VILLAGE COUNCIL
AGENDA FOR WORK SESSION OF SEPTEMBER 28, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA

1. Call to Order

2. Discuss Firefighter Relief Fund Board Opening

3. Discuss PDO Amendments Related to Implementation of Online Permitting

   The purpose of this work session item is to discuss PDO amendments related to implementing online review and approval of planning and building permit applications.

   The Planning and Zoning Board previously recommended approval of the proposed amendments at its July 1, 2021 regular meeting.

4. Other Work Session Business.

5. Potential Future Agenda Items.

6. Motion to Recess the Work Session and Enter a Closed Session

7. Closed Session

   Council will hold a closed session pursuant to NCGS §143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

   Council will also operate under a closed session pursuant to NCGS §143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee: or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

8. Motion to Adjourn the Closed Session and Re-Enter the Work Session

9. Adjournment

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.

DISCUSS FIREFIGHTER RELIEF FUND BOARD OPENING
ADDITIONAL AGENDA DETAILS:

ATTACHMENTS:

	Description
🗋	Firefighters' Relief Fund Guide

Firefighters' Relief Fund

A Complete Guide

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4th Edition, September 2019

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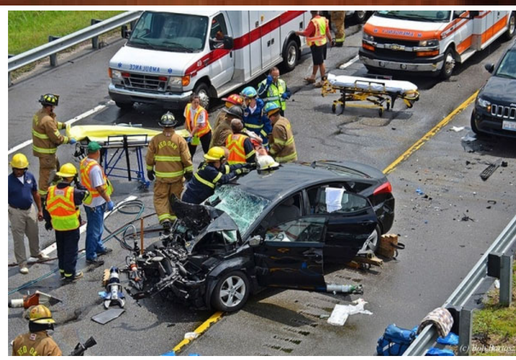



Wichita Fire Department

YOUR DEPARTMENTS FIREFIGHTERS' RELIEF FUND

Overview

The **Firefighters' Relief Fund (FRF)** was established in 1907 to financially assist fire-fighters that are injured while performing their duties, and to insure that no fire-fighter would become financially destitute through no fault of their own. The FRF has seen several legislative revisions over the course of its history. Some of these added additional uses for the fund and recent changes placed additional guidelines on the fund. The FRF laws are found under G.S. 58-84 and G.S. 58-85. Laws that govern your departments use of the FRF are concentrated in G.S 58-84.

The FRF is funded by a portion of the Gross Premium Tax (GPT) (G.S. 105-228.5(d)(3) on insurance policies containing fire and lighting protection, as well as certain automotive policies. Of the total GPT collected, 20% is dedicated to the FRF. The fund is distributed by the Commissioner of Insurance to local firefighter relief funds **(LFRF)** annually. The amount each department receives is based upon several calculations. Each County is allocated an amount based on the amount received the previous year. If the total amount to be allocated statewide during the cur rent year is above or below the amount distributed the previous year, the adjustment allocated to each county is based on the population of the County as compared to the overall State population. Once the County distribution amount is determined, the amount the County is allocated is divided between the eligible departments within the County by the amount of property tax covered. For example, if your Department protected 17% of the property within your County, your LFRF check would be for 17% of the County allocation. The checks from the Commissioner are mailed out after the beginning of each budget year in July or early August to eligible departments. Amounts designated for departments who are not eligible for distribution for reasons described in this pamphlet create the State Firefighters' Relief Fund. This fund helps provide Line of Duty Death and Accidental Death and Dismemberment insurance to firefighters of all eligible departments across the State. The fund also provides scholarships to firefighters and their dependent children.

Since the FRF laws remained virtually unchanged until the 1950's, several department's LFRF across the State got laws passed at the State level to allow them uses for their fund that were not allowed by Article 84 at the time. There are currently over 50 local bills of this nature. Due to changes in Article 84 of the General Statutes since 1950, most recently 2014, most of the provisions used in local laws are now allowed in Article 84, rendering many local laws obsolete and the necessity for new ones non-existent. Changes in the 2014 legislative session also rendered several components of existing local laws repealed, such as interest only spending limits, or fund uses not otherwise found and allowed in GS 58-84. The new provisions of the law allow increased flexibility to utilize the funds for the benefit of firefighters across the State.

Requirements

To be eligible to receive funds for a LFRF, the fire department must follow several guidelines.

