



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF APRIL 9, 2024
ASSEMBLY HALL**

**PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.
2. Invocation and Pledge of Allegiance
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. Approval of Village Council Meeting Minutes
 - March 26, 2024, Regular Meeting Minutes
 - March 26, 2024, Work Session Minutes

End of Consent Agenda.

5. Consider Resolution 24-13 Adoption of Regulatory and Advisory Roadway Signage Policy
6. Consider Resolution 24-14 Amendment of the Comprehensive Plan Adoption, Amendment, and Implementation Policy
7. FY 2025 Strategic Operating Plan (SOP) Preview
8. Other Business.
9. Comments from Attendees.
10. 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.



APPROVAL OF VILLAGE COUNCIL MEETING MINUTES
ADDITIONAL AGENDA DETAILS:

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

ATTACHMENTS:

Description

- ▢ 03.26.2024 Regular Meeting Minutes
- ▢ 03.26.2024 Work Session Minutes



**Village Council
Minutes for the Regular Meeting of March 26, 2024
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 p.m.**

The Pinehurst Village Council held a Regular Meeting at 04:30 p.m., Tuesday, March 26, 2024, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

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

And approximately 12 attendees, including 4 staff and 1 press.

1. **Call to Order.**
Mayor Pizzella called the Village Council meeting to order at 04:30 p.m.
2. **Invocation by Reverend Trey Majure and Pledge of Allegiance by Samuel Carubba.**
3. **Reports:**
Village Manager
 - Mr. Jeff Sanborn, Village Manager, noted the excused absence of Dr. Jeff Morgan, Councilmember, who is listening in via Zoom and reported on the status of the Assistant Village Manager vacancy recruitment process (79 applications have been received with 4 of those applications coming from senior members of Village Staff).

Village Council

- Mayor Pizzella reported on the March 18, 2024, Neighborhood Advisory Committee (NAC) meeting; the March 20, 2024 Sandhills Metropolitan Planning Organization (SMPO) meeting; the May 24-26, 2024, Sandhills Motoring Festival and Concours d'Elegance; the quarterly Convention and Visitors Bureau meeting held last week; the March 23, 2024, Village of Pinehurst Easter Egg Hunt held inside at the Community Center; the April 06, 2024 Spring Matinee Races to be held at the Harness Track; and

recent Police Department activities.

- Councilmember Ficklin reported on the March 18, 2024, NAC meeting; a recent meeting with several concerned residents to discuss ways to help combat domestic violence and human trafficking in the Sandhills area; the March 25, 2024, Pinehurst Business Partners meeting; and the April 13, 2024, Sandhills Dog Fair at the Arboretum.
- Mayor Pro Tem Taylor reported on the March 18, 2024, NAC meeting; the March 20, 2024, SMPO meeting; and the recent Moore County Economic Development Partnership event at BHAWK Distillery.
- Councilmember Farrell reported on the March 18, 2024, NAC meeting; and an in-depth conversation with Ms. Ellen Rankin, Architectural Historian with the National Park Service, regarding the Village of Pinehurst integrity study and landmark district, NCDOT projects proposed for the area, and the North Carolina Native Plants legislation.

4. Motion to Approve Consent Agenda.

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

A. Approval of Village Council Meeting Minutes

- March 12, 2024, Regular Meeting
- March 12, 2024, Work Session

End of Consent Agenda.

Upon a motion by Councilmember Ficklin, seconded by Mayor Pro Tem Taylor, Council unanimously approved the Consent Agenda by a vote of 4-0.

5. Audit Contract for Fiscal Year 2024 Audit.

Ms. Dana Van Nostrand, Financial Services Director, reviewed the proposed Fiscal Year 2024 Audit Contract with FORVIS, LLP and noted the fees included in the contract and significant changes to the contract from previous fiscal years.

Council asked Ms. Van Nostrand to follow up with FORVIS, LLP regarding the inclusion of language referencing Texas laws instead of North Carolina laws in the contract.

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Farrell, Council unanimously approved the Fiscal Year 2024 Audit Contract with FORVIS, LLP not to exceed \$52,500 for the financial statement audit, State Single Audit (one program), and applicable fees and out-of-pocket expenses by a vote of 4-0.

6. Discuss Village Manager Recruitment Timeline and Process.

Ms. Angela Kantor, Human Resources Director, reviewed the Village Manager recruitment timeline and the process to be followed along with draft documents of the vacancy announcement and position description.

