



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF FEBRUARY 26, 2019
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.
2. Invocation and Pledge of Allegiance. (Dr. Matt Stillman)
3. Reports:
 Manager
 Council
4. Motion to Approve Consent Agenda.

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

- A. Consider Resolution 19-05 Reappointing Tom Schroeder to the Historic Preservation Commission.
- B. Approval of Draft Village Council Meeting Minutes.
 February 12, 2019 Regular Meeting
 February 12, 2019 Work Session
- C. Public Safety Reports
 January Fire Report
 January Police Report (1)
 January Police Report (2)
- D. Budget Amendments Report

End of Consent Agenda.

5. Recognize Angel Smith, Village Code Compliance Specialist, as the 2018 North Carolina Zoning Official of the Year.
6. Presentation of the Government Finance Officers Association Distinguished Budget Presentation Award.
7. Motion to Adjourn Regular Meeting and Enter Public Hearing.
8. Public Hearing No. 1

The purpose of the public hearing is to consider a 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.

9. Motion to Adjourn Public Hearing and Re-Enter Regular Meeting.
10. Discuss and Consider a General Concept Plan for a 40 Unit Townhome Development Requested by R & M Commercial Real Estate, LLC.
11. Discuss and Consider Recommended Changes to Fees and Charges Schedule.
12. Presentation of Mid-Year Financial Projections and Budget Amendment.
13. Consider a Resolution for Business District Directional Signage
14. Other Business.
15. Comments from Attendees.
16. 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



**CONSIDER RESOLUTION 19-05 REAPPOINTING TOM SCHROEDER TO
THE HISTORIC PRESERVATION COMMISSION.**

ADDITIONAL AGENDA DETAILS:

FROM:

Beth Dunn

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

2/20/2019

MEMO DETAILS:

Attached is draft resolution 19-05 for Council to consider reappointing Tom Schroeder to the Historic Preservation Commission for another 2 year term. His term would run from February 1, 2019 until January 31, 2021.

ATTACHMENTS:

Description

- ☐ Resolution 19-05
- ☐ Current Board Terms

RESOLUTION #19-05:

**A RESOLUTION REGARDING RE-APPOINTMENT TO THE PINEHURST
HISTORIC PRESERVATION COMMISSION.**

WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160A, Article 19; and

WHEREAS, the terms of Mr. Tom Schroeder expires on January 31, 2019; and

WHEREAS, Mr. Schroeder and the Village Council of Pinehurst are both desirous of him continuing to serve as a member of the Historic Preservation Commission.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 26th day of February, 2019, as follows:

SECTION 1. That the following re-appointment is hereby made to the Historic Preservation Commission for the term indicated:

Mr. Tom Schroeder is re-appointed as a member of the Historic Preservation Commission, effective February 1, 2019, said term to expire January 31, 2021.

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

THIS RESOLUTION passed and adopted this the 26th 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 Appointed Board Members

Title	Last Name	Board/Committee	Current Appointment	Term Expiration
Cyndie	Burnett	BOA/P&Z	12/1/2016	11/30/2019
David	Kelley	BOA/P&Z	4/30/2017	3/31/2020
Joel	Shriberg	BOA/P&Z	2/1/2018	1/31/2021
Julia	Latham	BOA/P&Z	8/1/2017	7/31/2020
Leo	Santowasso	BOA/P&Z	7/1/2017	6/30/2020
Michael	Marsh	BOA/P&Z	6/28/2016	6/27/2019
Jeramy	Hooper	BOA/P&Z	11/1/2018	10/31/2021
Paul	Roberts	BOA/P&Z	12/1/2018	11/30/2021
Charles	Russell	BOA/P&Z	3/1/2019	2/28/2022
Eric	Von Salzen	HPC	1/1/2019	12/31/2020

Jim	McChesney	HPC	5/31/2018	5/31/2020
John	Taylor	hpc	1/31/2018	1/31/2020
Mark	Parson	HPC	1/31/2018	1/31/2020
Molly	Gwinn	HPC	5/31/2018	5/31/2020
Thomas	Schroeder	HPC	1/10/2017	1/31/2019
Terry	Lurtz	HPC	2/1/2019	1/31/2021



**APPROVAL OF DRAFT VILLAGE COUNCIL MEETING MINUTES.
ADDITIONAL AGENDA DETAILS:**

February 12, 2019 Regular Meeting
February 12, 2019 Work Session

FROM:
Beth Dunn

CC:
Jeff Sanborn

DATE OF MEMO:
2/18/2012

MEMO DETAILS:
Attached are the draft minutes from the Village Council regular meeting and work session on February 12, 2019.

ATTACHMENTS:

Description

- ☐ February 12, 2019 Regular Meeting
- ☐ February 12, 2019 Work Session



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF FEBRUARY 12, 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, February 12, 2019 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

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

Excused absence: Ms. Nancy Roy Fiorillo, Mayor

And approximately 76 attendees, including 7 staff and 1 press.

1. Call to Order.

Mayor Pro Tem John Bouldry, called the meeting to order.

**2. Reports:
Manager**

- The candidates for Planning Director didn't work out and the position has been reposted.
- There are two NCDOT projects for NC 5. The first project is primarily in the Aberdeen area and design work is underway and they have scheduled a meeting, in a couple weeks, with local leaders to discuss. The second project for NC 5 is the section that runs thru Pinehurst, this project is a few years out. However, NC DOT has hired an Engineering firm to complete a feasibility study. They to meet with local officials on February 20th to start discussions.
- Announced that the Public Hearing for R&M Real Estate, at the request of the applicant, has been postponed and will not be heard at his meeting, as no one is present to answer questions.

Council

- Mayor Pro Tem Bouldry announced that the agenda item regarding the US Amateur Sponsorship has been postponed and will be rescheduled for a later meeting date.
- Councilmember Farrell stated on March 7th there will be a public meeting at the Aberdeen Recreation Center on the NC 5 project, for the Aberdeen portion of the highway. The public will be able to view maps of the proposed changes to the highway.

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.

- Approval of Draft Village Council Meeting Minutes.
 - January 22, 2019 Regular Meeting
 - January 22, 2019 Work Session
 - January 22, Closed Session
- Budget Amendments Report.

End of Consent Agenda.

Upon a motion by Councilmember Drum, seconded by Councilmember Davis, Council unanimously approved the Consent agenda by a vote of 4-0.

4. **Presentation by The League of Women's Voters**

Marcey Katzman with the League of Women's Voters gave a presentation on The Equal Right Amendment. Ms. Katzman explained the amendment only needs one more state's approval to pass its mandated 38 states. She shared a petition and local legislature information for citizens. As proposed, it says: "Equality of rights under the law shall not be denied or abridged by the United States or by any state on account of sex."

Councilmember Farrell stated he believes this is an important issue and would urge citizens to contact their local State Representatives and move individually on this issue. Mayor Pro Tem Bouldry agreed and stated that being a non-partisan Council their main focus is on high level local issues for the Village of Pinehurst and this is a State issue, however, our job is to encourage residents to reach out to State Representatives. Councilmember Davis disagreed and stated that all politics are local and made a motion for the Village Council to endorse the request of the League of Women's Voters to support the amendment and also ask for the citizens to respond as well.

Mariann Benway, citizen, spoke against the ERA and stated that women are continually used as props to push an agenda and anything duplicative of what we already legally have in place almost always has an ulterior motive. Ms. Benway also stated that the only reason to pick the ERA off the dusty floor of history is because of a fierce desire to protect abortion at all costs. Julia Latham, League Member, she recited a legal case in Pennsylvania concerning abortions and stated that the arguments about abortion because of the presence of an ERA are a red herring.

Mayor Pro Tem Bouldry stated that Councilmember Davis made a motion and asked if there was a second, hearing none the motion was not passed.

5. **Presentation on the Moore County Local Selective Service System Recruitment Board**

Lt. Col. Chris Castro of the NC National Guard gave a brief presentation regarding Moore County's Local Selective Service System Recruitment Board and the need to recruit civilian members for the board. Currently the Moore County Board has 3 vacancies and he is requesting help recruiting new members. The role of the Local Selective Service System Recruitment 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. Acceptance to the Board is considered a Presidential appointment. Councilmember Farrell asked if it was still required to register for the draft. Lt. Castro responded that it was still required and the NCDMV helps with that process. Councilmember Davis asked what would happen if a draft was enacted. Lt. Castro explained the board is responsible for deciding who would be postponed, deferred or granted an exemption from service. The Council came to a consensus that the Village would help spread the word about the need for new board members in Moore County.

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

Leo Santowasso, Planning and Zoning Chair, introduced Mr. Charles Russell to Council. Mr. Russell was one of 4 applicants that submitted an application and was interviewed. Mr. Russell gave a brief overview of his background and stated that the majority of his degree was obtained at the University of Cincinnati School of Urban Planning and Design. He was a facility needs expert and completed studies for the Department of Interior. Mr. Santowasso stated there will be another vacancy open in June and the 3 remaining candidates are still under consideration for that opening.

