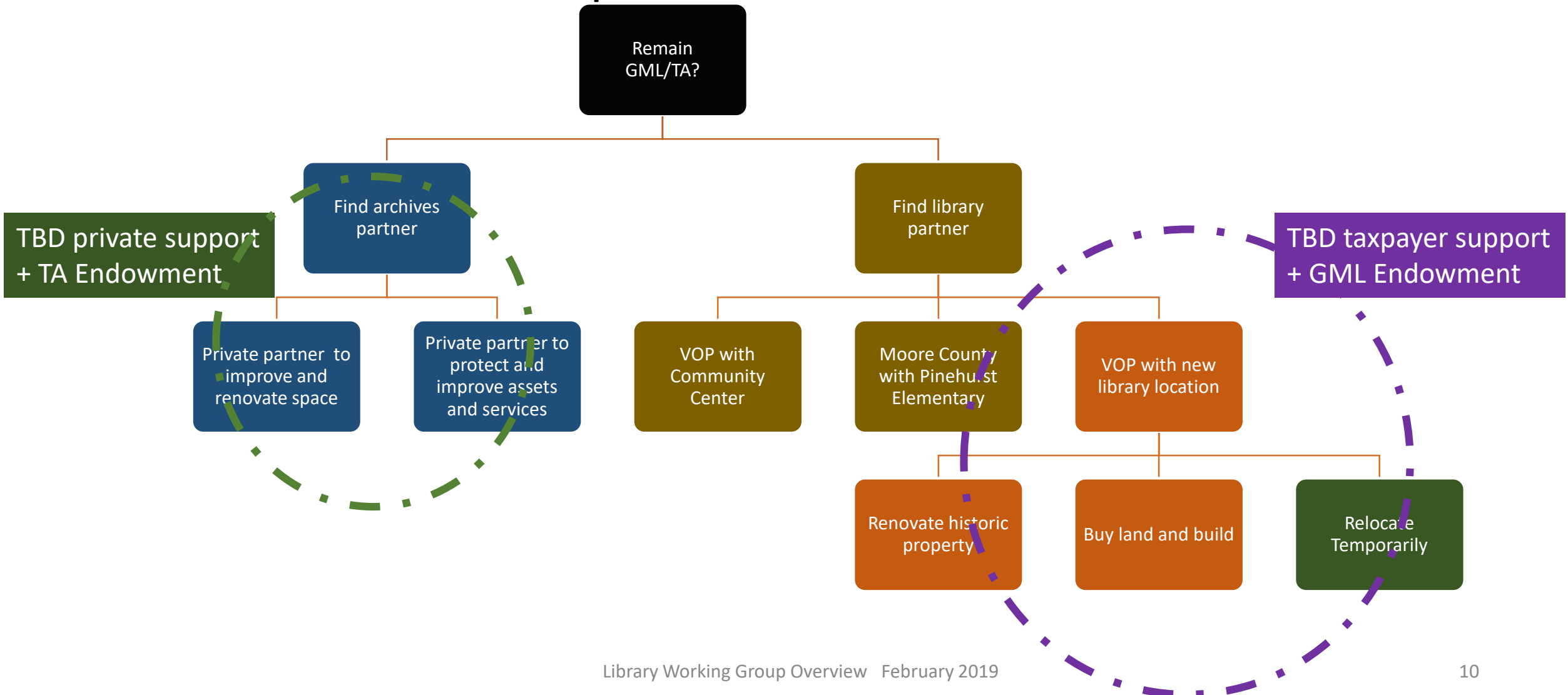
Take a 20-year outlook

- Most communities want residents within **15-minute drive** of library
 - Wake County has 4 libraries under construction
 - Aberdeen is embarking on a new library
- Book collections range from **1.5 to 5 times books per resident**
- Programs **span age group of residents** – children, youth, teens and adults
- **Open, configurable** space with wireless and blue tooth **technology** increasingly important, as well as **study and meeting** areas
- **Higher staffing** levels, from 5 to 10 for similar populations to Pinehurst
- **Single-story** structure more efficient and less staffing

Preliminary options considered



Definitive plan needed to navigate options and financial implications

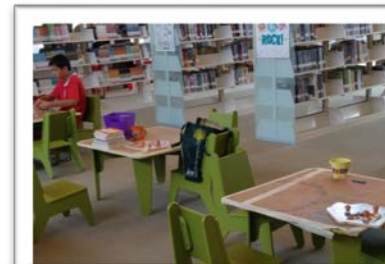


Recommended approach

Define library plan with a formal needs assessment

- Encourage an agnostic approach
- Clarify Pinehurst citizen vision for library
- Translate Pinehurst citizen interests into library goals and plans
 - Facility use and program needs
 - Space use
 - Size needs
 - Staffing requirements
 - Technology and furnishings
- Identify possible locations
- Estimate capital and operating expenses
- Consider public/private transition plan

Consulting Fees
~\$25,000
4 months



Outdoor Sports Facility
Community Pool
Outdoor Amphitheater
Public Library
Senior Center
Theater & Performing Arts Center



Recommended next step

- Embark on Needs Assessment
 - Hear from public and Council tonight
 - VOP Staff creates statement of work and initiates request for proposal
- Future Steps
 - Collaborative RFP review
 - Council agrees to vendor selection late FY 19 or early FY 20
 - As FY 20 budget is developed, consider setting aside \$1M currently in escrow until findings from potential Needs Assessment are reviewed by Council

The Library Working Group available to continue leading this initiative

Reference working group interim report

MEMORANDUM

TO: Village Council, Village of Pinehurst
Board of Directors, The Given Memorial Library

FROM: The Library Working Group¹

DATE: *Draft of January 17, 2019*

RE: Interim Report of The Library Working Group

1. Executive Summary

The Library Working Group was established following a Village of Pinehurst Council Meeting on January 23, 2018. This Working Group was organized by Council and the Given Memorial Library Board to evaluate the current library services provided in Pinehurst, to study opportunities to improve those services, to study the current structure of the public/private partnership, and to make recommendations to the Village Council and Library Board for improvements to library services, including space available, and the current structure of the public/private partnership.

The Working Group met on at least 25 occasions, and considered the following subjects and matters:

- The current state of the Given Memorial Library, including programs and services offered, adequacy of space requirements, and financial operations.
- Expert opinions of library personnel in North Carolina, as well as firms engaged in expanding, renovating and building libraries within the state.²
- The differences between a neighborhood library, a community library and a regional library, especially the common features of a modern community library, as well as funding by state, county and municipal governments.
- The future of the Library, including possible additional programming and expansion of its collection, and constraints thereon.
- The future of the Tufts Archives and viability of continued co-location with the Given Memorial Library.
- The Village's support for the Library, including past support for operations and capital projects, and how that compared to other similar municipalities.
- The possibilities for an expanded public/private partnership between the Village and the Library.
- The relationship between the Library and other libraries in the area and the state.
- Alternative sites for a possible library building in Pinehurst.
- Possible sources of funding for a new library.
- The need for further input from the Council and staff of the Village, the Board and staff of the Library, and especially the residents of Pinehurst.

¹ APPENDIX A identifies the members of The Library Working Group.

² APPENDIX B identifies individuals interviewed by The Library Working Group.



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² APPENDIX B identifies individuals interviewed by The Library Working Group.

This interim report summarizes the Library Working Group's activities to date with the following recommendations to the Council and the Board.

- The Working Group recommends that the Village hire a professional firm to assist with a formal Needs Assessment in relation to future library services in Pinehurst. The Needs Assessment should be prepared in conjunction with a thorough exercise of community engagement facilitated by the professional firm. The report of the professional firm should identify a range of options with respect to facility use, space use, programs and services, as well as size needs.³

Estimated capital and operating costs thereof would be generated by the Needs Assessment for consideration by the Council and the Board. Three working assumptions are key:

- The shift from a primarily privately funded public library for Pinehurst to a primarily publicly funded library is likely to occur.
- The current structure housing the library may be devoted to the Tufts Archives precipitating the need to relocate the library.
- Should it be necessary to relocate the Given Memorial Library to a temporary location, the Village and the Library may work cooperatively to identify a suitable site and/or building.

The Library Working Group has explored existing buildings within the Village Center as potential homes for the library, as well as sites for new construction. The Library Working Group recognizes there may be no monetary advantage between a renovation and new construction.

The Library Working Group estimates that a \$25,000 expenditure would be required for a thorough Needs Assessment which would likely take 4 months to complete based upon third party discussions. To be determined is whether this funding needs to be underwritten entirely by the Village of Pinehurst or co-funded with the Library. The proposed scope of a Needs Assessment is defined in section 2.

- The Working Group recommends that the Council consider setting aside the \$1 million currently held in escrow for the benefit of the Library until such time as the Needs Assessment has been delivered and considered. These funds could be potentially used as seed money for a new library structure or renovation of an existing building.

The Working Group encourages you to read the remainder of this interim report which provides helpful background to the foregoing interim recommendations. In addition to the two appendices cited on page 1, **APPENDIX C** is particularly informative with a set of "rules of thumb" suggested to the Working Group by various library experts. **APPENDIX D** lists publications and other materials reviewed by the Working Group.

2. Scope for Needs Assessment

After preliminary meetings with a variety of library experts and building design firms, a formal community-driven assessment to define and scope the need for future library services in Pinehurst is recommended.

³ *Report on Present Use and Future Expansion*, Phillip Barton, 1996, validated a 1992 recommendation for a Pinehurst library facility of at least 12,500 square feet providing a total of 10,000 net square feet for library use.

The Needs Assessment will compile findings from the community including level of need for library services and programs, as well as provide a variety of details such as

- Facility use – such as program needs for children, teens and adults
- Space use – such as study, testing, research and reference, and meeting spaces
- Size needs – current size needs for library collection and other space use
- Staffing requirements – full-time and volunteer
- IT and furnishings recommendations
- Possible locations – including capital and operating costs

Additionally, the Assessment may include funding strategy options as may be achieved by grants and other state and private resources.

The estimated cost of such an initiative is \$25,000 and will likely take four months to complete, including community engagement meetings and workshops.

3. Description of the Library

Pinehurst had only a small lending library until 1963 when an endowment by Sarah Given Larson, in honor of her parents, John L. and Irene Heinz Given, along with a gift of land on the Village Green by Richard S. Tufts, gave birth to the Given Memorial Library. Our community remains grateful to the Larson, Given, and Tufts families, and many other private donors who have enabled this private library to serve effectively as the public library of Pinehurst since the 1960s. Although the Library to this date is principally funded by private donors, the Library has continuously operated on a no-fee basis for residents and non-residents alike.

The Library is space constrained. There is insufficient space to expand the Library's current collection and programming.

The current collection consists of approximately 17,000 volumes. This is roughly the same size as in the late 1960s, notwithstanding a tenfold increase in the population of Pinehurst. The Working Group was advised by a variety of library experts that a typical community library has a collection equal in size to between 1.5 and 5 times the number of its residents.

Current Library services include children's programs and certain educational programs, but these too are limited. Many of the educational programs also double as fundraising events.

Additional space and resources would allow the Library to expand programs for children, teenagers, job seekers, entrepreneurs and retirees. The Library has expressed an interest in becoming the "Family Room" of the Village, providing critical services and enrichment opportunities to residents at every stage of their lives. Many libraries are a source for assistance with technology, and solving technological roadblocks to learning. An ideal community library would have community meeting spaces, conference rooms (where book clubs, homework teams or volunteer groups could meet), a computer lab and several small tutoring rooms.

4. The Tufts Archives

Pinehurst has a rich history which has been documented and archived by the Tufts Archives, founded in 1975. The Library and the Archives are operated by a single private nonprofit corporation, and they share the current library building on the Village Green.

There is a very real opportunity for a significant additional private investment which could modernize the Tufts Archives and improve the existing building to meet ADA compliance, for example. It is envisioned that the expanded archives would occupy all of the shared space in the current building on the Village Green, precipitating the need to relocate the library. A modernized Tufts Archives could serve as a Museum of Pinehurst, and a center for golf architecture, benefitting the residents of Pinehurst and attracting additional tourists to the Village.

5. The Given Book Shop

The Library operates a used book shop, in the historic Pinehurst post office building. The Village contributed \$50,000 to the startup of the used book shop. The Given Book Shop, which houses a coffee bar and also serves as a rental venue space in the Village, is quite popular with the residents of Pinehurst. In fact, the opening of the Given Book Shop and other developments in the center of Pinehurst, such as an expanded Village Green, have been critical to the resumption of active village life following the closing of the post office.

6. A Public Private Partnership

The Library in its current configuration represents a public private partnership as follows:

- The Given Memorial Library's annual budget, excluding Tufts Archives' expenses, is approximately \$400,000 and is likely lower than most stand-alone library operations in North Carolina for similar-sized communities. This budget includes operating costs for the current Library staff and library services. It should be noted that a strong volunteer cadre defrays considerable staffing costs and there is no mortgage expense. Some current expenses for landscaping could be diverted to incremental library services.
- Most of the Library's funds are provided by private donors. However, the Village provides a current subsidy to the Library of \$100,000 per year, which is deeply appreciated by the Board and staff of the Library.⁴ For FY19, an additional \$100,000 was set aside as a contingency for a to-be-determined use in conjunction with assessing the Library's future needs; these funds have not been allocated at this time. It is anticipated that some or all of the estimated \$25,000 fee for the Needs Assessment could be drawn from the Village's contingency fund for the Library.
- The Village has attempted to assist the Library to expand in the past. In fact, over the last 6 years, the Village has made contributions to an escrow account toward a potential Library expansion. Funding included \$100,000 in 2013; \$300,000 in 2014 and 2015; and \$100,000 each year from 2016 to 2018. These funds, now totaling \$1 million, were to be used for the expansion of the existing building, but only if certain matching funds could be identified. At this point, it

⁴ For comparison, the Southern Pines budget for library services exceeds \$900,000 per year and is 100% municipally-funded.

appears that the matching funds by the library will not materialize. It also appears that expansion of the existing building is not possible due to the Village's National Historic Landmark status.⁵ Still, the \$1 million is held in escrow for the benefit of the Library until June 30, 2019.

- There is a strong working relationship between the staff of the Village and the staff of the Library. By title, the Mayor of Pinehurst serves as an ex-officio member of the Library Board.

It is difficult to say with precision what changes will be required to this public private partnership in the event a new library building is built. It seems likely that, with a newer larger Library, the Village of Pinehurst would provide a majority of the operational funding and a significant portion of the capital to build the new building, and this should be reflected in the terms of a new partnership. On the other hand, The Given Memorial Library is an established institution with a staff, endowment, collection, history and goodwill of its own, and will continue to have a role in the Library. Operating guidelines will need to be agreed to at the appropriate time.

7. The Pinehurst Elementary School

There is only one public school within the borders of the Village of Pinehurst: The Pinehurst Elementary School. The Moore County Schools are preparing to demolish the elementary school building and construct an entirely new and modern elementary school in its place. During construction, the elementary school will be relocated temporarily to property owned by the Village. Members of the Working Group informally approached the Moore County Schools about the possibility of combining resources to create a new community library on the grounds of the new elementary school but were informed that there was insufficient space to do so.

8. The Cannon Park Community Center

Explorations were made earlier in 2018 with the Village of Pinehurst about co-locating a library on the property selected for the Pinehurst community center. Architects and engineers deemed the property too small to accommodate sports fields, parking and an adjacent second building.

9. Preliminary Observations of the Working Group

Based on the information and advice it has gathered and assimilated, the Library Working Group makes the following preliminary observations:

- There are multiple types of public libraries in North Carolina. Funding for the majority is provided by county governments, and all have some state funding as well. There are only a dozen public libraries funded by municipalities in North Carolina. Of the twelve municipal libraries, only two have populations similar to Pinehurst.
- The Given Memorial Library is a charming neighborhood library, but it does not provide the level of community support and services which libraries in some other comparable locations provide.

⁵ The Pinehurst Historic District was awarded status as a National Historic Landmark in 1996. The National Park Service, which governs our landmark status, has insisted that Pinehurst comply with a "physical integrity" requirement – appearance the same as during the Period of Significance governing our award, from 1895-1948. This requirement prohibits an addition to the existing Given Memorial Library and Tufts Archives.

- In order to substantially expand library services, a new facility with more space will be required.
- In light of the Library’s current financial position, it seems likely that much of the capital and operating costs of a new library would be borne by the Village and, ultimately, the Pinehurst tax payer.
- Although the Working Group could make conceptual recommendations, it is difficult to make any detailed recommendations prior to obtaining input from the residents of Pinehurst.
- The Village center is a favored location for the Library if a suitable site for renovation or new build can be located and secured.
- The Library Working Group encourages the Board and staff of the Library to improve the operations of The Given Book Shop to generate incremental funding for the Given Memorial Library.
- The Library Working Group learned that comparably-sized communities with municipal libraries tend to have much larger library staffs. The Library may want to consider making a proposal to the Village for directed funding to improve services to the community using available contingent funding by the Village.
- The Library should work diligently to initiate its application before June 30, 2019 to begin a provisional year in its quest to become a “public library” so that it can benefit from certain statewide programs available only to public libraries to improve services to residents of Pinehurst.

10. Other Matters Considered by the Working Group

Over the course of more than 25 meetings, the Working Group collected information and “rules of thumb” in relation to library operations and library buildings. These are summarized in Appendix C.

Following identification of next steps by the Village of Pinehurst Council and the Given Memorial Library Board, this Library Working Group is poised and very willing to continue leading these activities.

APPENDIX A

The Library Working Group

Mission

“Formed in February 2018, the Library Working Group is an *ad hoc* committee consisting of representatives from the Village of Pinehurst and the Given Memorial Library. The Library Working Group’s mission is to evaluate the current library services provided in Pinehurst, to study opportunities to improve those services, to study the current structure of the public/private partnership, and to make recommendations to the Village Council and Library Board for improvements to library services and the current structure of the public/private partnership.”

Representing the Library

Claire Berggren, Board Member
Bill Callison, Board Member and
Past Board Chair 2018
Stuart Mills, Board Member and
Board Vice Chair 2019
Audrey Moriarty, Executive Director
Diane Westbrook, Board Vice Chair 2018 and
Board Chair 2019

Representing the Village Council and Staff

John Bouldry, Council Member
Judy Davis, Council Member
Brooke Hunter, Financial Services Director
Jeff Sanborn, Village Manager

APPENDIX B

The Library Vision Panels

The Library Working Group conducted four Library Vision Panels – one with librarians within the state and two with architecture firms as follows

October 4, Alan Stagaard
October 11, Oakley Collier

October 16, Lynda Reynolds and Phillip Barton
October 18, Clearscapes

An illustrative agenda appears below.

Prior to conducting the Library Vision Panels, the Working Group met on June 7th with ModSpace, a modular space provider.

ATTACHMENT C	
LIBRARY VISION PRELIMINARY AGENDA	
Thursday, October 11, 2018 • 4:30 PM to 6 PM Pinehurst Village Hall • 395 Magnolia Road • Pinehurst NC	
Welcome and introductions	
Library functionality and resource requirements	
<ul style="list-style-type: none">▪ What are the essential elements for a successful contemporary library? What do you see as the need for libraries in the future that we should consider? Any specific recommendations for Pinehurst?▪ What is the relationship between the size of the library, the size of the collection, the staffing required and the annual operating costs of a library? What useful "rules of thumb" apply?▪ What works to create a welcoming aesthetic for libraries?	
Cost considerations	
<ul style="list-style-type: none">▪ What are the tradeoffs in renovations vs. new builds?▪ What are the cost differentials for renovations vs. new builds?▪ What advice to you have regarding needs assessments and financing requirements – capital and operational – and funding sources?	
Your experience	
<ul style="list-style-type: none">▪ In building or expanding a library, what worked and what didn't work?▪ What is the range of compelling reasons for a library plan?	
Final thoughts	
<ul style="list-style-type: none">▪ What should we anticipate as the service time horizon for a new library, for either new construction or renovation?▪ What is our top priority for this journey?	
Next Steps	

APPENDIX C

Rules of Thumb Suggested by Experts

The Working Group learned about size and space needs as well as other community's considerations for comparably sized libraries within our state. A number of illustrative examples follow.

- Library availability within community – Described as either drive time or miles, such as 15 minutes away or within 10 miles of residents
- Book collection size – A library's collection ranges from 1.5 to 5 times the number of residents
- Book collection space
 - Space to house book collection is roughly 10% of the size of the collection. For a collection of 17,000 volumes, 1,700 square feet of space is needed.
 - 10 volumes = one linear square foot of shelving = one square foot of space
 - Books/stacks/open reading areas drive the size of libraries and account for more than half of the library space
- General library design considerations
 - Facilities space design should not be for a single purpose to increase flexibility
 - Plan space that will be sufficient for the next 10 to 15 years, and include flexibility to add space that would be suitable 20 years out
 - In addition, the library building needs
 - Staff space – 150 square feet for each FTE
 - Lounge chairs – 40 square feet per chair
 - Computer stations – 45 square feet per station
 - A community meeting room – seating for 100
 - Conference room space and board room seating up to 25
 - Computer lab
 - Several small study/tutoring rooms – 55 square feet each
 - Kitchen space
 - Movable furniture to promote reconfigurations
 - IT, wireless access and carpet tiles deemed essential to modern library with plenty of floor outlets for laptops
 - One story building with line of sight minimizes staffing and cost
 - Ample parking is essential
- Staffing – 5 to 10 full-time employees in comparable communities like Clayton, Washington, Roanoke Rapids and Southern Pines
- Estimated cost for a new library building is \$250 to \$280 per square feet
 - Contemporary design costs less than traditional
 - Renovation expense may be equivalent to new build cost
 - Add 10% to 15% to the cost of construction for furniture, shelving and equipment

APPENDIX D

Bibliography

Barton, Phillip, *Given Memorial Library, Report on Present Use and Future Expansion*, 1996

Cozzolina, Phillip, *Library Subdivision Granted Final Approval*, The Narragansett Times, September 21 2018

Daily, Laura, *Kayaks, ukuleles, neckties: The weird and useful things you can check out from local libraries*, Washington Post, October 30, 2018

Garner, Amy K., *Action Guide for Re-Envisioning Your Public Library, Version 2.0*, Aspen Institute, 2017

Garner, Amy K., *Rising to the Challenge – Re-Envisioning Public Libraries*, A report of the Aspen Institute Dialogue on Public Libraries, 2014

Given Memorial Library, Schedule of Current and Hoped for Programming, including list of Characteristics of Best Libraries, and list of attributes of Best Community Library Services

Given Memorial Community Survey

Given Memorial GAP analysis

Klinenberg, Eric, *To Restore Civil Society, Start with the Library – This Crucial Institution is Being Neglected Just When We Need It the Most*, New York Times, September 8, 2018

Libraries in Municipalities with Populations Between 15,000 and 25,000, Schedule and Graphic

Library Facilities Study, Fort Worth Library 2010 System Master Plan; Appendix Three: Facility Standards, Definition of Terms, page A3.5.

Public Libraries and NC Live, Benefits of NC Live

Resolution Recognizing the Given Memorial Library/Tufts Archives as Effectively Functioning as the Public Library of the Village of Pinehurst, March 18, 1996

Schlipf, Fred and Moorman, John, *Repurpose with a Purpose: Converting non-library spaces into public libraries*, American Libraries Magazine, September/October 2018

State Library of North Carolina, LSTA Grants

Sullivan, Maureen, *Rising to the Challenge – Re-Envisioning Public Libraries – Facilitators Guide*, Aspen Institute, 2017

Term Sheet for Village of Pinehurst-Given Memorial Library Escrow Agreement, May 2015

Village of Pinehurst, 2017 Resident Survey

Village of Pinehurst Demographic Information from ClearGov



PUBLIC HEARING NO. 1
ADDITIONAL AGENDA DETAILS:

The purpose of the public hearing is to consider a request by request by R & M Commercial Real Estate, LLC for a Major Site Plan Review in order to construct a 40 unit townhome development. This property is identified as Moore County PID# 98000634 and is located at Laforet Ln. and Laforet Ct. near the intersection of Foxfire Rd. and Linden Rd.

ATTACHMENTS:

Description

- ☐ Application
- ☐ General Concept Plan
- ☐ Staff Report



**Application for
Site Plan Approval**
(revised 3/14/17)

Minor Site Plan (less than two acres disturbed) \$400.00
Major Site Plan \$600.00 + \$100.00 (two or more acres disturbed)

PROJECT NAME: La Foret

PROJECT DESCRIPTION:

Location: Linden Road, Pinehurst

Parcel ID#: 854200811190

Land Use: R00: Res Vacant

Site Acreage: 6.95

Zoning District: R MF

Overlay District:

Urban Transition Highway Corridor: _____

Urban/Village Highway Corridor: _____

Historic District: Yes ☐ No ☒

Does Site Contain Floodplain: Yes ☐ No ☒

Does Site Contain Wetlands: Yes ☐ No ☒

Impervious Surface (%): _____

Watershed: 2 ☐

3 ☐

Building Square Feet: _____

Total: _____

First Floor: _____

PROPERTY OWNER:

Name: Planet Development, LLC

Address: 675 S. Bennett Ste. 4 Southern Pines, NC 28387

CONTACT PERSON:

Name: _____

Telephone: _____

Address: _____

Email: _____

INFRASTRUCTURE:

Water: Public _____ l.f.

Private _____ l.f.

Sewer: Public _____ l.f.

Private _____ l.f.

Streets: Public _____ l.f.

Private _____ l.f.



**Application for
Site Plan Approval**
(revised 3/14/17)

APPLICANT:

Name: R & M Commercial Real Estate, LLC.

Telephone: 910-944-7453

Contact Person Ron Jackson

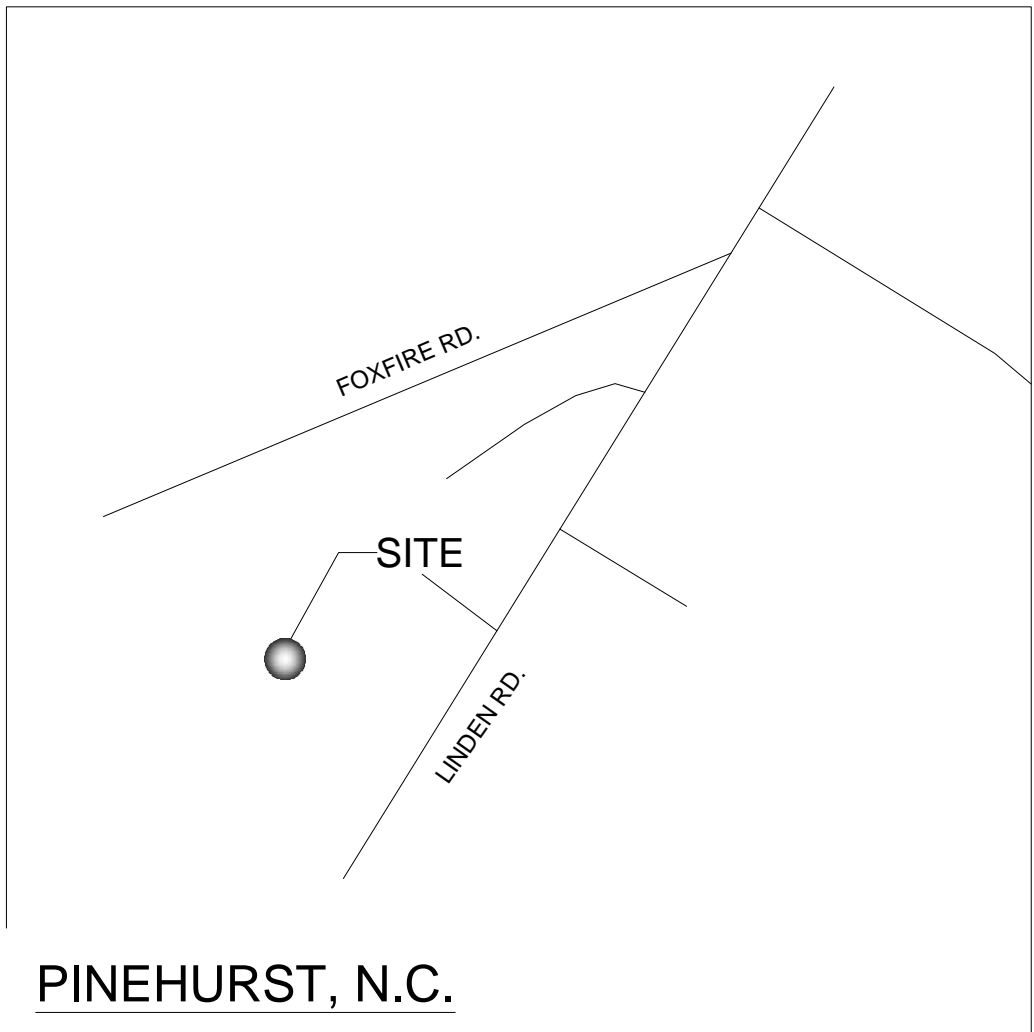
Signature

A handwritten signature in black ink, appearing to read "Ron Jackson", written over a horizontal line.

Address 335 Fields Drive, Aberdeen, NC 28315

SIGNAGE:

All signage except the Address Identification Sign requires separate sign applications.