Council and Staff agreed to have revised, draft recruitment documents sent to Council prior to publication; that the timeline may be accelerated depending on the quantity and quality of applications received; and to post the vacancy announcement and position description the week of

April 01, 2024, with a closing date of May 31, 2024.

7. **Other Business.**

Council discussed several aspects of the 2024 US Open plans such as the Social District hours and whether those hours conflict with the Noise Ordinance, the Village utilizing food trucks in the Downtown area only on Wednesday and Saturday evenings (the two main event days), the changes to the Pinehurst Municipal Code allowing for the operation of food trucks within the Village, and how best to communicate information about the 2024 US Open with local businesses and residents once plans are finalized.

8. **Comments from Attendees.**

Mr. Steve Saye, 5 McDonald Rd. E, voiced concerns over the way Council has handled the new Library decision making process.

9. **Motion to Adjourn.**

Upon a motion by Mayor Pro Tem Taylor, seconded by Councilmember Farrell, Council unanimously approved to adjourn the Regular Meeting by a vote of 4-0 at 05:48 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

Vision: The Village of Pinehurst is a charming, vibrant community, which reflects our rich history and traditions.

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

Values: Service, Initiative, Teamwork, and Improvement



**Village Council
Minutes for the Work Session of March 26, 2024
Assembly Hall
395 Magnolia Road
Pinehurst, North Carolina
4:30 p.m.**

The Pinehurst Village Council held a Work Session Meeting at 05:59 p.m., Tuesday, March 26, 2024, in the Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

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

And approximately 1 attendee, including 3 staff and 1 press.

1. Call to Order.

Mayor Pizzella called the Village Council meeting to order at 05:59 p.m. and noted the excused absence of Dr. Jeff Morgan, Councilmember, who is listening in via Zoom.

2. Discuss Process for Capital Item Inclusion in the 5-Year SOP.

Mayor Pizzella asked Mayor Pro Tem Taylor to open discussion of the process for Capital Item inclusion in the 5-Year SOP. Mayor Pro Tem Taylor stated the catalyst for the discussion is feedback from residents about confusion on how a project moves from conception to completion. Mayor Pro Tem Taylor proposed a seven-step process for Capital Item projects.

Council agreed to update estimated costs of projects each year to ensure estimated costs more accurately reflect actual costs; to be aware of community needs while also considering objective criteria when prioritizing projects; to consider working with Staff to formalize the existing process for evaluating projects; and to include a complete description / definition and scope of each project in the SOP documents.

Council agreed to have Mayor Pro Tem Taylor draft an outline of his proposed seven-step process to share with Council and Staff for consideration.

3. Other Business

Council discussed preliminary Budget information being provided by Mr. Sanborn in April 2024 and draft Budget documents being provided by Ms. Van Nostrand prior to the May 2024 Budget meetings.

Council, also, discussed Mr. Willardson providing an update on the new Library project, which is anticipated

for the April 09, 2024, meeting.

4. Adjournment.

Upon a motion by Councilmember Ficklin, seconded by Mayor Pro Tem Taylor, Council unanimously approved to adjourn the Work Session at 06:45 p.m., by a vote of 4-0.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

A videotape of this meeting is located on the Village website: www.vopnc.org

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**CONSIDER RESOLUTION 24-13 ADOPTION OF REGULATORY AND
ADVISORY ROADWAY SIGNAGE POLICY
ADDITIONAL AGENDA DETAILS:**

FROM:

Mike Apke, PE, Public Services and Engineering Director

DATE OF MEMO:

4/3/2024

MEMO DETAILS:

During the Council Work Session on March 12, Village staff presented a Draft version of a Regulatory and Advisory Roadway Signage Policy, in response to a recent uptick in requests from residents to add various types of regulatory signage (stop signs, speed limit signs, deer crossing signs, etc.) within our right-of-ways.

The policy follows previous direction from Council to staff several years ago to reduce sign clutter around the Village for both aesthetic reasons and to avoid diminishing the effectiveness of all signs. This directive resulted in the removal of numerous "non-essential" signs by staff, in addition to installing "Speed Limit - Entire Subdivision" signs at the entrances to most neighborhoods.

During the March 12th Work Session, Council agreed with the Draft policy, and staff is now seeking adoption of the policy for future reference.