Upon a motion by Councilmember Drum, seconded by Councilmember Farrell, Council unanimously approved Resolution 19-03 appointing Charles Russell to the Board of Adjustment and Planning and Zoning Board by a vote of 4-0.

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

Natalie Hawkins, Assistant Village Manager, introduced Amy Fraley the executive director for Habitat for Humanity of the NC Sandhills. Ms. Hawkins explained that Habitat for Humanity has requested the Village waive permit and inspection fees for their home repair program to help make repairs more affordable for homeowners. The permits obtained by Habitat for Humanity are for minor repairs such as ramps, roof repairs, porches, steps, siding/window replacements, and yard improvements. Jeff Sanborn, Village Manager, stated that this request is specific to only Habitat for Humanity and any other organization would have to be approved by Council, should a similar request come in.

Upon a motion by Councilmember Drum, seconded by Councilmember Davis, Council unanimously approved the request to waive permit and inspection fees associated with Habitat for Humanity of the NC Sandhills repair program by a vote of 4-0.

8. Request for Sponsorship - US Amateur Parking Arrangements

Mayor Pro Tem Bouldry announced that at the request of the applicant this item has postponed until a further meeting.

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

Audrey Moriarty, Executive Director of the Givens Library and Tufts Archives explained last winter they started reviewing the services of the library. Councilmember Davis explained that the Library Working Group was formed to evaluate the current services and future of the library. Ms. Moriarty stated that the currently the library has 17,000 books, which is the same amount of books when the library was started, due to space limitations. The book to population ratio was 10:1 when the library first began and now that ratio is 1:1. Councilmember Davis explained the options that the Library Working Group considered over the course of their work. The recommended approach by the Library Working Group is to embark on a formal needs assessment. The assessment would cost approximately \$25,000 and 4 months to complete. Mayor Pro Tem Bouldry stated from his time on the Library Working Group every conversation with outside parties started with the library needing a formal needs assessment from a third party. Councilmember Farrell stated that we are going down a path to take on one the largest capital project the Village of Pinehurst has ever taken on and we have to be careful and make sure there is buy in. He also stated that the form of request for work should be very clear and we should look for all options and restrain ourselves to cost because it needs to be done right, as this is a very serious road we are going down. Councilmember Drum stated the consultant should be working for the community and doing what's best for the public.

Upon a motion by Councilmember Farrell, seconded by Councilmember Bouldry, Council unanimously authorized staff to develop and advertise a Request for Proposal to solicit bidders for a library needs assessment by a vote of 4-0.

Andrew Ren, Pinehurst Resident, asked if this means that there is no way that the current library will expand and continue to be restricted by what someone in Atlanta tells us. Councilmember Farrell stated that no option is off the table.

John Root, Pinehurst Resident, stated he was confused as to who would pay for this study and direct the work. Councilmember Farrell explained that Council is delegated to authorize a request for proposal to assess the needs and show various options. Councilmember Drum stated that the consultants, completing the needs assessment, will work for the public and Village of Pinehurst.

10. Motion to Recess Regular Meeting and Enter Into a Public Hearing.

Upon a motion by Councilmember Davis, seconded by Councilmember Farrell, Council unanimously approved to recess the regular meeting and enter into a public hearing by a vote of 4-0.

11. Public Hearing No. 1

Jeff Sanborn, Village Manager, stated that at the request of the applicant, today's public hearing will be continued until the February 26th Regular Meeting of the Village Council at 4:30pm in Assembly Hall.

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

Upon a motion by Councilmember Farrell, seconded by Councilmember Drum, Council unanimously approved to adjourn the public hearing and re-enter the regular meeting by a vote of 4-0.

13. Q2 Update on the Status of the FY 2019 Strategic Operating Plan Implementation.

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 accordingly and submit budget requests that address the priorities for improvement that Council and Senior Leaders identified at the Retreat. Staff is proposing to remove the Initiative Action Plan (IAP) for the EMS facility, at the request of the County to reviewing funding options, but will remain as a future project for FY 20. The streetscape and street lighting IAP's will be removed but will remain on the opportunity for improvement (OFI) list for future projects.

Ms. Craig also gave a status update of some of the current year projects underway, including the implementation of the Planning and Inspection software. Councilmember Jack Farrell asked if the staff was pleased with the software for Planning and Inspections so far. Natalie Hawkins, Assistant Village Manager, stated staff is very pleased with the software. Ms. Craig stated that the metric for the number of permits processed would be improved by the software, as permits can be submitted & approved electronically. Ms. Hawkins stated that was correct homeowners and developers would be able to submit plans online for their plan reviews.

14. Presentation of Quarterly Financial Statements for the Quarter Ended December 31, 2018.

Brooke Hunter, Financial Services Director, stated that the Village remains in a very good financial position through the first half of the fiscal year. The fund balance is currently at 4.5 million in income for the first six months of the year, which is higher than the

prior year. The fund balance is currently at 81% of the budgeted expenditures, which is also greater than the previous year. The Village issued 57 single-family residential building permits valued at 16,599,000 during the first two quarters. Councilmember Davis asked about the Community Center Capital and where to find those expenditures. Brooke explained to Council where to locate the expenditures in the quarterly reports.

15. Discuss and Consider Traffic Preemption Agreement and Budget Amendment.

Carlton Cole, Fire Chief, explained the traffic pre-emption devices allow the traffic signals to change as the Fire Trucks are approaching so the fire trucks and other vehicles may move thru safely. He explained that the process has been ongoing for years to install all of the signals. NCDOT informed the Village that while the installers were in the area installing the current budgeted devices that they could go ahead install the 7 remaining devices now. Jeff Sanborn, Village Manager, explained to Council that the funds that will be used to install the devices now are from projects that are be deferred to another year and that these remaining 7 devices were to be budgeted in future years funding, so they are essentially swapping places.

Upon a motion by Councilmember Davis, seconded by Councilmember Drum, Council authorized the Mayor, or her designee, to execute the Supplemental Agreement with NCDOT to install the 7 remaining traffic pre-emption devices AND approved Ordinance 19-04 amending the ordinance appropriating funds for operations for fiscal year 2019, to install traffic signal pre-emption devices by a vote of 4-0.

16. Consider Recommended Changes to Fees and Charges Schedule.

Natalie Hawkins, Assistant Village Manager, explained that 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. The Village has not modified Planning and Inspection Fees for the majority of permits since 2004. Ms. Hawkins explained that per the Council's 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." 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.

Councilmember Farrell asked if staff has talked with the Historic Preservation Commission regarding their opinion on charging for certificates of appropriateness. Ms. Hawkins stated that Molly Gwinn, Chair of HPC, didn't want to charge for certificates. The direct cost to the Village to issue certificates for a major certificate is \$1,000 and for minor is \$500. The proposed charges are \$500 for a major certificate and \$100 to for a minor certificate. Ms. Hawkins stated Should Council approve all the recommended changes to the 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.

Councilmember Davis asked if this need to be approved now or if it could wait. Brooke Hunter, Financial Services Director, stated that the Recreation Department will need their items approved at the next Council meeting on Feb. 26th so those rates can published in the activity guides for the next fiscal year. Ms. Hunter reviewed the proposed changes to the Parks and Recreation fee schedule, which are small changes made to simplify fees associated with Fair Barn event cancelations and deposits. Council agreed to discuss and consider the changes again at the February 26th Regular Council Meeting, after they review the proposed changes in more detail.

17. Update on the Status of the Comprehensive Long Range Plan.

Natalie Hawkins, Assistant Village Manger, explained that 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. Ms. Hawkins stated that 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. 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.

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.

Councilmember Farrell stated he reviewed two plans created by our current consultants and one of the drafts was approved 1 year and 9 months after the draft was proposed, as they had 200 changes that were initiated. He feels we should take all the time we need to approve the plan after the draft is submitted. Councilmember Davis stated the extra \$18,000 wasn't an issue for her but the concern was what those meetings would achieve, as there is no context. Councilmember Drum stated people can still give input now online, before the draft comes out.

Jane Hogeman, Pinehurst resident, stated that the consultants put together this timeline for their efficiency. There is a report that was released to Council and the Think Tank members in January on the 7 focus areas, and feels the public should be made aware of these and have public input. She feels that when the draft comes out the residents would be upset when they see the results, if the Village doesn't have more public input.

Councilmember Drum stated that the Village Council are the ones that established the timeline, not the consultants. He also explained that The Think Tank was formed by the Council and was formed to bring up and discuss hot topic issues, which he feels they have done.

Bill Comer, Pinehurst resident, stated that the goal is to create the best comprehensive plan and figure out the best way to do that. He believes to community involvement is key. He stated that they were told the 7 growth areas, which the consultants presented to the Think Tank, were the heart of the plan and he feels it is appropriate for the public to comment on those areas.