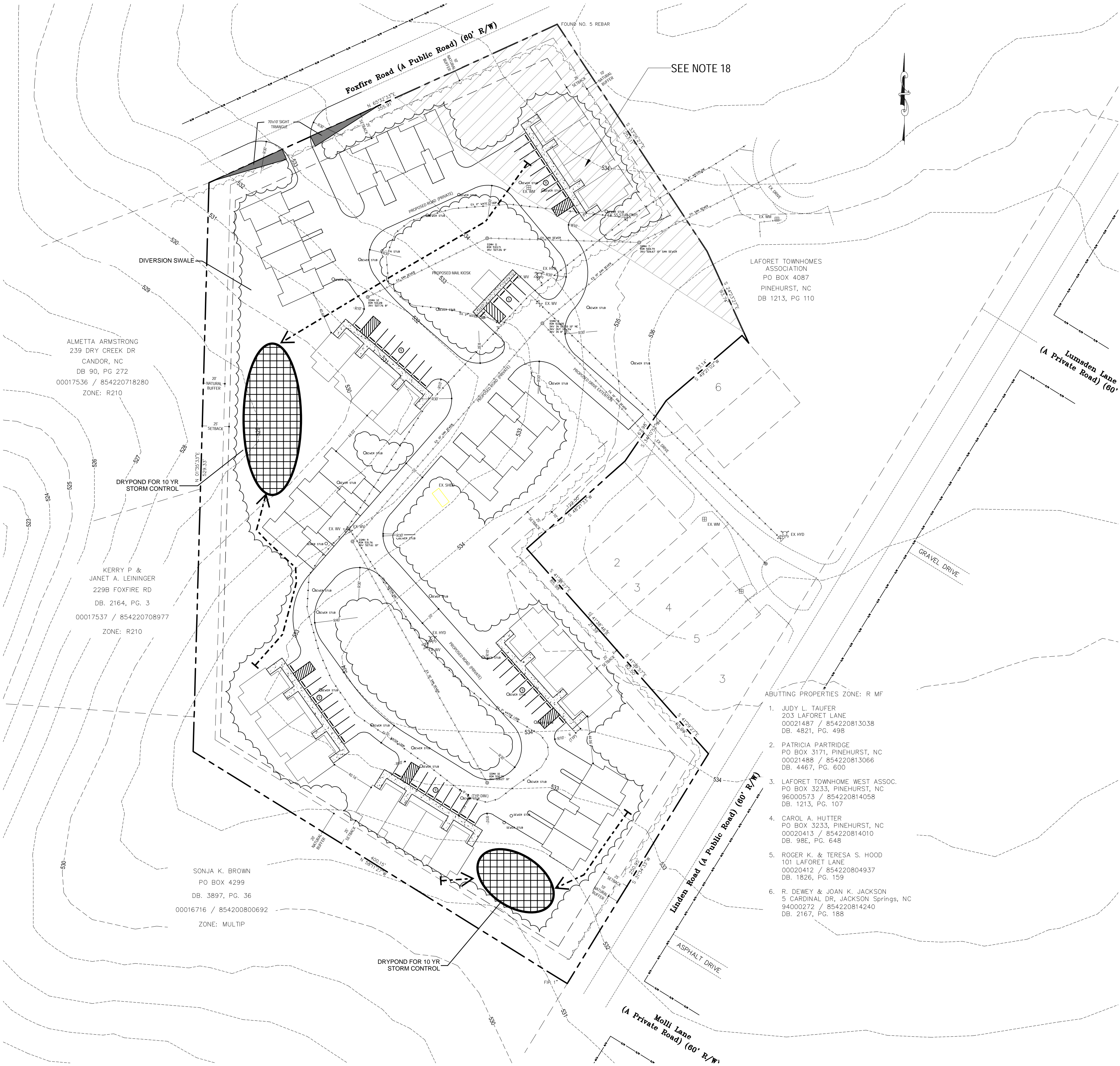
PINEHURST, N.C.

VICINITY MAP (N.T.S.)

GENERAL CONCEPT NOTES

1. CONCEPTUAL INFORMATION PROVIDED THROUGH MOORE COUNTY GIS.
2. SURVEY PROVIDED BY: BENNIE BROWN, 5218 NC HWY 211, PO BOX 307, WEST END NC, 27376 L3031
3. ZONE: R MF
4. WATER AND SANITARY SEWER LOCATIONS PROVIDED BY MOORE COUNTY UTILITIES AND FROM PLAT MAP REGISTERED 8/13/1990 CABINET 7, SLIDE 29
5. PROPERTY CURRENTLY OWNED BY: PLANET DEVELOPMENT, LLC., 675 S BENNETT ST. STE. #4 SOUTHERN PINES, NC 28387
6. PARCEL ID SHORT: 99000634
PIN: 854200811180
DB: 2946, PG: 292
7. PROPERTY IS NOT IN 100-YEAR FLOOD PLAIN AS REFERENCED ON FEMA MAP 3710854200J DATED: 10-17-2006
8. SITE PLAN SHOWS 40 UNITS ON 6.95 ACRES, OR 5.75 UNITS PER ACRE (< 6 UNITS / AC ALLOWED).
9. PARKING SPACES: 2 PER UNIT, PLUS 1 PER 5 UNITS
TOTAL REQUIRED = 2 X 40 + (1/5) X 40 = 88 SPACES
TOTAL PROVIDED: 90 SPACES+2 CAR GARAGES X 20=40, +2 SPACES / DRIVEWAY X 20=40, 130 TOTAL SPACES
10. ISO FIRE FLOW REQUIREMENT ESTIMATED AT 2,000 GPM. FLOW TEST BY MOORE COUNTY INDICATED 991 GPM @ 20 PSI IS AVAILABLE. DEVELOPER PLANS TO INSTALL SPRINKLERS IN UNITS. VILLAGE OF PINEHURST FIRE MARSHAL HAS INDICATED THAT THIS FLOW WITH SPRINKLER SYSTEMS WILL BE ACCEPTABLE.
11. EXCEPTIONS REQUESTED:
 - NO SIDEWALKS--IN KEEPING WITH EXISTING UNITS
 - NO CURB AND GUTTER--IN KEEPING WITH EXISTING UNITS
12. IMPERVIOUS AREAS: 40,285 SF BLDG+57,275 ASPHALT+ 4,943 SIDEWALK=102,503 SF (2.35 AC) / 6.95 AC = 33%
13. THERE ARE NO RED-COCKADED WOODPECKER CAVITY TREES ON THIS PROPERTY AS PER SURVEY BY WETLAND SOLUTIONS.
14. GRADING: MINIMAL GRADING WILL BE DONE TO ALLOW FOR DRAINAGE AWAY FROM BLDG PADS AND ROADS. SITE HAS GENTLE SLOPE FROM EAST TO WEST.
15. UTILITIES: EXISTING WATER AND SEWER ARE SHOWN BASED ON DESIGN DRAWINGS AND RECORDED PLAT. LOCATION AND CONDITION OF UTILITIES SHALL BE VERIFIED DURING DETAILED DESIGN AND APPROPRIATE ADJUSTMENTS MADE.
16. ALL EXISTING AND ANY NEW WATER AND SEWER LINES SHALL BE PLACED IN EASEMENTS, IF NOT ALREADY IN AN EASEMENTS. EASEMENT PLAT TO BE APPROVED BY MOORE COUNTY UTILITIES.
17. NCDOT HAS INDICATED THAT THE PROPOSED NEW DRIVEWAY WILL NOT REQUIRE IMPROVEMENTS TO FOXFIRE ROAD.
18. HATCHED AREA CURRENTLY DRAINS TO EXISTING DEVELOPMENT. RUNOFF FROM IMPERVIOUS AREAS SHALL BE DIVERTED TO FLOW TO PROPOSED STORMWATER CONTROL MEASURES.
19. ALL UNITS SHALL BE A MINIMUM OF 1,500 SQUARE FEET (HEATED) AND BE LESS THAN 35 FEET IN HEIGHT--AS PER VILLAGE OF PINEHURST REQUIREMENTS.

Land Use	Intensity	Trip Generation									
		Daily			AM Peak Hour			PM Peak Hour			
		Total	In	Out	Total	In	Out	Total	In	Out	
230 Residential Condominium/Townhouse	40 D.U.	290	145	145	25	4	21	28	19	9	



- ABUTTING PROPERTIES ZONE: R MF
1. JUDY L. TAUFER
203 LAFORET LANE
00021487 / 854220813038
DB. 4821, PG. 498
 2. PATRICIA PARTRIDGE
PO BOX 3171, PINEHURST, NC
00021488 / 854220813066
DB. 4467, PG. 600
 3. LAFORET TOWNHOME WEST ASSOC.
PO BOX 3233, PINEHURST, NC
96000573 / 854220814058
DB. 1213, PG. 107
 4. CAROL A. HUTTER
PO BOX 3233, PINEHURST, NC
00020413 / 854220814010
DB. 98E, PG. 648
 5. ROGER K. & TERESA S. HOOD
101 LAFORET LANE
00020412 / 854220804937
DB. 1826, PG. 159
 6. R. DEWEY & JOAN K. JACKSON
5 CARDINAL DR, JACKSON Springs, NC
94000272 / 854220814240
DB. 2167, PG. 188



LANDSCAPE
ARCHITECTURE
.....
ENGINEERING
.....
PLANNING

Landscape Architecture " Fayetteville, NC
Civil Engineering " Southern Pines, NC
230C W. Pennsylvania Ave. " Southern Pines, NC 28387
Voice: 910-723-1107
www.crawforddsn.com



SEALS

PRELIMINARY
NOT FOR SALE OR CONSTRUCTION

[PLAN PHASE]

REVISIONS

R & M COMMERCIAL REAL ESTATE, LLC

LA FORET

GENERAL CONCEPT PLAN

PROJECT DETAILS
Project Manager: KSL
CAD Technician: RFNIGER
Reviewed / Approved By:
Project Number: 18033
SCALE 0 50 100
Full Scale: Horiz.: 1" = 50'
Half Scale: Horiz.: 1" = 100'
ISSUE DATE 12/17/2018
SHEET NUMBER



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Mayor Fiorillo and Village Council
From: Alex Cameron, Senior Planner
Cc: Jeff Sanborn, Village Manager
Natalie Hawkins, Assistant Village Manager
Beth Dunn, Village Clerk
Date: February 5, 2019
Subject: Staff Report for Proposed Major Site Plan – 40 Unit Townhome Development

Request

The applicant requests a Major Site Plan approval in order to allow for a 40 unit townhome project off Laforet Ln and Laforet Ct. The property is located between Foxfire Rd. and Linden Rd. In accordance with Section 9.16.1.5 of the Pinehurst Development Ordinance, all proposed Major Site Plans are reviewed by the Planning & Zoning Board and a Public Hearing is to be held. The Planning & Zoning Board must then submit its recommendation on the proposed major site plan to the Village Council for action after a public hearing is held. The Village Council reviews this information and can either approve, approve with conditions, or reject the site plan.

Project Profile

Applicant:	R & M Commercial Real Estate, LLC
Owner:	Planet Development, LLC
Property Location:	Foxfire Rd./Linden Rd. & Laforet Ct./Laforet Ln.
Zoning:	R-MF The Residential Multi-Family District is established as a district in which the principal use of land is for multi-family and/or single-family dwellings. This district is further intended to discourage any use which would be detrimental to the predominately residential nature of the areas included within the district.
Land Area	± 6.95 Acres
Current Land Use:	Vacant with public water and sewer improvements that were installed previously.



Vicinity Map

Project Analysis

The proposed Major Site Plan includes the development of 40 townhome units and related infrastructure. The subject property is adjacent to an existing townhome development previously approved by Moore County. It's unclear if this site was a separate phase that was never completed, however, water and sewer was installed throughout the site. The property is currently located outside the corporate limits but inside the Village's ETJ.

The proposed site plan shows an access with a connection to Foxfire Rd. This proposal has been shared with NCDOT and they have indicated that no additional improvements will be required. A drive extension is shown near the eastern part where an existing private drive, LaForet Ln., that currently serves some of the existing adjacent townhomes. It appears that the existing private drive encroaches onto the proposed site. An agreement between the developer and the property owner's association would be needed in order to access the site from this drive.

The proposal does not include any sidewalks other than for pedestrian movement from parking areas to the buildings and mail kiosk.

The property does not contain any wetlands and is not located within any floodplain.

This project is located within the WS-II Drowning Creek – Lumber River BW watershed protection area. A Special Intensity Allocation must be granted by Village Council as this proposed site plan exceeds the allowed density of one dwelling unit per acre or 12% built upon area. This can be granted by Village Council in accordance with its policy and can be processed once a full site plan is approved.

The site is bounded to the north, east and south by single family lots which are currently zoned R-10. The site is bounded to the east by single family development currently zoned R-15. It's also bounded to the south and west by single family development zoned R-210.

Infrastructure and Zoning Criteria

The plan meets the maximum density of 6 units per acre allowed in the R-MF Zoning District. Tax records indicate that the property is 6.95 acres which would equal an approximate density of +- 5.75 units per acre.

The maximum allowed impervious surface coverage in the R-MF Zoning District is 60%. The submitted plan indicates this requirement will be met.

The plan indicates a 25' rear setback along the entire property line.

Landscape buffers are required along the perimeter of the development and are shown on the general concept plan.

The proposal shows public water and sewer that was installed per a plan that was previously approved by Moore County. Moore County Public Utilities has indicated that the conceptual proposal is acceptable so long as the buildings will go where they were originally proposed. However, there appears to be an issue with one water main being shown too close to a proposed townhome unit on the general concept plan. Since these utilities were installed more than 30 years ago and no official as-builts were provided to Moore County Public Utilities, the existing water and sewer lines shall be verified during detailed design and full site plan review for the TRC. This could cause the plan to be adjusted accordingly.

The applicant is proposing internal streets and parking as shown on the plan. All streets and parking will have to be constructed in accordance with the Village of Pinehurst Engineering Standards Specifications Manual (ESSM), the PDO as well as meet the requirements for emergency services vehicles. The applicant is asking for a waiver from section 3.02a of the ESSM which requires streets to be curb and gutter to allow the new streets to be in keeping with existing in the adjacent development.

The general concept plan indicates two stormwater control measures on the site to handle runoff. The system will need to be designed and constructed in accordance with the NCDEQ Stormwater Design Manual and the ESSM and may be subject to change to meet those requirements. This will be reviewed

in further detail by members of the TRC with full site plan submittal if the General Concept Plan is approved.

A Soil and Erosion Control Permit will need to be obtained from NCDEQ since the area of disturbance is more than one acre.

Note #10 on the general concept plan states the estimated needed fire flow as well as the results from a flow test in the site area performed by Moore County Public Utilities. The Fire Marshall has indicated the flow is acceptable if the proposed townhomes are equipped with a fire suppression sprinkler system which the developer has indicated he would provide.

Planning and Zoning Board Action

The Planning and Zoning Board first considered this request and conducted a duly advertised public hearing on October 4, 2018 that was continued to the November 1, 2018 meeting and then again to the December 6, 2018 meeting. At the December 6th meeting, Chair Santowasso asked that a subcommittee be formed to meet with the applicant to clarify items of importance that needed to be addressed based on the Board's review and public comments heard during the public hearings. The subcommittee met with the applicant's representatives on December 13, 2018. The applicant addressed all concerns and at their January 3, 2019 meeting the Planning and Zoning Board recommended approval of the major site plan with the following conditions:

1. Location of existing utilities be verified and the site plan be adjusted if need be.
2. The proposed townhomes be equipped with a fire suppression sprinkler system per requirement of the Village of Pinehurst Fire Marshall.
3. All runoff from new impervious surface be directed to stormwater management areas.
4. Any proposed access to the site off LaForet Ln. must be agreed upon by the existing HOA and applicant.

Staff Recommendation

In response to the requested waiver for the curb and gutter street requirement the Planning staff, the Assistant Village Manager of Operations and the Village Engineer have no concerns as long as side ditches are designed and installed. This would be consistent due to the lack of curb and gutter in the existing development.

Staff recommends that Village Council approve the proposed Major Site Plan with the following conditions:

1. Location of existing utilities be verified and the site plan be adjusted if need be.
2. The proposed townhomes be equipped with a fire suppression sprinkler system per requirement of the Fire Marshall.
3. All runoff from new impervious surface be directed to stormwater management areas.
4. Any proposed access to the site off LaForet Ln. must be agreed upon by existing HOA and applicant.



**DISCUSS AND CONSIDER A REQUEST BY R&M COMMERCIAL REAL ESTATE, LLC FOR A MAJOR SITE PLAN IN ORDER TO CONSTRUCT A 40-UNIT TOWNHOME DEVELOPMENT.
ADDITIONAL AGENDA DETAILS:**

FROM:

Alex Cameron

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

2/4/2019

MEMO DETAILS:

Council will discuss and consider a request by request by R & M Commercial Real Estate, LLC for a Major Site Plan Review in order to construct a 40 unit townhome development.



**Q2 UPDATE ON THE STATUS OF THE FY 2019 STRATEGIC OPERATING
PLAN IMPLEMENTATION.
ADDITIONAL AGENDA DETAILS:**

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

2/6/2019

MEMO DETAILS:

This agenda item is to review the update on the status of implementing the FY 2019 Strategic Operating Plan. Staff will provide the Council with an update on the implementation of this year's Initiative Action Plans (IAPs) through the end of December 31, 2018.

ATTACHMENTS:

Description

▣ Q2 FY 2019 SOP Update

Village of Pinehurst Strategic Operating Plan Update Q2 - FY 2019



VILLAGE OF PINEHURST | www.vopnc.org



FY 2019 Strategic Operating Plan Overview

Village Council

Each year, the Pinehurst Village Council adopts a Strategic Operating Plan which indicates the Village's plans to achieve our vision and mission. The Strategic Operating Plan covers the fiscal year that begins on July 1 and also includes a five-year financial plan.

Vision, Mission, and Values

The vision is what the Village intends to be and the mission is what the Village must do to achieve that vision. The Village's core values are the guiding principles and behaviors that embody how Village employees and volunteers are expected to operate as they provide services.



Balanced Scorecard

The Village uses a Balanced Scorecard (BSC) to integrate strategic planning and resource allocation. The BSC contains goals, objectives, and key performance indicators in four perspectives to ensure a balanced approach to evaluating the achievement of organizational strategy:

1. Customer
2. Internal
3. Workforce
4. Financial

FY 2019 Balanced Scorecard

FY 2019 Goals

The FY 2019 Balanced Scorecard contains 9 strategic goals in the four perspectives.



FY 2019 Areas of Focus

Each balanced scorecard goal has one or more strategic objectives. Strategic objectives indicate how we will achieve the Village goals. In FY 2019, the Village Council identified four strategic objectives as Areas of Focus AOF:

1. Ensure quality residential development,
2. Ensure quality business development,
3. Maintain high quality streets, and
4. Provide recreation programs and events for all ages.

FY 2019 Initiative Action Plans (IAPs)

Status of FY 2019 Initiative Action Plans at December 31, 2018

The FY 2019 Strategic Operating Plan includes 11 Initiative Action Plans (IAPs), with 9 scheduled for FY 2019. IAPs are those defined and measurable activities needed to accomplish our strategic objectives that involve a significant amount of financial and/or staff resources or have a significant community impact over the five-year period. As of December 31, 2018, from the 9 IAPs scheduled to begin in FY 2019, 6 are in progress and on schedule, 1 is in progress but not on schedule, and 2 are being proposed to delete. Please see the attached report for more information.

IAP Status at 12/31/18		# of IAPs	% of IAPs
In progress; NOT on schedule		1	14 %
In progress; on schedule		6	86 %
Completed		0	0 %
TOTAL		7	100%
Future IAPs		2	
Proposed to Delete IAPs		2	

Status of FY 2019 Initiative Action Plan Metrics at December 31, 2018

The 11 IAPs include metrics to track how effective the Village is at accomplishing targeted results. There are 2 IAP metrics that will be tracked in the future, and 2 proposed to delete from this IAP report, but will remain on department scorecards as appropriate. As of December 31, 2018, the Village achieved projected performance for 5, or 71%, of the 7 IAPs with metrics in FY 2019.

IAP Metrics at 12/31/18		# of IAPs	% of IAPs
Achieved projected performance		5	71%
Did not achieve projected performance		2	29%
TOTAL		7	100%
Metrics will be tracked in the future		2	
Proposed to Delete IAPs		2	

The complete status of FY 2019 IAPs and an indication if metric goals were achieved in Q2 are indicated in the table attached to this report.

Village of Pinehurst
Initiative Action Plans (IAPs) Quarterly Report
FY 2019 (Q2)



	Goal	IAP Name	IAP Description	FY	FY 2019 IAP Status				
					IAP Status	Q2 Comments	IAP Metrics	Q2 Actual	Q2 Goal
Customer	Safeguard the community	Police Department Accreditation	Implement accreditation standards for law enforcement and achieve Law Enforcement Accreditation through CALEA	FY19-FY20		The Police Department CALEA team is working through the self-assessment process by incorporating standards into departmental policies.	Cumulative % of policies/standards required for accreditation reviewed	44%	33%
		Emergency Medical Services (EMS) Facility Relocation	Relocate the EMS base to Fire Station 91. This includes constructing an addition on the East end of the Station 91 to house vehicles currently located at the "Pinehurst Rescue" building on McCaskill Road.	FY19-FY20		IAP for EMS Facility Relocation has been removed. Moore County asked to delay the project until FY 2020 to assess the impact of the revaluation for funding. This will remain on the Opportunities for Innovation & Improvement list as a <u>project</u> in FY 2020.	Village and County approval of interlocal agreement		
	Ensure an attractive residential community	Long-Range Comprehensive Plan Update <small>AOF</small>	Develop a Long-Range Comprehensive Plan to identify future land uses and community amenities needed to achieve the community's long term vision to retain and enhance the character of the community.	FY19-FY20		The Long-Range Comprehensive Plan Update project is in progress and on schedule at the end of Q2. The consultants are preparing the draft plan that the Village should receive in the spring of 2019.	# of residents who provide input into the Comp Plan (online and in-person)	401	200
	Ensure a thriving business community	Commercial Streetscape Enhancements <small>AOF</small>	Expand brick sidewalks; decorative street lamps, street signs, and receptacles; benches; on street parking; and other related infrastructure to the redevelopment area north of the Village Center. The area includes Community Road, McIntyre Road, McCaskill Road, and Magnolia Road.	FY20-FY23		<i>This IAP was scheduled to begin in FY 2020. Using the new classification, this will remain on the Opportunities for Innovation & Improvement list as a <u>project</u> in future years.</i>	<i>Metrics will be determined in the future</i>		
	Provide multi-modal transportation systems	Pedestrian Connectivity	Increase pedestrian connectivity between neighborhoods and other communities to promote alternative transportation opportunities and promotes healthy lifestyles.	FY21-FY23		<i>This IAP was scheduled to begin in FY 2021. Using the new classification, this will remain on the Opportunities for Innovation & Improvement list as a <u>project</u> in future years.</i>	% of lane miles with walkways	7.86%	7.86%
		Street Lighting <small>AOF</small>	Install street lights in neighborhoods, per the Village's street light policy to address resident dissatisfaction with the availability of streetlights.	FY19-FY23		IAP for Street Lighting has been removed. The Village Council determined in November 2018 to wait on this initiative until the Long Range Comprehensive Plan update has been completed. This will remain on the Opportunities for Innovation & Improvement list as a <u>project</u> in future years.	# of streetlights per mile		
	Maintain an active, healthy community	Recreation & Cultural Facilities <small>AOF</small>	Construct and plan for additional recreation facilities, including a playground renovation in Rassie Wicker Park; a master plan for West Pinehurst Community Park; and a Community Center and parking lot improvements in Cannon Park.	FY19-FY21		Recruitment for the new Maintenance Technician started in October and was hired in December as scheduled. Construction began on the Community Center in December.	Total # of participants in athletic and recreation programs	1286	1200

	Goal	IAP Name	IAP Description	FY	FY 2019 IAP Status				
					IAP Status	Q2 Comments	IAP Metrics	Q2 Actual	Q2 Goal
Internal	Professionally manage a high performing organization	Transparent Operations (carryforward)	Publish online dashboards of performance information on the Village website for greater transparency to the public.	FY18-FY19		Staff completed setting up the dashboards on the website to integrate it with QuickScore. Other formatting will be finalized in Q3 before going live on the website.	# of website hits for dashboard information <i>(begin tracking after implementation)</i>		
		P&I Process Improvements	Implement software to process permits and inspections with an online portal and implement other recommendations to improve permit and inspection processes as identified, recommended, and approved as a result of the BIRDIE evaluation.	FY19		Staff has been working diligently to configure the P&I software and hardware with the implementation consultant. Due to delays and staff turnover, the configuration was 60% complete for Q2. The software is expected to go live on April 1, 2019, a few months behind schedule.	Average # of days to issue single family permits for new construction and additions/alterations	8.04	8
		Baldrige Excellence Framework	Continue to use the leading business model, the Baldrige Framework for Performance Excellence, to ensure systematic processes that deliver exceptional results and submit an application for the National Malcolm Baldrige Quality award in FY 2020.	FY19-FY21		Staff continued to document the Village's approach, deployment, learning, and integration related to the Senior Leadership and the Workforce categories of the Framework.	% of sections of the application drafted % of Quarterly Leadership Retreats held according to schedule	0% 0%	0% 0%
Workforce	Attract & retain an engaged workforce	Workforce Learning and Development	Continue to assess workforce capabilities, succession planning, and the development of workforce skills and abilities through TOPS training and other external training.	FY19-FY20		Staff released the new TOPS calendar for January-June 2019 and efforts are underway to expand succession planning to the next level of supervisors by April 2019.	% of vacancies filled with internal candidates	33%	35%
IAPs listed in red are FY 2019 Village Council Areas of Focus.									

Key for IAP Status	
	Begins in the future
	In progress; NOT on schedule
	In progress; on schedule
	Completed
	IAP Removed
Key for Metrics	
	Metrics will be tracked in the future
	Did not achieve projected performance
	Achieved projected performance
	IAP Removed



**PRESENTATION OF QUARTERLY FINANCIAL STATEMENTS FOR THE
QUARTER ENDED DECEMBER 31, 2018.
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

2/4/2019

MEMO DETAILS:

The financial statements for the six months ended December 31, 2018 are presented for your information and review.

Highlights and details are provided in the accompanying memo.

ATTACHMENTS:

Description

- ▣ Financial Statement Memo FY2019-Q2
- ▣ Quarterly Financial Statements 12-31-18

Brooke Hunter, CPA
395 Magnolia Road
Pinehurst, NC 28374
Phone: 910-295-8646
Fax: 910-295-4434
e-mail: bhunter@vopnc.org

Village of Pinehurst

Memo

To: Village Council
From: Brooke Hunter
CC: Jeff Sanborn & Senior Leadership
Date: February 4, 2019
Re: Financial Statements for the Six Months Ended December 31, 2018

The Village remains in a very good financial position through the first half of the fiscal year. Revenues exceeded expenditures by a larger margin than anticipated in our forecast for the first two quarters. In addition, our operating expenditures are below expected levels and our revenue outlook is on target. These results should position us well to carry out the objectives outlined in the FY 2019 Strategic Operating Plan.

Financial Position:

The Village's General Fund is showing \$4.5 million in income for the first six months of the year, which is higher than the \$3.6 million the prior year. The Village budgeted for revenues to exceed expenditures by roughly \$2.7 million for the first two quarters. Fund balance in the General Fund is currently 81% of budgeted expenditures, which is greater than the 72% level seen the previous year at December 31.

The Village's total cash and investment balances increased by \$849,000, or 7%, compared with the previous year. The majority of this variance is due to revenues that are higher than expected and expenditures that are lower than expected at this point in the fiscal year.

Of the \$13.3 million in cash and investments at December 31, 2018, \$11.1 million was invested in the North Carolina Capital Management Trust Term portfolio and \$2.0 million was held in the Government portfolio. Our long-term debt balances also continue to decline, with the Village currently owing \$589,000 in notes payable.

Revenues & Expenditures:

General fund revenues were \$411,000, or 3.3%, above the year-to-date budget projections. Property tax revenues were \$296,000, or 3.4%, above the quarterly revenue estimate. This increase is primarily due to higher collection levels than anticipated through December 31. The real and personal property tax collection rate of 90.8% is 0.6% lower than this time last year. The real and personal base grew by 1.7%, compared to the same period last year, which is in line with the 1.5% budget forecast. The motor vehicle tax base grew by 8.2%, compared to the prior year.

For local option sales taxes, the adopted budget forecast a 3.5% increase over the previous year. So far, the actual collections for the first four months of the year are running 6.1% ahead of the previous year's collections.

Sales and service revenues are \$54,000, or 12%, lower than the quarterly forecast. A majority of this variance is for Harness Track stall rentals. Overall, trainers brought fewer horses this year than last year. Fair Barn

event rentals are also below budgeted estimates; however, estimated receivable balances are strong. We will continue to monitor these revenues over the remaining months of the fiscal year.

General fund operating expenditures were \$847,000, or 9%, below the quarterly budget. This variance is above the expected expenditure variance of 5%; however, differences of this nature are typical at this point in the year.

For capital outlay, approximately 44% of the capital outlay budgeted in the first two quarters was expended. A significant portion of the variance involves the \$165,000 in capital projects deferred in November for potential Community Center contingency use. The remaining variance is due to several projects that were planned for the first two quarters but not yet completed. We expect staff to complete most of these projects by the end of the fiscal year.

Financial Outlook:

The Village issued 57 single-family residential building permits valued at \$16,599,000 during the first two quarters compared to 60 the previous year. Although the number of homes permitted was lower, the total value of the homes increased slightly compared to the previous year. At this point, we still believe the Village will reach the forecasted number of 130 homes constructed by year-end.

Other Items:

During the first two quarters, the Fair Barn covered 89% of operating expenditures with operating revenues. This is lower than the 110% achieved at this point the previous year and is slightly below the balanced scorecard target of 95%. Before discounts were applied, the Fair Barn actually made an operating profit for the quarter with a ratio of 103%.