ATTACHMENTS:

Description

- ☐ Proposed Sign Policy
- ☐ Resolution 24-13 Adoption of Regulatory and Advisory Roadway Signage Policy



VILLAGE OF PINEHURST
STANDARD PROCEDURE

SUBJECT: Regulatory and Advisory Roadway Signage	Effective Date:
Department: Public Services	Policy No.:
Prepared by: Mike Apke	Revised:
Approved by: Village Council	# of Pages: 3

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

POLICY:

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

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

- The following regulatory signs will be placed in appropriate locations based on traffic or topographical needs. These signs are not necessarily limited in number but are contingent on the needs of the specific location.
 - Stop Sign
 - Pedestrian Crossing
 - All Way Stop
 - Dead End
 - Do Not Enter
 - One Way
 - Yield
 - No Parking
 - No Parking Between Signs
 - No Outlet
 - No Through Traffic/Trucks
 - No U Turn
 - Golf Cart Crossing
 - School Crossing
 - School Zone
 - Roundabout

- The following advisory signs will be limited in their use. Placement of these advisory signs will be at the discretion of the Village Manager or designee.
 - Deer Crossing
 - Stop Sign Ahead
 - Pedestrian Crossing Ahead
 - Blind Driveway/Intersection
 - Bump
 - Caution Watch for Turning and Entering Vehicles
 - Curve Left/Right
 - Do Not Block Intersection
 - Fire Station
 - Island Ahead
 - Keep Right

- Areas with active Community Watch programs may coordinate with the Village Police Department to install “Community Watch” signs within their neighborhood. Sign locations shall be as approved by the Village Manager and Police Chief.

- The Village generally does not install “Children at Play” signs because numerous studies show that they are ineffective, create a false sense of security, and do not normally reduce the speed of traffic or make drivers more observant.

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

Approved by:

Jeff Sanborn, Village Manager

Date

Resolution # _____
Village Council, Resolution

Date

RESOLUTION #24-13:

A RESOLUTION ADOPTING A REGULATORY AND ADVISORY ROADWAY SIGNAGE POLICY.

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

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

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

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

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

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)


By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney

	<p style="text-align: center;">VILLAGE OF PINEHURST</p> <p style="text-align: center;">STANDARD PROCEDURE</p>	
SUBJECT: Regulatory and Advisory Roadway Signage	Effective Date: 04.09.2024	
Department: Public Services	Policy No.: 55	
Prepared by: Mike Apke	Revised:	
Approved by: Village Council	# of Pages: 3	

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

POLICY:

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

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

ATTACHEMENT A

- The following regulatory signs will be placed in appropriate locations based on traffic or topographical needs. These signs are not necessarily limited in number but are contingent on the needs of the specific location.
 - Stop Sign
 - Pedestrian Crossing
 - All Way Stop
 - Dead End
 - Do Not Enter
 - One Way
 - Yield
 - No Parking
 - No Parking Between Signs
 - No Outlet
 - No Through Traffic/Trucks
 - No U Turn
 - Golf Cart Crossing
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 - School Zone
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- The following advisory signs will be limited in their use. Placement of these advisory signs will be at the discretion of the Village Manager or designee.
 - Deer Crossing
 - Stop Sign Ahead
 - Pedestrian Crossing Ahead
 - Blind Driveway/Intersection
 - Bump
 - Caution Watch for Turning and Entering Vehicles
 - Curve Left/Right
 - Do Not Block Intersection
 - Fire Station
 - Island Ahead
 - Keep Right

- Areas with active Community Watch programs may coordinate with the Village Police Department to install “Community Watch” signs within their neighborhood. Sign locations shall be as approved by the Village Manager and Police Chief.

- The Village generally does not install “Children at Play” signs because numerous studies show that they are ineffective, create a false sense of security, and do not normally reduce the speed of traffic or make drivers more observant.

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

Approved by:

Jeff Sanborn, Village Manager

Date

Resolution # 24-13
Village Council, Resolution

Date



**CONSIDER RESOLUTION 24-14 AMENDMENT OF THE
COMPREHENSIVE PLAN ADOPTION, AMENDMENT, AND
IMPLEMENTATION POLICY
ADDITIONAL AGENDA DETAILS:**

FROM:

Doug Willardson

DATE OF MEMO:

4/4/2024

MEMO DETAILS:

As was discussed by Council, Council members Morgan and Farrell, Planning Director Cameron and I met to discuss the Comprehensive Plan Update and Amendment Policy. Attached is the original policy adopted by Council in 2021 as well as the version we determined as a group. Overall, the policy has been simplified for better flexibility.