Ms. Hawkins stated she would talk with the Consultants and see what they recommend for getting the word out about the items discussed at tonight's meeting. She mentioned that the Consultants are currently in the process of running the scenario planning models, which include all the public feedback received from Envisioning Sessions, Planapalooza, Envision the Village website, and all the stakeholder meetings.

Council agreed that they believe that there is some value in additional public input and would like to move forward with the current schedule, however if it takes more time they are willing to provide that. Council asked Natalie to contact the consultants about the process of the draft plan and public input and they will discuss the issue further at the next meeting on February 26th.

18. Other Business.

No other business was discussed.

19. Comments from Attendees.

- Leo Santowasso, planning on Zoning Chair, explained the public hearing was closed instead continued. He suggested that Council reopen the meeting and continue the hearing until the February 26th meeting, just to make sure the proper procedure was followed.

Public Hearing

Councilmember Judy Davis made the motion to open the public hearing, seconded by Councilmember Drum, Council unanimously opened the Public Hearing by a vote of 4-0.

Councilmember Farrell announced that for this public hearing the applicant has requested their item be delayed until the next meeting. Therefore, the public hearing will be reschedule for the next Regular Council meeting on February 26th at 4:30 pm in Assembly Hall.

Upon a motion by Councilmember Farrell, seconded by Councilmember Davis, Council unanimously approved to recess the public hearing by a vote of 4-0.

20. Motion to Adjourn.

Upon a motion by Councilmember Davis, seconded by Councilmember Drum, Council unanimously approved to adjourn the Regular Meeting by a vote of 4-0 at 8:30 pm.

Respectfully Submitted,

Beth Dunn,

Village Clerk

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Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.

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DRAFT



**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF FEBRUARY 12, 2019
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a Work Session at 8:35 p.m., Tuesday, February 12, 2019, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

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

Excused Absence: Ms. Nancy Roy Fiorillo, Mayor

And approximately 6 attendees, including 3 staff.

1. Discuss ETJ Expansion

Jeff Sanborn, Village Manager, explained there are several items for discussion that relate to ETJ areas. Mr. Sanborn started with the request for the ETJ expansion which we had to table and then following that the Pinebluff court case which ruled in their favor of expanding their ETJ area without the County's approval, because of the presence of a local bill they have in their municipality. Mr. Sanborn stated the Village shares the same type of local bill along with Southern Pines and Aberdeen. He also explained the recent concerns of development of 15-501, with the possible development that would threaten the realignment of 73 and McCaskill Rd and talks of a Publix off of Juniper Lake Rd and 15-501. The County Manager contacted him and stated the Commissioners wanted to meet with local officials to talk about corridors, focusing on 211 and 15-501. Mr. Sanborn relayed that it may be more appropriate for the Village and the County to discuss the ETJ issue before meeting about the corridors. They agreed and schedule a meeting for next Thursday, however, subsequently he received an invitation for a meeting to discuss high corridors with the County and all municipalities the following day. He explained there are other things to consider which include discussing with Moore County updated their water and sewer extension policy that include that if a developer wants to extend water and sewer somewhere in the Village ETJ that the County would require them to petition for annexation. The other issue is Carthage is looking to extend their sewer system all the way down 15-501 and tie in around the traffic circle. Their Manager has approached the Village and asked would we be interested in partnering with them, which would give the Village more control over development in that area. Councilmember Jack Farrell asked if Carthage would own the lines, Mr. Sanborn stated they would pay for and own that line.

Councilmember Davis asked what is it we are looking for going into the meeting with the County. Mr. Sanborn stated what he would like is to walk into the meeting with a common understanding of what is best. Mayor Pro Tem suggested maybe coordinating with the County Manager on what the County is looking to accomplish in these meetings. Councilmember Farrell touched on the growth around Juniper Ridge and Murdocksville Road and stated the County needs to offer up a reasonable approach to the growth not only for Pinehurst but for Moore County. Councilmember Drum stated the Village needs to be prepared to offer a unique zoning district in those areas for the ETJ expansion. Natalie Hawkins, Assistant Manager, talked about the Tri-Cities Group meeting regarding the working for the highway corridors and how the County is currently not involved, however they are involved in every aspect. The group is going to reach out to the County.

2. Work Session Business

No additional work session business was discussed.

3. Motion to Adjourn.

Upon a motion by Councilmember Drum, seconded by Councilmember Davis, Council unanimously approved to adjourn the Work Session by a vote of 4-0 at 9:18 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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DRAFT



**PUBLIC SAFETY REPORTS
ADDITIONAL AGENDA DETAILS:**

January Fire Report
January Police Report (1)
January Police Report (2)

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

2/5/2019

MEMO DETAILS:

Attached are the January 2019 public safety reports.

ATTACHMENTS:

Description

- ☐ January Police Report (1)
- ☐ January Police Report (2)
- ☐ January Fire Report

Incident Crime Summary Year To Year Comparison

Pinehurst Police Department

January - January

Offense	2018	2018 Unfounded	2019	2019 Unfounded	% Change
Homicides					
Murder and Non-negligent Manslaughter	0	0	0	0	--
Negligent Manslaughter	0	0	0	0	--
Justifiable Homicide	0	0	0	0	--
Total Homicides	0	0	0	0	--
Kidnapping/Abduction	0	0	0	0	--
Sex Offenses					
Rape	0	0	1	0	--
Sodomy	0	0	0	0	--
Sexual Assault with an Object	0	0	0	0	--
Fondling	0	0	0	0	--
Total Sex Offenses	0	0	1	0	--
Robbery	0	0	0	0	--
Assaults					
Aggravated Assault	0	0	0	0	--
Simple Assault	0	0	7	0	--
Intimidation	0	0	0	0	--
Total Assaults	0	0	7	0	--
Arson	0	0	0	0	--
Extortion/Blackmail	1	0	0	0	-100.0%
Burglary/Breaking and Entering	0	0	2	0	--
Larceny/Theft					
Pocket-Picking	0	0	0	0	--
Purse-Snatching	0	0	0	0	--
Shoplifting	1	0	0	0	-100.0%
Theft of Motor Vehicle Parts	0	0	0	0	--
Theft from Motor Vehicle	0	0	0	0	--
Theft from Coin-Operated Machine or Device	0	0	0	0	--
Theft from Building	3	0	4	0	33.3%
All Other Larceny	3	0	3	0	0.0%
Total Larceny/Theft Offenses	7	0	7	0	0.0%
Motor Vehicle Theft	0	0	0	0	--
Counterfeiting/Forgery	0	0	1	0	--

Incident Crime Summary Year To Year Comparison

Pinehurst Police Department

January - January

Offense	2018	2018 Unfounded	2019	2019 Unfounded	% Change
Fraud					
False Pretenses/Swindle/Confidence Game	4	0	1	0	-75.0%
Credit Card/Automatic Teller Machine Fraud	0	0	1	0	--
Impersonation	0	0	2	0	--
Welfare Fraud	0	0	0	0	--
Wire Fraud	0	0	0	0	--
Identity Theft	0	0	0	0	--
Hacking/Computer Invasion	0	0	0	0	--
Total Fraud Offenses	4	0	4	0	0.0%
Embezzlement	0	0	0	0	--
Stolen Property	0	0	0	0	--
Destruction/Damage/Vandalism of Property	2	0	0	0	-100.0%
Drug/Narcotic Offenses					
Drug/Narcotic Violations	23	0	8	0	-65.2%
Drug Equipment Violations	11	0	3	0	-72.7%
Total Drug/Narcotic Offenses	34	0	11	0	-67.6%
Sex Offenses, Nonforcible					
Incest	0	0	0	0	--
Statutory Rape	0	0	0	0	--
Total Sex Offenses, Nonforcible	0	0	0	0	--
Pornography/Obscene Material	0	0	1	0	--
Gambling					
Betting/Wagering	0	0	0	0	--
Operating/Promoting/Assisting Gambling	0	0	0	0	--
Gambling Equipment Violations	0	0	0	0	--
Sports Tampering	0	0	0	0	--
Total Gambling Offenses	0	0	0	0	--
Prostitution					
Prostitution	0	0	0	0	--
Assisting or Promoting Prostitution	0	0	0	0	--
Purchasing Prostitution	0	0	0	0	--
Total Prostitution Offenses	0	0	0	0	--
Bribery	0	0	0	0	--
Weapon Law Violations	0	0	0	0	--

Incident Crime Summary Year To Year Comparison

Pinehurst Police Department

January - January

Offense	2018	2018 Unfounded	2019	2019 Unfounded	% Change
Human Trafficking					
Commercial Sex Acts	0	0	0	0	--
Involuntary Servitude	0	0	0	0	--
Total Human Trafficking Offenses	0	0	0	0	--
Animal Cruelty	0	0	0	0	--
Grand Total	48	0	34	0	-29.2%