The Harness Track only covered 70% of its operating expenditures compared to 88% the previous year. The decline is due to fewer horses stabling at the track this season, mentioned above. At this point, it is doubtful the track will reach its performance target for expenditure coverage of 60% by year-end.

Conclusion:

The Village Council and Village managers should be commended for exceeding most of the Village's financial targets. As we begin preparing our budget for the upcoming year, we should continue to maintain operating expenditure growth that is in line with operating revenues. As I have said before, the Village continues to remain in a solid financial position as a result of our conservative financial policies, good financial planning, and diligent budget oversight. Should you have any questions about these quarterly statements, please feel free to contact me.

VILLAGE OF PINEHURST



FINANCIAL STATEMENTS
FOR THE SIX MONTHS ENDED
DECEMBER 31, 2018

**Village of Pinehurst
Financial Statements
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Village of Pinehurst
Combined Balance Sheet - All Fund Types
December 31, 2018

	Governmental Fund Types		Account Groups			
	General Fund	Capital Project Fund	General Capital Assets	General Long - Term Debt	Totals December 31, 2018	Totals December 31, 2017
ASSETS						
Cash & investments	\$ 13,225,637	\$ 80,088	\$ -	\$ -	\$ 13,305,725	\$ 12,456,454
Taxes receivable	938,704	-	-	-	938,704	906,037
Assessments receivable	52,193	-	-	-	52,193	90,255
Due from other governmental agencies	2,397,798	-	-	-	2,397,798	2,214,330
Other receivables	261,371	-	-	-	261,371	314,574
Prepaid items	1,250	-	-	-	1,250	-
Inventory	40,968	-	-	-	40,968	42,924
Capital assets	-	-	44,414,148	-	44,414,148	41,787,581
Amounts to be provided for retirement of general long-term debt	-	-	-	3,930,149	3,930,149	4,793,214
TOTAL ASSETS	\$ 16,917,921	\$ 80,088	\$ 44,414,148	\$ 3,930,149	\$ 65,342,306	\$ 62,605,369
LIABILITIES AND FUND EQUITY						
Accounts payable	\$ 832	\$ -	\$ -	\$ -	\$ 832	\$ 30,197
Withholdings & accrued expenses	195,252	-	-	-	195,252	219,438
Accrued vacation	-	-	-	684,993	684,993	668,431
Total pension liability (LEO)	-	-	-	1,034,234	1,034,234	943,908
Net pension liability (LGRS)	-	-	-	1,621,831	1,621,831	2,278,540
Deposits	231,494	-	-	-	231,494	221,091
Unavailable revenues	1,320,216	-	-	-	1,320,216	1,283,299
Long-term debt	-	-	-	589,091	589,091	902,335
Total Liabilities	1,747,794	-	-	3,930,149	5,677,943	6,547,239
EQUITY						
Investment in general capital assets	-	-	44,414,148	-	44,414,148	41,787,581
Fund Balance:						
Nonspendable:						
Inventory	40,968	-	-	-	40,968	42,924
Prepaid items	1,250	-	-	-	1,250	-
Restricted:						
Stabilization by state statute	4,267,570	-	-	-	4,267,570	4,126,577
Public safety	13,929	-	-	-	13,929	1,783
Transportation	100,448	-	-	-	100,448	-
Committed:						
Cultural and recreation	-	80,088	-	-	80,088	-
Assigned:						
Designated for expenditures	4,943,685	-	-	-	4,943,685	2,195,054
Unassigned	5,802,277	-	-	-	5,802,277	7,904,211
Total equity	15,170,127	80,088	44,414,148	-	59,664,363	56,058,130
TOTAL LIABILITIES & EQUITY	\$ 16,917,921	\$ 80,088	\$ 44,414,148	\$ 3,930,149	\$ 65,342,306	\$ 62,605,369

**Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended December 31, 2018**

	Annual Budget as of 12/31/2018	Quarterly Budget as of 12/31/2018	YTD as of 12/31/2018	YTD as of 12/31/2017	Current Year Over (Under) Prior Year	% of 2019 Budget Spent / Received YTD
Revenues						
Ad valorem taxes & penalties	\$ 10,250,000	\$ 8,784,830	\$ 9,081,045	\$ 8,935,783	\$ 145,262	88.60%
Assessments	25,900	-	8,460	2,005	6,455	32.66%
Other taxes and licenses	1,000	500	1,490	910	580	149.00%
Intergovernmental revenues:						
Unrestricted	5,711,000	2,512,580	2,586,590	2,493,188	93,402	45.29%
Restricted	545,100	521,883	514,291	503,896	10,395	94.35%
Permits & fees	717,500	358,750	380,417	345,127	35,290	53.02%
Sales & services	719,600	446,800	392,533	408,099	(15,566)	54.55%
Other revenues	206,580	117,850	94,031	86,167	7,864	45.52%
Interest earned on investments	96,000	25,990	121,121	49,987	71,134	126.17%
TOTAL REVENUES	18,272,680	12,769,183	13,179,978	12,825,162	354,816	72.13%
Operating Expenditures						
Governing Body	150,100	80,800	57,019	57,757	(738)	37.99%
Administration	1,268,610	661,531	588,524	542,321	46,203	46.39%
Financial Services	673,400	418,222	353,101	381,084	(27,983)	52.44%
Human Resources	523,003	283,985	187,434	162,152	25,282	35.84%
Police	3,230,216	1,659,328	1,504,801	1,473,201	31,600	46.59%
Fire	2,822,325	1,465,852	1,315,510	1,274,236	41,274	46.61%
Inspections	227,570	115,186	106,878	98,174	8,704	46.96%
Public Services Administration	440,530	220,467	196,279	200,230	(3,951)	44.56%
Streets & Grounds	1,538,205	848,802	928,842	696,464	232,378	60.38%
Powell Bill Funds	1,100,000	450,000	398,325	671,398	(273,073)	36.21%
Solid Waste	1,447,180	680,517	686,409	615,308	71,101	47.43%
Recreation	1,577,469	791,851	725,098	668,884	56,214	45.97%
Library	100,000	50,000	50,000	175,000	(125,000)	50.00%
Harness Track	537,100	275,586	258,221	216,000	42,221	48.08%
Fair Barn	346,450	173,226	138,931	124,660	14,271	40.10%
Planning	930,075	533,003	430,518	236,700	193,818	46.29%
Community Development	234,740	111,170	97,105	77,951	19,154	41.37%
Debt Service	320,160	161,084	160,510	181,865	(21,355)	50.13%
Contingency	100,000	50,000	-	-	-	0.00%
Total Operating Expenditures	17,567,133	9,030,610	8,183,505	7,853,385	330,120	46.58%
Capital Outlay Expenditures						
Administration	64,776	50,776	40,527	13,440	27,087	62.56%
Financial Services	1,680	1,680	1,680	1,104	576	100.00%
Human Resources	2,940	2,940	2,940	883	2,057	100.00%
Police	159,281	145,281	32,779	34,716	(1,937)	20.58%
Fire	42,284	32,099	12,981	651,927	(638,946)	30.70%
Inspections	1,087	1,087	1,049	335	714	96.50%
Public Services Administration	73,231	73,231	5,932	87,847	(81,915)	8.10%
Streets & Grounds	418,939	346,439	195,748	432,178	(236,430)	46.72%
Solid Waste	8,073	8,073	7,276	733	6,543	90.13%
Recreation	333,179	333,179	38,377	91,312	(52,935)	11.52%
Harness Track	101,302	46,302	89,809	37,291	52,518	88.65%
Fair Barn	65,532	35,032	39,374	5,001	34,373	60.08%
Planning	2,343	2,343	2,327	994	1,333	99.32%
Community Development	420	420	420	221	199	100.00%
Total Capital Outlay Expenditures	1,275,067	1,078,882	471,219	1,357,982	(886,763)	36.96%
TOTAL EXPENDITURES	18,842,200	10,109,492	8,654,724	9,211,367	(556,643)	45.93%
REVENUES OVER (UNDER) EXPENDITURES	(569,520)	2,659,691	4,525,254	3,613,795	911,459	

**Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended December 31, 2018**

	<u>Annual Budget as of 12/31/2018</u>	<u>Quarterly Budget as of 12/31/2018</u>	<u>YTD as of 12/31/2018</u>	<u>YTD as of 12/31/2017</u>	<u>Current Year Over (Under) Prior Year</u>	<u>% of 2019 Budget Spent / Received YTD</u>
Other Financing Sources (Uses)						
Operating transfers out	\$ (4,404,165)	\$ (1,608,265)	\$ -	\$ (1,800)	\$ 1,800	0.00%
Sales of capital assets	30,000	15,000	3,035	25,452	(22,417)	10.12%
Total Other Fin. Sources (Uses)	<u>(4,374,165)</u>	<u>(1,593,265)</u>	<u>3,035</u>	<u>23,652</u>	<u>(20,617)</u>	<u>-0.07%</u>
REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXP AND OTHER FINANCING USES	(4,943,685)	1,066,426	4,528,289	3,637,447	890,842	
Appropriated Fund Balance	<u>4,943,685</u>	<u>694,305</u>	<u>-</u>	<u>-</u>	<u>-</u>	
EXCESS OF REVENUES, OTHER FINANCING SOURCES AND FUND BALANCE APP. OVER (UNDER) EXP AND OTHER FIN. USES	<u>\$ -</u>	<u>\$ 372,121</u>	4,528,289	<u>\$ 3,637,447</u>	<u>\$ 890,842</u>	
FUND BALANCE, JULY 1			<u>10,641,838</u>			
FUND BALANCE, JUNE 30			<u>\$ 15,170,127</u>			

Village of Pinehurst
Community Center Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
From Inception and for the Fiscal Period Ended December 31, 2018

	Project Budget	Prior Years	Actual Current Year	Total To Date
REVENUES				
Interest earned on investments	\$ -	\$ 619	\$ 1,035	1,654
	-	619	1,035	1,654
EXPENDITURES				
Design costs	344,000	157,742	107,824	265,566
Construction costs	4,404,165	-	-	-
	4,748,165	157,742	107,824	265,566
REVENUES OVER (UNDER) EXPENDITURES	(4,748,165)	(157,123)	(106,789)	(263,912)
OTHER FINANCING SOURCES (USES)				
Transfer from General Fund	4,748,165	344,000	-	344,000
	4,748,165	344,000	-	344,000
REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES	<u>\$ -</u>	<u>\$ 186,877</u>	(106,789)	<u>\$ 80,088</u>
FUND BALANCE, JULY 1			186,877	
FUND BALANCE, JUNE 30			<u>\$ 80,088</u>	

**Village of Pinehurst
Schedule of Interfund Transfers
For the Fiscal Period Ended December 31, 2018**

	Budgeted		Actual	
	Transfers In	Transfers Out	Transfers In	Transfers Out
General Fund Transfers:				
Community Center Capital Project Fund	\$ -	\$ 4,404,165	\$ -	\$ -
Community Center Capital Project Fund	4,404,165	-	-	-
	<u>\$ 4,404,165</u>	<u>\$ 4,404,165</u>	<u>\$ -</u>	<u>\$ -</u>

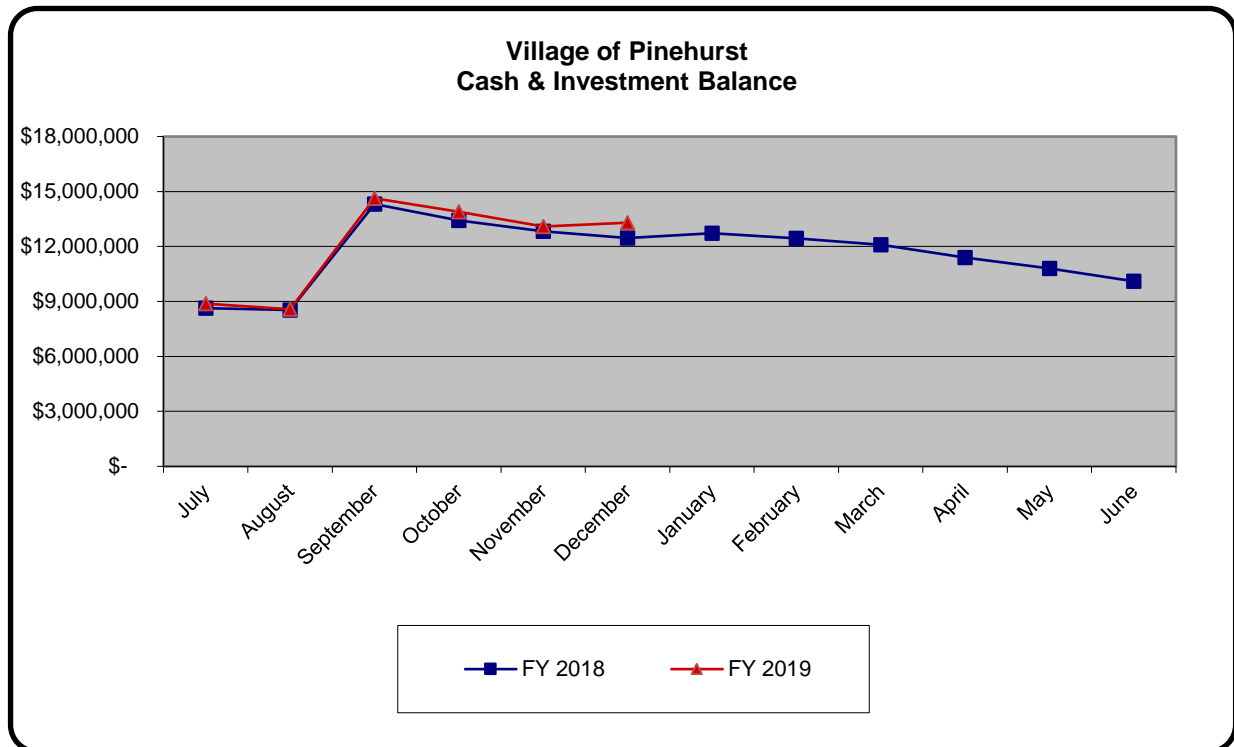
Village of Pinehurst
Schedule of Cash and Investments
December 31, 2018

Investment	Bond/Bank Ratings	Purchase Date	Maturity Date	Cost
<i>Money Market Mutual Funds</i>				
North Carolina Capital Management Trust - Term Portfolio	Unrated			\$ 11,102,177
North Carolina Capital Management Trust - Government Portfolio	AAAm (S&P)			2,029,277
<i>Interest Bearing Checking Accounts</i>				
PNC Bank Operating				173,171
<i>Petty Cash</i>				
				<u>1,100</u>
Total Cash and Investments				<u><u>\$ 13,305,725</u></u>
Total Cash and Investments (same quarter previous year)				<u><u>\$ 12,456,454</u></u>
Summary of Cash and Investments				
Money Market Mutual Funds				\$ 13,131,454
Interest Bearing Checking Accounts				173,171
Petty Cash				<u>1,100</u>
				<u><u>\$ 13,305,725</u></u>

Village of Pinehurst Investment Yield Summary

	FY 2018			FY 2019		
	Cash Balance	Investment Earnings	Investment Yield*	Cash Balance	Investment Earnings	Investment Yield*
July	\$ 8,640,436	\$ 6,416	0.85%	\$ 8,882,648	\$ 11,854	1.52%
August	8,533,653	5,740	0.81%	8,573,791	15,605	2.18%
September	14,312,660	7,054	0.75%	14,628,488	17,540	1.84%
October	13,423,626	10,512	0.92%	13,899,345	25,655	2.19%
November	12,835,641	9,637	0.89%	13,097,675	24,559	2.21%
December	12,456,454	10,628	1.02%	13,305,725	26,943	2.48%
January	12,729,139	11,696	1.13%			
February	12,448,165	10,752	1.04%			
March	12,089,266	13,250	1.31%			
April	11,388,653	13,642	1.41%			
May	10,803,099	13,363	1.47%			
June	10,107,104	33,586	3.91%			
Average	<u>\$ 11,647,325</u>	<u>\$ 146,276</u>	1.26%	<u>\$ 12,064,612</u>	<u>\$ 122,156</u>	2.07%

* Investment yield is presented on an accrual basis.



Village of Pinehurst
Schedule of Fund Balance - General Fund
December 31, 2018

	Fund Balance at 12/31/2018	Fund Balance at 12/31/2017
General Fund		
Nonspendable:		
Inventory	\$ 40,968	\$ 42,924
Prepaid Items	1,250	-
Restricted:		
Stabilization by State Statute	4,267,570	4,126,577
Transportation	100,448	-
Public Safety	13,929	1,783
Assigned		
Subsequent year's expenditures	4,943,685	2,195,054
Unassigned	5,802,277	7,904,211
	<u>\$ 15,170,127</u>	<u>\$ 14,270,549</u>

Village of Pinehurst
Schedule of Capital Outlay by Function and Activity - General Fund
For the Fiscal Period Ended December 31, 2018

	Annual Budget	YTD Budget	YTD Expenditures	Remaining Balance
<u>Land</u>				
Streets & Grounds	\$ 26,500	\$ 26,500	\$ -	\$ 26,500
Recreation	128,850	128,850	-	128,850
Harness Track	35,000	(20,000)	37,282	(2,282)
	190,350	135,350	37,282	153,068
<u>Buildings and Grounds</u>				
Police	7,000	5,500	-	7,000
Public Services Administration	67,300	67,300	-	67,300
Recreation	186,040	186,040	21,151	164,889
Harness Track	57,000	57,000	43,440	13,560
Fair Barn	37,500	7,000	11,120	26,380
	354,840	322,840	75,711	279,129
<u>Equipment and Furniture</u>				
Administration	58,054	44,054	33,283	24,771
Financial Services	1,680	1,680	1,680	-
Human Resources	2,940	2,940	2,940	-
Police	42,868	30,368	28,023	14,845
Fire	39,987	29,802	10,505	29,482
Inspections	1,087	1,087	1,049	38
Public Services Administration	3,830	3,830	3,668	162
Streets & Grounds	203,939	203,939	195,748	8,191
Solid Waste	8,073	8,073	7,276	797
Recreation	12,794	12,794	11,303	1,491
Harness Track	5,296	5,296	4,770	526
Fair Barn	23,066	23,066	22,900	166
Planning	2,343	2,343	2,327	16
Community Development	420	420	420	-
	406,377	369,692	325,892	80,485
<u>Vehicles</u>				
Administration	6,722	6,722	7,244	(522)
Police	109,413	109,413	4,756	104,657
Fire	2,297	2,297	2,476	(179)
Public Services Administration	2,101	2,101	2,264	(163)
Recreation	5,495	5,495	5,923	(428)
Harness Track	4,006	4,006	4,317	(311)
Fair Barn	4,966	4,966	5,354	(388)
	135,000	135,000	32,334	102,666
<u>Infrastructure</u>				
Streets & Grounds	188,500	116,000	-	188,500
	188,500	116,000	-	188,500
Total	\$ 1,275,067	\$ 1,078,882	\$ 471,219	\$ 803,848

% of Capital Outlay Budget Expended

36.96%

Note: This Schedule includes Fleet Maintenance, Buildings & Grounds and Information Technology Capital Outlay.

**Village of Pinehurst
Schedule of General Long Term Debt
December 31, 2018**

	Balance at 12/31/2018	Balance at 12/31/2017	Increase (Decrease)
Fire Station			
\$2,500,000; due in 30 semi-annual payments of fixed principal of \$83,334 plus interest @ 3.44%; collateralized by Fire Station bldg; final payment due on 3/15/20.	\$ 250,000	\$ 416,667	\$ (166,667)
Fair Barn			
\$1,000,000; due in 40 semi-annual payments consisting of fixed principal of \$25,000 plus interest @ 4.60%; collateralized by Fair Barn bldg; final payment due on 3/11/22.	175,000	225,000	(50,000)
67.04 Acres (Chicken Plant Road)			
\$500,000; due in 30 semi-annual payments consisting of fixed principal of \$16,667 plus interest @ 3.98%; collateralized by 67.04 acres of land; final payment due 4/17/18.	-	16,667	(16,667)
2013 Firetruck			
\$550,000; due in 14 semi-annual payments of \$41,917 beginning on 2/1/14; final payment due on 8/1/20; interest @ 1.75%; collateralized by firetruck.	164,091	244,001	(79,910)
	589,091	902,335	(313,244)
Total Pension Liability (LEO) *	1,034,234	943,908	90,326
Net Pension Liability (LGERS) *	1,621,831	2,278,540	(656,709)
Accumulated Vacation	684,993	668,431	16,562
	3,341,058	3,890,879	(549,821)
	<u>\$ 3,930,149</u>	<u>\$ 4,793,214</u>	<u>\$ (863,065)</u>

* Based on an independent annual actuarial valuation

Village of Pinehurst
Schedule of Budget Amendments - General Fund
For the Fiscal Period Ended December 31, 2018

	ORIGINAL FY 2019 BUDGET	Amended * Qtr Ended 09/30/18	Amended Qtr Ended 12/31/18	Amended Qtr Ended 03/31/19	Amended Qtr Ended 06/30/19	Total Amendments	Amended FY 2019 Budget
REVENUES							
Ad valorem taxes	\$ 10,250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,250,000
Unrestricted Intergov't Revenues	5,712,000	-	-	-	-	-	5,712,000
Restricted Intergov't Revenues	545,100	-	-	-	-	-	545,100
Permits & Fees	717,500	-	-	-	-	-	717,500
Sales & Services	719,600	-	-	-	-	-	719,600
Assessments	25,900	-	-	-	-	-	25,900
Other Revenues	236,580	-	-	-	-	-	236,580
Investment Income	96,000	-	-	-	-	-	96,000
Appropriated Fund Balance	4,249,380	359,040	335,265	-	-	694,305	4,943,685
TOTAL REVENUES	\$ 22,552,060	\$ 359,040	\$ 335,265	\$ -	\$ -	\$ 694,305	\$ 23,246,365
OPERATING EXPENDITURES							
Governing Body	150,100	-	-	-	-	-	150,100
Administration	1,264,710	3,900	-	-	-	3,900	1,268,610
Financial Services	673,400	-	-	-	-	-	673,400
Human Resources	514,840	8,163	-	-	-	8,163	523,003
Police	3,225,280	10,936	(6,000)	-	-	4,936	3,230,216
Fire	2,757,020	55,455	9,850	-	-	65,305	2,822,325
Inspections	227,570	-	-	-	-	-	227,570
Public Services Administration	440,280	250	-	-	-	250	440,530
Streets & Grounds	1,536,460	2,745	(1,000)	-	-	1,745	1,538,205
Powell Bill	1,100,000	-	-	-	-	-	1,100,000
Solid Waste	1,447,180	-	-	-	-	-	1,447,180
Planning	833,450	96,625	-	-	-	96,625	930,075
Community Development	234,740	-	-	-	-	-	234,740
Recreation	1,565,240	23,729	(11,500)	-	-	12,229	1,577,469
Library	100,000	-	-	-	-	-	100,000
Harness Track	527,780	2,320	7,000	-	-	9,320	537,100
Fair Barn	346,450	-	-	-	-	-	346,450
Contingency	100,000	-	-	-	-	-	100,000
Debt Service	320,160	-	-	-	-	-	320,160
Other Financing Uses	4,068,900	-	335,265	-	-	335,265	4,404,165
Total Operating Expenditures	21,433,560	204,123	333,615	-	-	537,738	21,971,298
CAPITAL EXPENDITURES							
Administration	28,776	36,000	-	-	-	36,000	64,776
Financial Services	1,680	-	-	-	-	-	1,680
Human Resources	2,940	-	-	-	-	-	2,940
Police	159,281	-	-	-	-	-	159,281
Fire	41,607	10,527	(9,850)	-	-	677	42,284
Inspections	1,087	-	-	-	-	-	1,087
Public Services Administration	61,731	-	11,500	-	-	11,500	73,231
Streets & Grounds	388,939	30,000	-	-	-	30,000	418,939
Solid Waste	8,073	-	-	-	-	-	8,073
Planning	2,343	-	-	-	-	-	2,343
Community Development	420	-	-	-	-	-	420
Recreation	238,289	49,890	45,000	-	-	94,890	333,179
Harness Track	117,802	28,500	(45,000)	-	-	(16,500)	101,302
Fair Barn	65,532	-	-	-	-	-	65,532
Total Capital Expenditures	\$ 1,118,500	\$ 154,917	\$ 1,650	\$ -	\$ -	\$ 156,567	\$ 1,275,067
TOTAL EXPENDITURES	\$ 22,552,060	\$ 359,040	\$ 335,265	\$ -	\$ -	\$ 694,305	\$ 23,246,365

* Includes \$332,040 that was reappropriated from FY 2018.

**Village of Pinehurst
Schedule of Encumbrances
For the Fiscal Period Ended December 31, 2018**

	Annual Budget as of 12/31/2018	YTD as of 12/31/2018	Encumbered Amount	Unencumbered Balance
GENERAL FUND				
Operating Expenditures				
Governing Body	\$ 150,100	\$ 57,019	\$ 27,408	\$ 65,673
Administration	1,268,610	588,524	30,799	649,287
Financial Services	673,400	353,101	870	319,429
Human Resources	523,003	187,434	8,816	326,753
Police	3,230,216	1,504,801	39,322	1,686,093
Fire	2,822,325	1,315,510	41,715	1,465,100
Inspections	227,570	106,878	878	119,814
Public Services Administration	440,530	196,279	8,386	235,865
Streets & Grounds	1,538,205	928,842	177,651	431,712
Powell Bill Funds	1,100,000	398,325	572,872	128,803
Solid Waste	1,447,180	686,409	319,342	441,429
Recreation	1,577,469	725,098	68,995	783,376
Library	100,000	50,000	-	50,000
Harness Track	537,100	258,221	63,178	215,701
Fair Barn	346,450	138,931	19,692	187,827
Planning	930,075	430,518	77,643	421,914
Community Development	234,740	97,105	75,808	61,827
Fleet Maintenance	719,470	351,014	24,594	343,862
B&G Maintenance	1,160,430	574,195	118,213	468,022
Information Technology	1,080,620	487,057	122,027	471,536
Debt Service	320,160	160,510	-	159,650
Total Operating Expenditures *	20,527,653	9,595,771	1,798,209	9,133,673
Capital Outlay Expenditures				
Administration	64,776	40,527	-	24,249
Financial Services	1,680	1,680	-	-
Human Resources	2,940	2,940	-	-
Police	159,281	32,779	-	126,502
Fire	42,284	12,981	-	29,303
Inspections	1,087	1,049	-	38
Public Services Administration	73,231	5,932	-	67,299
Streets & Grounds	418,939	195,748	54,115	169,076
Solid Waste	8,073	7,276	-	797
Recreation	333,179	38,377	-	294,802
Harness Track	101,302	89,809	-	11,493
Fair Barn	65,532	39,374	-	26,158
Planning	2,343	2,327	-	16
Community Development	420	420	-	-
Fleet Maintenance	377,240	265,464	33,997	77,779
B&G Maintenance	411,840	191,401	65,328	155,111
Information Technology	42,000	42,000	-	-
Total Capital Outlay Expenditures *	2,106,147	970,084	153,440	982,623
Transfer to Community Center CPF	4,404,165	-	-	4,404,165
Charges to Other Departments *	(3,791,600)	(1,911,131)	-	(1,880,469)
TOTAL GENERAL FUND EXPENDITURES	\$ 23,246,365	\$ 8,654,724	\$ 1,951,649	\$ 12,639,992
COMMUNITY CENTER CAPITAL PROJECT FUND				
Capital Expenditures				
Design & Engineering Costs	\$ 344,000	\$ 265,566	\$ 32,197	\$ 46,237
Construction Costs	4,404,165	-	4,241,165	163,000
TOTAL CAPITAL PROJECT FUND EXPENDITURES	\$ 4,748,165	\$ 265,566	\$ 4,273,362	\$ 209,237

* In this schedule, General Fund operating and capital expenditures are overstated due to internal service allocation budgets appearing in both the internal service departments (Fleet, B&G, & IT) and the department to which the expenditure is eventually allocated. Total expenditures, however, reflect the actual General Fund budget.