1) It first must be a rated department by the Commissioner of Insurance; and **2),** a member of the NC State Firefighters' Association (GS 58-84-1).

3) Next, it must appoint a **Local Relief Fund Board (LRFB)** consisting of five members (GS 58-84-30): two members serving at the pleasure of the fire department elected by the membership who are qualified as beneficiaries of the fund; two of whom shall be elected or appointed by the Mayor, Board of Alderman, or City Council if it is a municipal department, or other local governing body to serve at their pleasure, or, if it is a non-municipal department, two appointed by the County Commissioners to serve at their pleasure; and one appointed by the Commissioner of Insurance. If the local fire chief is not one of the members appointed, they shall serve as ex-officio members of the local Board. The **Local Relief Fund Board (LRFB**) shall then elect a Chairperson, Treasurer, and Secretary. The Secretary and Treasurer may be the same person.

The funds received from the Commissioner of Insurance shall be maintained by the Treasurer in a separate and distinct fund, the balance and use of which shall be reported annually to the NC State Firefighters' Association. Each year a good and sufficient surety bond must be purchased equal to the amount held, but in most cases the Commissioner of Insurance purchases one bond for all Local FRF accounts each year. Unless advised differently by the NCSFA annually, a LRFB Treasurer may assume a statewide bond has been purchased.

The LRFB shall manage the local funds as prudent trustees of the fund as listed in Chapter 36E of the NC General Statutes. Relief Fund board members should review these requirements completely, but basically it requires that they:

(a) In managing and investing the fund, the LRFB shall consider the purposes of the fund and the uses allowed by law in making their decisions.

(b) Each person responsible for managing and investing the fund shall manage and invest the fund in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

(c) In managing and investing the fund:

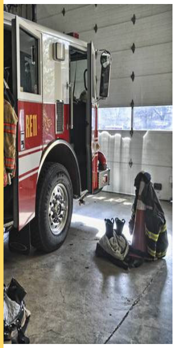
- (1) The fund may incur only costs that are appropriate and reasonable in relation to the assets, the purposes of the fund, and the skills available to the LRFB; and
- (2) The LRFB shall make a reasonable effort to verify facts relevant to the management and investment of the fund.

(d) Except as otherwise provided within the relief fund law, the following rules apply:

- (1) In managing and investing the fund the following factors, if relevant, must be considered:
  - a. General economic conditions;
  - b. The possible effect of inflation or deflation;
  - c. The expected tax consequences, if any, of investment decisions or strategies;
  - d. The role that each investment or course of action plays within the overall investment portfolio of the fund;
  - e. The expected total return from income and the appreciation of investments;
  - f. Other resources for the fund;
  - g. The needs of the fund to make distributions and to preserve capital; and
  - h. An asset's special relationship or special value, if any, to the allowable purposes of the fund.
- (2) Management and investment decisions about the fund must be made not in isolation but rather in the context of the fund's portfolio of investments as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the fund.
- (3) Except as otherwise provided by law other than this Chapter, a LRFB may invest in any kind of property or type of investment consistent with this section.

North Carolina State Firefighters' Association

(4) The LRFB shall diversify the investments of the fund unless the LRFB reasonably determines that, because of special circumstances, the purposes of the fund are better served without diversification.



(5) Within a reasonable time after receiving funds, the LRFB shall make and carry out decisions concerning the retention or disposition of the funds or to rebalance a portfolio in order to bring the fund into compliance with the purposes, terms, and distribution requirements of the FRF as necessary to meet other requirements of the FRF laws.

(6) A LRFB member that has special skills or expertise, or is selected in reliance upon the person's representation that the person has special skills or expertise, has a duty to use those skills or that expertise in managing and investing of the funds.

(e) Subject to the intent of the fund, the LRFB may appropriate for expenditure or accumulate so much of an endowment fund as the relief fund law allows for the uses, benefits, purposes, and duration for which the fund is established. In making a determination to appropriate or accumulate, the LRFB shall act in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances.

(f) Subject to any specific limitation set forth in the FRF law, a LRFB may delegate to an external agent the management and investment of the fund to the extent that an institution could prudently delegate under the circumstances. The LRFB shall act in good faith, with the care that an ordinarily prudent person in a like position would exercise under similar circumstances in;

(1) Selecting an agent;

(2) Establishing the scope and terms of the delegation, consistent with the purposes of the fund; and

(3) Periodically reviewing the agent's actions in order to monitor the agent's performance and compliance with the scope and terms of the delegation.