Activity Detail Summary (by Category)

Pinehurst Police Department

(01/01/2019 - 01/31/2019)

Incident\Investigations

11A - Rape	1
13B - Simple Assault	7
220 - Burglary/Breaking & Entering	2
23D - Theft From Building	4
23H - All Other Larceny	3
250 - Counterfeiting/Forgery	1
26A - False Pretenses/Swindle/Confidence Game	1
26B - Credit Card/Automatic Teller Machine Fraud	1
26C - Impersonation	2
35A - Drug/Narcotic Violations	8
35B - Drug Equipment Violations	3
370 - Pornography/Obscene Material	1
90D - Driving Under the Influence	4
90E - Drunkenness	1
90F - Family Offenses, Nonviolent	1
90J - Trespass of Real Property	1
90Z - All Other Offenses	19
C&R - Careless and Reckless	1
Code 1 - Any Death	1
FTA / FTC - FAIL TO APPEAR / FAIL TO COMPLY	3
IDTheft - Identity Theft	1
Speeding - Speeding	1
Total Offenses	67
Total Incidents	52

Arrests

13B - Simple Assault	5
220 - Burglary/Breaking & Entering	26
23D - Theft From Building	2
23F - Theft From Motor Vehicle	2
23H - All Other Larceny	1

Activity Detail Summary (by Category)

Pinehurst Police Department

(01/01/2019 - 01/31/2019)

Arrests

26F - Identity Theft	1
280 - Stolen Property Offenses	3
35A - Drug/Narcotic Violations	5
35B - Drug Equipment Violations	1
90D - Driving Under the Influence	3
90J - Trespass of Real Property	1
90Z - All Other Offenses	27
C&R - Careless and Reckless	1
FTA / FTC - FAIL TO APPEAR / FAIL TO COMPLY	5
Speeding - Speeding	1
Total Charges	84
Total Arrests	70

Accidents

Total Accidents	0
-----------------	---

Citations

Driving While License Revoked	28
DWI	2
Expired Registration	34
Failure To Reduce Speed	6
Failure To Stop (Stop Sign/Flashing Red Light)	9
Improper Transportation Of Children	2
Inspection	4
No Insurance	6
No Operator License	12
Other (Infraction)	33
Other (Misdemeanor)	2
Passenger Seat Belt - Juvenile	2
Possess/Consume Alcohol - Passenger	1
Running Red Light	1

Activity Detail Summary (by Category)

Pinehurst Police Department

(01/01/2019 - 01/31/2019)

Citations

Seat Belt	1
Speeding (Infraction)	209
Speeding (Misdemeanor)	2
Unsafe Movement	8
Secondary Charge	84

Total Charges 446

Total Citations 362

Warning Tickets

Total Charges 0

Total Warning Tickets 0

Ordinance Tickets

Total Ordinance Tickets 0

Criminal Papers

Magistrates Order	2
Warrant	12

Total Criminal Papers Served 14

Total Criminal Papers 14

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

SUMMARY FOR THE MONTH OF JANUARY 2018

SUMMARY OF INCIDENT CALLS

	<i>NUMBER THIS MONTH</i>	<i>NUMBER FYTD</i>	<i>NUMBER THIS MONTH LAST YEAR</i>	<i>NUMBER FYTD LAST YEAR</i>	<i>PERCENTAGE YTD</i>
TYPE OF INCIDENT					
Fire	0	22	2	38	-42%
Overpressure Rupture, Explosion, Overheat - no fire	1	2	3	4	-50%
Rescue & EMS Incidents	46	325	57	303	7%
Hazardous Conditions - no fire	15	116	15	90	29%
Service Call	23	192	37	166	16%
Good Intent Call	23	186	42	215	-13%
False Alarm & False Call	26	253	32	197	28%
Severe Weather & Natural Disaster	0	92	2	7	1214%
Special Incident Type	0	0	0	0	0%
TOTAL INCIDENTS	134	1188	190	1020	16%

SUMMARY OF INSPECTION

	<i>NUMBER THIS MONTH</i>	<i>NUMBER FYTD</i>	<i>NUMBER THIS MONTH LAST YEAR</i>	<i>NUMBER FYTD LAST YEAR</i>	<i>PERCENTAGE YTD</i>
TYPE OF INSPECTIONS					
Residential	5	70	8	66	6%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	0	7	0	0	700%
Commercial	7	139	11	174	-20%
Plan Review/Site Inspections	9	30	0	11	173%
Reinspection	8	129	0	101	28%
Occupancy Certificates	0	1	0	0	100%
TOTAL INSPECTIONS	29	376	19	352	7%
Violations Found:	5	380	16	290	31%
YTD Violations to be Corrected:		375		225	
YTD Violations Corrected:		239		137	
Correction Percentage:		64%		61%	

February 5, 2019

J. Carlton Cole, Fire Chief

FIRE DEPARTMENT

395 Magnolia Road • Pinehurst, NC 28374 • Telephone (910) 295-5575 • Fax (910) 295-4861 • www.vopnc.org



PINEHURST FIRE DEPARTMENT

By The Numbers - January 2019



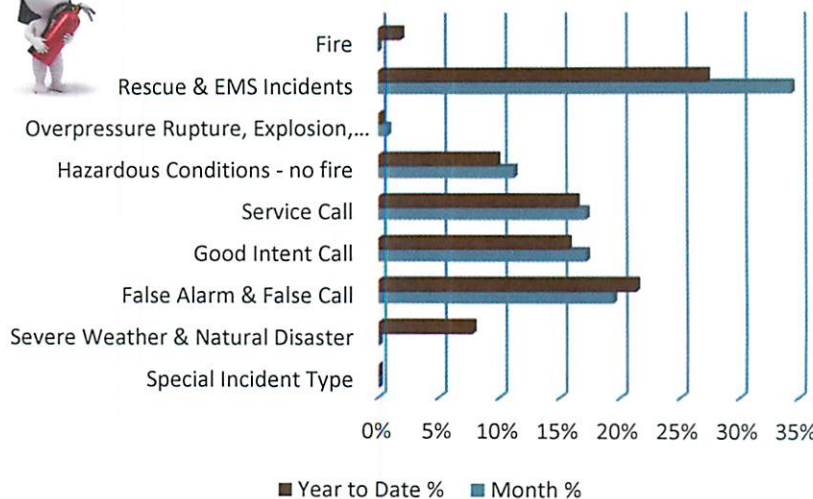
Month

Calls for Service **134**
 % Overlapping Incidents **6.72%**
 Busiest Day of Week **MON**
 Busiest Hour of Day **1 PM**
 # of Times Staff Recalled **2**

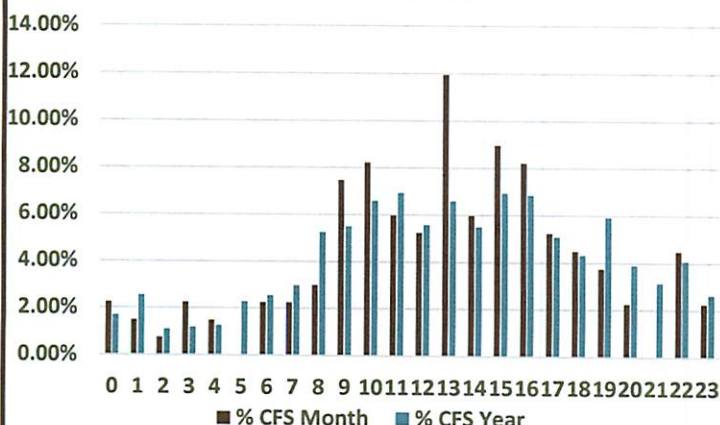
Year

Calls for Service **1188**
 % Overlapping Incidents **14.56%**
 Busiest day of Week **FRI**
 Busiest Hour of Day **11 AM/3 PM**
 # of Times Staff Recalled **16**

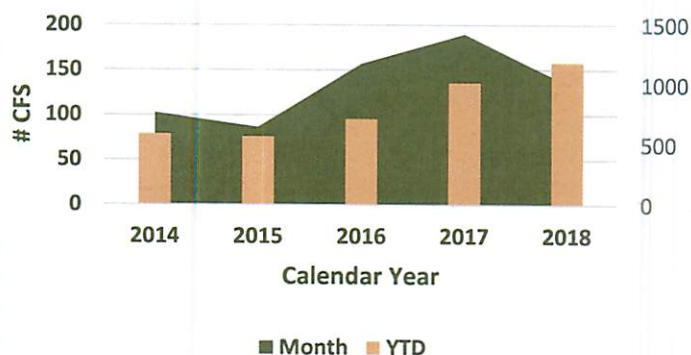
% of Calls for Service (CFS)