Village of Pinehurst
Schedule of Ad Valorem Property Tax Collections
For the Fiscal Period Ended December 31, 2018

Real and Personal

Tax Year	For the Fiscal Period Ended December 31, 2018			For the Fiscal Period Ended December 31, 2017		
	Budgeted Collections	Gross Collections	% Collected Through 12/31/2018	Budgeted Collections	Gross Collections	% Collected Through 12/31/2017
Third Prior Year	\$ -	\$ 2,132	100.00%	\$ -	\$ 8	100.00%
Second Prior Year	-	4,725	100.00%	-	620	0.00%
First Prior Year	5,000	2,553	51.06%	5,000	2,789	55.78%
Current Year	9,642,000	8,745,891	90.71%	9,450,000	8,630,606	91.33%
	<u>\$ 9,647,000</u>	<u>\$ 8,755,301</u>	<u>90.76%</u>	<u>\$ 9,455,000</u>	<u>\$ 8,634,023</u>	<u>91.32%</u>

Motor Vehicles

Tax Year	For the Fiscal Period Ended December 31, 2018			For the Fiscal Period Ended December 31, 2017		
	Budgeted Collections	Gross Collections	% Collected Through 12/31/2018	Budgeted Collections	Gross Collections	% Collected Through 12/31/2017
Third Prior Year	\$ -	\$ 187	100.00%	\$ -	\$ 124	100.00%
Second Prior Year	-	-	0.00%	-	-	0.00%
First Prior Year	2,000	-	0.00%	2,000	-	0.00%
Current Year	601,000	323,854	53.89%	595,000	301,352	50.65%
	<u>\$ 603,000</u>	<u>\$ 324,041</u>	<u>53.74%</u>	<u>\$ 597,000</u>	<u>\$ 301,476</u>	<u>50.50%</u>

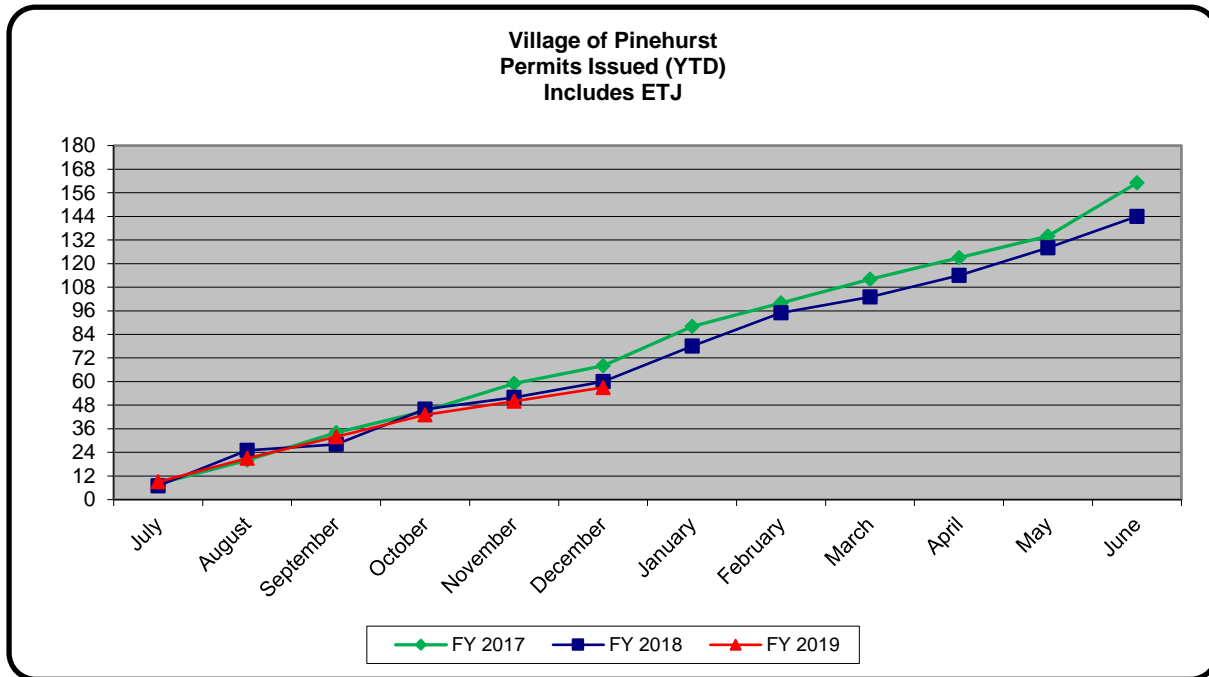
Village of Pinehurst
Schedule of Ad Valorem Property Tax Levy
For the Fiscal Period Ended December 31, 2018

Property Valuation				
	For the Fiscal Period Ended December 31, 2018	For the Fiscal Period Ended December 31, 2017	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal Motor Vehicles	\$ 3,277,064,983	\$ 3,223,617,889	\$ 53,447,094	1.66%
	110,353,576	101,966,374	8,387,202	8.23%
	<u>\$ 3,387,418,559</u>	<u>\$ 3,325,584,263</u>	<u>\$ 61,834,296</u>	<u>1.86%</u>

Levy				
	For the Fiscal Period Ended December 31, 2018	For the Fiscal Period Ended December 31, 2017	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal Motor Vehicles	\$ 9,669,002	\$ 9,511,213	\$ 157,789	1.66%
	323,164	300,910	22,254	7.40%
	<u>\$ 9,992,166</u>	<u>\$ 9,812,123</u>	<u>\$ 180,043</u>	<u>1.83%</u>

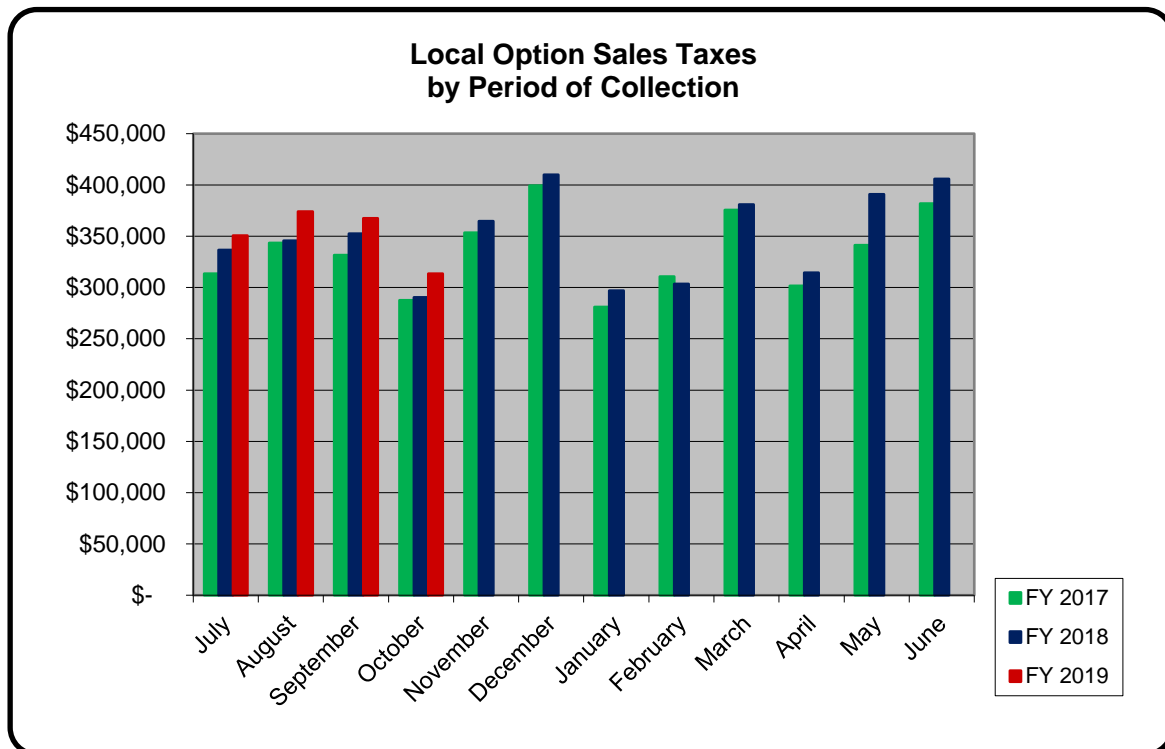
**Village of Pinehurst
Residential Building Permits - Includes ETJ**

	FY 2017		FY 2018		FY 2019		Construction
	# of	Est.	# of	Est.	# of	Est.	Costs
	Permits	Construction	Permits	Construction	Permits	Construction	Percentage
	Issued	Costs	Issued	Costs	Issued	Costs	Change YTD
July	8	\$ 1,645,500	7	\$ 1,691,850	9	\$ 2,707,900	60.06%
August	12	2,054,017	18	3,158,655	12	2,037,903	-2.16%
September	14	2,822,730	3	2,174,900	11	3,748,750	20.91%
October	11	2,910,900	18	4,675,000	11	3,826,000	5.30%
November	14	3,596,000	6	2,984,550	7	2,338,600	-0.18%
December	9	2,142,068	8	1,589,700	7	1,939,800	1.99%
January	20	4,035,250	18	3,414,632	-	-	
February	12	2,659,500	17	4,524,452	-	-	
March	12	5,589,000	8	1,756,700	-	-	
April	11	2,566,718	11	2,206,400	-	-	
May	11	1,017,000	14	4,567,000	-	-	
June	27	6,129,915	16	5,748,500	-	-	
YTD	161	\$ 37,168,598	144	\$ 38,492,339	57	\$ 16,598,953	



**Village of Pinehurst
Local Option Sales Taxes**

	FY 2017	FY 2018	FY 2019	Same Month Change From Prior Year
July	\$ 313,585	\$ 336,443	\$ 350,690	4.23%
August	343,487	345,760	374,077	8.19%
September	331,600	352,649	367,404	4.18%
October	287,484	290,344	313,447	7.96%
November	353,315	364,829	-	
December	399,256	409,840	-	
January	281,108	296,850	-	
February	310,699	303,470	-	
March	375,539	381,053	-	
April	301,667	314,470	-	
May	341,122	390,927	-	
June	381,696	405,916	-	
YTD	<u>\$ 4,020,558</u>	<u>\$ 4,192,551</u>	<u>\$ 1,405,618</u>	



Village of Pinehurst
Schedule of Fair Barn Revenues and Expenditures
For the Fiscal Period Ended December 31, 2018

	Annual Budget as of 12/31/2018	Quarterly Budget as of 12/31/2018	Actual 12/31/2018	YTD as of 12/31/2017	Current Year Over (Under) Prior Year	% of 2019 Budget Spent / Received YTD
<u>Fair Barn</u>						
Revenues	\$ 253,000	\$ 146,250	\$ 143,373	\$ 158,184	\$ (14,811)	56.67%
Expenditures						
Operating	346,450	173,226	138,931	124,660	14,271	40.10%
Capital	65,532	35,032	39,374	5,001	34,373	60.08%
Debt Service	58,625	29,600	29,601	30,751	(1,150)	50.49%
	<u>470,607</u>	<u>237,858</u>	<u>207,906</u>	<u>160,412</u>	<u>47,494</u>	<u>44.18%</u>
Net <u>Before</u> Discounts	<u>(217,607)</u>	<u>(91,608)</u>	<u>(64,533)</u>	<u>(2,228)</u>	<u>(62,305)</u>	<u>29.66%</u>
Event Revenue Discounts			<u>(19,721)</u>	<u>(21,134)</u>	<u>1,413</u>	
Net <u>After</u> Discounts	<u>\$ (217,607)</u>	<u>\$ (91,608)</u>	<u>\$ (84,254)</u>	<u>\$ (23,362)</u>	<u>\$ (60,892)</u>	<u>38.72%</u>
Operating Revenues as a % of Operating Expenditures - Before Discounts	73%	84%	103%	127%		
Operating Revenues as a % of Operating Expenditures - After Discounts	73%	84%	89%	110%		
Target			95%			

Village of Pinehurst
Schedule of Harness Track Revenues and Expenditures
For the Fiscal Period Ended December 31, 2018

	Annual Budget as of 12/31/2018	Quarterly Budget as of 12/31/2018	Actual 12/31/2018	YTD as of 12/31/2017	Current Year Over (Under) Prior Year	% of 2019 Budget Spent / Received YTD
<u>Harness Track</u>						
Revenues	\$ 251,600	\$ 191,800	\$ 181,175	\$ 190,043	\$ (8,868)	72.01%
Expenditures						
Operating	537,500	275,986	258,222	216,000	42,222	48.04%
Capital	101,302	46,302	89,810	37,291	52,519	88.66%
	<u>638,802</u>	<u>322,288</u>	<u>348,032</u>	<u>253,291</u>	<u>94,741</u>	<u>54.48%</u>
Net	<u>\$ (387,202)</u>	<u>\$ (130,488)</u>	<u>\$ (166,857)</u>	<u>\$ (63,248)</u>	<u>\$ (103,609)</u>	<u>43.09%</u>
Operating Revenues as a % of Operating Expenditures	47%	69%	70%	88%		
Target			60%			



**DISCUSS AND CONSIDER TRAFFIC PREEMPTION AGREEMENT AND
BUDGET AMENDMENT
ADDITIONAL AGENDA DETAILS:**

FROM:

Carlton Cole

CC:

Jeff Sanborn

DATE OF MEMO:

1/31/2019

MEMO DETAILS:

Traffic Pre-emption has been an ongoing program for the fire department since 2014. Pre-emption equipment allows approaching fire apparatus responding to an emergency to “pre-empt” the traffic signal, causing it to cycle to green in the direction of travel. This occurs through the use of Global Positioning System (GPS) technology. The signal changes allowing the motoring public to begin to clear the intersection, and fire apparatus to maneuver through the light in a safer manner. Pre-emption of an intersection is authorized and installed by the NC Department of Transportation.

Due to the historical length of time involved in the approval and signal design process, pre-emption at additional intersections was not included in the FY19 budget. The request was made for NCDOT to approve, design and install equipment at the remaining seven signalized intersections with funding programmed for the FY20 capital budget for project completion with pre-emption at all signalized intersections. Typically from written request to installation there is a lag time of 18-24 months, sometimes more. Our most recent request was made in August 2016, with installation work planned for the next few weeks. NCDOT has indicated that with their contractor in the area the remaining seven intersections could be completed prior to end of this fiscal year.

While work is being completed in the area, and in the interest of completing the pre-emption project in a timely manner your approval is requested for: 1) the supplemental agreement to install pre-emption at the remaining seven signalized intersections; and 2) budget amendment re-allocating funds from the FY 2019 budget to complete the project.

ATTACHMENTS:

Description

- ☐ Ordinance 19-04 Budget Amendment for Traffic Pre-emption Devices
- ☐ Original NC DOT Traffic Signal Pre-emption Contract - Aug. 2017
- ☐ Supplemental NC DOT Traffic Signal Pre-emption Agreement - Feb. 2019

ORDINANCE #19-04:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2019, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA (TRAFFIC SIGNAL PRE-EMPTION DEVICES)

WHEREAS, the North Carolina Department of Transportation notified the Village of an opportunity to install traffic signal pre-emption devices at the seven remaining intersections across the Village by the end of this fiscal year; and

WHEREAS, the Village Council desires to pursue installation of these devices in FY 2019; and

WHEREAS, partial funding for two devices was included in Ordinance #18-16, the reappropriation amendment for FY 2019; and

WHEREAS, funding for five devices was not included in the FY 2019 Budget when originally adopted; and

WHEREAS, this amendment is a reclassification of funding from operating to capital outlay and no new funds are requested;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 12th day of February 2019, as follows:

SECTION 1. To amend the FY 2019 General Fund budget with regard to revenues and expenditures, the revenue and expenditure accounts are to be changed as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-10-320-7400	Capital Outlay: Equipment	\$ 44,000	
10-10-320-5800	Professional Services		\$ 30,000
10-10-320-9999	Fire Department Contingency		10,000
10-10-320-4400	Workers' Comp Insurance		2,900
10-10-320-5100	Business Insurance		1,100

SECTION 2. To authorize the Village Manager to enter into all project agreements related to the installation of these seven traffic pre-emption devices.

SECTION 3. Copies of this budget amendment shall be furnished to the Clerk to the Village Council, Village Manager, and Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 12th day of February, 2019.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

NORTH CAROLINA
MOORE COUNTY

TRAFFIC – DOT CONSTRUCTION AGREEMENT

DATE: 7/5/2017

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

AND

WBS Elements: 36249.3810

VILLAGE OF PINEHURST

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Village of Pinehurst, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the Department and the Municipality propose to make certain traffic control improvements under said project in Moore County; and,

WHEREAS, the Municipality has agreed to participate in the cost of the project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF THE PROJECT

1. The Project consists of furnishing and installing emergency vehicle preemption signals at the intersection of NC 5 and Monticello Drive, NC 5 and Morganton Road, NC 211 and Page Road, and NC 211 and Murdocksville Road, within the Village of Pinehurst.

DESIGN AND EQUIPMENT PROCUREMENT

2. The Department shall modify the existing plans and traffic signal design specifications and furnish the traffic signal equipment.

FUNDING

3. The Municipality shall reimburse the Department one hundred percent (100%) of the actual cost of all work performed by the Department, including administrative costs. Based on the estimated cost of \$32,000, the Municipality shall submit a check to the Department's Division Engineer upon partial execution of this Agreement by the Municipality. Upon completion of the project, if actual costs exceed the amount of payment, the Municipality shall reimburse the Department any underpayment within sixty (60) days of invoicing by the Department. If the actual cost of the work is less than \$32,000, the Department shall reimburse the Municipality any overpayment. The Department shall charge a late payment penalty and interest on any unpaid balance due in accordance with G.S. 147-86.23.

UTILITIES AND RIGHT OF WAY

4. The Municipality shall accomplish the relocation and/or adjustment of any and all utilities in conflict with the construction of the project. Said work shall be accomplished in a manner satisfactory to the Department, and without cost to the Department.
5. It is understood by all parties hereto that all work shall be contained within existing right of way. However, should it become necessary, the Municipality shall provide any required right of way and/or construction easements at no cost or liability whatsoever to the Department. Acquisition of right of way shall be accomplished in accordance with State procedures. The Municipality shall indemnify and save the Department harmless from any and all claims for damages that might arise on account of damage to public or private property and right of way acquisition, drainage and construction easements for the construction of the project.

CONSTRUCTION

6. The Department shall install or have installed the traffic signal equipment. All work shall be performed in accordance with the N. C. Traffic Signal Specifications, all local codes, ordinances, and procedures.

MAINTENANCE

7. Upon completion of the project, the traffic control equipment shall be owned and controlled by the Department and the maintenance of the completed signal installation shall be accomplished in the same manner as maintenance of other State system signalized intersections.

ADDITIONAL PROVISIONS

8. The Department shall not be liable and shall be held harmless from any and all claims that might arise on account of the Municipality negligence and/or responsibilities under the terms of this agreement and/or project.
9. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).
10. Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.* requires that each vendor, prior to contracting with the State, certify that the contracting party meets the requirements of the Iran Divestment Act. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.
 - By execution of this Agreement each Party certifies that neither it nor its Agents or Contactors/Subcontractors are on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran; and neither Party shall utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List. Furthermore, each Party certifies that the undersigned are authorized by the Parties to make this Certification.
 - During the term of this Agreement, should the Parties receive information that a person is in violation of the Act as stated above, the Department will offer the person an opportunity to respond and the Department will take action as appropriate and provided for by law, rule, or contract. Should this Act be voided by NC General Statute, this Agreement will remain valid; however this certification will no longer be required.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

ATTEST:

VILLAGE OF PINEHURST

BY: Lauren M. Craig

BY: Jeffrey M. Sanborn

TITLE: Village Clerk

TITLE: Village Manager

DATE: 7/31/17

Approved by the Village of Pinehurst as attested to by the signature of Jeffrey M. Sanborn

Clerk of the Village of Pinehurst (governing body) on 7/31/17

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Federal Tax Identification Number

Remittance Address:

Village of Pinehurst

395 Magnolia Road

Pinehurst, NC 28374

DEPARTMENT OF TRANSPORTATION

BY: [Signature]
(CHIEF ENGINEER)

DATE: 8/17/17

PRESENTED TO BOARD OF TRANSPORTATION ITEM O: 8-3-2017



NORTH CAROLINA
MOORE COUNTY

SUPPLEMENTAL AGREEMENT

DATE: 1/18/2019

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

AND

WBS ELEMENT: 36249.3810

VILLAGE OF PINEHURST

CFDA #: 20.205

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$0

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department", and the Village of Pinehurst, hereinafter referred to as the "Municipality."

WITNESSETH:

WHEREAS, the Department and the Municipality on 8/17/2017, entered into a certain Project Agreement for: furnishing and installing emergency vehicle preemption at the intersection of NC 5 at Monticello Drive, NC 5 at Morganton Road, NC 211 at Page Road, and NC 211 at Murdocksville Road within the Village of Pinehurst, programmed under WBS Element 36249.3810; and,

WHEREAS, the Department and the Municipality have agreed to add additional locations to the Project; and,

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are added:

SCOPE

Seven additional locations are added for furnishing and installing emergency vehicle preemption: the intersection of NC 5 at Blake Blvd/Trotter Drive, NC 211 at Main Street in Taylortown, Morganton Road (SR 1309) at Monticello Drive (NS), US 15-501 at Pinehurst Trace Drive/Memorial Drive, NC 211 at Juniper Lake Road (SR 1216), US 15-501 at Juniper Creek Blvd/Forest Drive, and NC 211 at Memorial Drive within the Village of Pinehurst.

FUNDING

The Municipality shall reimburse the Department 100% of the actual cost of all work performed by the Department, including administrative costs. Based on the estimated costs, the Municipality shall submit a check for \$56,000 to the Department's Division Engineer upon partial execution of this Agreement by the Municipality. Upon completion of the project, if actual costs exceed the amount of payment, the Municipality shall reimburse the Department any underpayment within sixty (60) days of invoicing by the Department. If the actual cost of the work is less than \$56,000, the Department shall reimburse the Municipality any overpayment. The Department shall charge a late payment penalty and interest on any unpaid balance due in accordance with G.S. 147-86.23.

Except as hereinabove provided, the Agreement heretofore executed by the Department and the Municipality on 8/17/2017, is ratified and affirmed as therein provided.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

VILLAGE OF PINEHURST

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by the Village of Pinehurst as attested to by the signature of _____,
Clerk of the _____ (Governing Board) on _____

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

(SEAL)

(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Village of Pinehurst

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)



CONSIDER RECOMMENDED CHANGES TO FEES AND CHARGES SCHEDULE.

ADDITIONAL AGENDA DETAILS:

FROM:

Brooke Hunter

CC:

Jeff Sanborn, Natalie Hawkins, & Mark Wagner

DATE OF MEMO:

2/6/2019

MEMO DETAILS:

The Village's Fees and Charges Policy calls for the periodic review of all fees and charges. Staff conducted a review of the Village's Fees and Charges Schedule and have recommended several changes based on that review. The items proposed for your consideration are in the areas of Planning, Inspections, and Parks & Recreation.

You will notice two Fees and Charges Schedules attached. The first schedule (Exhibit A) includes proposed fee changes for Planning and Inspections and has an effective date of April 1, 2019 to coincide with the implementation of the new Planning and Inspections software. Natalie Hawkins prepared a comprehensive cost analysis of these fees and has documented the methodology and summary of changes in the attached memo.

The second schedule (Exhibit B) includes all proposed changes for Planning and Inspections mentioned above, as well as the recommendations for Parks & Recreation. Exhibit B has an effective date of July 1, 2019. Some of the more significant changes include the following:

Fair Barn event deposits have been simplified to flat amounts. The proposed deposit structure is similar in amount to the deposit currently being collected. Also, Fair Barn cancellation fees have been revised to flat percentages to simplify refund calculations. The proposed cancellation structure is comparable to the existing fees charged for cancelled events.

In response to an increased use of prohibited items at the Fair Barn, including sparklers and helium balloons, staff recommends increasing the penalty from \$100 to \$500. Prohibited items have the potential to cause significant and costly harm to the facility, thus staff would like to further discourage their use.

For Parks & Recreation, staff recommends adding an inclement weather refund policy for the use of shelters and athletic fields. This establishes guidelines for receiving refunds or transferring reservations to another day in the event of inclement weather.

There are other less significant changes to the fee schedule that are not detailed above. Full details of the recommended changes to Exhibit B are provided in the attached "Fee Schedule Changes 7-2019" document. This document provides the current fee, proposed fee, any increase or decrease, percent change, and a brief explanation of the change.

The affected Department Heads and I plan to attend the meeting to address any questions you may have.

ATTACHMENTS:

Description

- ▢ Resolution 19-04 Amending Fees and Charges Schedule
- ▢ P&I Recommended Fee Changes - Staff Memo
- ▢ P&I Fees - Current (2018) vs. Proposed (2019)
- ▢ P&I Fees - Current Fee Schedule (2018)
- ▢ P&I Fee Comparison to Other Jurisdictions
- ▢ Fee Schedule 04-01-2019 (Exhibit A)
- ▢ Fee Schedule Changes 7-2019
- ▢ Fee Schedule 07-01-2019 (Exhibit B)

RESOLUTION #19-04:

A RESOLUTION AMENDING THE VILLAGE OF PINEHURST FEES AND CHARGES SCHEDULE

WHEREAS, the Village Council of the Village of Pinehurst adopted a Pinehurst Fees and Charges Schedule on the 9th day of March, 2004; and

WHEREAS, it is the policy of the Village of Pinehurst to review and amend the Fees and Charges Schedule on an annual basis, or as deemed necessary; and

WHEREAS, the Village Council, after considering all of the facts and circumstances surrounding the proposed amendments to the Pinehurst Fees and Charges Schedule, have determined that it is in the best interest of the Village of Pinehurst to make the amendments as requested.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 12th day of February, 2019, as follows:

SECTION 1. That the attached “Village of Pinehurst Fees and Charges Schedule,” is hereby adopted effective April 1, 2019, said schedule attached hereto as (Exhibit A) is made a part hereof, the same as if included verbatim.

SECTION 2. That the attached “Village of Pinehurst Fees and Charges Schedule,” is hereby adopted effective July 1, 2019, said schedule attached hereto as (Exhibit B) is made a part hereof, the same as if included verbatim.

SECTION 3. That all resolutions or sections thereof in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this resolution.

SECTION 4. That this Resolution shall be and remain in full force and effect from the date of its adoption.

THIS RESOLUTION passed and adopted this 12th day of February, 2019.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
01/2016	Paper Copies	\$0.10	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	\$20.00	per cart
03/2004	Municipal Code Copies: Entire Code	\$0.10	per sheet
03/2004	Supplements	\$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	\$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days
<u>Rental Fees for Use of Village Rooms</u>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.			
A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.			
12/2007	Deposit – Assembly Hall & Station 91 Conference Room: Audio visual equipment is <u>not</u> utilized	\$100.00	per event
12/2007	Audio visual equipment is utilized	\$200.00	per event
12/2007	Rental Fee – Conference Room: Up to 3 hours: Resident	\$25.00	per event
12/2007	Non-Resident	\$50.00	per event
12/2007	More than 3 hours	\$25.00	per hour

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:		
	Resident	\$50.00	per event
12/2007	Non-Resident	\$100.00	per event
12/2007	More than 3 hours	\$25.00	per hour
01/2013	Audio visual assistance	\$50.00	per hour
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at www.fema.gov/rrr/pa/fin_eq_rates.shtm .			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
01/2013	1 st Re-Inspection	No Charge	
01/2013	2 nd Re-Inspection - Corrections Made	No Charge	
01/2013	2 nd Re-Inspection - No Corrections Made	\$100.00	per inspection
01/2013	3 rd and Subsequent Inspections With No Corrections Made	\$250.00	per inspection
Fire Prevention Permits			
The fees set forth in this section are fixed for the issuance of the permits required by the Fire Prevention Code.			
01/2015	Installation/Additions to Alarm or Sprinkler Systems	\$100.00	first 100 heads/devices \$0.50 per additional device
10/2001	Installation or Removal of AGST (Above Ground Storage Tanks) or UGST (Underground Storage Tanks)	\$50.00	per permit
10/2001	Fireworks Display	\$50.00	per permit
10/2001	Any Other Permits Required but not Listed Above	\$25.00	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

INFORMATION TECHNOLOGY (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	\$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	\$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	\$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/2009	Copy of already created map up to 8.5 x 11	\$2.00	per map
12/2009	Copy of already created map up to 11 x 17	\$6.00	per map
12/2009	Copy of already created map up to 17 x 22	\$10.00	per map
12/2009	Copy of already created map up to 22 x 34	\$12.00	per map
12/2009	Copy of already created map up to 34 x 44	\$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	\$50.00	per map

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

PLANNING AND INSPECTIONS:

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	\$500	per application		
02/2019	Zoning Map (Rezoning)	\$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	\$5,000	per application		
02/2019	Comprehensive Plan Amendment	\$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	\$1,000	per application		
02/2019	Variance	\$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	\$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	\$100	per application		
	Final Plats				
02/2019	Final Plat - Major	\$325	per application		
02/2019	Final Plat - Minor	\$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2019	General Concept Plan	\$4,300	per permit		
02/2019	Site Plan - Major (>= 2 acres)	\$4,000	per permit		
02/2019	Site Plan - Minor (< 2 acres)	\$1,100	per permit		
	Special Use Permit				
02/2019	Special Use	\$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	\$4,500	per permit		
02/2019	Subdivision - Minor	\$1,400	per permit		
02/2019	Subdivision - Exempt	\$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Commercial Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Commercial New	\$4,100	per permit	\$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	\$205	per permit	\$170	per permit
02/2019	Multi-Family Demolition	\$200	per permit	\$175	per permit
02/2019	Residential Demolition	\$50	per permit	\$150	per permit
	Grading Permit				
02/2019	Grading Permit (Required for any new construction)	\$40	per permit	\$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family New	\$4,100	per permit	\$0.59	per square foot (sf)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	\$380	per permit	\$170	per permit
02/2019	Pool/Spa - Residential	\$65	per permit	\$110	per permit
	Re-Roof (>\$15,000)				
02/2019	Re-Roof - Commercial	\$40	per permit	\$110	per permit
02/2019	Re-Roof - Residential	\$40	per permit	\$60	per permit
	Residential Building Permits				
02/2019	Residential Addition	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential Alteration	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential New	\$330	per permit	\$0.17	per square foot (sf)
03/2004	Residential New - Homeowners Recovery Fee	\$10	per permit		
	Single Trade Permits - Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Mechanical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Plumbing	\$40	per permit	\$60	per permit
	Single Trade Permits - Residential				
02/2019	Residential Electrical	\$40	per permit	\$40	per permit
02/2019	Residential Mechanical	\$40	per permit	\$40	per permit
02/2019	Residential Plumbing	\$40	per permit	\$40	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units - Commercial	\$100	per permit	\$150	per unit
02/2019	Manufactured/Modular Units - Residential	\$100	per permit	\$100	per unit
	Accessory Structures				
02/2019	Accessory Structures - Commercial	\$200	per permit	\$0.59/sf	per square foot (sf)
02/2019	Accessory Structures - Residential	\$175	per permit	\$0.17/sf	per square foot (sf)
03/2004	Accessory Structures - No Dimension > 12 ft.	\$50	per permit		
	Other Permits				
02/2019	ABC Permit	\$50	per permit	\$100	per permit
02/2019	Beekeeping	\$25	per permit		
02/2019	Decks and Patios	\$100	per permit	\$50	per permit
02/2019	Docks & Bulkheads	\$100	per permit	\$50	per permit
02/2019	Driveway	\$25	per permit	\$75	per permit
02/2019	Fence, Wall, or Column	\$125	per permit	\$50	per permit
02/2019	Floodplain Development	\$200	per permit		
02/2019	Home Health & Day Care	\$50	per permit	\$100	per permit
03/2004	Home Occupation	\$50	per permit		
02/2019	Mobile Food Vendor	\$25	per permit		
02/2019	Manufactured Home	\$100	per permit	\$150	per permit

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	\$50	per permit	\$50	per permit
02/2019	Right of Way Use	\$50	per permit		
02/2019	Seasonal Pool	\$25	per permit		
02/2019	Sign - Permanent	\$225	per permit	\$50	per permit
02/2019	Solar Permit	\$45	per permit	\$55	per permit
02/2019	Temporary Use	\$250	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	\$65	per permit	\$110	per permit
02/2019	Zoning Use	\$50	per permit		
	Other Fees				
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			\$100	per inspection
02/2019	Encroachment Agreement	\$200	per agreement		
02/2019	Modification to Prior Approval	\$200	per application		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	\$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	\$50	per application		
02/2019	Zoning Certification Letter	\$50	per letter		
	Penalties/Violations				
03/2004	Lift a STOP WORK ORDER			\$100	per STOP WORK ORDER
03/2004	Work performed without a permit	Double fee	per permit		
All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.					