ATTACHMENTS:

Description

- ☐ Current Comp Plan Amendment Policy
- ☐ Proposed Comp Plan Amendment Policy
- ☐ Resolution 24-14 Amendment of Comprehensive Plan Adoption, Amendment, and Implementation Policy



VILLAGE OF PINEHURST
VILLAGE COUNCIL POLICY

SUBJECT: Comprehensive Plan Adoption, Amendment, and Implementation	Effective: 10/26/2021
Department: Planning	Policy No.: 51
Prepared by: Darryn Burich, Planning & Inspections Director	Revised:
Approved by: Village Council	# of Pages: 4

PURPOSE:

The purpose of this policy is to define the systematic and transparent process whereby the Village Council will adopt and amend its Comprehensive Plan to manage future growth in the community.

POLICY:

A Comprehensive Plan is intended to guide coordinated, efficient, and orderly development within the planning & development regulation jurisdiction based on an analysis of present and future community needs.

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

The adopted Comprehensive Plan is advisory in nature, which means other development regulations can be adopted and amended that are inconsistent with the adopted plan.

PROCEDURES:

The Village Council will periodically update the Comprehensive Plan to avoid disparities between the Comprehensive Plan, market & economic realities, and existing conditions.

Comprehensive Updates

To ensure the Village's Comprehensive Plan is reasonably up to date, the Village Council will prepare and adopt a comprehensive update to the Village's Comprehensive Plan every 8-10 years. This includes a complete and thorough review and update of the

entire plan document based on reviews of existing conditions and extensive community engagement and input.

Biennial Review

Every 2 years, in an odd numbered year, the Village Council will review the Comprehensive Plan for any discrepancies between significant plan components and existing conditions to determine if an amendment is needed. Significant plan components include the following elements of the Comprehensive Plan:

- Vision Statement
- List of Guiding Principles or their definitions
- Top 10 Strategic Opportunities
- Conservation and Growth Map and Land Use Descriptions
- Focus Area Boundaries or Scenario Plan Land Use Map

Should the Village Council determine any of the significant components need to be amended, the Village will seek public input on proposed amendments beyond the public hearing required by NCGS.

Annual Implementation Updates

Every year in December, the Village Council will review the status of the Comprehensive Plan Implementation Strategies in their annual strategic planning retreat. Comprehensive Plan Implementation Strategies may be modified or amended annually.

After approval of the annual SOP by the Village Council in June, Village staff will update the Implementation Matrix component of the Comprehensive Plan to reflect those strategies included in the SOP. This implementation update shall occur between the adoption of the Strategic Operating Plan each June and the Village Council's strategic planning retreat.

Other Updates

The Village Council may also consider Comprehensive Plan amendments outside of the regularly scheduled Comprehensive Plan updates when the following triggering events occur:

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

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

Comprehensive Plan amendments may be initiated by a member of the public, Village staff, or a quorum of the Village Council. A member of the public requesting an amendment must submit a completed application and fees indicated on the Village's Adopted Fees & Charges Schedule.

The Village Council will hold one or more public hearings for any and all Comprehensive Plan amendments under consideration. If a proposed amendment affects any of the following items, a more extensive public engagement process will be conducted to obtain broad community input on the proposed amendment:

- Vision Statement
- List of Guiding Principles or their definitions
- Top 10 Strategic Opportunities
- Conservation and Growth Map and Land Use Descriptions
- Focus Area Boundaries or Scenario Plan Land Use

The Village Council will evaluate proposed amendments to the Comprehensive Plan using the following criteria:

- Extent to which the amendment aids to promote, enhance, and sustain the quality of life for residents, businesses, and visitors
- Extent to which the existing Comprehensive Plan policies are still relevant, given existing market, economic, or demographic conditions
- Compatibility with neighboring land uses and surrounding neighborhoods
- Impact on regulations contained in regulatory documents, including but not limited to the Pinehurst Development Ordinance or Engineering Specifications & Standards Manual
- Impact on the existing annual Strategic Operating Plan
- Extent to which demographic and socioeconomic changes have occurred or are projected to occur (e.g. population growth, employment growth, development, and conversion of land)
- Ability of the Village and/or other service providers (i.e. schools, water and/or sewer purveyors) to provide adequate public services and facilities
- Anticipated environmental impact

After evaluating amendments by these criteria, the Village Council may adopt an Ordinance to amend the Comprehensive Plan.