% CFS BY HOUR OF DAY

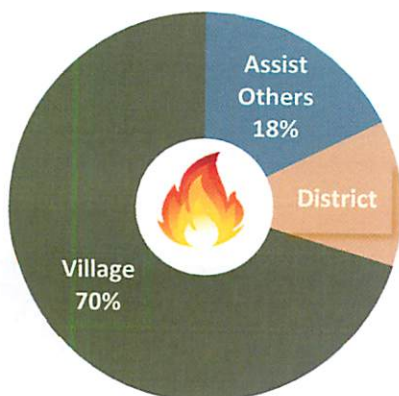


5 Year Comparison Through this Month of Year



LOCATION OF CFS

FOR FY19



Inspections Completed this

MONTH **7**
 YEAR **376**

Code Violations Found this

MONTH **5**
 YEAR **380**

Percentage of Violations

Corrected YTD **64%**



Days Since Last Lost Time Accident in FD **567**

YTD Training Hours

IN HOUSE **4211**
 OUTSIDE **237.5**



Public Awareness Contacts

MONTH **52**
 YTD **21,926**





**BUDGET AMENDMENTS REPORT
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

2/19/2019

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 FEBRUARY 6- FEBRUARY 19, 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	10-00-960-7500	Fleet-Capital Outlay: Vehicles	\$ 2,339		2/11/2019
	10-80-610-9999	Recreation Contingency		\$ 2,339	
	10-00-970-7510	B&G Capital Outlay: Fleet Vehicle Charges	\$ 2,339		
	10-00-220-7520	Admin-Capital Outlay: B&G Vehicle Charges	\$ 523		
	10-10-310-7520	Police-Capital Outlay: B&G Vehicle Charges	\$ 344		
	10-10-320-7520	Fire-Capital Outlay: B&G Vehicle Charges	\$ 179		
	10-20-410-7520	PS-Capital Outlay: B&G Vehicle Charges	\$ 164		
	10-80-610-7520	Recreation-Capital Outlay: B&G Vehicle Charges	\$ 429		
	10-80-620-7520	Harness Track-Capital Outlay: B&G Vehicle Charges	\$ 312		
	10-80-640-7520	Fair Barn-Capital Outlay: B&G Vehicle Charges	\$ 388		
	10-00-970-3560	B&G-Charges to Other Departments		\$ 2,339	
	10-00-960-3560	Fleet-Charges to Other Departments		\$ 2,339	

Transferred Recreation Contingency funds into Fleet Vehicles to cover an overage in the purchase of the B&G truck. Adjusted the associated departmental allocations for capital outlay accordingly.



**PRESENTATION OF THE GOVERNMENT FINANCE OFFICERS
ASSOCIATION DISTINGUISHED BUDGET PRESENTATION AWARD.
ADDITIONAL AGENDA DETAILS:**

FROM:

Natalie Hawkins

CC:

Jeff Sanborn

DATE OF MEMO:

2/20/2019

MEMO DETAILS:

Last week, the Village of Pinehurst was once again recognized by the Government Finance Officers Association with the Distinguished Budget Presentation Award for its FY 2018 Strategic Operating Plan. This is the 12th consecutive year the Village has received this award, which is the highest level of recognition in government budgeting.

This award reflects the commitment of the Pinehurst Village Council and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the Village had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document,
- a financial plan,
- an operations guide, and
- a communications device.

Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

This year, the Village also received the "Special Performance Measurement Recognition" when all three reviewers indicated an "outstanding" rating, or the highest rating possible, for performance measures presented in the 2018 Strategic Operating Plan. This is a tremendous accomplishment, given only 11 special performance recognitions were given in the entire country last year.

I would like to commend Financial Services Director, Brooke Hunter, and her team for another job well done!



PUBLIC HEARING NO. 1
ADDITIONAL AGENDA DETAILS:

The purpose of the public hearing is to consider a 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.

Planning and Inspections Department

395 Magnolia Rd - Pinehurst, North Carolina 28374
(910) 295-8660 - Fax (910) 295-1396 - www.vopnc.org



**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

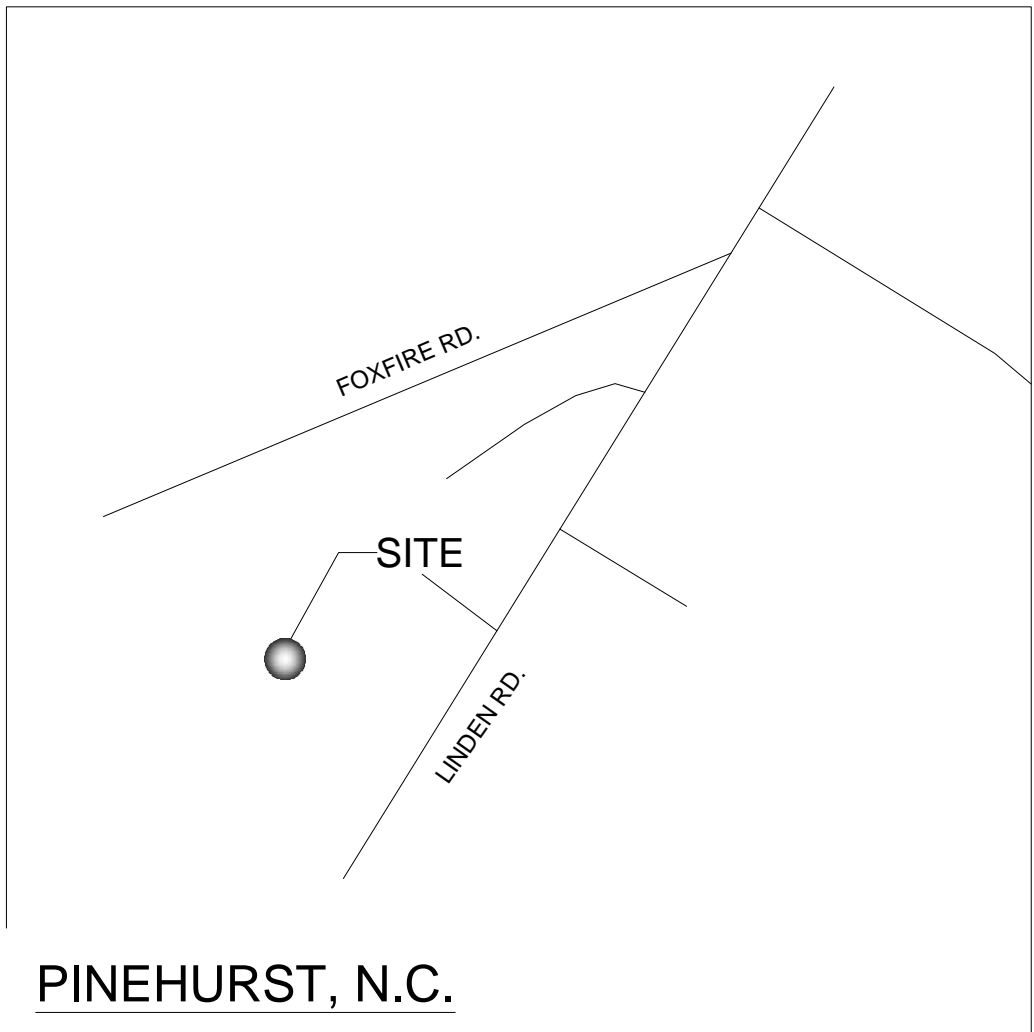
Signature

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.