(g) In performing a delegated function, an agent owes a duty to the LRFB to exercise reasonable care to comply with the scope and terms of the delegation.

(h) By accepting delegation of a management or investment function from the LRFB, an agent submits to the jurisdiction of the courts of this State in all proceedings arising from or related to the delegation or the performance of the delegated function.

GS 58-84-60 also provides immunity to members serving on the LRFB individually from civil liability for monetary damages as long as they are acting within the scope of their responsibility in good faith, have not acted with gross negligence or wanton misconduct, and not derived any improper personal financial benefit.

4) The LRFB must keep a correct and accurate account of all monies received and dispersed by them, including annual distributions, interest, and holdings, **and report same to the NCFSA annually. (GS 58-84-40).** This accounting shall include all monies received and disbursed, all interest earned, and include all monies allocated to the fund for any use. The report must also include with the listing of disbursements the amount disbursed in each allowable expenditure, and the number of firefighters impacted by each disbursement. **These items must be reported to the State Firefighters' Association, in a format prescribed by them, by October 31st of each year. Failure to do so will forfeit the payment the LFRF will receive the following year.**

5) The LRFB, after July 1, 2014, shall not redirect any funds received for the LFRF or interest gained on the existing fund to any other account. This includes those LFRF's that have local laws, regardless of the provisions of the local law (G.S. 58-84-65).

6) Beginning December 1, 2017 and each year thereafter, the Fire Chief shall submit a Relief Fund Board of Trustees report (previously known as the Report of Fire Conditions) to the NCSFA between December 1st and January 15th. Failure to do so by January 15th will forfeit your relief fund payment from the Department of Insurance during the next fiscal year.

7) The LRFB shall insure that all uses of the fund are allowable under the NC General Statutes described below.

8) No LRFB managing local relief funds may be limited to interest only spending, regardless of the provisions of a local relief fund law. (G.S. 58-84-35(d))

Allowable Uses of the Local Relief Fund

The relief fund law remained virtually unchanged until 1950, and then was given additional allowable uses in 1987. In 2014, the NC General Assembly expanded the allowable uses of the LFRF to promote its use. There are basically two groups of uses currently allowed by law. (G.S. 58-84-35) The first group of uses involve line of duty incidents and does not require approval by the NCSFA beyond the decision of the LRFB. The second group of uses are more flexible, but require approval of the Executive Director of the NC State Firefighters' Association after approval of the LRFB.

Uses Controlled by the LRFB

The following uses are allowable after the LRFB has reviewed and approved them:

1) To assist financially any firefighter in active service for a sickness or injury contracted in the line of duty. The amount is dependent on need and availability of funds as determined by the LRFB upon review and the annual earning capability of the individual.

2) To provide reasonable support to family or dependents of a firefighter who may lose their life in the line of duty by accident or sickness. The amount is dependent on need and availability of funds as determined by the LRFB upon review and the annual earning capability of the individual.

3) To pay premiums in the Fraternal Insurance Fund of NC if the firefighter is a member and the LRFB has determined the firefighter cannot pay for reasons of disability.

4) To cover necessary management and investment costs that are reasonable and appropriate in relation to the assets, purpose, and financial security of the local Firefighters' Relief Fund.

Uses Controlled by the LRFB but Requiring Approval of the NCSFA Executive Director

The following uses are allowable after the LRFB has reviewed and approved them, and a request is made and approval given by the Executive Director of the NC State Firefighters' Association. The reason for the review and approval of the NCSFA Executive Director is to insure it is an allowable use, the fund is "financially sound" or stable, and the use will not reduce the funds to an extent where they would not be available for uses 1), 2) and 3) above.

5) If a firefighter becomes financially destitute, the LRFB can request the use of funds to be used to assist the firefighter. The firefighter must have served honorably as determined by the local relief fund board. Destitution must be through no fault of the firefighter (i.e. gambling, poor investments, reckless spending, unwillingness to work, etc., would not be considered), and is defined as the inability to provide basic provisions to themselves or their families. Such basic provisions include but are not limited to, assistance with housing, vehicle or commuting expenses, food, clothing, utilities, medical care, and funeral expenses. The amount is dependent on need and availability of funds as determined by the LRFB upon review and approval of the Executive Director.

6) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firefighters' Association, the payment of monthly assessments in the NC Firefighter's and Rescue Workers Pension Fund is allowed.

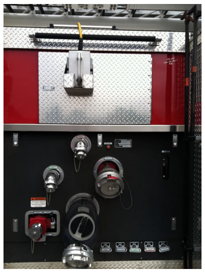
7) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firefighters' Association, the payment of workers compensation premiums are allowed, including those to the Volunteer Safety Workers Compensation Fund.

8) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firefighters' Association, the payment of premiums for other types of insurance and pension protection for firefighters. For example, dues to the NC State Firefighters' Association, the NC Association of Fire Chiefs, or the National Volunteer Fire Council are allowed since these three associations provide LODD, A&D, and scholarship programs for firefighters otherwise eligible for relief fund benefits.

9) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firefighters' Association educational benefits to firefighters and their dependents are allowed. These are generally in the form of scholarships that allow application and a fair access to all members and dependents.

10) Upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firefighters' Association, annual physicals that are required for firefighter positions by the Department of Labor, or recommended by the National Fire Protection Association. While not intended to supplement fire department operational costs, this is intended to help insure that firefighter safety is paramount and that necessary physicals may be given in the absence of available fire department funding.

11) One of the most complex uses of the fund, upon approval of the LRFB and a request made and approval given by the Executive Director of the NC State Firefighters' Association, is the use of relief fund monies for a supplemental retirement fund. This requires significant planning and future projections, a stable fund balance, and other controls requiring more detailed review. It is addressed in more detail in a following section "**Establishing and Maintaining a Supplemental Retirement Program within Your Local Relief Fund".**



The request for approval from the NCSFA Executive Director to utilize local funds must be submitted in writing (email, letter, fax), must be approved by the LRFB first, and the LRFB must provide any detail needed by the Executive Director to make the decision. Examples of information needed for submittal include, but may not be limited to:

Type of Proposed Use and if the Use is Repetitive

Amount to be used (once or annually)

Name of Individual firefighter(s) affected (if years of service eligibility need to be verified)

Dates of LRFB Approval and Dates of Implementation

Projections on future needs for the same use (i.e. scholarships)

Request for Supplemental Retirement Programs require a more involved format.

Financially Sound Balance and Maximum Balances

In the 2014 session of the General Assembly, the relief fund law under GS 58-84 was amended to establish a recommended calculation for local relief funds in determining financially sound, and a required maximum on the balance of the fund. (G.S 58-84-35)

Calculated Balance Recommended for Financially Sound Decision

The purpose of establishing a "financially sound balance" was to make LRFB's more comfortable with the amount they needed to retain, since in the past many held large sums because the law did not provide any guidance and as such, funds were not being put to use. Establishing a recommended balance calculation should take the pressure off LRFB's who were concerned about not having enough funds on hand to handle a catastrophe. The second reason was to provide the Executive Director of the NC State Firefighters' Association with better guidance to make the determination of "financially sound" in approving benefits requested by the LRFB. It should be understood completely that a local relief fund does not have to have the calculated minimum balance to exist. In fact, many local FRF's do not have the calculated minimum balance.

The recommended calculation for "financially sound" is $500 per member of the department listed on the roster as of January 1st each year reported to the NCSFA, or $20,000, whichever is greatest. In order to utilize specialized uses **(Numbers 5 – 11) of the fund listed under "*Uses Controlled by the LRFB but Requiring Approval of the NCSFA Executive Director*"** previously discussed, the local fund should be able to maintain this balance by being capable of making similar payments to any of these uses for a period of five years without dropping below the calculated minimum. The capability of making these payments would not only include the balance of the fund, but interest earned and annual receipts. This balance does not affect line of duty uses **(Number 1 – 4) under** "**Uses Controlled by the LRFB",** since these are the primary and founding uses of the fund. The recommended minimum can be used by the LRFB as an evaluation tool in determining amounts distributed, as well as current and future uses of the fund.