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
	Overtime Violation	\$5.00	per ticket
12/2004	Other Parking Violations	\$10.00	per ticket
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Permit	\$10.00	per application
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Special Permit	No Charge	per application
12/2009	Precious Metals Dealer Permit	\$180.00	per application
12/2009	Precious Metals Registered Employee	\$10.00	initial application per employee
		\$3.00	annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	\$180.00	per application

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
	Recycle:		
01/2016	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
	Yard Debris:		
01/2016	48 Gallon Cart	\$48.00	per additional cart
01/2016	95 Gallon Cart	\$55.00	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
02/2016	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,375.00 \$1,750.00 \$1,000.00 \$2,000.00	per day
07/2017	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$785.00 \$1,000.00 \$500.00 \$1,150.00 \$1,725.00	per day
09/2013	Corporate Meeting	\$785.00 \$485.00	greater than 4 hours less than 4 hours
10/2018	Outdoor Lawn: Resident/Non-Profit** Non-Resident/Commercial	\$250.00 \$325.00	per day
Other Facility Rental Fees			
01/2013	Additional Hours	\$150.00	per hour
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at \$150/hour. **See Non-Profit definition on Page 10.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	
Other Fees			
12/2003	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
07/2017	Cancellation (90 days or less)	\$500 + 50% of applicable base fee retained	per deposit
07/2017	Cancellation (91 days or more)	\$500 + 25% of applicable base fee retained	per deposit
02/2009 01/2015 01/2015	Chairs (includes set-up) Resident Non-Resident Commercial	\$1.50 \$3.00 \$3.00	per chair

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
01/2015	Kitchen Cleaning/Trash Removal (including co- sponsored and gratuitous events)	\$150.00	per event
12/2003 02/2009	Dance Floor (21'x24' maximum available): Whole Section	\$300.00 \$5.00	per day per section per day
12/2009	Easels	\$5.00	per easel per day
12/2007	Event Parking	Determined by Event Coordinator	
07/2017	Deposit (Security/Damage)	\$500.00 + 50% of applicable base fee	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
01/2015	Holiday Premium **	\$375.00	per day
06/2013	Picnic Tables	\$20.00	per table
12/2009	Pipe & Drape	\$10.00	per section per day
01/2015	Prohibited Items (deducted from deposit)	\$100.00	per event
01/2011	Setup/Breakdown Fee for items used off site	\$200.00	per use
01/2015	Sound System	\$100.00	per event
12/2009	Stage (4'x8' Section)	\$15.00	per section per event
12/2009	Stage (24' x 16' Full)	\$180.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
12/2003	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
01/2012	Video Projector	\$100.00	per day
01/2011	Video Projector Screen (12' x 12')	\$100.00	per day
<p>** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.</p>			
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters:		
12/2003	<u>Resident:</u> Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Resident:</u> Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters (continued): <u>Commercial:</u> Any individual, sole proprietorship, corporation, business or other entity that does not qualify under any other renter category. <u>Corporate Meeting:</u> Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		
07/2017			
The Village of Pinehurst reserves the right to define the renter category based on the usage.			
Other Definitions			
12/2003	<u>Deposit:</u> Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of all of the deposit per the Fee Schedule.		
07/2017	<u>Base Fee:</u> Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	<u>Other Fees:</u> Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	<u>Sponsored/Co-Sponsored:</u> Events presented by, or coordinated with, the Village of Pinehurst per the “Village Sponsorship of Events” policy.		
12/2003	<u>Special Use:</u> An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of \$7,500 in revenue, special attractions and/or demonstrations.		

**VILLAGE OF PINEHURST
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RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
09/2001	One Infield - without Show Rings	\$150.00	per day
01/2012	One Infield – with Show Rings	\$250.00	per day
01/2012	Two Infields – without Show Rings	\$300.00	per day
01/2012	Two Infields – with Show Rings	\$350.00	per day
07/2017	Special Event Use – One Infield	\$600.00	per day
	Special Event Use – Two Infields	\$1,200.00	per day
Deposits			
01/2004	Grounds Use Clean Up	\$150.00	per rental
01/2004	Show Office Use Clean Up	\$50.00	per rental
01/2007	Stall Reservation	\$100.00	per stall
Standardbred Training (Stall Rental)			
07/2015	Full Season	\$927.00	per stall
07/2015	Monthly (No Proration Allowed)	\$412.00	per stall
Standardbred Training (Other Fees)			
07/2015	Grooms Quarters - Improved	\$206.00	per month
01/2013	Grooms Quarters - Unimproved	\$72.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
07/2015	Additional Occupant	\$60.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009 01/2011	Impact Fee: Temporary Stalls	\$10.00	per stall, per show per day, per horse
	Horse not using a stall	\$10.00	
01/2012	Paddock Fee	\$25.00	per paddock per show

**VILLAGE OF PINEHURST
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RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
01/1997	Vendor/Exhibitor Fee	\$25.00	per vendor/exhibitor
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
01/2013	Stall Rental (less than 100)	\$40.00	
01/2013	Stall Rental (more than 100)	\$35.00	
01/2013	Tack Stall Rental	\$35.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	\$35.00	per night (maximum stay of 7 days)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
01/2012	<u>Ground Use Fee:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	<u>Clean Up Deposit:</u> The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	<u>Standardbred Fee:</u> Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
01/2014	<u>Horse Shows:</u> Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	<u>Other:</u> Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
07/2017	<u>Special Event Use:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay.			
01/2015	Non-Resident Family Membership	The cost of this membership is \$60 and is good for one year from the date payment and application are received. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
Athletic Events			
The athletic events fee may be waived for youth at the discretion of the Parks and Recreation Director.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	Individual Fee: Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual
Athletic Leagues			
01/1997	Team Fee: Resident	\$40.00 plus direct costs	per team
12/2008	Non-Resident	\$40.00 plus direct costs plus \$20.00 per non-resident on roster	per team
06/2013	Individual Fee: Resident	\$20.00	per individual
06/2013	Non Resident	\$40.00	per individual

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Classes/Programs			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
01/1997	Resident	\$5.00 plus direct costs	per participant
07/2017	Resident – Classes in Recreation Room	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Youth Day Camps			
The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session.			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
06/2013	Resident	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	\$25.00	per week reserved
General Fees			
The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged	10%	gross sales
06/2013	Chairs-(only available on site)	\$1.50 set up by renter \$3.00 set up by Village staff	per chair
06/2013	Tables-on site	\$4.50 set up by renter \$9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	\$4.50 Resident \$9.00 Non-Resident	per table
06/2013	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
07/2018	Food Vendor	\$75.00	per vendor
07/2018	Alcohol Vendor	\$400.00	per vendor
06/2013	Sound System	\$50.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
01/2012	Facility Rental Supervisor	\$25.00 \$10.00	first two hours each additional hour
06/2013	Athletic Facilities: Resident/Non-Profit	\$15.00 \$30.00	per game/hour without lights per game/hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	per game/hour without lights per game/hour with lights
12/2008	Bleachers (Resident and Non-Resident)	\$25.00	per bleacher per day
07/2017	Park Picnic Shelters: Resident/Non-Profit	\$30.00 \$15.00	first three hours each additional hour
07/2017	Non-Resident	\$60.00 \$15.00	first three hours each additional hour
Temporary Use Permits			
01/2015	Application Fee	\$50.00	per event
01/2015	Late Application Fee	\$25.00	per event
01/2015	Bleachers	\$50.00	per unit
01/2015	Greenway Trail Use	\$50.00	per event
01/2015	Post Event Clean Up	\$100.00	per event
01/2015	Street Closure	\$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred.			
Arboretum Lawn			
The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads.			
If more than one amenity is requested to be used, the package rate will apply per day.			
Timmel Pavilion Only (includes tables and chairs)			
01/2015	Pavilion rental (5 hour maximum): Resident Non-Resident Resident and Non-Resident	\$180.00 \$240.00 \$40.00	first three hours first three hours each additional hour
07/2018	Pavilion rental (5 hour maximum) Discounted rate if booked within 72 hours of use: Resident Non-Resident Resident and Non-Resident	\$60.00 \$120.00 \$30.00	first three hours first three hours each additional hour
07/2017	Pavilion rental (full day): Resident Non-Resident	\$750.00 \$1,000.00	per day per day
Grounds Only (includes tables and chairs)			
07/2017	Pergola Garden: Resident Non-Resident	\$500.00 \$650.00	per day
07/2017	Magnolia Lawn: Resident Non-Resident	\$500.00 \$650.00	per day

**VILLAGE OF PINEHURST
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks (continued)			
Grounds Only (includes tables and chairs) (continued)			
01/2015	Joyce's Meadow: Resident Non-Resident	\$600.00 \$775.00	per day
01/2015	All Grounds: Resident Non-Resident	\$775.00 \$1,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
07/2017	Pergola Garden & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Magnolia Lawn & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Joyce's Meadow & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	All Grounds & Timmel Pavilion: Resident Non-Resident	\$1,500.00 \$1,800.00	per day
Staff			
01/2015	Set up/Breakdown crew for tables and chairs	\$200.00	per event
Deposit			
01/2015	Timmel Pavilion Only Deposit	\$100.00	per event
07/2018	Multiple Amenities/Venues Deposit	\$200.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tufts Memorial Park			
06/2013	Deposit	\$100.00	per event
06/2013	Resident	\$250.00	per day
01/2015	Non-Resident	\$325.00	per day
Special Events			
At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
Workshops			
01/1997	Resident	\$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	Using Non-Village Owned Vehicle: Resident	\$5.00 plus direct costs	per participant
01/1997	Non Resident	\$10.00 plus direct costs	per participant
01/1997	Using Village Owned Vehicle: Resident	\$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	\$10.00 plus direct costs and IRS mileage rate	per participant
Other Fees			
12/2008	Overnight Parking (Resident and Non-Resident)	\$2.00	per car per night

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
<p>Parks and Recreation Fees and Charges Definitions</p> <p>In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only.</p> <p>Participants must live, own property, work, or go to school in Moore County. The parent(s) of youth participants must live, own property, work, or go to school in Moore County.</p>	
01/1997	<u>Athletic Events:</u> Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	<u>Athletic Leagues:</u> Organized sport related programs that encompass a certain number of teams.
01/1997	<u>Classes:</u> Programs that require more than one meeting time to complete.
12/2007	<u>Day Camp Deposit:</u> Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	<u>Facility Rental:</u> Fee charged for the use of Village owned property.
01/2012	<u>Facility Supervisor:</u> A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	<u>Indigent Youth:</u> Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
07/2016	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
01/1997	<u>Non-Resident:</u> A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	<u>Resident:</u> A person who resides inside the Village limits of Pinehurst or whose parents or guardian, pays Village of Pinehurst Property taxes.
01/1997	<u>Special Events:</u> Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	<u>Trips:</u> Organized travel for a specific purpose.
01/1997	<u>Workshops:</u> One-day programs that are limited to a set minimum and maximum.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
07/2017	Refund Policy
<p>Purpose</p> <p>To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits.</p> <p>Coverage</p> <p>This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council.</p> <p>Policy</p> <p>If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks.</p> <p>Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation.</p> <p>When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a \$10.00 administrative fee and any non-refundable deposits that may be applicable.</p> <p>When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable.</p> <p>If a registrant cancels participation in a trip, a full refund, less a \$10.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund.</p> <p>The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.</p>	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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VILLAGE- WIDE:

Council Adopted Date	
07/2013	
<p>Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates.</p> <p>The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations.</p> <p>Fees for Co-Sponsored events will be determined by the Village Manager or designee.</p> <p>The Village Manager or designee may waive any fee that is deemed in the best interest of the community.</p>	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
01/2016	Paper Copies	\$0.10	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	\$20.00	per cart
03/2004	Municipal Code Copies: Entire Code	\$0.10	per sheet
03/2004	Supplements	\$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	\$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days
<u>Rental Fees for Use of Village Rooms</u>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.			
A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.			
12/2007	Deposit – Assembly Hall & Station 91 Conference Room: Audio visual equipment is <u>not</u> utilized	\$100.00	per event
12/2007	Audio visual equipment is utilized	\$200.00	per event
12/2007	Rental Fee – Conference Room: Up to 3 hours: Resident	\$25.00	per event
12/2007	Non-Resident	\$50.00	per event
12/2007	More than 3 hours	\$25.00	per hour

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:		
	Resident	\$50.00	per event
12/2007	Non-Resident	\$100.00	per event
12/2007	More than 3 hours	\$25.00	per hour
01/2013	Audio visual assistance	\$50.00	per hour
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at https://www.fema.gov/schedule-equipment-rates .			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
01/2013	1 st Re-Inspection	No Charge	
01/2013	2 nd Re-Inspection - Corrections Made	No Charge	
01/2013	2 nd Re-Inspection - No Corrections Made	\$100.00	per inspection
01/2013	3 rd and Subsequent Inspections With No Corrections Made	\$250.00	per inspection
Fire Prevention Permits			
The fees set forth in this section are fixed for the issuance of the permits required by the Fire Prevention Code.			
01/2015	Installation/Additions to Alarm or Sprinkler Systems	\$100.00	first 100 heads/devices \$0.50 per additional device
10/2001	Installation or Removal of AGST (Above Ground Storage Tanks) or UGST (Underground Storage Tanks)	\$50.00	per permit
10/2001	Fireworks Display	\$50.00	per permit
10/2001	Any Other Permits Required but not Listed Above	\$25.00	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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INFORMATION TECHNOLOGY (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	\$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	\$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	\$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/2009	Copy of already created map up to 8.5 x 11	\$2.00	per map
12/2009	Copy of already created map up to 11 x 17	\$6.00	per map
12/2009	Copy of already created map up to 17 x 22	\$10.00	per map
12/2009	Copy of already created map up to 22 x 34	\$12.00	per map
12/2009	Copy of already created map up to 34 x 44	\$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	\$50.00	per map

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

PLANNING AND INSPECTIONS:

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	\$500	per application		
02/2019	Zoning Map (Rezoning)	\$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	\$5,000	per application		
02/2019	Comprehensive Plan Amendment	\$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	\$1,000	per application		
02/2019	Variance	\$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	\$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	\$100	per application		
	Final Plats				
02/2019	Final Plat - Major	\$325	per application		
02/2019	Final Plat - Minor	\$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2019	General Concept Plan	\$4,300	per permit		
02/2019	Site Plan - Major (>= 2 acres)	\$4,000	per permit		
02/2019	Site Plan - Minor (< 2 acres)	\$1,100	per permit		
	Special Use Permit				
02/2019	Special Use	\$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	\$4,500	per permit		
02/2019	Subdivision - Minor	\$1,400	per permit		
02/2019	Subdivision - Exempt	\$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Commercial Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Commercial New	\$4,100	per permit	\$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	\$205	per permit	\$170	per permit
02/2019	Multi-Family Demolition	\$200	per permit	\$175	per permit
02/2019	Residential Demolition	\$50	per permit	\$150	per permit
	Grading Permit				
02/2019	Grading Permit (Required for any new construction)	\$40	per permit	\$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family New	\$4,100	per permit	\$0.59	per square foot (sf)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	\$380	per permit	\$170	per permit
02/2019	Pool/Spa - Residential	\$65	per permit	\$110	per permit
	Re-Roof (>\$15,000)				
02/2019	Re-Roof - Commercial	\$40	per permit	\$110	per permit
02/2019	Re-Roof - Residential	\$40	per permit	\$60	per permit
	Residential Building Permits				
02/2019	Residential Addition	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential Alteration	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential New	\$330	per permit	\$0.17	per square foot (sf)
03/2004	Residential New - Homeowners Recovery Fee	\$10	per permit		
	Single Trade Permits - Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Mechanical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Plumbing	\$40	per permit	\$60	per permit
	Single Trade Permits - Residential				
02/2019	Residential Electrical	\$40	per permit	\$40	per permit
02/2019	Residential Mechanical	\$40	per permit	\$40	per permit
02/2019	Residential Plumbing	\$40	per permit	\$40	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units - Commercial	\$100	per permit	\$150	per unit
02/2019	Manufactured/Modular Units - Residential	\$100	per permit	\$100	per unit
	Accessory Structures				
02/2019	Accessory Structures - Commercial	\$200	per permit	\$0.59/sf	per square foot (sf)
02/2019	Accessory Structures - Residential	\$175	per permit	\$0.17/sf	per square foot (sf)
03/2004	Accessory Structures - No Dimension > 12 ft.	\$50	per permit		
	Other Permits				
02/2019	ABC Permit	\$50	per permit	\$100	per permit
02/2019	Beekeeping	\$25	per permit		
02/2019	Decks and Patios	\$100	per permit	\$50	per permit
02/2019	Docks & Bulkheads	\$100	per permit	\$50	per permit
02/2019	Driveway	\$25	per permit	\$75	per permit
02/2019	Fence, Wall, or Column	\$125	per permit	\$50	per permit
02/2019	Floodplain Development	\$200	per permit		
02/2019	Home Health & Day Care	\$50	per permit	\$100	per permit
03/2004	Home Occupation	\$50	per permit		
02/2019	Mobile Food Vendor	\$25	per permit		
02/2019	Manufactured Home	\$100	per permit	\$150	per permit

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	\$50	per permit	\$50	per permit
02/2019	Right of Way Use	\$50	per permit		
02/2019	Seasonal Pool	\$25	per permit		
02/2019	Sign - Permanent	\$225	per permit	\$50	per permit
02/2019	Solar Permit	\$45	per permit	\$55	per permit
02/2019	Temporary Use	\$250	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	\$65	per permit	\$110	per permit
02/2019	Zoning Use	\$50	per permit		
	Other Fees				
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			\$100	per inspection
02/2019	Encroachment Agreement	\$200	per agreement		
02/2019	Modification to Prior Approval	\$200	per application		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	\$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	\$50	per application		
02/2019	Zoning Certification Letter	\$50	per letter		
	Penalties/Violations				
03/2004	Lift a STOP WORK ORDER			\$100	per STOP WORK ORDER
03/2004	Work performed without a permit	Double fee	per permit		
All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.					

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
12/2004	Overtime Violation	\$5.00	per ticket
	Other Parking Violations	\$10.00	per ticket
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Permit	\$10.00	per application
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Special Permit	No Charge	per application
12/2009	Precious Metals Dealer Permit	\$180.00	per application
12/2009	Precious Metals Registered Employee	\$10.00	initial application per employee
		\$3.00	annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	\$180.00	per application

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
01/2014	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Recycle:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Yard Debris:		
01/2016	48 Gallon Cart	\$48.00	per additional cart
	95 Gallon Cart	\$55.00	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
02/2016	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,375.00 \$1,750.00 \$1,000.00 \$2,000.00	per day
07/2017	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$785.00 \$1,000.00 \$500.00 \$1,150.00 \$1,725.00	per day
09/2013	Corporate Meeting	\$785.00 \$485.00	greater than 4 hours less than 4 hours
10/2018	Outdoor Lawn: Resident/Non-Profit** Non-Resident/Commercial	\$250.00 \$325.00	per day
Other Facility Rental Fees			
01/2013	Additional Hours	\$150.00	per hour
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at \$150/hour. **See Non-Profit definition on Page 10.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	
Other Fees			
12/2003	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
02/2019	Cancellation (90 days or less)	80% of deposit retained	per deposit
02/2019	Cancellation (91 days or more)	60% of deposit retained	per deposit
02/2009 01/2015 01/2015	Chairs (includes set-up) Resident Non-Resident Commercial	\$1.50 \$3.00 \$3.00	per chair

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
01/2015	Kitchen Cleaning/Trash Removal (including co- sponsored and gratuitous events)	\$150.00	per event
12/2003	Dance Floor	\$300.00	per day
12/2009	Easels	\$5.00	per easel per day
12/2007	Event Parking	Determined by Event Coordinator	
02/2019	Deposit (Security/Damage): Non-Profit* (full day or weekday) Full Day (excluding non-profits) Weekday (excluding non-profits)	\$750.00 \$1,250.00 \$1,000.00	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
01/2015	Holiday Premium **	\$375.00	per day
06/2013	Picnic Tables	\$20.00	per table
12/2009	Pipe & Drape	\$10.00	per section per day
02/2019	Prohibited Items (deducted from deposit)	\$500.00	per event
01/2011	Setup/Breakdown Fee for items used off site	\$200.00	per use
01/2015	Sound System	\$100.00	per event
12/2009	Stage (4'x8' Section)	\$15.00	per section per event
12/2009	Stage (24' x 16' Full)	\$180.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
12/2003	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
01/2012	Video Projector	\$100.00	per day
01/2011	Video Projector Screen (12' x 12')	\$100.00	per day
<p>* See Non-Profit definition below. ** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.</p>			
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters:		
12/2003	<u>Resident:</u> Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Resident:</u> Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters (continued): <u>Commercial:</u> Any individual, sole proprietorship, corporation, business or other entity that does not qualify under any other renter category. <u>Corporate Meeting:</u> Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		
07/2017			
The Village of Pinehurst reserves the right to define the renter category based on the usage.			
Other Definitions			
12/2003	<u>Deposit:</u> Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of the deposit per the Fee Schedule.		
07/2017	<u>Base Fee:</u> Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	<u>Other Fees:</u> Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	<u>Sponsored/Co-Sponsored:</u> Events presented by, or coordinated with, the Village of Pinehurst per the “Village Sponsorship of Events” policy.		
12/2003	<u>Special Use:</u> An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of \$7,500 in revenue, special attractions and/or demonstrations.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
09/2001	One Infield - without Show Rings	\$150.00	per day
01/2012	One Infield – with Show Rings	\$250.00	per day
01/2012	Two Infields – without Show Rings	\$300.00	per day
01/2012	Two Infields – with Show Rings	\$350.00	per day
07/2017	Special Event Use – One Infield	\$600.00	per day
	Special Event Use – Two Infields	\$1,200.00	per day
Deposits			
01/2004	Grounds Use Clean Up	\$150.00	per rental
01/2004	Show Office Use Clean Up	\$50.00	per rental
01/2007	Stall Reservation	\$100.00	per stall
Standardbred Training (Stall Rental)			
07/2015	Full Season	\$927.00	per stall
07/2015	Monthly (No Proration Allowed)	\$412.00	per stall
Standardbred Training (Other Fees)			
07/2015	Grooms Quarters - Improved	\$206.00	per month
01/2013	Grooms Quarters - Unimproved	\$72.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
07/2015	Additional Occupant	\$60.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009 01/2011	Impact Fee:		
	Temporary Stalls	\$10.00	per stall, per show per day, per horse
01/2012	Horse not using a stall	\$10.00	
01/2012	Paddock Fee	\$25.00	per paddock per show

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
01/1997	Vendor/Exhibitor Fee	\$25.00	per vendor/exhibitor
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
01/2013	Stall Rental (less than 100)	\$40.00	
01/2013	Stall Rental (more than 100)	\$35.00	
01/2013	Tack Stall Rental	\$35.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge (does not apply to non-profit rentals)	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	\$35.00	per night (maximum stay of 7 days)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
01/2012	<u>Ground Use Fee:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	<u>Clean Up Deposit:</u> The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	<u>Standardbred Fee:</u> Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
01/2014	<u>Horse Shows:</u> Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	<u>Other:</u> Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
07/2017	<u>Special Event Use:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay.			
01/2015	Non-Resident Family Membership	The cost of this membership is \$60 and is good for one year from the date payment and application are received. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
Athletic Events			
The athletic events fee may be waived for youth at the discretion of the Parks and Recreation Director.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	Individual Fee: Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual
Athletic Leagues			
01/1997	Team Fee: Resident	\$40.00 plus direct costs	per team
12/2008	Non-Resident	\$40.00 plus direct costs plus \$20.00 per non-resident on roster	per team
06/2013	Individual Fee: Resident	\$20.00	per individual
06/2013	Non Resident	\$40.00	per individual

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Classes/Programs			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
01/1997	Resident	\$5.00 plus direct costs	per participant
07/2017	Resident – Classes in Recreation Room	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Youth Day Camps			
The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session.			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
06/2013	Resident	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	\$25.00	per week reserved
General Fees			
The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
06/2013	Chairs-(only available on site)	\$1.50 set up by renter \$3.00 set up by Village staff	per chair
06/2013	Tables-on site	\$4.50 set up by renter \$9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	\$4.50 Resident \$9.00 Non-Resident	per table
06/2013	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
07/2018	Food Vendor	\$75.00	per vendor
07/2018	Alcohol Vendor	\$400.00	per vendor
06/2013	Sound System	\$50.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
01/2012	Facility Rental Supervisor	\$25.00 \$10.00	first two hours each additional hour
06/2013	Athletic Facilities: Resident/Non-Profit	\$15.00 \$30.00	per hour without lights per hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	per hour without lights per hour with lights
12/2008	Bleachers (Resident and Non-Resident)	\$25.00	per bleacher per day
07/2017	Park Picnic Shelters: Resident/Non-Profit	\$30.00 \$15.00	first three hours each additional hour
07/2017	Non-Resident	\$60.00 \$15.00	first three hours each additional hour
Temporary Use Permits			
01/2015	Application Fee	\$50.00	per event
01/2015	Late Application Fee	\$25.00	per event
01/2015	Bleachers	\$50.00	per unit
01/2015	Greenway Trail Use	\$50.00	per event
01/2015	Post Event Clean Up	\$100.00	per event
01/2015	Street Closure	\$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred.			
Arboretum Lawn			
The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads.			
If more than one amenity is requested to be used, the package rate will apply per day.			
Timmel Pavilion Only (includes tables and chairs)			
01/2015	Pavilion rental (5 hour maximum): Resident Non-Resident Resident and Non-Resident	\$180.00 \$240.00 \$40.00	first three hours first three hours each additional hour
07/2018	Pavilion rental (5 hour maximum) Discounted rate if booked within 72 hours of use: Resident Non-Resident Resident and Non-Resident	\$60.00 \$120.00 \$30.00	first three hours first three hours each additional hour
07/2017	Pavilion rental (full day): Resident Non-Resident	\$750.00 \$1,000.00	per day per day
Grounds Only (includes tables and chairs)			
07/2017	Pergola Garden: Resident Non-Resident	\$500.00 \$650.00	per day
07/2017	Magnolia Lawn: Resident Non-Resident	\$500.00 \$650.00	per day

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks (continued)			
Grounds Only (includes tables and chairs) (continued)			
01/2015	Joyce's Meadow: Resident Non-Resident	\$600.00 \$775.00	per day
01/2015	All Grounds: Resident Non-Resident	\$775.00 \$1,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
07/2017	Pergola Garden & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Magnolia Lawn & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Joyce's Meadow & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	All Grounds & Timmel Pavilion: Resident Non-Resident	\$1,500.00 \$1,800.00	per day
Staff			
01/2015	Set up/Breakdown crew for tables and chairs	\$200.00	per event
Deposit			
01/2015	Timmel Pavilion Only Deposit	\$100.00	per event
07/2018	Multiple Amenities/Venues Deposit	\$200.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tufts Memorial Park			
06/2013	Deposit	\$100.00	per event
06/2013	Resident	\$250.00	per day
01/2015	Non-Resident	\$325.00	per day
Special Events			
At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
Workshops			
01/1997	Resident	\$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	Using Non-Village Owned Vehicle: Resident	\$5.00 plus direct costs	per participant
01/1997	Non Resident	\$10.00 plus direct costs	per participant
01/1997	Using Village Owned Vehicle: Resident	\$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	\$10.00 plus direct costs and IRS mileage rate	per participant
Other Fees			
12/2008	Overnight Parking (Resident and Non-Resident)	\$2.00	per car per night

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
Parks and Recreation Fees and Charges Definitions <p>In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only.</p> <p>Participants must live, own property, work, or go to school in Moore County. The parent(s) of youth participants must live, own property, work, or go to school in Moore County.</p>	
01/1997	<u>Athletic Events:</u> Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	<u>Athletic Leagues:</u> Organized sport related programs that encompass a certain number of teams.
01/1997	<u>Classes:</u> Programs that require more than one meeting time to complete.
12/2007	<u>Day Camp Deposit:</u> Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	<u>Facility Rental:</u> Fee charged for the use of Village owned property.
01/2012	<u>Facility Supervisor:</u> A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	<u>Indigent Youth:</u> Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
07/2016	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
01/1997	<u>Non-Resident:</u> A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	<u>Resident:</u> A person who resides inside the Village limits of Pinehurst or whose parents or guardian, pays Village of Pinehurst Property taxes.
01/1997	<u>Special Events:</u> Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	<u>Trips:</u> Organized travel for a specific purpose.
01/1997	<u>Workshops:</u> One-day programs that are limited to a set minimum and maximum.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
02/2019	Refund Policy
<p>Purpose</p> <p>To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits.</p> <p>Coverage</p> <p>This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council.</p> <p>Policy</p> <p>If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks.</p> <p>Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation.</p> <p>When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a \$10.00 administrative fee and any non-refundable deposits that may be applicable.</p> <p>When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable.</p> <p>If a registrant cancels participation in a trip, a full refund, less a \$10.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund.</p> <p>Inclement Weather Policy – Shelters and Athletic Fields</p> <p>Rentals may be transferred to another available day or a refund may be given if the following occurs:</p> <ul style="list-style-type: none">• If lights are used, notice shall be given before lights are scheduled to come on.• If inclement weather occurs during the rental, notice shall be given as soon as a decision to cancel has been made and a partial refund/credit may be given.• When lights are not reserved, notice shall be given within twenty four (24) hours of rental. <p>The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.</p>	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

VILLAGE- WIDE:

Council Adopted Date	
07/2013	
<p>Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates.</p> <p>The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations.</p> <p>Fees for Co-Sponsored events will be determined by the Village Manager or designee.</p> <p>The Village Manager or designee may waive any fee that is deemed in the best interest of the community.</p>	



MEMORANDUM

To: Village Council
From: Natalie Hawkins
Date: February 1, 2019
Subject: Planning and Inspections Fees and Charges

After conducting a comprehensive cost analysis, Village staff recommend significant changes to the Village's Planning, Inspections, and Engineering Fees as part of this year's fees and charges review.