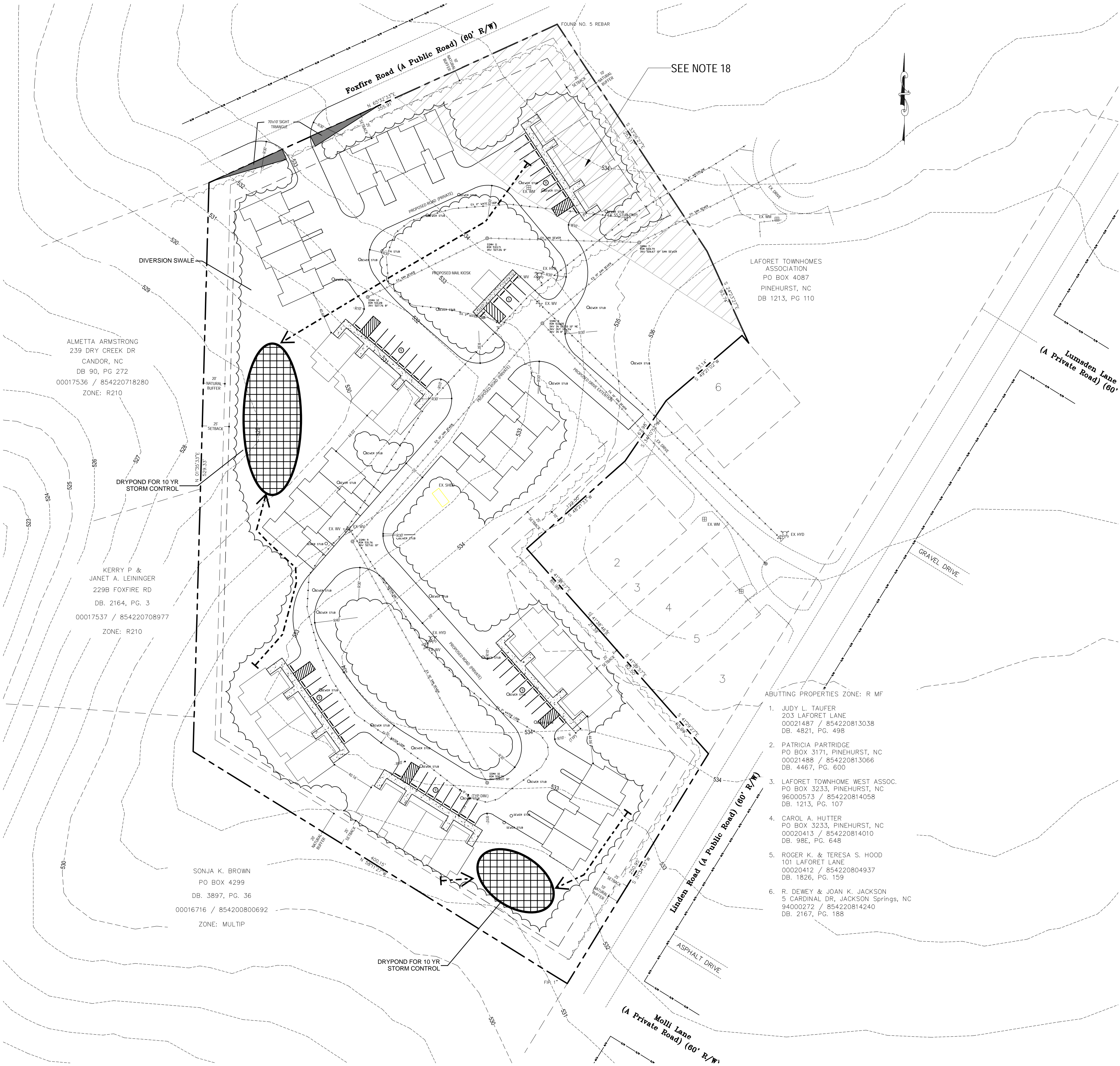
PINEHURST, N.C.

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



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 GENERAL CONCEPT PLAN FOR A 40 UNIT
TOWNHOME DEVELOPMENT REQUESTED BY R & M COMMERCIAL
REAL ESTATE, LLC.
ADDITIONAL AGENDA DETAILS:**

FROM:

Alex Cameron

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

2/4/2019

MEMO DETAILS:

Council will discuss and consider the general concept plan for a 40 unit townhome development requested by R & M Commercial Real Estate, LLC. Should Council approve the general concept plan, the applicant will submit a full site plan application for TRC and Village Staff review and approval.



DISCUSS AND 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 Changes 7-2019
- ▢ Exhibit A (Fee Schedule)
- ▢ Exhibit B (Fee Schedule)

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 26th 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 26th 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**

Exhibit A

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**

Exhibit A

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/Clearing Permit				
02/2019	Grading/Clearing 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		

**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**

Exhibit A

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
EFFECTIVE APRIL 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 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
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 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 APRIL 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	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
EFFECTIVE APRIL 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	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
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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
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
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/Clearing Permit				
02/2019	Grading/Clearing 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		

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

Exhibit B

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
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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
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
	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
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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
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	
<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 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		Carrboro	
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
Commercial 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		Carrboro	
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		Carrboro	
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
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 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/Clearing Permit				
02/2019	Grading/Clearing 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		

**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
EFFECTIVE APRIL 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 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
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 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
	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 APRIL 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	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 APRIL 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 APRIL 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 APRIL 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	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
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/Clearing Permit				
02/2019	Grading/Clearing 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		

**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	
<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 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>	



**PRESENTATION OF MID-YEAR FINANCIAL PROJECTIONS AND
BUDGET AMENDMENT.
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

2/19/2019

MEMO DETAILS:

Financial Services has projected the year-end financial results for FY 2019. Details are provided in the accompanying memo and budget amendment summary. A budget amendment ordinance is also included for your review and consideration.

ATTACHMENTS:

Description

- ☐ Memo on Mid-Year Financial Projections and Budget Amendment
- ☐ Mid-Year Budget Amendment Summary
- ☐ Ordinance 19-05 Mid Year Adjustments

Memo

To: Village Council
From: Brooke Hunter
CC: Village Managers
Date: February 19, 2019
Re: Projected Year-End Financial Results and Budget Amendment

Projected Year-End Financial Results

Based upon my review of the quarterly financial statements through the end of December and discussions with Senior Management and Department Heads, I have formulated my estimate of the Village's projected year-end financial results. At this time, I estimate that the Village's expenditures will exceed its revenues at year-end by approximately \$3,606,000. We originally planned to use \$3,214,000 of fund balance in FY 2019 when the budget was adopted. Part of the difference between the projection and original budget relates to the \$335,000 in additional fund balance appropriated in November for the Community Center contract.

As you will recall, this projection includes a \$4,404,000 million transfer to the Community Center Capital Project Fund. Exclusive of this transfer, the General Fund would net approximately \$798,000 in FY 2019.

Total fund balance for the General Fund at the beginning of this fiscal year was \$10,642,000. I am projecting that fund balance will decrease to \$7,036,000 by the close of this fiscal year. This estimate will leave the ending fund balance for the General Fund at 30.2% of expenditures. This percentage is within our policy range and is comparable to the 32.3% originally budgeted for this fiscal year.

Budget Amendment

When evaluating our projected actual amounts compared to the current budget, I identified several of the more significant items that have deviated from our original budget projections. We propose the Village revise the budget estimates for these items in an effort to bring the budgeted amounts closer to expected levels. I have detailed the proposed changes below:

Revenues

- We project property tax revenues to be slightly higher than originally anticipated. These projections are based on the taxes collected to date. We recommend increasing motor vehicle tax revenues by \$45,000.
- Local option sales taxes, and their related hold harmless reimbursements, are projected to be slightly higher than budgeted. We recommend increasing sales taxes by \$44,000 and the hold harmless reimbursements by \$23,000.

- Electricity sales taxes are projected slightly higher than budgeted. We recommend increasing this revenue estimate by \$41,000.
- Video programming taxes, at mid-year, are lagging the prior year totals. The first quarter was approximately 4% below the same quarter last year, which correlates with overall state trends. We recommend reducing this revenue estimate by \$11,000.
- Investment income is significantly above our projection due to interest rate increases by the Federal Reserve and higher levels of fund balance at this point in the year. We recommend increasing this revenue by \$100,000.
- We submitted Federal Emergency Management Agency (FEMA) reimbursement requests for expenditures related to Hurricane Florence. Those requests are still being reviewed by FEMA representatives and amounts have not been finalized for all categories of damages. We recommend increasing this revenue by \$194,700 to cover a portion of the request. This revenue will offset the direct Hurricane Florence expenditures included below.
- The Police Department received funds from the Equitable Sharing Program for the liquidation of federally forfeited property seized during their investigations. To allow the department to spend these funds this fiscal year, we recommend increasing this revenue by \$11,186 and increasing the related expenditure mentioned below.
- Harness Track stall occupancy declined by 12% this year, as trainers brought fewer horses this season. As a result, we recommend reducing this budget estimate by \$26,000.
- Harness Track shows and events increased due to larger events held this year. We recommend increasing this revenue estimate by \$10,000.
- Fair Barn rental revenues through the second quarter are 9% lower than the same period the previous year. After reviewing reserved events through June, staff expects to end the year near \$220,000, or \$30,000 lower than the budgeted figure. Although there were three more weekday rentals compared to the same period last year, there were nine fewer weekend rentals. Weekend rentals yield higher rates and are more profitable for the Village. For historical comparison, this year's estimate is slightly below the FY 2017 actual revenue of approximately \$230,000.
- Facility rental revenues are lower than expected this year. This is due to fewer park rentals and reduced use of our athletic fields this winter. A reduction of \$26,000 is recommended for this revenue.
- Revenues from the sale of logo merchandise are being revised upward by \$10,000. The Village Christmas ornament was a huge success this year, and several new logo items were introduced and well received. We are also increasing our expenditure budget for logo merchandise below.
- We received insurance proceeds of \$7,885 for the repair of a fire truck involved in an accident. We recommend increasing our revenue estimate by this amount and increasing the related expenditure budget, as mentioned below.
- Sales of surplus assets have also netted the Village additional revenue this year. We recommend increasing this revenue source by \$25,000. A majority of this increase was from the sale of a garbage truck, backhoe, and two dump trucks in January.