Maximum Fund Balance

(*Maximum Fund Balances takes affect July 1st, 2015, but LRFB's need to understand the changes and begin planning now.)*

In the 2014 legislation, the General Assembly created a maximum amount a local relief fund could retain in their account and still receive annual distributions. (G.S. 58-84-33)Simply stated, a LRFB that has more than the calculated maximum balance at the time of their annual financial report to NCSFA will not receive their annual check or allocation the following year. This was created to promote the use of funds for allowable uses, rather than the retention of funds. Simply stated, if what you have is not being used, the legislature felt it wasn't necessary to provide more. There is an exception to the 'maximum fund balance" if the LRFB is providing, or has approved plans by the NCSFA to provide, a supplemental retirement plan. Monies set aside for an approved supplemental plan can be exempted from the maximum by NCSFA if such dedicated amounts are necessary and used solely for the supplemental plan. This will be discussed below in "**Establishing and Maintaining a Supplemental Retirement Program within Your Local Relief Fund**."

In the event the LRFB exceeds the maximum amount in their local fund, the money that would have gone to the ineligible department will be distributed to eligible departments in that county during the next distribution. The maximum amount is calculated by the total number of members on the roster on January 1 each year submitted to the NCSFA multiplied by $2,500 per member. For example, if the roster submitted to the NCSFA earlier this year had 110 members, then 110 multiplied by

$2,500 comes to $275,000. This becomes the maximum amount you can have in your relief fund balance when you report in October and still receive the annual check from the Department of Insurance next year during distribution. With the added uses of the fund described above, LRFB's should find ways to put the money to use, or discuss the possibility of a supplemental retirement and pension plan with the NCSFA.

Establishing and Maintaining a Supplemental Retirement Program within Your Local Relief Fund

Supplemental Retirement Programs

One of the allowable uses of the Firefighters' Relief Fund (FRF) locally (G.S. 58-84-35 (5) is a supplemental retirement program. A supplemental retirement program is defined as a small monthly or annual benefit provided to eligible retirees that supplements their retirement or pension benefits. These vary from $40 per month to $120 per month, and are defined by the Local Relief Fund Board (LRFB) in terms of years of service required, age of retirement, and monthly or annual amounts. It should be understood that these are not defined benefit programs, since continuation of the supplemental monthly or annual amounts are dependent upon available funds within the local relief fund continuing to be available. Since these do not require member contributions, they are solely dependent upon the local relief fund balance being sufficient to provide benefits.

Prior to 1987, the only way to establish these programs was through legislation establishing local laws enabling the Local Relief Fund Board (LRFB) to maintain the program. In 1987 the General Assembly modified the law to allow creation of these supplemental retirement programs based on approval of the Executive Director of the North Carolina State Firefighters' Association (NCSFA). Approximately 40 local laws still exist for these supplemental retirement programs which are still legal and allowable. However, these supplemental retirement programs may now be established by the LRFB working with the NCSFA in calculating needs and disbursements. For LRFB's this is an excellent method to use the local relief fund money for the benefit of your members.

It is important to remember that in considering and requesting approval for a supplemental retirement program, the local relief fund (LRFB) must still maintain adequate funds for the original intent of the fund, and that is to provide for members injured or killed in the line of duty and safeguard members from financial loss. In considering approval of a supplemental retirement program, the basis for maintaining financial stability in the fund, according to the law, is to retain $500 per eligible firefighter, or $20,000, whichever is greatest, in the fund. In that regard, before the NCSFA can approve a supplemental retirement program, the LRFB must show that after fulfilling the needs of the supplemental retirement program, the fund would still maintain financial stability as described above.

Calculating Needed Funding

In considering a local supplemental retirement fund, the basic formula for estimating how much you need and how much you can provide is as follows:

$$C + I = B + E$$

C = the amount of annual allotment received from the State and any additional fund income such as city or county allocations

I = the interest or earnings on the fund annually that add to the balance

B = the benefit amount you would be able to pay given the contributions and investments

E = the expenses the fund may incur other than benefits

Solving for **B** allows you to determine a practical benefit level, and solving for **C** allows you to determine how much to allocate from your annual allocation or fund each year to a supplemental retirement program.

Approval Process

In seeking approval for a Supplemental Retirement Program not granted by local law, the Local Relief Fund Board (LRFB) must submit a request in writing to the NCSFA on a form approved by the NCSFA. This request must be approved by the LRFB and describe the requested program in detail. LRFB's are not allowed to provide supplemental retirement amounts until approved by the NCSFA, unless approval has been granted through local legislation. Information required for analysis by the NCSFA should include a letter of approval by the LRFB, and contain a minimum of the following information:

- Who will be eligible for the supplemental retirement and at what age?