Background Information

Per the Village Council approved Fees and Charges Policy, "Fees charged by the Village of Pinehurst will be established at a rate that is intended to cover the costs of providing the services for those services that can be directly identified and the costs that are directly related to the level of service." It further indicates, "The full cost of providing a service should be calculated in order to provide a basis for setting the fee or charge. Full cost incorporates both direct and indirect costs. Indirect costs could include administrative services, debt service, etc."

Economic theory indicates that ad valorem taxes should support services provided to the general public such as road maintenance, police, and fire services, while user charges or fees should be charged for services that are provided at the election of and provide a privilege to the customer, such as building and inspection fees. The Village's Fees and charges Policy states:

- **Building inspection fees** should cover the full costs of providing inspection services for new construction and development. The Council's policy is that new development should pay for those costs incurred as a result of it, and current residents should not absorb those costs.
- **Engineering fees** are established to recover the full cost of providing Engineering inspection and plan review services.
- **Planning fees** are charged to offset a portion of the costs incurred by the Planning and Zoning department. Zoning enforcement costs are not directly supported with fee revenue. Rather ad valorem tax revenues fund these costs.

In addition to requirements of the Village's Fees and Charges Policy, the Village must also comply with NC General Statutes when setting inspection fees. A 2015 statute requires fees collected for inspections must stay within that department and a 2018 statute requires that

finance officers report the revenues and expenditures from building inspections to the Local Government Commission. Case law also indicates that fees must be reasonably related to the cost of administering the permit or inspection. Because of state laws and requirements, the cost analysis prepared by staff separates the planning cost of permits from the inspection costs for permits. Inspection costs of permits include building inspections, engineering inspections, infrastructure inspections, and fire inspections.

The list of recommended Planning and Inspection Fees indicates the Village has not modified Planning and Inspection Fees for the majority of permits since 2004. As a result of cost increases since then, Council will see management's recommendation is to increase the vast majority of permit fees.

Cost Allocation Methodology and Basis for Recommended Fees

To develop the recommended Planning and Inspection Fees, staff conducted a comprehensive cost analysis to determine the total estimated cost per permit, including direct and indirect costs using the methodology described below:

1. **Direct Labor Cost per Permit:** Staff estimated the total number of Direct Labor (DL) Hours per permit type, including time spent by outside engineering consultants, the Fire Marshall, and infrastructure inspections staff in Public Services. Staff applied the Fiscal Year (FY) 2019 hourly rate of pay per employee (inclusive of a 35% benefit rate) times the number of DL hours per permit, to determine the direct labor costs per permit. Staff calculated the average hourly rate charged for outside engineering services at \$155/hour based on actual FY 2018 billings for on call services. Staff estimated the total # of permits issued annually by permit type, based on a four-year historical analysis of permits issued by permit type.
2. **Other Direct Cost per Permit:** Staff allocated the direct cost for advertising public hearings based on the number of public hearings required for the permit.
3. **Indirect Operating Cost per Permit:** Staff determined the Total Indirect Operating Costs to allocate based on the FY 2018 actual and FY 2019 budgeted expenditures for the Planning Department and the Inspections Department and calculated an indirect operating cost per direct labor hour. This rate was then applied and allocated to each permit based on the number of direct labor hours for that permit. All costs associated with code enforcement, including labor and indirect costs, were excluded from the indirect operating cost allocation.
4. **Capital Cost per Permit:** Staff determined the capital cost for building and infrastructure inspection vehicles and amortized the cost over their 5-year useful life to determine the total annual capital cost to allocate. This total annual capital cost was divided by the total number of direct labor hours for building inspectors and infrastructure inspection staff to calculate a capital cost per direct labor hour that was then allocated based on the number of direct labor hours per permit.

The Total Estimated Cost per Permit was calculated by adding each of the four costs above. As indicated previously, these costs were segregated between planning costs and inspections costs in order to ensure compliance with NC General Statutes.

Building inspection fees are commonly charged on a per square foot (sf) basis instead of a per permit basis. To convert inspection costs to a per square foot basis for commercial, multi-family, and residential additions, alternations, and new construction, staff used the number of square feet inspected in FY 2018 for commercial and residential uses separately. Based on the cost analysis, staff's recommendation is to reduce fee charged per square foot of inspections from \$0.65/sf to \$0.59/sf for commercial construction and from \$0.37/sf to \$0.17/sf for residential construction.

Council will see that management also recommends changing the structure of some fees to a flat fee as opposed to a unit fee based on the number of square feet, lots, acres, electrical amps, units, etc.

After calculating the Total Estimated Cost per Permit, staff also conducted a thorough review of fees being charged by other jurisdictions, both locally and across the state. Fee schedules of other jurisdictions that staff reviewed included Southern Pines, Aberdeen, Davidson, Cornelius, and Carrboro. Upon review of the estimated cost per permit and the fees being charged by other jurisdictions, staff developed a recommended fee per permit.

Several attachments to this memo include the cost analysis and fee comparison performed to formulate the recommended fees.

Summary of Recommended Fee Changes

The types of changes to the existing Fees and Charges Schedule can be grouped into the following categories:

1. ***Combining separate fees into one singular fee*** – Management recommends consolidation of a number of fees on the Fees and Charges Schedule. First, management recommends incorporating the costs of engineering review and infrastructure inspection fees within the Planning Fees and Inspection Fees and eliminating the Engineering Fee Schedule. Management also recommends consolidating five separate per square foot (sf) inspection fees into one single per square foot (sf) inspection fee.
2. ***Changing the basis on which fees are assessed*** – Several fees are now assessed on a per lot, per acre, per unit, or per electrical amperage basis. Management recommends charging fees for most of these on a “per application” or a “per permit” basis.
3. ***Eliminating fees*** – Management recommends removing the following fees that are not currently being charged due to either the Village no longer performing the service or the service is very rarely requested:
 - a. Change an address
 - b. Change a road name
 - c. All fees for documents and maps (Note: these fees are incorporated in other sections of the fee schedule)

- d. Fence exception
 - e. Return of sign moved from right of way
 - f. Well
 - g. Flood study
 - h. Traffic impact review
4. ***Segregating fees for plan review from inspections*** – For most “Other Permits,” management recommends splitting out the fee for plan review from building inspections to ensure the appropriate matching of planning revenue to planning costs and inspection revenue to inspection costs.
5. ***Creating new fees for services*** – The recommended Fees and Charges Schedule includes the addition of new fees that management believes the Village should charge in order to recover the costs directly from the customer receiving the service. The new fees proposed include:
- a. Beekeeping
 - b. Certificates of Appropriateness – Major and Minor
 - c. Encroachment Agreement
 - d. Floodplain Development
 - e. General Concept Plan
 - f. Right of Way Use
 - g. Seasonal Pool
 - h. Solar Permit
 - i. Time Extension
 - j. Zoning Use
6. ***Requiring pre-requisite permits*** – Management recommends the Village require a separate grading permit before any new construction permits are issued.

There are six permits that management recommends charging a fee that is significantly less than the cost to issue the permit:

- 1. Annexation – no charge
- 2. Appeals – recommend providing a 50% refund if the appeal is upheld
- 3. Pre-application meetings – no charge
- 4. Variance
- 5. Zoning text amendments
- 6. Certificates of Appropriateness – Major and Minor

Reasons for not charging for the full cost of providing the services listed above include either: 1) a belief that it is appropriate to subsidize the cost in part with ad valorem tax revenues, 2) charging the full cost may discourage the service request or would be cost prohibitive to the customer, or 3) our reviews of fees charged by other jurisdictions indicate a lesser fee is more commonly applied by others. All other fees reasonably relate to the cost of providing the service.

Overall, the changes identified above are recommended in an attempt to: 1) simplify the Village’s Fees and Charges Schedule, 2) make the cost of development requests more predictable for our customers, and 3) make it easier for staff to apply and collect applicable fees.

Impact of Recommended Fee Changes

To quantify the financial impact of the fee changes, staff estimated the number of permits issued per year and applied the per permit fee differential to each permit, including both fee increases and decreases. Should Council approve the recommended Planning and Inspection Fees, the estimated positive annual financial impact to the Village is approximately \$95,000. The total estimated planning and inspection fees generated under the proposed fee schedule would be approximately \$605,000. With the total costs of development services exceeding \$1 million, the proposed fees will result in a 60% cost recovery rate. This estimated financial impact will of course fluctuate from year to year depending on the number and types of permits issued annually.

One significant change that will have an impact on residents and builders is the reduction in the overall inspection fee per square foot (sf) for both commercial and residential inspections and implementing a higher plan review fee. In most cases, this will result in an overall lower amount of fees charged for residential new construction and a higher cost of commercial/multi-family new construction.

The proposed fee to construct an average 2,500 sf new single family home would be approximately \$395 lower than the current fee. The proposed fees for commercial development would increase the overall cost of commercial development. Using an example of a 20,000 sf new commercial building at an average cost of construction at \$250/sf, total planning and inspection fees would be approximately \$9,700 higher under the proposed fee schedule. This would equate to permit and inspection fees of roughly 0.5% of the total estimated construction cost, which management believes is reasonable.

Management recommends making the proposed Planning and Inspection Fees and Charges effective on April 1, 2019 to correspond to the implementation of the new permitting software. This will allow staff time to set up the new fees in the new software and to inform the public and building community of the fee changes well in advance. Because the changes to the fee schedule are fairly significant in both structure and amounts, allowing for a delayed effective date will also provide staff time to familiarize themselves with the new fees well in advance of applying them to permits and applications received.

Overall, management believes that the recommended Planning and Inspection Fees achieve these three key objectives:

1. Ensure that development pays for itself, in accordance with the Village's Fees and Charges Policy, thereby minimizing the ad valorem tax subsidy of costs directly attributable to development,
2. Simplify and consolidate fees where possible, and
3. Segregate planning and inspection fees appropriately.

Should Council have any questions about the recommended fees or the cost analysis performed by staff, please do not hesitate to contact me.

Village of Pinehurst
Planning & Inspection Fee Schedule Proposed Changes
February 2019

Type	#	Permit	Permit Cost			Proposed Fees			Current Fees			Last Fee Update	Fee Change	Est. # of Permits	Est. # of SF	Est Financial Impact	Notes
			Estimated Planning Cost	Estimated Inspection Cost	Total Estimated Cost of Permit	Proposed Planning Fee	Proposed Inspection Fee	Total Fee	2018 Planning Fees	2018 Engineering Fees	2018 Inspection Fees						
Planning	1	Annexation	\$1,021	\$0	\$1,021	\$0	\$0	\$0				-	Same	1.5		\$0	Do not recommend charging a fee
Planning	2	Appeal	\$1,298	\$0	\$1,298	\$1,000	\$0	\$1,000	\$400			01/2013	Increase	2.0		\$1,200	Recommend a 50% refund if appeal is successful
Planning	3	Special Use	\$691	\$0	\$691	\$700	\$0	\$700	\$600			03/2004	Increase	5.0		\$500	
Planning	4	Zoning Certification Letter	\$53	\$0	\$53	\$50	\$0	\$50	\$35			03/2004	Increase	10.0		\$150	
Planning	5	Final Plat - Major	\$333	\$0	\$333	\$325	\$0	\$325	\$150+\$10/lot			03/2004	Increase	5.0		\$375	Estimate increase of \$75/permit (avg of 10 lots)
Planning	6	Home Occupation Permit	\$53	\$0	\$53	\$50	\$0	\$50	\$50			03/2004	Same	10.0		\$0	
Planning	7	Subdivision - Exempt	\$53	\$0	\$53	\$50	\$0	\$50	\$25			03/2004	Increase	5.0		\$125	
Planning	8	Modification to Prior Approval	\$206	\$0	\$206	\$200	\$0	\$200		\$100		03/2004	Increase	1.0		\$100	
Planning	9	Plan Amendment	\$777	\$0	\$777	\$750	\$0	\$750	\$300			03/2004	Increase	0.3		\$113	
Planning	10	Pre-Application Meeting	\$301	\$0	\$301	\$0	\$0	\$0				-	Same	20.0		\$0	Do not recommend charging a fee
Planning	11	Encroachment Agreement	\$196	\$0	\$196	\$200	\$0	\$200				-	New	10.0		\$2,000	
Planning	12	Rezoning	\$1,354	\$0	\$1,354	\$1,300	\$0	\$1,300	\$250-\$350 +\$100/acre			01/2013	Increase	1.0		\$450	Est increase of \$450/permit (avg of 5 acres)
Planning	13	Site Plan - Major	\$4,205	\$0	\$4,205	\$4,000	\$0	\$4,000	\$600+\$100/acre	\$300 + \$100/acre		03/2004	Increase	5.0		\$10,500	Est increase of \$2,100/permit (avg of 5 acres)
Planning	14	Site Plan - Minor (Non-Res)	\$1,143	\$0	\$1,143	\$1,100	\$0	\$1,100	\$400+\$100/acre	\$300 + \$100/acre		03/2004	Increase	10.0		\$1,000	Est increase of \$100/permit (avg of 1.5 acres)
Planning	15	General Concept Plan	\$4,313	\$0	\$4,313	\$4,300	\$0	\$4,300				-	New	6.0		\$25,800	
Planning	16	Subdivision - Major	\$4,733	\$0	\$4,733	\$4,500	\$0	\$4,500	\$600+\$100/lot	\$300 + \$100/lot		03/2004	Increase	3.0		\$6,000	Est increase of \$2,000/permit (avg of 8 lots)
Planning	17	Subdivision - Minor	\$1,391	\$0	\$1,391	\$1,400	\$0	\$1,400	\$300+\$100/lot	\$300 + \$100/lot		03/2004	Increase	3.0		\$1,200	Est increase of \$400/permit (avg of 2 lots)
Planning	18	Time Extension	\$53	\$0	\$53	\$50	\$0	\$50				-	New	5.0		\$250	
Planning	19	Variance	\$1,579	\$0	\$1,579	\$500	\$0	\$500	\$400			03/2004	Increase	2.0		\$200	Do not recommend charging the full cost
Planning	20	Zoning Text Amendent	\$1,690	\$0	\$1,690	\$500	\$0	\$500	\$400			03/2004	Increase	2.0		\$200	Do not recommend charging the full cost
Planning	21	Cert. of Appropriateness (COA) - Major	\$1,001	\$0	\$1,001	\$500	\$0	\$500				-	New	30.0		\$15,000	Do not recommend charging the full cost
Planning	22	Cert. of Appropriateness (COA) - Minor	\$301	\$0	\$301	\$100	\$0	\$100				-	New	70.0		\$7,000	Do not recommend charging the full cost
Planning	23	Final Plat - Minor	\$53	\$0	\$53	\$50	\$0	\$50	\$150			03/2004	Decrease	10.0		(\$1,000)	
Planning	24	Mobile Food Vendor	\$24	\$0	\$24	\$25	\$0	\$25	\$50			07/2017	Decrease	0.5		(\$13)	
Planning	25	Rezoning - Conditional	\$5,044	\$0	\$5,044	\$5,000	\$0	\$5,000	\$250-\$350 +\$100/acre			01/2013	Increase	2.0		\$7,700	Est increase of \$3,850/permit (avg of 8 acres)
Planning	26	Temporary Use	\$247	\$0	\$247	\$250	\$0	\$250	\$50			03/2004	Increase	0.5		\$100	
Planning	27	Zoning Use	\$53	\$0	\$53	\$50	\$0	\$50				12/2005	New	20.0		\$1,000	
Building	28	Commercial Addition	\$1,197	\$2,081	\$3,278	\$1,200	\$0.59/sf	\$1,450 + \$0.59/sf			\$0.65/sf	03/2004	Increase	5.0	141,287	\$26,123	Est finacial impact includes additions, alterations, and new commercial & multi-family
Building	29	Commercial Alteration	\$103	\$1,201	\$1,304	\$100	\$0.59/sf	\$100 + \$0.59/sf			\$0.65/sf	03/2004	Increase	13.0			See commercial addition
Building	30	Commercial Demolition	\$209	\$170	\$378	\$205	\$170	\$375			\$100/1,000 sf	12/2009	Same	5.0		\$0	Unable to quantify financial impact.
Building	31	Commerical Electrical	\$42	\$57	\$100	\$40	\$60	\$100			\$50 & \$100/200 amps	03/2004	Same	28.0		\$0	Unable to quantify financial impact.
Building	32	Commercial Mechanical	\$42	\$57	\$100	\$40	\$60	\$100			\$100/10 ton unit+\$50/gas piping unit	03/2004	Same	132.0		\$0	Unable to quantify financial impact.
Building	33	Commercial New	\$4,183	\$8,485	\$12,669	\$4,100	\$0.59/sf	\$4,200 + \$0.59/sf			\$0.65/sf	03/2004	Increase	5.0			See commercial addition
Building	34	Commercial Plumbing	\$42	\$57	\$100	\$40	\$60	\$100			\$50/unit	01/2011	Same	32.0		\$1,600	
Building	35	Commercial Re-Roof	\$42	\$115	\$157	\$40	\$110	\$150			\$100	06/2013	Increase	6.0		\$300	
Building	36	Fence, Wall, or Column Permit	\$122	\$57	\$179	\$125	\$50	\$175			\$50	01/2011	Increase	177.0		\$22,125	
Building	37	Grading Permit	\$43	\$110	\$153	\$40	\$110	\$150			\$35	01/2015	Increase	176.5		\$20,298	Recommend requiring for all new construction
Building	38	Multi-Family Addition	\$1,197	\$2,081	\$3,278	\$1,200	\$0.59/sf	\$1,200 + \$0.59/sf			\$0.65/sf	03/2004	Increase	0.5			See commercial addition
Building	39	Multi-Family Alteration	\$103	\$1,145	\$1,249	\$100	\$0.59/sf	\$100 + \$0.59/sf			\$0.65/sf	03/2004	Increase	0.5			See commercial addition
Building	40	Multi-Family Demolition	\$209	\$170	\$378	\$200	\$175	\$375			\$100/1,000 sf	12/2009	Same	0.5		\$0	Unable to quantify financial impact.
Building	41	Multi-Family New	\$4,183	\$8,485	\$12,669	\$4,100	\$0.59/sf	\$4,200 + \$0.59/sf			\$0.65/sf	03/2004	Increase	1.5			See commercial addition
Building	42	Pool/Spa - Commercial	\$388	\$170	\$557	\$380	\$170	\$550			\$100	03/2004	Increase	0.5		\$225	
Building	43	Pool/Spa - Residential	\$67	\$115	\$181	\$65	\$110	\$175			\$100	03/2004	Increase	10.0		\$750	
Building	44	Residential Addition	\$177	\$115	\$292	\$175	\$0.17/sf	\$175 + \$0.17/sf	\$225		\$0.37/sf	03/2004	Decrease	50.0	595,032	(\$98,981)	Est finacial impact includes additions, alterations, and new residential
Building	45	Residential Alteration	\$177	\$115	\$292	\$175	\$0.17/sf	\$175 + \$0.17/sf			\$0.37/sf	03/2004	Decrease	50.0			See residential addition
Building	46	Residential Demolition	\$67	\$170	\$236	\$50	\$150	\$200			\$100/1,000 sf	12/2009	Same	5.0		\$0	Unable to quantify financial impact.

Village of Pinehurst
Planning & Inspection Fee Schedule Proposed Changes
February 2019

Type	#	Permit	Permit Cost			Proposed Fees			Current Fees			Last Fee Update	Fee Change	Est. # of Permits	Est. # of SF	Est Financial Impact	Notes
			Estimated Planning Cost	Estimated Inspection Cost	Total Estimated Cost of Permit	Proposed Planning Fee	Proposed Inspection Fee	Total Fee	2018 Planning Fees	2018 Engineering Fees	2018 Inspection Fees						
Building	47	Residential Electrical	\$42	\$43	\$85	\$40	\$40	\$80			\$50 & \$100/200 amps	01/2011	Same	112.0		\$0	Unable to quantify financial impact.
Building	48	Residential Mechanical	\$42	\$43	\$85	\$40	\$40	\$80			\$50/unit	01/2011	Increase	528.0		\$12,672	Est 80% of permits are single units
Building	49	Residential New	\$330	\$573	\$903	\$330	\$0.17/sf	\$450 + \$0.17/sf	\$225		\$0.37/sf	03/2004	Decrease	155.0			See residential addition
Building	50	Residential Plumbing	\$42	\$43	\$85	\$40	\$40	\$80			\$50/unit	01/2011	Increase	128.0		\$3,072	Est 80% of permits are single units
Building	51	Residential Re-Roof	\$42	\$57	\$100	\$40	\$60	\$100			\$50	06/2013	Increase	24.0		\$1,200	
Building	52	Right of Way Use Permit	\$67	\$0	\$67	\$50	\$0	\$50				-	New	5.0		\$250	
Building	53	Sign - Permanent	\$219	\$57	\$276	\$225	\$50	\$275			\$100	01/2015	Increase	10.0		\$1,750	
Building	54	Solar Permit	\$42	\$57	\$100	\$45	\$55	\$100				03/2004	New	0.5		\$50	
Building	55	ABC Permit	\$53	\$112	\$166	\$50	\$100	\$150			\$100	01/2011	Increase	3.0		\$150	
Building	56	Decks and Patios	\$103	\$57	\$161	\$100	\$50	\$150			\$100	03/2004	Increase	25.0		\$1,250	
Building	57	Docks & Bulkheads	\$103	\$57	\$161	\$100	\$50	\$150			\$50	03/2004	Increase	5.0		\$500	
Building	58	Driveway	\$30	\$79	\$109	\$25	\$75	\$100			\$50	03/2004	Increase	175.0		\$8,750	
Building	59	Floodplain Development	\$206	\$0	\$206	\$200	\$0	\$200				-	New	20.0		\$4,000	
Building	60	Home Health & Day Care	\$53	\$112	\$166	\$50	\$100	\$150			\$100	01/2011	Increase	5.5		\$275	
Building	61	Manufactured/Modular Units - Commercial	\$98	\$157	\$255	\$100	\$150	\$250			\$150/single wide+\$200 double wide	01/2011	Increase	0.5		\$25	
Building	62	Manufactured/Modular Units - Residential	\$98	\$115	\$212	\$100	\$100	\$200			\$150/single wide+\$200 double wide	01/2011	Increase	1.0		\$0	
Building	63	Propane Tank	\$42	\$57	\$100	\$50	\$50	\$100			\$25	12/2005	Increase	61.0		\$4,575	
Building	64	Tent	\$61	\$112	\$173	\$65	\$110	\$175			\$50 Res/\$100 Non Res	01/2011	Increase	45.0		\$4,500	Est. increase of \$100/permit
Building	65	Beekeeping	\$43	\$0	\$43	\$25	\$0	\$25				-	New	0.5		\$13	
Building	66	Accessory Structures - Commercial	\$213	\$57	\$271	\$200	\$0.59/sf	\$200 + \$0.59/sf	\$225 - Any dimension >12'; \$50 - All others		\$0.37/sf - Any dimension > 12'	01/2011	Increase	5.0		\$0	Unable to quantify financial impact.
Building	67	Accessory Structures - Residential	\$171	\$55	\$226	\$175	\$0.17/sf	\$175 + \$0.17/sf	\$225		\$0.37/sf	01/2011	Same	15.0		\$0	Unable to quantify financial impact.
Building	68	Accessory Structures - No Dimension > 12 ft	\$61	\$0	\$61	\$50	\$0	\$50	\$50			03/2004	Same	20.0		\$0	
Building	69	Seasonal Pool	\$43	\$0	\$43	\$25	\$0	\$25				-	New	0.5		\$13	Not on fee schedule, but \$50 fee on permit form

Estimated Net Annual Financial Impact \$95,433

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

ENGINEERING:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection Fees			
03/2004	New Roadway (Public and Private)	\$0.75	per lane, per lf
03/2004	Widening of Existing Roadway	\$0.75	per lane, per lf
03/2004	Fire Lanes on Private Property	\$0.40	per lane, per lf
12/2004	Sidewalk and Pathways	\$0.50	per lf
03/2004	Curb Cuts for Driveways	\$50.00	per drive
03/2004	Stormwater Fees	\$0.45 + \$40.00	per lf of pipe plus per structure
03/2004	Lift STOP WORK ORDER and Reinitiate Infrastructure Inspections	\$100.00	per violation
03/2004	Re-Inspection Fees	\$70.00	per hour
Plan Review The base fee for plan review includes 2 draft reviews and 1 mylar signoff. Third and subsequent review fees are for plans that require additional review due to failure to correct deficiencies and incorporate review comments. These fees must be paid in advance of the subsequent reviews being performed.			
03/2004	Single Family Subdivision	\$300.00 + \$100.00	per plan plus per lot
03/2004	Commercial/Multi-Family	\$300.00 + \$100.00	per plan plus per acre
03/2004	Third and Subsequent Review	\$300.00	per review
03/2004	Revision Review after Mylar Signoff	\$100.00	per review
Other Reviews			
12/2004	Flood Study	\$1,000.00	per study
12/2004	Traffic Impact Review	Cost plus 10%	per review

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

INSPECTIONS:

Council Adopted Date	Description	Fee/Charge	Unit
New Construction and Additions			
03/2004	Residential:		
03/2004	Building	\$0.18	per square foot (sf)
03/2004	Electrical	\$0.06	per sf
03/2004	Mechanical	\$0.05	per sf
03/2004	Plumbing	\$0.05	per sf
03/2004	Insulation	\$0.03	per sf
03/2004	Non-Residential:		
03/2004	Building	\$0.40	per sf
03/2004	Electrical	\$0.07	per sf
03/2004	Mechanical	\$0.07	per sf
03/2004	Plumbing	\$0.07	per sf
03/2004	Insulation	\$0.04	per sf
12/2006	Minimum Fee	\$100.00	per inspection, per trade
03/2004	Compliance Inspection	\$100.00	per inspection, per trade
Change-Outs and Upgrades			
01/2011	Electrical (Residential and Non-Residential):		
03/2004	Change Out and Upgrade	\$50.00	per unit
	Electrical Service Upgrade	\$100.00	per 200 amperage
01/2011	Mechanical (Residential):		
01/2011	Change Out and Upgrade	\$50.00	per unit
	Gas Piping	\$50.00	per unit
03/2004	Mechanical (Non-Residential):		
03/2004	Change Out and Upgrade	\$100.00	per 10 ton
	Gas Piping	\$100.00	per unit
01/2011	Plumbing:		
	Change Out and Upgrade	50.00	per unit
06/2013	Framing:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit
06/2013	Insulation:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit
06/2013	Irrigation:		
06/2013	Residential	\$50.00	per unit
	Non-Residential	\$100.00	per unit

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Demolition			
12/2009	Application for Exterior & Interior Demolition	\$100.00	per 1,000 sf
03/2004	Application for Structure Relocation	\$50.00	per application
Other Fees			
03/2004	Application to Lift a STOP WORK ORDER	\$200.00	per application
03/2004	Work Performed Without a Permit	Double permit fee	per violation
03/2004	Siding Installation	\$50.00	per application
01/2011	Temporary Power for HVAC	\$100.00	per unit
01/2011	Misc. Additional Wiring	\$50.00	per unit
01/2011	Home Day Care and Foster Home Inspection	\$100.00	per unit
01/2011	ABC Permit Inspection	\$100.00	per unit
01/2011	Home Health and Day Care	\$100.00	per unit
01/2011	Temporary Pole	\$60.00	per unit
01/2011 01/2011	Application for Mobile Home Permit (includes tie down, electrical, plumbing and HVAC):		
	Single Wide	\$150.00	per unit
	Double Wide	\$200.00	per unit
Re-Inspection Fees			
01/2011	First Offense	\$50.00	per unit
03/2004	Second Offense	\$100.00	per inspection
03/2004	Each Time After Second Offense	Double previous fee	per inspection