Approved by:

John C. Strickland

John C. Strickland, Mayor

OCTOBER 26, 2021

Date

Resolution # 21- 26

Village Council, Resolution

10/26/2021

Date



VILLAGE OF PINEHURST
VILLAGE COUNCIL POLICY

SUBJECT: Comprehensive Plan, Adoption, Review, and Amendment	Effective:
Department: Planning	Policy No.:
Prepared by:	Revised:
Approved by: Village Council	# of Pages:

PURPOSE:

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

POLICY:

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

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

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

PROCEDURES:

Comprehensive Updates

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

Quadrennial Review

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

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

Annual Implementation Review and Updates

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

Other Updates

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

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

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

Approved by:

Patrick Pizzella, Mayor

Date

Resolution # 24-

Village Council, Resolution

Date

RESOLUTION #24-14:

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

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

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

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

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

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

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)


By: _____
Patrick Pizzella, Mayor

Attest:

Approved as to Form:

Shannon Konstantinou, Village Clerk

Michael J. Newman, Village Attorney

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

PURPOSE:

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

POLICY:

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

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

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

PROCEDURES:

Comprehensive Updates

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

Quadrennial Review

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

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

Annual Implementation Review and Updates

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

Other Updates

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

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

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

Approved by:

Patrick Pizzella, Mayor

Date

Resolution # 24-14

Village Council, Resolution

Date



FY 2025 STRATEGIC OPERATING PLAN (SOP) PREVIEW ADDITIONAL AGENDA DETAILS:

MEMO DETAILS:

This agenda item includes a preview of the Fiscal Year (FY) 2025 Strategic Operating Plan (SOP) that was based on the guidance provided by the Council in December and January at the annual Strategic Planning Retreat and subsequent meetings.

Attached to this agenda item is a presentation of the overview.

ATTACHMENTS:

Description

▣ FY 2025 SOP Preview



FY 2025 Strategic Operating Plan Preview

April 9, 2024



What we will cover:

1. Discuss Opportunities for Improvement & Innovation proposed for FY 2025–2029
2. Review Five-Year Financial Forecast for FY 2025–2029

 VALUES Service Initiative Teamwork Improvement	<h3>VISION</h3> <hr/> <p>The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.</p> <h3>MISSION</h3> <hr/> <p>Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.</p>
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The Village Council identified three (3) Areas of Focus (AOF) in January 2024 that are addressed in the FY 2025 Strategic Operating Plan.

Areas of Focus
<div>1. Deliver effective fire and rescue services</div> <div>2. Ensure codes and ordinances protect the character of Village neighborhoods</div> <div>3. Provide a safe and effective multi-modal transportation system</div>

Proposed FY 2025-2029 Opportunities for Improvement & Innovation

To support the Baldrige core value of “Management by Fact” we discipline ourselves to evaluate opportunities based on an analysis of data and information to determine if they are intelligent risks worth pursuing before funding.



FY 2025 Strategic Operating Plan Preview

Six Initiative Action Plans in FY 2025-2029



Strategic Objective	Initiative Action Plan (IAP) Name	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL
Deliver effective fire and rescue services <small>AOF</small>	Design, build, staff, and equip a third Fire Dept. facility				\$400,000		\$400,000
Ensure codes and ordinances protect the character of Village neighborhoods <small>AOF</small>	Update the Pinehurst Development Ordinance	\$0	\$0				\$0
Support the business community	Relocation of the Public Services Complex to allow for redevelopment of Village Place. (6.5)	\$400,000	\$480,000	\$6,000,000	(\$1,200,000)		\$5,680,000
Provide a safe and effective multi-modal transportation system <small>AOF</small>	Develop and implement a consolidated multi-modal transportation plan		\$0	\$0	\$0	\$0	\$0
Provide recreation programs and facilities	Retrofit current athletic fields with synthetic turf	\$1,382,300	(\$44,600)	(\$45,500)	\$684,600	(\$70,300)	\$1,906,500
Provide Library and Archive services	Expand and Renovate Given Library/Tufts Archives	\$4,200,000	\$2,296,100	\$1,207,800	\$420,600	\$434,800	\$8,559,300
<div>AOF – Addresses Council Areas of Focus</div> <div>\$0 indicates work is being done in that year but there is no net impact to costs or revenues</div> <div>TOTAL NET COST</div>		\$5,982,300	\$2,731,500	\$7,162,300	\$305,200	\$364,500	\$16,545,800