- What are the eligibility requirements in terms of years of service?
- Does the years of service require they be earned at the Department, or will years transferred from other departments grant credit?
- How many retirees are projected to be eligible at any given time? This will be a projection, but should be based on the number and age of current members.
- What amount will be provided as a benefit to retirees each year?
- Is this amount fixed, or will it vary based on total years of service?
- Will the annual income the fund receives be adequate to continue the supplemental program? If not, what are the anticipated needs in annual earnings required to continue? (see Establishing a Reserved Supplemental Retirement Account below)
- Will a $500 balance per member be maintained after paying supplements each year?
- Has the department projected retirement into the foreseeable future and does the projections indicate adequate income to continue the program?

After discussion and review of the requested supplemental program by the NCSFA, the LRFB should wait until receiving a letter of approval from NCSFA before announcing the program or paying benefits.

Establishing a Reserved Supplemental Retirement Account (SRA's)

In maintaining a supplemental retirement program, annual needs will often be dependent upon earnings rather than simply the annual allocation provided by the Department of Insurance. In this situation it is often necessary for the LRFB to reserve and allocate a certain amount to a fund to generate interest solely for the supplemental retirement program. This reserve may bring the LFRF into conflict with maintaining an amount below the legislated maximum.

In 2014 the General Assembly modified the General Statutes regulating the Firefighters' Relief Fund and established a maximum amount a local relief fund could retain in their fund balance and still get their annual payment from the Department of Insurance. If your relief fund exceeds this balance, for each year the balance is over the maximum, the annual check from DOI would be withheld each year and redistributed to other funds until such time as your balance dropped below the maximum. The maximum is defined as $2,500 per member on the January 1st roster submitted to the NCSFA.

Maximum amount = Number of members on the roster X $2,500

For example, if your roster submitted to NCSFA contained 75 names, then the maximum balance your local relief fund could have on hand at the time of the relief fund annual report would be $187,500. If, when submitting your annual financial statement to NCSFA, your fund was over this amount, the Department of Insurance would withhold your check for the following year.

One exception to this maximum included in the new law is any amount designated or reserved for a supplemental retirement program. It was recognized that carrying a local supplemental retirement program into the future could require amounts in excess of $2,500 per member to gain earnings necessary to continue to provide benefits, depending on the size of the supplement and anticipated retirees at any given time. This optional reserved amount would be designated a ***Supplemental Retirement Account (SRA)*** and the amount **must be authorized by the NCSFA**. The SRA amount is still reported on the annual statement, but the maximum amount calculation then becomes the amount in the local relief fund minus the amount reserved in the SRA approved by the NCSFA.

Total Relief Fund Balance (–) NCSFA approved SRA reserved amount = Maximum Amount

Using the example above, your roster contains 75 names but you have $320,000 in your local relief fund balance. This exceeds the allowable maximum amount. You also have a supplemental retirement program (either through local law or approved by the NCSFA), and based on calculations of need into the future your LRFB has agreed it would necessary to reserve $165,000 to continue to gain the earnings necessary to continue your program into the future. This amount has been reviewed and approved by the NCSFA, so when you submit your annual financial statement the NCSFA will subtract the approved SRA reserve from your balance ($320,000 - $165,000 = $155,000), and this is the amount submitted to the Department of Insurance as the new defined maximum for your local relief fund. You would then be eligible to continue to receive your annual check. Since the remaining amount ($155,000) exceeds the recommended minimum of $500 per member on the roster, your relief fund meets both the allowable maximum and recommended minimum amount retained for basic relief fund uses.

NCSFA Requirements and Approval Guidelines for SRA's

As mentioned above, G.S. 58-84-33(d) allows for LRFB's to dedicate a portion of their fund solely for the use of supplemental retirement programs, and as such, these amounts would not count towards the maximum amount allowed. These amounts, however, must fall within guidelines established and approved by the NCSFA to meet statutory requirements. As such, a LRFB should request approval from NCSFA for an SRA before considering that amount exempt from the statutory maximum. The SRA funds remain a part of the total relief fund, but are reserved solely for use in a supplemental retirement program.