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Special Extra Inspection Fees			
12/2006	Residential	\$50.00	per inspection, per trade
12/2006	Non-Residential	\$100.00	per inspection, per trade
Tents			
01/2011	Residential	\$50.00	per unit
01/2011	Non-Residential	\$100.00	per unit
The Non-Residential tent inspection fee will be waived if the tent is being used for a horse show.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

PLANNING:

Council Adopted Date	Description	Fee/Charge	Unit
Amendment Petition			
03/2004	Comprehensive Land Use	\$300.00	per application
03/2004	Pinehurst Development Ordinance	\$400.00	per application
Amendment to the Zoning Map (Rezoning or Conditional Use) – General Use District			
01/2013	Residential – Less than 5 acres	\$250.00 + \$100.00	per application plus per acre
01/2013	Residential – More than 5 acres	\$300.00 + \$100.00	per application plus per acre
01/2013	Non-Residential	\$350.00 + \$100.00	per application plus per acre
01/2013	Overlay	\$300.00 + \$100.00	per application plus per acre
Board of Adjustment			
03/2004	Request for a Variance	\$400.00	per application
01/2013	Appeal of an Administrative Decision	\$400.00	per application
01/2013	Appeal of the Historic Preservation Commission	\$400.00	per application
12/2006	Failure to Appear for Hearing Without Notice	Actual cost	per Court Recorder invoice

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Documents and Maps			
03/2004	Comprehensive Long Range Plan (paper copy)	\$35.00	per document
03/2004	PDO (paper copy)	\$30.00	per document
12/2007	Zoning Map	\$20.00	per map
Site Plan Approval			
Site plan approval may require engineering review. When engineering review is needed, the Village will advise the applicant and the applicant will be responsible for paying the engineer's fees and charges. See the Engineering section of the Fees and Charges Schedule for the applicable fees.			
03/2004	Minor Site Plan:		
03/2004	Single Family Home	\$225.00	per application
	Commercial/Multi-Family	\$400.00 + \$100.00	per application plus per acre
03/2004	Major Site Plan	\$600.00 + \$100.00	per application plus per acre
03/2004	Re-review Fee (after second review)	Previous fee	per review
03/2004	Accessory Structure - Residential - All Sides Less Than 12'	\$50.00	per application
01/2011	12' x 12' or greater	\$225.00	per application
01/2013	Small additions 10'X5' or smaller	\$50.00	per application
Special Use Permit			
03/2004	Major Special Use	\$600.00	per application

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2018**

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Subdivision of Land			
03/2004	Preliminary Plat – Major Subdivision:		
03/2004	Less than 5 acres	\$300.00 + \$100.00	per application plus per lot
	More than 5 acres	\$600.00 + \$100.00	
03/2004	Final Plat:		
03/2004	Exempt Subdivision	\$25.00	per application
03/2004	Minor Subdivision	\$150.00	per application
03/2004	Major Subdivision	\$150.00 + \$10.00	per application plus per lot
Other Fees			
03/2004	Bulk Heads, Docks on Lakes	\$50.00	per application
03/2004	Change an Address	\$35.00	per application
1/2015	Change a Road Name	\$100.00	per application plus cost of signs
01/2015	Clearing	\$35.00	per permit
03/2004	Decks, Pools, Spas, and Gazebos	\$100.00	per application
03/2004	Driveway	\$50.00	per permit
01/2011	Fences, Walls, Arbors and Patios (using 5' encroachment)	\$50.00	per application
01/2015	Fence Exception	\$400.00	per application
03/2004	Home Occupation	\$50.00	per permit
03/2004	Homeowner's Recovery Fee	\$10.00	per application
07/2017	Mobile Food Vendors	\$50.00	per mobile unit
01/2015	Permanent Sign	\$100.00	per application
12/2005	Propane Tank	\$25.00	per application
01/2015	Return of Sign Removed from Right-of-Way (signs will be stored for a minimum of 5 business days before disposal)	\$25.00	per sign
01/2015	Well	\$50.00	per permit
03/2004	Zoning Certification Letter	\$35.00	per application
03/2004	Zoning Compliance Letter	\$35.00	per application
12/2005	Zoning Compliance Re-Inspection	\$50.00	per application
12/2005	Zoning Use	No Charge	per permit
In addition to the fees and charges for each application or permit, Applicants must comply with all bonding requirements established by the Village of Pinehurst. Bonding requirements can be found in the applicable application packets.			

Village of Pinehurst
 Planning Fee Comparison
 February 2019

	Village of Pinehurst		Southern Pines		Davidson		Cornelius		Aberdeen	
Description	Fee/Charge	Unit	Fee/Charge	Unit	Fee/Charge	Unit	Fee/Charge	Unit	Fee/Charge	Unit
Annexation					\$150	per application				
Appeal	\$400	per application	\$85	per application	\$400	per application	\$250	per application	\$250	per application
Special Use Permit	\$600	per application					\$500	per application	\$150	per application
Zoning Certification Letter	\$35	per application							\$50	per application
Final Plat - Major	\$150 + \$10	per app. + per lot	\$150	per application	\$300	per application	\$100	per application	\$150.00 (first 10 lots) + \$10	per app. + per lot
Home Occupation Permit	\$50	per permit					\$35	per permit	\$150	per permit
Subdivision - Exempt	\$25	per application	\$25	per application	\$50	per application	\$50	per application		
Modification to Prior Approval	\$100	per application							\$100	per application
Plan Amendment	\$300	per application	\$800	per application			\$250	per application		
Pre-Application Meeting										
Encroachment Agreement										
Rezoning	\$250-\$350 + \$100	per app + per acre	\$800	per application	\$400	per application	\$500-\$1,000	per application	\$300	per application
Site Plan - Major	\$600 + \$100	per app + per acre	\$200 + \$100	per app + per acre > 1 acre	\$200	per app (>=5,000 sf)	\$250 - <15,000sf; \$350 - 15K-30K sf; \$500 - > 30,000 sf	Commercial or Mixed Use Units	\$250 + \$20	per app + per acre >1
Site Plan - Minor	\$400 + \$100	per app + per acre	\$200	per app (up to 1 acre)	\$100	per app (<5,000 sf)	\$250 - <15,000sf; \$350 - 15K-30K sf; \$500 - > 30,000 sf	Commercial or Mixed Use Units	\$250 + \$20	per app + per acre >1
Site Plan - Minor (Single Family/Accessory)	\$225/\$50	per application								
General Concept Plan	\$600 + \$100	per app + per acre								
Subdivision - Major	\$300-\$600 + \$100	per app + per acre	\$150.00 + \$10.00	per app + per lot	\$750	per application	\$500; \$1,000	<=99 lots; 100+ lots	\$150.00 (first 10 lots) + \$10	per app. + per lot
Subdivision - Minor	\$150	per application	\$150	per application	\$300	per application	\$50	per application	\$150.00 (first 10 lots) + \$10	per app. + per lot
Time Extension										
Variance	\$400	per application	\$85	per application	\$400	per application	\$250	per application	\$250	per application
Zoning Text Amendent	\$400	per application	\$800	per application	\$400	per application	\$250	per application	\$300	per application
Cert. of Appropriateness (COA) - Major			\$480	per application	\$450	per application			\$50	per application
Cert. of Appropriateness (COA) - Minor			\$90	per application	\$150	per application			\$50	per application
Final Plat - Minor	\$150	per application					\$50	per application	\$150.00 (first 10 lots) + \$10	per app. + per lot
Mobile Food Vendor	\$50	per mobile unit	\$70	per mobile unit						
Rezoning - Conditional	\$250-\$350 + \$100	per app + per acre			\$500-\$1,000	per app + costs	\$1,250	per application	\$300	per application
Temporary Use	\$50	per permit								
Zoning Use			\$35	per permit	\$30	per permit	\$50 (residential); \$100 commercial	per application	\$50	per permit

Village of Pinehurst
 Inspection Fee Comparison
 February 2019

	Village of Pinehurst		Southern Pines		Aberdeen		Carborro	
Description	Fee/Charge	Unit	Fee/Charge	Unit	Fee/Charge	Unit	Fee/Charge	Unit
Commercial Addition	\$0.40 (bldg); \$0.07 (electrical); \$0.07 (mechanical); \$0.07 (plumbing); \$0.04 (insulation)	per square foot (sf)	\$0.10	per square foot (sf)	\$0.20	per square foot (sf); plus \$100	\$0.21	per square foot (sf)
Commercial Alteration	\$0.40 (bldg); \$0.07 (electrical); \$0.07 (mechanical); \$0.07 (plumbing); \$0.04 (insulation)	per square foot (sf)	\$0.10	per square foot (sf)	\$0.15	per square foot (sf); plus \$100	\$0.21	per square foot (sf)
Commercial Demolition	\$100.00	per 1,000 sf	\$120	per unit	\$150	per unit	\$65	per unit
Commerical Electrical	\$50 (changout); \$100 (upgrade)	per unit; per 200 amperage	\$50 (changout); \$110 (upgrade)	per unit; per 200 amperage	\$200; \$150	per unit; per 200 amperage	\$50	per permit
Commercial Mechanical	\$100 (changeout/upgrade); \$100 (gas piping)	per 10 ton; per unit	\$75 (changeout/upgrade); \$50 (gas piping)	per 10 ton; per tank/hood	\$150; \$10	per system; plus \$10/ton	\$50	per permit
Commercial New	\$0.40 (bldg); \$0.07 (electrical); \$0.07 (mechanical); \$0.07 (plumbing); \$0.04 (insulation)	per square foot (sf)	\$0.10	per square foot (sf)	\$0.20	per square foot (sf); plus \$100	\$0.26	per square foot (sf)
Commercial Plumbing	\$50	per unit	\$50	per unit, plus \$5/fixture	\$200	per unit, plus \$20/fixture	\$50	per permit
Commercial Re-Roof					\$50	per application		
Fence, Wall, or Column Permit	\$50	per application	\$35	per application	\$50	per application		
Grading Permit	\$35	per permit						
Multi-Family Addition	\$0.40 (bldg); \$0.07 (electrical); \$0.07 (mechanical); \$0.07 (plumbing); \$0.04 (insulation)	per square foot (sf)	\$0.10	per square foot (sf)	\$0.20	per square foot (sf); plus \$100	\$0.21	per square foot (sf)
Multi-Family Alteration	\$0.40 (bldg); \$0.07 (electrical); \$0.07 (mechanical); \$0.07 (plumbing); \$0.04 (insulation)	per square foot (sf)	\$0.10	per square foot (sf)	\$0.15	per square foot (sf); plus \$100	\$0.21	per square foot (sf)

Village of Pinehurst
 Inspection Fee Comparison
 February 2019

	Village of Pinehurst		Southern Pines		Aberdeen		Carborro	
Description	Fee/Charge	Unit	Fee/Charge	Unit	Fee/Charge	Unit	Fee/Charge	Unit
Multi-Family Demolition	\$100	per 1,000 sf	\$120	per unit	\$150	per unit	\$65	per unit
Multi-Family New	\$0.40 (bldg); \$0.07 (electrical); \$0.07 (mechanical); \$0.07 (plumbing); \$0.04 (insulation)	per square foot (sf)	\$0.10	per square foot (sf)	\$0.20	per square foot (sf); plus \$100	\$0.26	per square foot (sf)
Pool/Spa - Commercial	\$100	per application	\$120	per application	\$100	per application	\$75	per application
Pool/Spa - Residential	\$100	per application	\$120	per application	\$100	per application	\$75	per application
Residential Addition	\$0.18 (bldg); \$0.06 (electrical); \$0.05 (mechanical); \$0.05 (plumbing); \$0.03 (insulation)	per square foot (sf)	\$0.15	per square foot (sf)	\$0.20	per square foot (sf); plus \$100	\$0.21	per square foot (sf)
Residential Alteration	\$0.18 (bldg); \$0.06 (electrical); \$0.05 (mechanical); \$0.05 (plumbing); \$0.03 (insulation)	per square foot (sf)	\$0.15	per square foot (sf)	\$0.20	per square foot (sf); plus \$100	\$0.21	per square foot (sf)
Residential Demolition	\$100	per 1,000 sf	\$120	per unit	\$150	per unit	\$65	per unit
Residential Electrical	\$50 (changout); \$100 (upgrade)	per unit; per 200 amperage	\$50 (changout); \$110 (upgrade)	per unit; per 200 amperage	\$200; \$150	per 200 amperage; ea additional 200 amperage	\$50	per permit
Residential Mechanical	\$50	per unit	\$50	per unit	\$50	per system	\$100	per unit
Residential New	\$0.18 (bldg); \$0.06 (electrical); \$0.05 (mechanical); \$0.05 (plumbing); \$0.03 (insulation)	per square foot (sf)	\$0.15	per square foot (sf)	\$0.20	per square foot (sf); plus \$100	\$0.26	per square foot (sf)
Residential Plumbing	\$50	per unit	\$50; \$5	per unit, plus \$5/fixture	\$100; \$10	per unit; \$10/fixture	\$50	per permit
Residential Re-Roof								
Right of Way Use Permit								
Sign - Permanent	\$100	per application	\$50	per application	\$75	per application	\$75	per application
Solar Permit								
ABC Permit	\$100.00	per unit	\$50.00	per unit				

Village of Pinehurst
 Inspection Fee Comparison
 February 2019

	Village of Pinehurst		Southern Pines		Aberdeen		Carborro	
Description	Fee/Charge	Unit	Fee/Charge	Unit	Fee/Charge	Unit	Fee/Charge	Unit
Decks and Patios	\$100	per application	\$120	per application	\$50	per application		
Docks & Bulkheads	\$50	per application						
Driveway	\$50	per permit					\$110	per permit
Floodplain Development					\$100	per application		
Home Health & Day Care	\$100.00	per unit	\$50.00	per unit	\$200.00	per unit		
Mobile Home	\$150 (single wide); \$200 (double wide)	per unit	\$100 (single wide); \$125 (double wide); \$0.15/sf	per unit; per square foot	\$250	per unit	\$65	per unit
Propane Tank	\$25	per application	\$60	per application	\$50	per application	\$225	per application
Tent	\$50 (residential); \$100 (commercial)	per unit	\$50.00	per unit	\$50	per application		
Beekeeping								
Accessory Structures	\$225 - Any dimension >12'; \$50 - All others	per application	\$0.15	per square foot (sf)	\$100; \$0.20/sf	per application; per square foot		
Seasonal Pool	\$50	per application						

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
01/2016	Paper Copies	\$0.10	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	\$20.00	per cart
03/2004	Municipal Code Copies: Entire Code	\$0.10	per sheet
03/2004	Supplements	\$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	\$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days
<u>Rental Fees for Use of Village Rooms</u>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.			
A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.			
12/2007	Deposit – Assembly Hall & Station 91 Conference Room: Audio visual equipment is <u>not</u> utilized	\$100.00	per event
12/2007	Audio visual equipment is utilized	\$200.00	per event
12/2007	Rental Fee – Conference Room: Up to 3 hours: Resident	\$25.00	per event
12/2007	Non-Resident	\$50.00	per event
12/2007	More than 3 hours	\$25.00	per hour

**VILLAGE OF PINEHURST
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ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:		
	Resident	\$50.00	per event
12/2007	Non-Resident	\$100.00	per event
12/2007	More than 3 hours	\$25.00	per hour
01/2013	Audio visual assistance	\$50.00	per hour
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at www.fema.gov/rrr/pa/fin_eq_rates.shtm .			

**VILLAGE OF PINEHURST
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FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
01/2013	1 st Re-Inspection	No Charge	
01/2013	2 nd Re-Inspection - Corrections Made	No Charge	
01/2013	2 nd Re-Inspection - No Corrections Made	\$100.00	per inspection
01/2013	3 rd and Subsequent Inspections With No Corrections Made	\$250.00	per inspection
Fire Prevention Permits			
The fees set forth in this section are fixed for the issuance of the permits required by the Fire Prevention Code.			
01/2015	Installation/Additions to Alarm or Sprinkler Systems	\$100.00	first 100 heads/devices \$0.50 per additional device
10/2001	Installation or Removal of AGST (Above Ground Storage Tanks) or UGST (Underground Storage Tanks)	\$50.00	per permit
10/2001	Fireworks Display	\$50.00	per permit
10/2001	Any Other Permits Required but not Listed Above	\$25.00	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

**VILLAGE OF PINEHURST
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INFORMATION TECHNOLOGY (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	\$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	\$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	\$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/2009	Copy of already created map up to 8.5 x 11	\$2.00	per map
12/2009	Copy of already created map up to 11 x 17	\$6.00	per map
12/2009	Copy of already created map up to 17 x 22	\$10.00	per map
12/2009	Copy of already created map up to 22 x 34	\$12.00	per map
12/2009	Copy of already created map up to 34 x 44	\$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	\$50.00	per map

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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PLANNING AND INSPECTIONS:

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	\$500	per application		
02/2019	Zoning Map (Rezoning)	\$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	\$5,000	per application		
02/2019	Comprehensive Plan Amendment	\$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	\$1,000	per application		
02/2019	Variance	\$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	\$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	\$100	per application		
	Final Plats				
02/2019	Final Plat - Major	\$325	per application		
02/2019	Final Plat - Minor	\$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2019	General Concept Plan	\$4,300	per permit		
02/2019	Site Plan - Major (>= 2 acres)	\$4,000	per permit		
02/2019	Site Plan - Minor (< 2 acres)	\$1,100	per permit		
	Special Use Permit				
02/2019	Special Use	\$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	\$4,500	per permit		
02/2019	Subdivision - Minor	\$1,400	per permit		
02/2019	Subdivision - Exempt	\$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Commercial Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Commercial New	\$4,100	per permit	\$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	\$205	per permit	\$170	per permit
02/2019	Multi-Family Demolition	\$200	per permit	\$175	per permit
02/2019	Residential Demolition	\$50	per permit	\$150	per permit
	Grading Permit				
02/2019	Grading Permit (Required for any new construction)	\$40	per permit	\$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family New	\$4,100	per permit	\$0.59	per square foot (sf)

**VILLAGE OF PINEHURST
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PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	\$380	per permit	\$170	per permit
02/2019	Pool/Spa - Residential	\$65	per permit	\$110	per permit
	Re-Roof (>\$15,000)				
02/2019	Re-Roof - Commercial	\$40	per permit	\$110	per permit
02/2019	Re-Roof - Residential	\$40	per permit	\$60	per permit
	Residential Building Permits				
02/2019	Residential Addition	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential Alteration	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential New	\$330	per permit	\$0.17	per square foot (sf)
03/2004	Residential New - Homeowners Recovery Fee	\$10	per permit		
	Single Trade Permits - Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Mechanical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Plumbing	\$40	per permit	\$60	per permit
	Single Trade Permits - Residential				
02/2019	Residential Electrical	\$40	per permit	\$40	per permit
02/2019	Residential Mechanical	\$40	per permit	\$40	per permit
02/2019	Residential Plumbing	\$40	per permit	\$40	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units - Commercial	\$100	per permit	\$150	per unit
02/2019	Manufactured/Modular Units - Residential	\$100	per permit	\$100	per unit
	Accessory Structures				
02/2019	Accessory Structures - Commercial	\$200	per permit	\$0.59/sf	per square foot (sf)
02/2019	Accessory Structures - Residential	\$175	per permit	\$0.17/sf	per square foot (sf)
03/2004	Accessory Structures - No Dimension > 12 ft.	\$50	per permit		
	Other Permits				
02/2019	ABC Permit	\$50	per permit	\$100	per permit
02/2019	Beekeeping	\$25	per permit		
02/2019	Decks and Patios	\$100	per permit	\$50	per permit
02/2019	Docks & Bulkheads	\$100	per permit	\$50	per permit
02/2019	Driveway	\$25	per permit	\$75	per permit
02/2019	Fence, Wall, or Column	\$125	per permit	\$50	per permit
02/2019	Floodplain Development	\$200	per permit		
02/2019	Home Health & Day Care	\$50	per permit	\$100	per permit
03/2004	Home Occupation	\$50	per permit		
02/2019	Mobile Food Vendor	\$25	per permit		
02/2019	Manufactured Home	\$100	per permit	\$150	per permit

**VILLAGE OF PINEHURST
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PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	\$50	per permit	\$50	per permit
02/2019	Right of Way Use	\$50	per permit		
02/2019	Seasonal Pool	\$25	per permit		
02/2019	Sign - Permanent	\$225	per permit	\$50	per permit
02/2019	Solar Permit	\$45	per permit	\$55	per permit
02/2019	Temporary Use	\$250	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	\$65	per permit	\$110	per permit
02/2019	Zoning Use	\$50	per permit		
	Other Fees				
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			\$100	per inspection
02/2019	Encroachment Agreement	\$200	per agreement		
02/2019	Modification to Prior Approval	\$200	per application		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	\$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	\$50	per application		
02/2019	Zoning Certification Letter	\$50	per letter		
	Penalties/Violations				
03/2004	Lift a STOP WORK ORDER			\$100	per STOP WORK ORDER
03/2004	Work performed without a permit	Double fee	per permit		
All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.					

**VILLAGE OF PINEHURST
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POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
	Overtime Violation	\$5.00	per ticket
12/2004	Other Parking Violations	\$10.00	per ticket
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Permit	\$10.00	per application
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Special Permit	No Charge	per application
12/2009	Precious Metals Dealer Permit	\$180.00	per application
12/2009	Precious Metals Registered Employee	\$10.00	initial application per employee
		\$3.00	annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	\$180.00	per application

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
	Recycle:		
01/2016	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
	Yard Debris:		
01/2016	48 Gallon Cart	\$48.00	per additional cart
01/2016	95 Gallon Cart	\$55.00	

**VILLAGE OF PINEHURST
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RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
02/2016	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,375.00 \$1,750.00 \$1,000.00 \$2,000.00	per day
07/2017	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$785.00 \$1,000.00 \$500.00 \$1,150.00 \$1,725.00	per day
09/2013	Corporate Meeting	\$785.00 \$485.00	greater than 4 hours less than 4 hours
10/2018	Outdoor Lawn: Resident/Non-Profit** Non-Resident/Commercial	\$250.00 \$325.00	per day
Other Facility Rental Fees			
01/2013	Additional Hours	\$150.00	per hour
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at \$150/hour. **See Non-Profit definition on Page 10.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	
Other Fees			
12/2003	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
07/2017	Cancellation (90 days or less)	\$500 + 50% of applicable base fee retained	per deposit
07/2017	Cancellation (91 days or more)	\$500 + 25% of applicable base fee retained	per deposit
02/2009 01/2015 01/2015	Chairs (includes set-up) Resident Non-Resident Commercial	\$1.50 \$3.00 \$3.00	per chair

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
01/2015	Kitchen Cleaning/Trash Removal (including co- sponsored and gratuitous events)	\$150.00	per event
12/2003 02/2009	Dance Floor (21'x24' maximum available): Whole Section	\$300.00 \$5.00	per day per section per day
12/2009	Easels	\$5.00	per easel per day
12/2007	Event Parking	Determined by Event Coordinator	
07/2017	Deposit (Security/Damage)	\$500.00 + 50% of applicable base fee	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
01/2015	Holiday Premium **	\$375.00	per day
06/2013	Picnic Tables	\$20.00	per table
12/2009	Pipe & Drape	\$10.00	per section per day
01/2015	Prohibited Items (deducted from deposit)	\$100.00	per event
01/2011	Setup/Breakdown Fee for items used off site	\$200.00	per use
01/2015	Sound System	\$100.00	per event
12/2009	Stage (4'x8' Section)	\$15.00	per section per event
12/2009	Stage (24' x 16' Full)	\$180.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
12/2003	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
01/2012	Video Projector	\$100.00	per day
01/2011	Video Projector Screen (12' x 12')	\$100.00	per day
<p>** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.</p>			
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters:		
12/2003	<u>Resident:</u> Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Resident:</u> Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.		

**VILLAGE OF PINEHURST
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RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters (continued): <u>Commercial:</u> Any individual, sole proprietorship, corporation, business or other entity that does not qualify under any other renter category. <u>Corporate Meeting:</u> Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		
07/2017			
The Village of Pinehurst reserves the right to define the renter category based on the usage.			
Other Definitions			
12/2003	<u>Deposit:</u> Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of all of the deposit per the Fee Schedule.		
07/2017	<u>Base Fee:</u> Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	<u>Other Fees:</u> Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	<u>Sponsored/Co-Sponsored:</u> Events presented by, or coordinated with, the Village of Pinehurst per the “Village Sponsorship of Events” policy.		
12/2003	<u>Special Use:</u> An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of \$7,500 in revenue, special attractions and/or demonstrations.		

**VILLAGE OF PINEHURST
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RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
09/2001	One Infield - without Show Rings	\$150.00	per day
01/2012	One Infield – with Show Rings	\$250.00	per day
01/2012	Two Infields – without Show Rings	\$300.00	per day
01/2012	Two Infields – with Show Rings	\$350.00	per day
07/2017	Special Event Use – One Infield	\$600.00	per day
	Special Event Use – Two Infields	\$1,200.00	per day
Deposits			
01/2004	Grounds Use Clean Up	\$150.00	per rental
01/2004	Show Office Use Clean Up	\$50.00	per rental
01/2007	Stall Reservation	\$100.00	per stall
Standardbred Training (Stall Rental)			
07/2015	Full Season	\$927.00	per stall
07/2015	Monthly (No Proration Allowed)	\$412.00	per stall
Standardbred Training (Other Fees)			
07/2015	Grooms Quarters - Improved	\$206.00	per month
01/2013	Grooms Quarters - Unimproved	\$72.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
07/2015	Additional Occupant	\$60.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009 01/2011	Impact Fee: Temporary Stalls	\$10.00	per stall, per show per day, per horse
	Horse not using a stall	\$10.00	
01/2012	Paddock Fee	\$25.00	per paddock per show

**VILLAGE OF PINEHURST
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RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
01/1997	Vendor/Exhibitor Fee	\$25.00	per vendor/exhibitor
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
01/2013	Stall Rental (less than 100)	\$40.00	
01/2013	Stall Rental (more than 100)	\$35.00	
01/2013	Tack Stall Rental	\$35.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	\$35.00	per night (maximum stay of 7 days)

**VILLAGE OF PINEHURST
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RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
01/2012	<u>Ground Use Fee:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	<u>Clean Up Deposit:</u> The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	<u>Standardbred Fee:</u> Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
01/2014	<u>Horse Shows:</u> Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	<u>Other:</u> Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
07/2017	<u>Special Event Use:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group.