FY 2025 Strategic Operating Plan Preview



Plan to conduct 31 **projects** in FY 2025-2029 including these significant projects:

Project	Timeframe	Total Cost
Construct Pedestrian Facilities	FY25-FY29	\$2,300,000
Stormwater improvements	FY25-FY29	\$2,300,000
Purchase a ladder truck	FY27	\$2,100,000
Evaluate and implement document imaging storage	FY25-29	\$380,000
Replace park lighting (Cannon Park Fields 1 & 2)	FY25	\$345,000
Restore historical pathways within the Village	FY25-29	\$250,000
Streetscape enhancements	FY25	\$200,000
Provide world-class execution of plans for the 2029 US Open	FY29	\$150,000
Evaluate and implement Planning software replacement	FY29	\$120,000
Evaluate and implement a replacement of ERP software	FY29	\$80,000
Address resident street lighting dissatisfaction	FY25-29	\$50,000

Red Highlights – Item(s) related to Areas of Focus

- Plan to conduct 18 **evaluations** in FY 2025-2029 to ID ways to improve processes and service delivery. Several will be evaluated using the BIRDIE or ACE process improvement methodology.



BIRDIEs	
FY25	Re-evaluate building and staffing needs for a third Fire Department facility
FY25-29	Evaluate and Implement Document Imaging Storage



ACEs	
FY25	Evaluate CAD/RMS
FY26	Evaluate automation of p-card reconciliation and processing
FY27	Evaluate improvements to the budget development aspect of the annual SOP process

FY 2025–2029
Five-Year Financial
Forecast



Key Highlights of the Proposed FY 2025 Five-Year Financial Forecast:

- FY 2025 Tax Rate of \$0.225 is a half cent less than the FY 2024 tax rate and the planned rate for FY 2025 in the FY 2024 SOP
- Same tax rate increases as the adopted FY 2024 Strategic Operating Plan
- FY 2026–2029 Projected Tax Rates:
 - FY 2026: No change
 - FY 2027: Increase one cent to \$0.235 to fund added staff and operating costs for the new library and renovated archives, and Public Services debt service
 - FY 2028-2029: No change

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Tax Rate	\$0.23	\$0.225	\$0.225	\$0.235	\$0.235	\$0.235
Year-Over-Year Tax Rate Change		-0.5¢	-	1.0¢	-	-
Projected in FY 2024 SOP		\$0.23	\$0.24	\$0.24	\$0.24	N/A
Note: FY 2028 will be the next revaluation year.						