Guidelines for SRA Approval

In order for the NCSFA to approve an SRA, the following requirements must be met:

- The request and approval for a Supplemental Retirement Account (SRA) must be made and approved prior to annual financial reporting. The request must be submitted in writing on a form approved by the NCSFA and an approval issued in writing from the NCSFA.
- The LRFB must have a supplemental retirement program in place that is either approved by the NCSFA or granted by local legislation. SRA's can only be established for supplemental retirement programs.
- There must be a concern that the LFRF has or will exceed the maximum allowable relief fund balance within a year ($2,500 times the number of personnel on the roster). If the LFRF is within one year's allocation of the maximum, for example, that is a valid concern.
- The approved SRA balance must be committed to the supplemental retirement program. Using the SRA monies for other uses will nullify the exemption from the allowable maximum.
- The balance of the SRA must reflect the needed earnings to support the Supplemental Retirement expenditures each year, when combined with the annual allocation from DOI. For example, if the department pays out an average of $30,000 each year in supplemental retirement benefits, and the annual allotment from DOI is $27,000, then the SRA amount should be set up to earn roughly the $3,000 necessary to account for the difference. Percentages used to calculate earnings in the SRA should either be consistent with previous year's earnings or projected at reasonable market rates. Earnings are not an exact science and it is recognized that most will want to be conservative in their estimates.
- For LFRF supplemental retirement programs that simply pay total available dividends of earnings and annual allocations out to retirees, the SRA amount should be established based upon the amount the local relief fund balance exceeds the allowable maximum for the year in which it is set up. In this case, any growth requested in the SRA should be based upon additional retirees and the need to keep the annual benefits consistent.
- In requesting approval, projections should show that based upon expected usage, additional retirements, and anticipated earnings that the SRA amount requested will be necessary. Projections should be based upon 5 year estimates.
- The NCSFA recognizes that some funds will be larger than projections due to existing balances, but it is expected upon approval that the SRA amount established versus usage will balance out over a 5 year period either by; a) increasing the retirement supplement; or b) reducing the amount held in the SRA.

- Since the non-SRA monies held within the relief fund account may be used to balance any variations or needs (they will be at or near maximum holding amounts), slight deficits can be met on an annual basis if earnings are not sufficient.
- SRA amounts must be reported annually on the financial report provided to the NCSFA, but upon approval, those amounts will not count toward the maximum of $2,500 per member.

Supplemental retirement programs are an excellent use of your local relief fund money if your fund has ample fund levels. It is important to remember that use of the local relief fund for supplemental retirement should only be considered if the fund can maintain a minimum of $500 per member in addition to the amount used for supplemental retirement payments. Since amounts can vary, many departments may choose to start small and grow their amounts as the fund grows.

SUMMARY

This pamphlet was designed to provide an overview of the requirements and capabilities of your local relief fund. Each area, however, may encourage additional questions. For more information contact your Association staff at: 800-253-4733, Tim Bradley - tim@ncsfa.com, or Ed Brinson - ed@ncsfa.com.

LINKS

http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl

http://www.ncsfa.com/

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_58/Article_84.html

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_58/Article_85.html

North Carolina State Firefighters' Association
323 West Jones Street
Suite 410
Raleigh, NC 27603

- **888-54-NCSFA (546-2732) Toll-free**
- **919-821-2132 Local**
- **919-821-9382 Fax**

Websites

http://www.NCSFA.com
and
http://www.southatlanticfirerescueexpo.com/

Office hours

Monday through Friday - 8:00 am until 5:00 pm.

Office Staff

Executive Director: Tim Bradley / tim@ncsfa.com
Deputy Director: Ed Brinson / ed@ncsfa.com
Finance Director: Dean Coward / dean@ncsfa.com
Marketing and Conference Director: Kris Wyatt / kris@ncsfa.com
Accounting Administrator: Debbie Milette / debbie@ncsfa.com
Executive Administrative Assistant: Dan Berg / dan@ncsfa.com
Administrative Assistant: Sandie Houck / sandie@ncsfa.com

DISCUSS PDO AMENDMENTS RELATED TO IMPLEMENTATION OF ONLINE PERMITTING

ADDITIONAL AGENDA DETAILS:

The purpose of this work session item is to discuss PDO amendments related to implementing online review and approval of planning and building permit applications.