Expenditures

- In Human Resources, \$50,000 was originally appropriated for salary market adjustments. When the market adjustments for FY 2019 were implemented, it was determined that they could be absorbed within the affected departments. We are recommending removing the \$50,000 appropriation from the budget.
- In Police, we request increasing the Equitable Sharing expenditure budget by \$11,262, which includes the original receipt of \$11,186 plus interest earned on these funds since receipt.
- As a result of damages incurred from Hurricane Florence in September 2018, we are requesting increasing the following expenditure accounts:
 - In Fire, we request an increase in Salaries and Wages of \$15,000 to cover staffing of additional firefighters during the event.
 - In Streets & Grounds, overtime is increased by \$7,000 to cover additional hours worked, disaster recovery is increased by \$133,200 to address contracted storm debris removal and road repairs caused by the storm, and landfill fees are increased by \$2,500 for removal of stumps and other debris.
 - In Solid Waste, contracted services are increased by \$23,000 to address storm debris removal performed by our solid waste contractor in the CCNC development, and landfill fees are increased by \$14,000 for removal of vegetative storm debris taken to the County landfill.
- In Streets & Grounds, we request an additional \$70,000 for landfill fees to address the increased recycling rates which began in December.
- In Community Development, we are increasing our logo merchandise expenditure budget by \$5,000 due to the higher sales volume mentioned previously.
- In Fleet Maintenance, we recommend increasing the vehicle repairs and maintenance account by \$7,885 for firetruck repairs reimbursed by insurance proceeds as mentioned above. The related Fire Department allocation account has been adjusted accordingly.

In total, these adjustments will increase the Village's FY 2019 Budget by \$238,847 and will reduce fund balance appropriated by \$179,924. Adopting the above adjustments within the revenue and expenditure accounts will enable the Village to prepare more accurate budget estimates for the next fiscal year and maintain statutory compliance required by the Local Government Budget and Fiscal Control Act.

As we enter the strategic planning and budgeting season, the Village is well positioned to carry out the objectives in our Strategic Operating Plan. As I have said before, the Village continues to remain in a solid financial position because of our conservative financial policies, good financial planning, and diligent budget oversight. Should you have any questions, please feel free to contact me.

Village of Pinehurst

Mid-Year Budget Review FY 2019 Budget Amendment Summary

<u>Revenues</u>	<u>Increase/(Decrease)</u>		
Property Taxes-MV	\$ 45,000	10-00-100-3118	Estimate revision
Local Option Sales Taxes	44,000	10-00-100-3260	Estimate revision
Hold Harmless Sales Tax	23,000	10-00-110-3245	Estimate revision
Electricity Franchise Tax	41,000	10-00-100-3231	Estimate revision
Video Programming Tax	(11,000)	10-00-110-3235	Estimate revision
Investment Income	100,000	10-00-120-3890	Higher interest rates/earnings
FEMA Disaster Relief Funds	194,700	10-00-170-3370	FEMA reimbursements for Hurricane Florence
Equitable Sharing Funds	11,186	10-10-170-3381	Equitable Sharing revenue received
Facility Rental	(26,000)	10-80-130-3411	Decreased park and field rentals
HT Stall Rental	(26,000)	10-80-130-3412	Decreased rentals
HT Shows and Events	10,000	10-80-130-3416	Increased shows and events
Fair Barn Rental	(30,000)	10-80-130-3417	Decreased rentals
Logo Merchandise Sales	10,000	10-00-130-3462	Increase logo merchandise sales
Insurance Proceeds	7,885	10-00-120-3805	Claims received
Sale of Fixed Assets	25,000	10-00-120-3820	Higher surplus sale revenue
Fund Balance Appropriated	(179,924)	10-00-190-3905	Reduce fund balance appropriated
Net Revenue Increase/(decrease)	<u>\$ 238,847</u>		
<u>Expenditures</u>	<u>Increase/(Decrease)</u>		
Human Resources-Salary Adjustments	\$ (50,000)	10-00-240-4990	Reduction in salary market adjustments
Police-Equitable Sharing Expenditures	11,262	10-10-310-6803	Equitable Sharing funds received plus interest
Fire-Salaries & Wages	15,000	10-10-320-4000	Hurricane Florence expenditures
Streets & Grounds-Overtime	7,000	10-20-420-4100	Hurricane Florence expenditures
Streets & Grounds-Disaster Recovery	133,200	10-20-420-5350	Hurricane Florence expenditures
Streets & Grounds-Landfill Fees	2,500	10-20-420-5110	Hurricane Florence expenditures
Solid Waste-Contracted Services	23,000	10-30-510-5300	Hurricane Florence expenditures
Solid Waste-Landfill Fees	14,000	10-30-510-5110	Hurricane Florence expenditures
Solid Waste-Landfill Fees	70,000	10-30-510-5110	Revised estimate for increased recycling rates
Comm. Development-Dept. Supplies	5,000	10-40-720-5400	Increase logo merchandise expenditures
Fleet-R&M Vehicles	7,885	10-00-960-5902	Vehicle repairs covered by insurance
Fire-Fleet ISF	7,885	10-10-320-5903	Vehicle repairs covered by insurance
Fleet-Charges to Other Departments	(7,885)	10-00-960-3560	Allocation account
Net Expenditure Increase/(Decrease)	<u>\$ 238,847</u>		

ORDINANCE #19-05:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA (MID-YEAR BUDGET ADJUSTMENTS).

WHEREAS, the Village budgeted for revenues and expenditures in FY 2019 for the General Fund; and

WHEREAS, the estimates for FY 2019 revenues and expenditures have been calculated and there are some variations between the amounts budgeted and the amounts expected,

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 26th day of February 2019, as follows:

SECTION 1. To amend the General Fund 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>
Revenues:			
10-00-100-3118	Property Taxes-MV 2018		\$ 45,000
10-00-100-3260	Local Option Sales Taxes		44,000
10-00-110-3245	Hold Harmless Sales Taxes		23,000
10-00-100-3231	Electricity Sales Taxes		41,000
10-00-110-3235	Video Programming Taxes	\$ 11,000	
10-00-120-3890	Investment Income		100,000
10-00-170-3370	FEMA Disaster Relief Funds		194,700
10-10-170-3381	Equitable Sharing Funds		11,186
10-80-130-3411	Facility Rental Income	26,000	
10-80-130-3412	Harness Track Stall Rental Income	26,000	
10-80-130-3416	Harness Track Shows and Events		10,000
10-80-130-3417	Fair Barn Rental Income	30,000	
10-00-130-3462	Logo Merchandise Sales		10,000
10-00-120-3805	Insurance Proceeds		7,885
10-00-120-3820	Sale of Fixed Assets		25,000
10-00-190-3905	Fund Balance Appropriated	179,924	
Expenditures:			
10-00-240-4990	Salary Adjustment Funds-HR		50,000
10-10-310-6803	Equitable Sharing Exp.-PD	11,262	
10-10-320-4000	Salaries & Wages-FD	15,000	
10-20-420-4100	Overtime-S&G	7,000	
10-20-420-5350	Disaster Recovery-S&G	133,200	
10-20-420-5110	Landfill Fees-S&G	2,500	

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
Expenditures (continued):			
10-30-510-5300	Contracted Services-SW	\$ 23,000	
10-30-510-5110	Landfill Fees-SW	84,000	
10-40-720-5400	Dept. Supplies-Comm. Dev.	5,000	
10-00-960-5902	Repairs & Maint. Vehicles-Fleet	7,885	
10-10-320-5903	Fleet ISF-FD	7,885	
10-00-960-3560	Charges to Other Depts.-Fleet		\$ 7,885

SECTION 2. Copies of this budget amendment shall be furnished to the Village Clerk, to the Village Manager, and to the Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 26th 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



CONSIDER A RESOLUTION FOR BUSINESS DISTRICT DIRECTIONAL SIGNAGE

ADDITIONAL AGENDA DETAILS:

FROM:

Jeff Batton

CC:

Jeff Sanborn

DATE OF MEMO:

2/21/2019

MEMO DETAILS:

Back in the fall, Council discussed the desire for "Business District" directional signs to route travelers, visitors and guests from key thoroughfares to the downtown area.

After much discussion and consideration by NC DOT about which signs are permitted, we are ready to formally request the sign installations. An approved resolution is required for NC DOT to initiate sign installation. The attached resolution includes a map showing locations of the signs for your reference.

If Council remains in favor of installing these signs, a motion and majority vote is required.