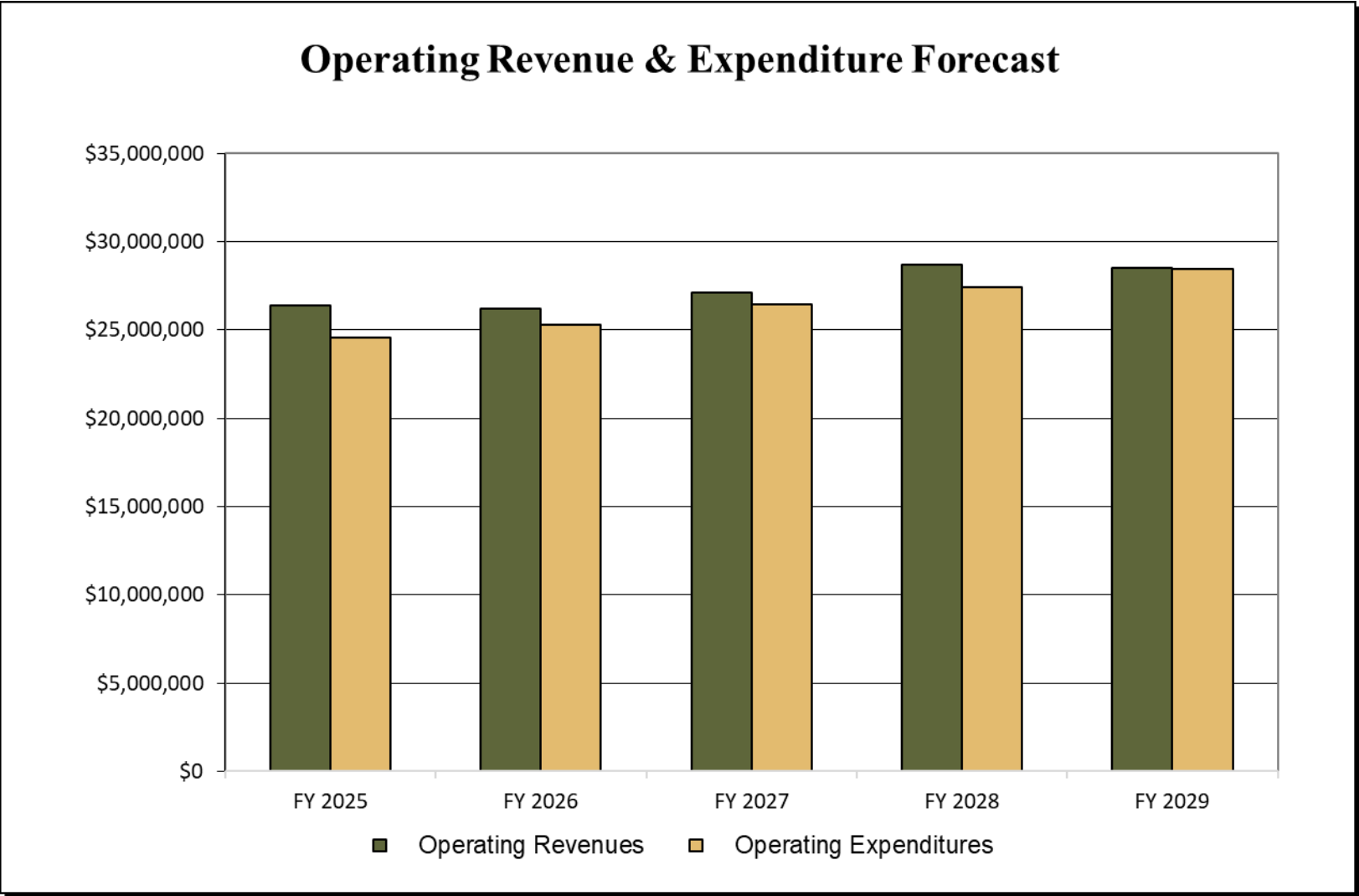
FY 2025 Strategic Operating Plan Preview



Preliminary Five Year Financial Forecast					
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
Tax Rate per \$100 valuation	\$ 0.225	\$ 0.225	\$ 0.235	\$ 0.235	\$ 0.235
Tax Rate Projected in FY 2024 SOP	\$ 0.230	\$ 0.240	\$ 0.240	\$ 0.240	N/A
Full-Time Equivalents (FTEs)	164.9	166.4	169.4	169.4	169.4
Operating Revenues	\$ 26,380,610	\$ 26,219,900	\$ 27,136,800	\$ 28,676,700	\$ 28,503,600
Operating Expenditures	24,590,500	25,315,090	26,473,308	27,433,720	28,465,700
Operating Income	1,790,110	904,810	663,492	1,242,980	37,900
Capital Expenditures	5,127,200	2,407,000	4,281,500	3,718,000	2,607,000
Other Financing Uses (Capital Transfers)	2,800,000	2,680,000	3,800,000	400,000	-
Total Expenditures	\$ 32,517,700	\$ 30,402,090	\$ 34,554,808	\$ 31,551,720	\$ 31,072,700
Other Financing Sources	7,000	-	-	-	-
Budget to Actual Variance ¹	2,463,915	2,530,567	2,632,366	2,724,752	2,816,799
Projected Actual Gain/(Loss)	\$(3,666,175)	\$(1,651,623)	\$(4,785,642)	\$ (150,268)	\$ 247,699
Fund Balance as a % of Total Exp.	52.0%	50.2%	30.3%	32.7%	34.0%
Estimated Operating Margin	84.9%	87.9%	88.9%	87.1%	91.0%

¹ Budget to Actual Variance assumes actual revenues of 101% of budget and actual expenditures of 91% of budget

FY 2025 Strategic Operating Plan Preview



FY 2025 Strategic Operating Plan Preview



Projected Impact on Fund Balance in the General Fund:

	FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		FY 2029	
Beginning Fund Balance	\$	20,362,064	\$	20,570,478	\$	16,904,302	\$	15,252,679	\$	10,467,037	\$	10,316,769
Revenues Over (Under) Exp		(540,737)		(6,130,090)		(4,182,190)		(7,418,008)		(2,875,020)		(2,569,100)
Budget to Actual Variance ¹		749,151		2,463,915		2,530,567		2,632,366		2,724,752		2,816,799
Projected Actual Gain/(Loss)		208,414		(3,666,175)		(1,651,623)		(4,785,642)		(150,268)		247,699
Projected Ending GF Bal	\$	20,570,478	\$	16,904,302	\$	15,252,679	\$	10,467,037	\$	10,316,769	\$	10,564,468
% of Total Budget		73.8%		52.0%		50.2%		30.3%		32.7%		34.0%

¹ Assumes actual revenues of 101% of budget and actual operating expenditures of 91% of budget

Estimated Operating Margin	0.79	0.85	0.88	0.89	0.87	0.91
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FY 2025 Strategic Operating Plan Preview



Proposed Capital Project Fund Expenditures:

Project	Prior Years	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Comments
Library Expansion \$7,200,000 total budget	\$150,000	\$4,050,000	\$2,200,000	\$800,000			Design funded in FY 2022 at \$400,000. \$1,000,000 funded in FY 2023. \$544,777 in General Fund fund balance committed for library and archives.
Public Services Relocation \$6,480,000 total budget			\$480,000	\$6,000,000			Site plan and design in FY 2026 funded from General Fund. \$3,000,000 debt financing in FY 2027 for construction.
Fire Facility					\$400,000		Design in FY 2028 funded from General Fund



Public Services Relocation Debt Assumptions:

- Debt burden to pay should be spread to taxpayers over multiple years as the benefit is received by taxpayers over the long life of the building assets
- \$3,000,000 debt issued mid-year in FY 2027 to fund half of the estimated construction cost (spending fund balance first)
- Debt service included in the five-year forecast is based on a 15-year term with 5% interest paid in semi-annual level principal payments + accrued interest (only one payment in FY 2027)
- Debt service payments: \$175,000 in FY 2027; \$345,500 in FY 2028; \$332,500 in FY 2029

Debt Ratios:

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Peer Group Average*
Outstanding Debt Balance	\$ 302,528	172,628	66,328	\$ 2,903,928	\$ 2,701,728	\$ 2,500,028	\$ 5,053,668
% of Property Valuation	0.01%	0.00%	0.00%	0.05%	0.04%	0.04%	0.28%
Outstanding Debt per Capita	\$ 16	\$ 9	\$ 3	\$ 149	\$ 137	\$ 124	\$ 322
Debt Service as % of Op Exp	1.35%	0.59%	0.44%	0.91%	1.26%	1.18%	
Debt Service per Capita	\$ 17	\$ 8	\$ 6	\$ 12	\$ 17	\$ 17	\$ 177

* Peer group is municipalities with a population of 10,000 to 24,999 for Outstanding Debt ratios. Out of 46 municipalities in this group, 31 had outstanding debt as of June 30, 2022 (excluding enterprise funds). Peer group is municipalities with a population of 10,000 to 49,999 for Debt Service ratios. Data reported by Division of State and Local Government Finance as of June 30, 2022.



Key Highlights of the FY 2025-2029 Staffing Plan:

- 1. FY 2025 cost of living adjustment of 4.1%
- 2. Merit raises averaging 2% funded in FY 2025-2029
- 3. Addition of 6.50 full-time equivalents (FTEs) in proposed FY 2025-2029

Full-Time Equivalents (FTEs)				
Fiscal Year	Dept	Type	Job Title	FTE
FY 2025	Public Services	New FT	Stormwater Technician	1.00
FY 2025	Fleet Maintenance	New FT	Fleet Service Apprentice	1.00
FY 2026	Library	New FT	Library/Archives Staff	1.00
FY 2026	Buildings & Grounds	New FT	Parks Maintenance Specialist	1.00
FY 2026	Inspections	Existing FT	Inspector	-0.50
FY 2027	Library	New FT	Library/Archives Staff	3.00
RECOMMENDED TOTAL				6.50

Council Discussion/ Direction



Council Discussion/Direction:

- Have we sufficiently addressed Council’s higher priorities in the proposed five-year plan?
- Are there any other Council priorities that we need to address?
- Are there any significant modifications you would like to make to the proposed five-year plan at this point?

Key Dates	
May 9	Village staff deliver FY 2025 SOP to Council
May 14	Village Manager presents FY2025 SOP at Council Regular Meeting
May 20	Budget Work Session #1
May 21	Budget Work Session #2 (if needed)