**VILLAGE OF PINEHURST
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RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay.			
01/2015	Non-Resident Family Membership	The cost of this membership is \$60 and is good for one year from the date payment and application are received. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
Athletic Events			
The athletic events fee may be waived for youth at the discretion of the Parks and Recreation Director.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	Individual Fee: Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual
Athletic Leagues			
01/1997	Team Fee: Resident	\$40.00 plus direct costs	per team
12/2008	Non-Resident	\$40.00 plus direct costs plus \$20.00 per non-resident on roster	per team
06/2013	Individual Fee: Resident	\$20.00	per individual
06/2013	Non Resident	\$40.00	per individual

**VILLAGE OF PINEHURST
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Classes/Programs			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
01/1997	Resident	\$5.00 plus direct costs	per participant
07/2017	Resident – Classes in Recreation Room	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Youth Day Camps			
The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session.			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
06/2013	Resident	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	\$25.00	per week reserved
General Fees			
The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged	10%	gross sales
06/2013	Chairs-(only available on site)	\$1.50 set up by renter \$3.00 set up by Village staff	per chair
06/2013	Tables-on site	\$4.50 set up by renter \$9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	\$4.50 Resident \$9.00 Non-Resident	per table
06/2013	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
07/2018	Food Vendor	\$75.00	per vendor
07/2018	Alcohol Vendor	\$400.00	per vendor
06/2013	Sound System	\$50.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
01/2012	Facility Rental Supervisor	\$25.00 \$10.00	first two hours each additional hour
06/2013	Athletic Facilities: Resident/Non-Profit	\$15.00 \$30.00	per game/hour without lights per game/hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	per game/hour without lights per game/hour with lights
12/2008	Bleachers (Resident and Non-Resident)	\$25.00	per bleacher per day
07/2017	Park Picnic Shelters: Resident/Non-Profit	\$30.00 \$15.00	first three hours each additional hour
07/2017	Non-Resident	\$60.00 \$15.00	first three hours each additional hour
Temporary Use Permits			
01/2015	Application Fee	\$50.00	per event
01/2015	Late Application Fee	\$25.00	per event
01/2015	Bleachers	\$50.00	per unit
01/2015	Greenway Trail Use	\$50.00	per event
01/2015	Post Event Clean Up	\$100.00	per event
01/2015	Street Closure	\$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred.			
Arboretum Lawn			
The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads.			
If more than one amenity is requested to be used, the package rate will apply per day.			
Timmel Pavilion Only (includes tables and chairs)			
01/2015	Pavilion rental (5 hour maximum): Resident Non-Resident Resident and Non-Resident	\$180.00 \$240.00 \$40.00	first three hours first three hours each additional hour
07/2018	Pavilion rental (5 hour maximum) Discounted rate if booked within 72 hours of use: Resident Non-Resident Resident and Non-Resident	\$60.00 \$120.00 \$30.00	first three hours first three hours each additional hour
07/2017	Pavilion rental (full day): Resident Non-Resident	\$750.00 \$1,000.00	per day per day
Grounds Only (includes tables and chairs)			
07/2017	Pergola Garden: Resident Non-Resident	\$500.00 \$650.00	per day
07/2017	Magnolia Lawn: Resident Non-Resident	\$500.00 \$650.00	per day

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks (continued)			
Grounds Only (includes tables and chairs) (continued)			
01/2015	Joyce's Meadow: Resident Non-Resident	\$600.00 \$775.00	per day
01/2015	All Grounds: Resident Non-Resident	\$775.00 \$1,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
07/2017	Pergola Garden & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Magnolia Lawn & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Joyce's Meadow & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	All Grounds & Timmel Pavilion: Resident Non-Resident	\$1,500.00 \$1,800.00	per day
Staff			
01/2015	Set up/Breakdown crew for tables and chairs	\$200.00	per event
Deposit			
01/2015	Timmel Pavilion Only Deposit	\$100.00	per event
07/2018	Multiple Amenities/Venues Deposit	\$200.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tufts Memorial Park			
06/2013	Deposit	\$100.00	per event
06/2013	Resident	\$250.00	per day
01/2015	Non-Resident	\$325.00	per day
Special Events			
At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
Workshops			
01/1997	Resident	\$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	Using Non-Village Owned Vehicle: Resident	\$5.00 plus direct costs	per participant
01/1997	Non Resident	\$10.00 plus direct costs	per participant
01/1997	Using Village Owned Vehicle: Resident	\$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	\$10.00 plus direct costs and IRS mileage rate	per participant
Other Fees			
12/2008	Overnight Parking (Resident and Non-Resident)	\$2.00	per car per night

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
<p>Parks and Recreation Fees and Charges Definitions</p> <p>In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only.</p> <p>Participants must live, own property, work, or go to school in Moore County. The parent(s) of youth participants must live, own property, work, or go to school in Moore County.</p>	
01/1997	<u>Athletic Events:</u> Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	<u>Athletic Leagues:</u> Organized sport related programs that encompass a certain number of teams.
01/1997	<u>Classes:</u> Programs that require more than one meeting time to complete.
12/2007	<u>Day Camp Deposit:</u> Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	<u>Facility Rental:</u> Fee charged for the use of Village owned property.
01/2012	<u>Facility Supervisor:</u> A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	<u>Indigent Youth:</u> Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
07/2016	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
01/1997	<u>Non-Resident:</u> A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	<u>Resident:</u> A person who resides inside the Village limits of Pinehurst or whose parents or guardian, pays Village of Pinehurst Property taxes.
01/1997	<u>Special Events:</u> Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	<u>Trips:</u> Organized travel for a specific purpose.
01/1997	<u>Workshops:</u> One-day programs that are limited to a set minimum and maximum.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
07/2017	Refund Policy
<p>Purpose</p> <p>To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits.</p> <p>Coverage</p> <p>This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council.</p> <p>Policy</p> <p>If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks.</p> <p>Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation.</p> <p>When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a \$10.00 administrative fee and any non-refundable deposits that may be applicable.</p> <p>When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable.</p> <p>If a registrant cancels participation in a trip, a full refund, less a \$10.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund.</p> <p>The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.</p>	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 1, 2019**

VILLAGE- WIDE:

Council Adopted Date	
07/2013	
<p>Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates.</p> <p>The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations.</p> <p>Fees for Co-Sponsored events will be determined by the Village Manager or designee.</p> <p>The Village Manager or designee may waive any fee that is deemed in the best interest of the community.</p>	

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2019**

Parks & Recreation Fees

Recreation - Fair Barn (pages 9-10)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Other Fees: Cancellation (90 days or less) (page 9)	\$500 + 50% of applicable base fee retained	-	80% of deposit retained	-	Revise cancellation fees to simplify refund calculations. Proposed change is comparable to the existing cancellation amount.
Other Fees: Cancellation (91 days or more) (page 9)	\$500 + 25% of applicable base fee retained	-	60% of deposit retained	-	Revise cancellation fees to simplify refund calculations. Proposed change is comparable to the existing cancellation amount.
Other Fees: Deposit (Security/Damage) (page 10)	\$500 + 50% of applicable base fee	-	Non-profit - \$750.00 Full Day (excluding non-profits) - \$1,250.00 Weekday (excluding non-profits) - \$1,000.00	-	Revise deposits to simplify amounts collected from customers for event reservations.
Other Fees: Dance Floor Section (page 10)	\$5.00 per section	(\$5.00 per section)	-	-	Remove fee for dance floor sections. Customers only rent the full dance floor, and these unit pricing fees are no longer needed.
Other Fees: Prohibited Items (deducted from deposit) (page 10)	\$100.00	\$400.00	\$500.00	400%	Increased penalty to discourage use of prohibited items, such as sparklers and helium balloons. Such items are harmful to the facility.

Recreation - Harness Track (page 13)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Other Fees: Admission/Parking Charge	-	-	-	-	Updated description to clarify these fees do not apply to non-profit rentals. This revision is consistent with the language already included for Fair Barn admission.

Recreation - Parks and Recreation (pages 16, 17 & 22)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
General Fees: Admission Charged (page 16)	-	-	-	-	Updated description to clarify these fees do not apply to non-profit rentals. This revision is consistent with the language already included for Fair Barn admission.
Facility Rental: Athletic Facilities (page 17)	-	-	-	-	Removed reference to "per game" to reflect actual rental practices.
Refund Policy (page 22)	-	-	-	-	Added inclement weather policy for use of shelters and athletic fields to define terms for refunding rental payments or transferring payments to another available day.

*Minor corrections to descriptions and formatting have been made throughout the document. However, since these changes do not impact fees, they are not listed in the outline above.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
01/2016	Paper Copies	\$0.10	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	\$20.00	per cart
03/2004	Municipal Code Copies: Entire Code	\$0.10	per sheet
03/2004	Supplements	\$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	\$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days
<u>Rental Fees for Use of Village Rooms</u>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.			
A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.			
12/2007	Deposit – Assembly Hall & Station 91 Conference Room: Audio visual equipment is <u>not</u> utilized	\$100.00	per event
12/2007	Audio visual equipment is utilized	\$200.00	per event
12/2007	Rental Fee – Conference Room: Up to 3 hours: Resident	\$25.00	per event
12/2007	Non-Resident	\$50.00	per event
12/2007	More than 3 hours	\$25.00	per hour

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:		
	Resident	\$50.00	per event
12/2007	Non-Resident	\$100.00	per event
12/2007	More than 3 hours	\$25.00	per hour
01/2013	Audio visual assistance	\$50.00	per hour
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at https://www.fema.gov/schedule-equipment-rates .			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
01/2013	1 st Re-Inspection	No Charge	
01/2013	2 nd Re-Inspection - Corrections Made	No Charge	
01/2013	2 nd Re-Inspection - No Corrections Made	\$100.00	per inspection
01/2013	3 rd and Subsequent Inspections With No Corrections Made	\$250.00	per inspection
Fire Prevention Permits			
The fees set forth in this section are fixed for the issuance of the permits required by the Fire Prevention Code.			
01/2015	Installation/Additions to Alarm or Sprinkler Systems	\$100.00	first 100 heads/devices \$0.50 per additional device
10/2001	Installation or Removal of AGST (Above Ground Storage Tanks) or UGST (Underground Storage Tanks)	\$50.00	per permit
10/2001	Fireworks Display	\$50.00	per permit
10/2001	Any Other Permits Required but not Listed Above	\$25.00	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

INFORMATION TECHNOLOGY (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	\$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	\$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	\$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/2009	Copy of already created map up to 8.5 x 11	\$2.00	per map
12/2009	Copy of already created map up to 11 x 17	\$6.00	per map
12/2009	Copy of already created map up to 17 x 22	\$10.00	per map
12/2009	Copy of already created map up to 22 x 34	\$12.00	per map
12/2009	Copy of already created map up to 34 x 44	\$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	\$50.00	per map

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

PLANNING AND INSPECTIONS:

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	\$500	per application		
02/2019	Zoning Map (Rezoning)	\$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	\$5,000	per application		
02/2019	Comprehensive Plan Amendment	\$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	\$1,000	per application		
02/2019	Variance	\$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	\$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	\$100	per application		
	Final Plats				
02/2019	Final Plat - Major	\$325	per application		
02/2019	Final Plat - Minor	\$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2019	General Concept Plan	\$4,300	per permit		
02/2019	Site Plan - Major (>= 2 acres)	\$4,000	per permit		
02/2019	Site Plan - Minor (< 2 acres)	\$1,100	per permit		
	Special Use Permit				
02/2019	Special Use	\$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	\$4,500	per permit		
02/2019	Subdivision - Minor	\$1,400	per permit		
02/2019	Subdivision - Exempt	\$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Commercial Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Commercial New	\$4,100	per permit	\$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	\$205	per permit	\$170	per permit
02/2019	Multi-Family Demolition	\$200	per permit	\$175	per permit
02/2019	Residential Demolition	\$50	per permit	\$150	per permit
	Grading Permit				
02/2019	Grading Permit (Required for any new construction)	\$40	per permit	\$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family New	\$4,100	per permit	\$0.59	per square foot (sf)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	\$380	per permit	\$170	per permit
02/2019	Pool/Spa - Residential	\$65	per permit	\$110	per permit
	Re-Roof (>\$15,000)				
02/2019	Re-Roof - Commercial	\$40	per permit	\$110	per permit
02/2019	Re-Roof - Residential	\$40	per permit	\$60	per permit
	Residential Building Permits				
02/2019	Residential Addition	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential Alteration	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential New	\$330	per permit	\$0.17	per square foot (sf)
03/2004	Residential New - Homeowners Recovery Fee	\$10	per permit		
	Single Trade Permits - Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Mechanical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Plumbing	\$40	per permit	\$60	per permit
	Single Trade Permits - Residential				
02/2019	Residential Electrical	\$40	per permit	\$40	per permit
02/2019	Residential Mechanical	\$40	per permit	\$40	per permit
02/2019	Residential Plumbing	\$40	per permit	\$40	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units - Commercial	\$100	per permit	\$150	per unit
02/2019	Manufactured/Modular Units - Residential	\$100	per permit	\$100	per unit
	Accessory Structures				
02/2019	Accessory Structures - Commercial	\$200	per permit	\$0.59/sf	per square foot (sf)
02/2019	Accessory Structures - Residential	\$175	per permit	\$0.17/sf	per square foot (sf)
03/2004	Accessory Structures - No Dimension > 12 ft.	\$50	per permit		
	Other Permits				
02/2019	ABC Permit	\$50	per permit	\$100	per permit
02/2019	Beekeeping	\$25	per permit		
02/2019	Decks and Patios	\$100	per permit	\$50	per permit
02/2019	Docks & Bulkheads	\$100	per permit	\$50	per permit
02/2019	Driveway	\$25	per permit	\$75	per permit
02/2019	Fence, Wall, or Column	\$125	per permit	\$50	per permit
02/2019	Floodplain Development	\$200	per permit		
02/2019	Home Health & Day Care	\$50	per permit	\$100	per permit
03/2004	Home Occupation	\$50	per permit		
02/2019	Mobile Food Vendor	\$25	per permit		
02/2019	Manufactured Home	\$100	per permit	\$150	per permit

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	\$50	per permit	\$50	per permit
02/2019	Right of Way Use	\$50	per permit		
02/2019	Seasonal Pool	\$25	per permit		
02/2019	Sign - Permanent	\$225	per permit	\$50	per permit
02/2019	Solar Permit	\$45	per permit	\$55	per permit
02/2019	Temporary Use	\$250	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	\$65	per permit	\$110	per permit
02/2019	Zoning Use	\$50	per permit		
	Other Fees				
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			\$100	per inspection
02/2019	Encroachment Agreement	\$200	per agreement		
02/2019	Modification to Prior Approval	\$200	per application		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	\$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	\$50	per application		
02/2019	Zoning Certification Letter	\$50	per letter		
	Penalties/Violations				
03/2004	Lift a STOP WORK ORDER			\$100	per STOP WORK ORDER
03/2004	Work performed without a permit	Double fee	per permit		
All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.					

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
12/2004	Overtime Violation	\$5.00	per ticket
	Other Parking Violations	\$10.00	per ticket
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Permit	\$10.00	per application
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Special Permit	No Charge	per application
12/2009	Precious Metals Dealer Permit	\$180.00	per application
12/2009	Precious Metals Registered Employee	\$10.00	initial application per employee
		\$3.00	annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	\$180.00	per application

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
01/2014	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Recycle:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Yard Debris:		
01/2016	48 Gallon Cart	\$48.00	per additional cart
	95 Gallon Cart	\$55.00	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
02/2016	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,375.00 \$1,750.00 \$1,000.00 \$2,000.00	per day
07/2017	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$785.00 \$1,000.00 \$500.00 \$1,150.00 \$1,725.00	per day
09/2013	Corporate Meeting	\$785.00 \$485.00	greater than 4 hours less than 4 hours
10/2018	Outdoor Lawn: Resident/Non-Profit** Non-Resident/Commercial	\$250.00 \$325.00	per day
Other Facility Rental Fees			
01/2013	Additional Hours	\$150.00	per hour
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at \$150/hour. **See Non-Profit definition on Page 10.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	
Other Fees			
12/2003	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
02/2019	Cancellation (90 days or less)	80% of deposit retained	per deposit
02/2019	Cancellation (91 days or more)	60% of deposit retained	per deposit
02/2009 01/2015 01/2015	Chairs (includes set-up) Resident Non-Resident Commercial	\$1.50 \$3.00 \$3.00	per chair

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
01/2015	Kitchen Cleaning/Trash Removal (including co- sponsored and gratuitous events)	\$150.00	per event
12/2003	Dance Floor	\$300.00	per day
12/2009	Easels	\$5.00	per easel per day
12/2007	Event Parking	Determined by Event Coordinator	
02/2019	Deposit (Security/Damage): Non-Profit* (full day or weekday) Full Day (excluding non-profits) Weekday (excluding non-profits)	\$750.00 \$1,250.00 \$1,000.00	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
01/2015	Holiday Premium **	\$375.00	per day
06/2013	Picnic Tables	\$20.00	per table
12/2009	Pipe & Drape	\$10.00	per section per day
02/2019	Prohibited Items (deducted from deposit)	\$500.00	per event
01/2011	Setup/Breakdown Fee for items used off site	\$200.00	per use
01/2015	Sound System	\$100.00	per event
12/2009	Stage (4'x8' Section)	\$15.00	per section per event
12/2009	Stage (24' x 16' Full)	\$180.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
12/2003	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
01/2012	Video Projector	\$100.00	per day
01/2011	Video Projector Screen (12' x 12')	\$100.00	per day
<p>* See Non-Profit definition below. ** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.</p>			
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters:		
12/2003	<u>Resident:</u> Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Resident:</u> Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters (continued): <u>Commercial:</u> Any individual, sole proprietorship, corporation, business or other entity that does not qualify under any other renter category. <u>Corporate Meeting:</u> Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		
07/2017			
The Village of Pinehurst reserves the right to define the renter category based on the usage.			
Other Definitions			
12/2003	<u>Deposit:</u> Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of the deposit per the Fee Schedule.		
07/2017	<u>Base Fee:</u> Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	<u>Other Fees:</u> Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	<u>Sponsored/Co-Sponsored:</u> Events presented by, or coordinated with, the Village of Pinehurst per the “Village Sponsorship of Events” policy.		
12/2003	<u>Special Use:</u> An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of \$7,500 in revenue, special attractions and/or demonstrations.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
09/2001	One Infield - without Show Rings	\$150.00	per day
01/2012	One Infield – with Show Rings	\$250.00	per day
01/2012	Two Infields – without Show Rings	\$300.00	per day
01/2012	Two Infields – with Show Rings	\$350.00	per day
07/2017	Special Event Use – One Infield	\$600.00	per day
	Special Event Use – Two Infields	\$1,200.00	per day
Deposits			
01/2004	Grounds Use Clean Up	\$150.00	per rental
01/2004	Show Office Use Clean Up	\$50.00	per rental
01/2007	Stall Reservation	\$100.00	per stall
Standardbred Training (Stall Rental)			
07/2015	Full Season	\$927.00	per stall
07/2015	Monthly (No Proration Allowed)	\$412.00	per stall
Standardbred Training (Other Fees)			
07/2015	Grooms Quarters - Improved	\$206.00	per month
01/2013	Grooms Quarters - Unimproved	\$72.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
07/2015	Additional Occupant	\$60.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009 01/2011	Impact Fee:		
	Temporary Stalls	\$10.00	per stall, per show per day, per horse
01/2012	Horse not using a stall	\$10.00	
01/2012	Paddock Fee	\$25.00	per paddock per show

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
01/1997	Vendor/Exhibitor Fee	\$25.00	per vendor/exhibitor
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
01/2013	Stall Rental (less than 100)	\$40.00	
01/2013	Stall Rental (more than 100)	\$35.00	
01/2013	Tack Stall Rental	\$35.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge (does not apply to non-profit rentals)	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	\$35.00	per night (maximum stay of 7 days)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
01/2012	<u>Ground Use Fee:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	<u>Clean Up Deposit:</u> The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	<u>Standardbred Fee:</u> Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
01/2014	<u>Horse Shows:</u> Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	<u>Other:</u> Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
07/2017	<u>Special Event Use:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay.			
01/2015	Non-Resident Family Membership	The cost of this membership is \$60 and is good for one year from the date payment and application are received. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
Athletic Events			
The athletic events fee may be waived for youth at the discretion of the Parks and Recreation Director.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	Individual Fee: Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual
Athletic Leagues			
01/1997	Team Fee: Resident	\$40.00 plus direct costs	per team
12/2008	Non-Resident	\$40.00 plus direct costs plus \$20.00 per non-resident on roster	per team
06/2013	Individual Fee: Resident	\$20.00	per individual
06/2013	Non Resident	\$40.00	per individual

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Classes/Programs			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
01/1997	Resident	\$5.00 plus direct costs	per participant
07/2017	Resident – Classes in Recreation Room	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Youth Day Camps			
The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session.			
The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
06/2013	Resident	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	\$25.00	per week reserved
General Fees			
The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
06/2013	Chairs-(only available on site)	\$1.50 set up by renter \$3.00 set up by Village staff	per chair
06/2013	Tables-on site	\$4.50 set up by renter \$9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	\$4.50 Resident \$9.00 Non-Resident	per table
06/2013	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
07/2018	Food Vendor	\$75.00	per vendor
07/2018	Alcohol Vendor	\$400.00	per vendor
06/2013	Sound System	\$50.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
01/2012	Facility Rental Supervisor	\$25.00 \$10.00	first two hours each additional hour
06/2013	Athletic Facilities: Resident/Non-Profit	\$15.00 \$30.00	per hour without lights per hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	per hour without lights per hour with lights
12/2008	Bleachers (Resident and Non-Resident)	\$25.00	per bleacher per day
07/2017	Park Picnic Shelters: Resident/Non-Profit	\$30.00 \$15.00	first three hours each additional hour
07/2017	Non-Resident	\$60.00 \$15.00	first three hours each additional hour
Temporary Use Permits			
01/2015	Application Fee	\$50.00	per event
01/2015	Late Application Fee	\$25.00	per event
01/2015	Bleachers	\$50.00	per unit
01/2015	Greenway Trail Use	\$50.00	per event
01/2015	Post Event Clean Up	\$100.00	per event
01/2015	Street Closure	\$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred.			
Arboretum Lawn			
The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads.			
If more than one amenity is requested to be used, the package rate will apply per day.			
Timmel Pavilion Only (includes tables and chairs)			
01/2015	Pavilion rental (5 hour maximum): Resident Non-Resident Resident and Non-Resident	\$180.00 \$240.00 \$40.00	first three hours first three hours each additional hour
07/2018	Pavilion rental (5 hour maximum) Discounted rate if booked within 72 hours of use: Resident Non-Resident Resident and Non-Resident	\$60.00 \$120.00 \$30.00	first three hours first three hours each additional hour
07/2017	Pavilion rental (full day): Resident Non-Resident	\$750.00 \$1,000.00	per day per day
Grounds Only (includes tables and chairs)			
07/2017	Pergola Garden: Resident Non-Resident	\$500.00 \$650.00	per day
07/2017	Magnolia Lawn: Resident Non-Resident	\$500.00 \$650.00	per day

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks (continued)			
Grounds Only (includes tables and chairs) (continued)			
01/2015	Joyce's Meadow: Resident Non-Resident	\$600.00 \$775.00	per day
01/2015	All Grounds: Resident Non-Resident	\$775.00 \$1,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
07/2017	Pergola Garden & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Magnolia Lawn & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Joyce's Meadow & Timmel Pavilion: Resident Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	All Grounds & Timmel Pavilion: Resident Non-Resident	\$1,500.00 \$1,800.00	per day
Staff			
01/2015	Set up/Breakdown crew for tables and chairs	\$200.00	per event
Deposit			
01/2015	Timmel Pavilion Only Deposit	\$100.00	per event
07/2018	Multiple Amenities/Venues Deposit	\$200.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tufts Memorial Park			
06/2013	Deposit	\$100.00	per event
06/2013	Resident	\$250.00	per day
01/2015	Non-Resident	\$325.00	per day
Special Events			
At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
Workshops			
01/1997	Resident	\$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	Using Non-Village Owned Vehicle: Resident	\$5.00 plus direct costs	per participant
01/1997	Non Resident	\$10.00 plus direct costs	per participant
01/1997	Using Village Owned Vehicle: Resident	\$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	\$10.00 plus direct costs and IRS mileage rate	per participant
Other Fees			
12/2008	Overnight Parking (Resident and Non-Resident)	\$2.00	per car per night

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
Parks and Recreation Fees and Charges Definitions <p>In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only.</p> <p>Participants must live, own property, work, or go to school in Moore County. The parent(s) of youth participants must live, own property, work, or go to school in Moore County.</p>	
01/1997	<u>Athletic Events:</u> Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	<u>Athletic Leagues:</u> Organized sport related programs that encompass a certain number of teams.
01/1997	<u>Classes:</u> Programs that require more than one meeting time to complete.
12/2007	<u>Day Camp Deposit:</u> Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	<u>Facility Rental:</u> Fee charged for the use of Village owned property.
01/2012	<u>Facility Supervisor:</u> A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	<u>Indigent Youth:</u> Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
07/2016	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
01/1997	<u>Non-Resident:</u> A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	<u>Resident:</u> A person who resides inside the Village limits of Pinehurst or whose parents or guardian, pays Village of Pinehurst Property taxes.
01/1997	<u>Special Events:</u> Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	<u>Trips:</u> Organized travel for a specific purpose.
01/1997	<u>Workshops:</u> One-day programs that are limited to a set minimum and maximum.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
02/2019	Refund Policy
<p>Purpose</p> <p>To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits.</p> <p>Coverage</p> <p>This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council.</p> <p>Policy</p> <p>If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks.</p> <p>Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation.</p> <p>When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a \$10.00 administrative fee and any non-refundable deposits that may be applicable.</p> <p>When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable.</p> <p>If a registrant cancels participation in a trip, a full refund, less a \$10.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund.</p> <p>Inclement Weather Policy – Shelters and Athletic Fields</p> <p>Rentals may be transferred to another available day or a refund may be given if the following occurs:</p> <ul style="list-style-type: none">• If lights are used, notice shall be given before lights are scheduled to come on.• If inclement weather occurs during the rental, notice shall be given as soon as a decision to cancel has been made and a partial refund/credit may be given.• When lights are not reserved, notice shall be given within twenty four (24) hours of rental. <p>The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.</p>	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2019**

VILLAGE- WIDE:

Council Adopted Date	
07/2013	
<p>Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates.</p> <p>The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations.</p> <p>Fees for Co-Sponsored events will be determined by the Village Manager or designee.</p> <p>The Village Manager or designee may waive any fee that is deemed in the best interest of the community.</p>	



UPDATE ON THE STATUS OF THE COMPREHENSIVE LONG RANGE PLAN.

ADDITIONAL AGENDA DETAILS:

FROM:

Natalie Hawkins

CC:

Jeff Sanborn

DATE OF MEMO:

2/7/2019

MEMO DETAILS:

This agenda item is to discuss the timeline of the Long Range Comprehensive Plan, Envision the Village, and obtain direction from the Council on your desire to potentially hold additional public input sessions beyond what is included in our existing contract with Town Planning and Urban Design Collaborative. The staff memo attached to this agenda item details the items to be discussed.

ATTACHMENTS:

Description

▣ Staff Memo on Comp Plan Status

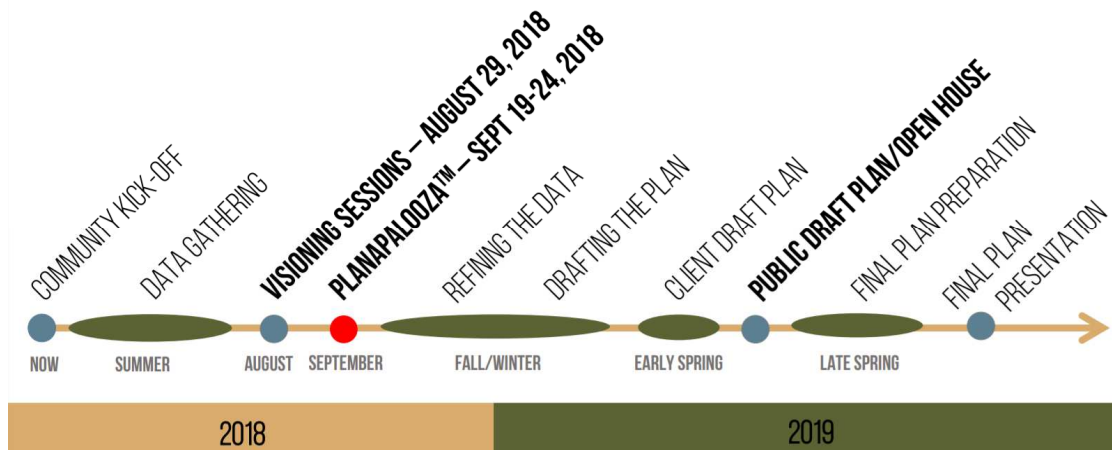


MEMORANDUM

To: Village Council
From: Natalie Hawkins
Date: February 6, 2019
Subject: Status of the Comprehensive Long Range Plan, Envision the Village

In response to a recent request from a resident to hold additional public input sessions on the growth choice areas presented to the Village Council in December and again to the Think Tank in January, staff have investigated the possibility of obtaining additional public input beyond what is included in our contract with Town Planning & Urban Design Collaborative. This memo discusses the option to hold additional input sessions and the potential impact on the timeline and overall cost of the planning process.

To date, the Village has obtained extensive public input through meetings and online at www.envisionthevillage.com. To date, over 650 residents have attended public meetings including the Community Kick-Off, Visioning Sessions, Planapalooza, and Think Tank Meetings. In addition, [envisionthevillage.com](http://www.envisionthevillage.com) has had over 4,100 page views, with approximately 150 individual comments. The Village's consultants are using this public input to craft the Village's Long Range Comprehensive Plan as outlined in our agreement with them. The image below indicates the timeline for the long range comprehensive planning process.



This timeline has been somewhat compromised already while staff has been investigating the option of holding additional public input meetings over the last few weeks.

ADMINISTRATION

If the Village proceeds according to the existing schedule and does not hold additional public input meetings, our consultants have indicated we could expect the following schedule:

Timeline	Deliverable
Mid March 2019	<i>Draft Plan (text only)</i> delivery and staff review period
May 2019	<i>Complete Draft (including visuals)</i> delivery and staff review period
Late June 2019	<i>Public Draft</i> delivery, with a Community Open House presentation
June/July 2019	<i>Public review period</i>
Late August 2019	<i>Final Plan</i> delivery
October 2019	<i>Planning & Zoning Board/Village Council Adoption</i>

After lengthy discussions with our consultants and based on their availability to hold additional input sessions, it would likely delay the timeline approximately 2 months and add an additional \$18,000 to the overall cost of the plan if we modify the process to obtain additional public input at this point. The earliest our consultants are available to hold public input sessions on the growth choice areas would be the last week of April, or 2 ½ months from now.

This additional time would likely jeopardize the Village's ability to have a plan adopted before going into next year's strategic planning process. If the final plan is not delivered until late October, it is unlikely that plan adoption will occur before the Council's early December strategic planning retreat. As you know, the Council begins setting priorities in early December so staff have an adequate amount of time to prepare and prioritize budget requests by early April. Not having a plan adopted before the December strategic planning retreat could significantly impact staff's ability to prepare an annual budget and five-year financial forecast that addresses the recommendations from the long range plan.

After considering the alternatives, staff's recommendation is to proceed according to the current schedule and ensure adequate time for public review of the draft plan this summer. The process outlined in our contract is one that allows the public to comment on the growth choice areas (and other components of the long range plan) once the full scenario planning has been completed and the implications of growth in those areas can be fully articulated in the plan document.

To ensure public awareness and obtain public feedback on the draft plan, Village staff and our consultants will organize a Community Open House presentation and we will solicit public input electronically on www.envisionthevillage.com. Village staff will utilize our community engagement plan to reach out to key stakeholder groups and ensure broad public awareness of the draft plan. Other public meetings and additional open house events could also be held in the summer subsequent to the Community Open House if we believe additional public input is needed.

Our consultants will consider public input obtained this summer on the draft plan to determine if modifications are needed before the Final Plan is delivered in early fall to the Planning and Zoning Board and Village Council for review and approval.

Staff is seeking direction on if the Council would like to proceed with scheduling additional

public input workshops, given the financial impact and the potential impact on the timeline.