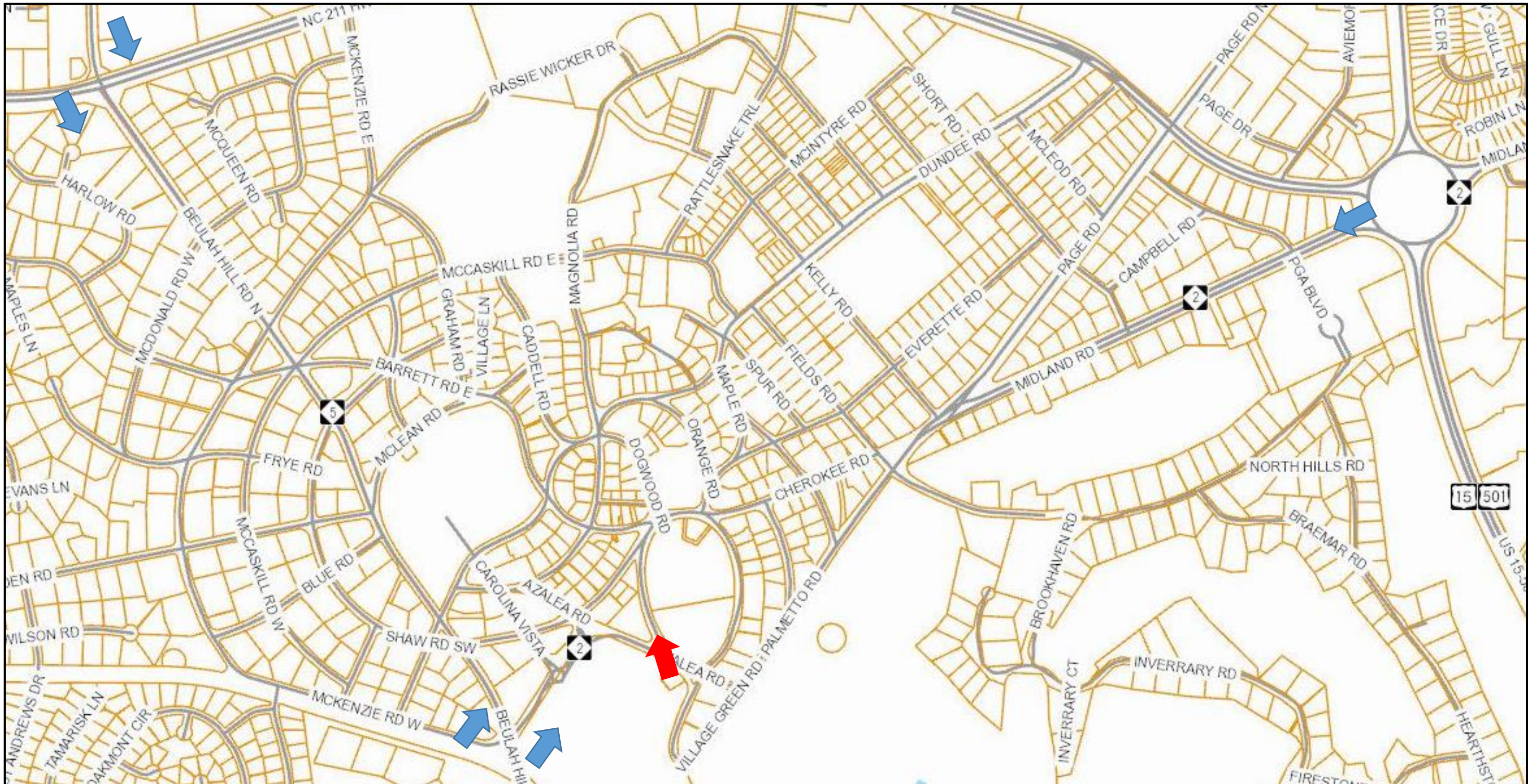
Thanks.

ATTACHMENTS:

Description

- ▣ Downtown District Sign Locations
- ▣ Resolution 19-06

“Business District” Directional Sign Locations



➡ Single Sided Sign

➡ Double Sided Sign

RESOLUTION #19-06:

**RESOLUTION REQUESTING THE NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION TO INSTALL BUSINESS DISTRICT DIRECTIONAL SIGNAGE
FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA.**

WHEREAS, the Village of Pinehurst has been actively working with the North Carolina Department of Transportation to develop a Business District directional signage plan for downtown Pinehurst; and

WHEREAS, it is recognized that the proper movement of traffic within and through the Village of Pinehurst by tourists, guests and visitors to the business district is important to the economic vitality of the business district; and

WHEREAS, the Village of Pinehurst and the Department of Transportation have agreed that installation of such signage is permitted under Department of Transportation policy; and

WHEREAS, the Village of Pinehurst and the Department of Transportation have agreed to the locations as depicted on the attached map and have agreed that such signage shall conform with all Department of Transportation standards, specifications and requirements;

NOW, THEREFORE, BE IT RESOLVED that the Village of Pinehurst hereby adopts this resolution in support of the requested installation of the business district directional signage at the designated locations and staff is hereby directed to provide a copy of the adopted and executed resolution to the North Carolina Board of Transportation in order that they may implement the installation of such signage.

THIS RESOLUTION passed and adopted this 26th day of February 2019.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

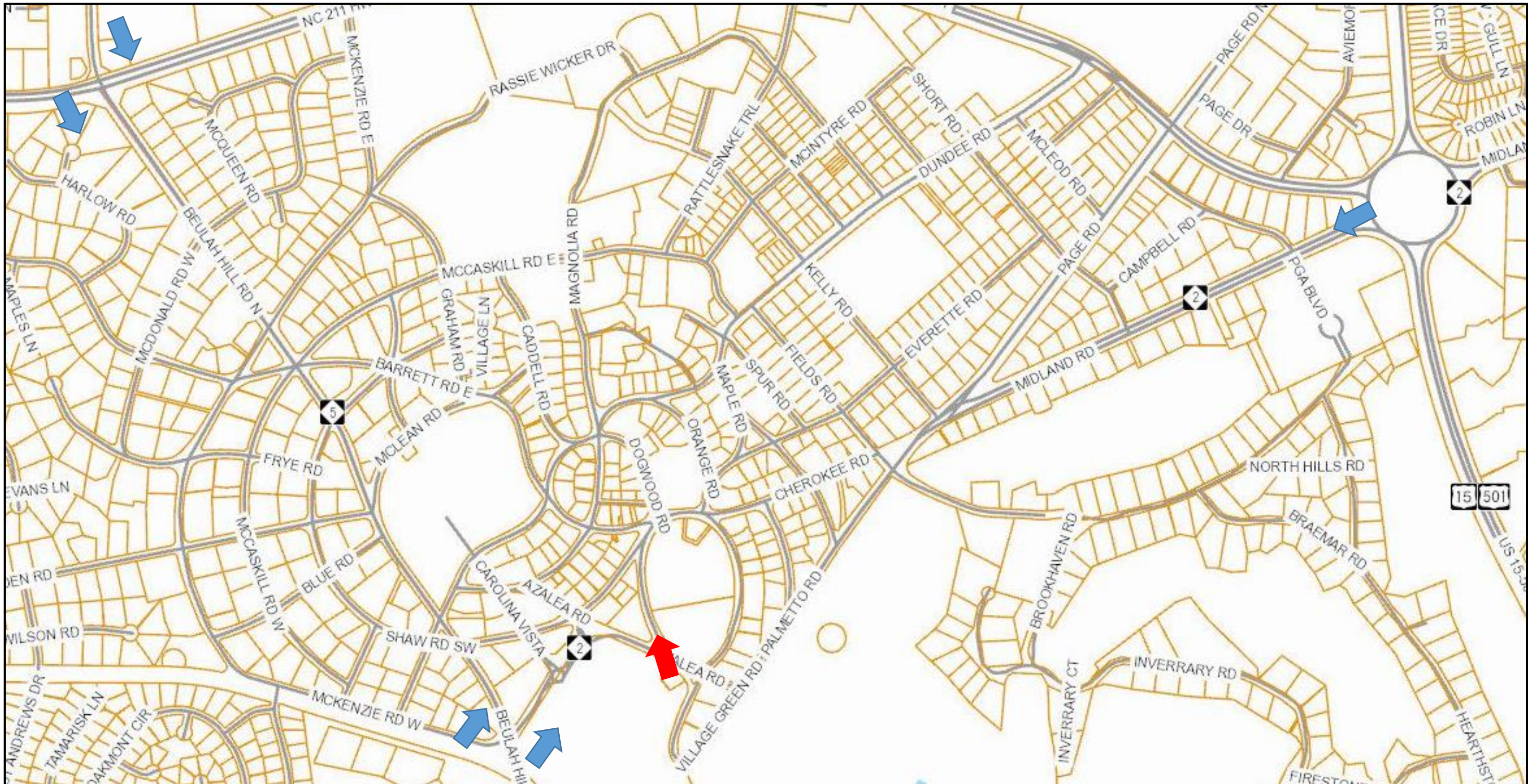
Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

“Business District” Directional Sign Locations



➡ Single Sided Sign

➡ Double Sided Sign