The Planning and Zoning Board previously recommended approval of the proposed amendments at its July 1, 2021 regular meeting.

FROM:

Darryn Burich & Alex Cameron

CC:

Jeff Sanborn

DATE OF MEMO:

9/21/2021

MEMO DETAILS:

On July 1, 2019 the Village rolled out implementation of its online permit system which allows customers to apply for and be issued various building and planning permits electronically 24/7 365 days a year. The online permit system allows allows applicants to schedule inspections and receive results of those inspections via email.

The purpose of the various PDO amendments are to fully implement use of the Village's online permit system for all building and planning related applications. The Planning and Zoning Board held a public hearing on the various PDO amendments on July 1, 2021 an unanimously recommended approval.

Included with this agenda item is:

Staff Report by Senior Planner Liles
Summary List of PDO Reference Changes
PDO Amendments to Implement Online Permit Review and Approval.

Staff is tentatively schedule these amendments for a public hearing at the Council's meeting on October 26.

ATTACHMENTS:

	Description
🗋	Staff Report by Senior Planner Liles
🗋	Summary List PDO Electronic Permitting References
🗋	PDO Revisions to Implement Electronic Permitting

VILLAGE OF PINEHURST

1895

PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Planning and Zoning Board

From: Katherine Liles, Senior Planner

CC: Darryn Burich, Planning & Inspections Director

Date: May 28, 2021

Subject: **Proposed Text Amendment to the Pinehurst Development Ordinance to Provide for Electronic Submittal of Applications and Supplemental Materials and Statement of Text Amendment Consistency with the 2019 Comprehensive Long-Range Village Plan.**

The Village of Pinehurst has progressively implemented a system that allows for electronic submittal of all materials needed to acquire permits and approvals from the Village. The Pinehurst Development Ordinance includes references to Village forms, numbers of copies and types of submittals. These references need to be amended such that applicants are directed to the Village of Pinehurst's website and Online Permit Center. Multiple copies of documents are no longer required. Documents need to be reproducible at appropriate scales in the event the Village needs to print them.

A summary listing of the amended sections and pages to be amended are attached to this memorandum for consideration by the Board. The most significant changes are reflected in the Appendices, particularly Appendix B, which streamlines all of the materials needed for applications across Planning, Building, Engineering and Public Works. All proposed changes are in red with deletions having a ~~strikethrough.~~

Planning and Zoning Board Action:

After holding a public hearing on the proposed text amendment, the Planning and Zoning Board shall adopt a statement on whether the proposed action is consistent with the 2019 Long Range Comprehensive Plan and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

Staff Recommendation and Comprehensive Plan Consistency Statement: Planning Staff recommends that the Planning and Zoning Board recommend approval of the proposed text amendment and adopt the attached consistency statement.

Summary List of Amendment References for Electronic Submittal of Documents

May 6, 2021
Planning Board

Chapter 4 Public Hearings, Permits and Approvals
Section 4.2.2

Chapter 5 Variances and Administrative Appeals
Section 5.1.3 (B), (C)
Section 5.3.4(A)

Chapter 6 Text Amendments and Rezoning
Section 6.1.3(A)
Section 6.2.1(D)

Chapter 8 Zoning
Section 8.3.2.4(A)

Chapter 9 Design and Development Standards and Processes
Section 9.14.2(C)
Section 9.14.7(A)
Section 9.17.1.1 (C)
Section 9.17.1.5 (A)(1)
Section 9.17.1.6 (A)

Appendices
A Plot/Sketch Plan Information
B Single Family Dwelling Development Review Process
C General Concept Plan Information
D Site Plan Information
E Subdivision Plan Information
Appendices A-E

An Amendment to the Pinehurst Development Ordinance to
Provide for Electronic Submittal of Applications and Supplemental Materials

Redline/~~Strikethrough~~ Revisions

4.2.2 Development Permit Application

Each application for a development permit shall ~~be accompanied by the number of copies of a plan as set forth by this Ordinance and/or the appropriate application~~ be submitted in accordance with the electronic submittal requirements of Appendix A through E of this Ordinance . The plan shall be drawn in accordance with the required plan type as outlined in Appendix A thru E of this Ordinance:

5.1.3 Application Requirements; Determination of Completeness

(B) An application for a variance shall be filed with the Village Planner on a variance application form using the Village's Online Permit Center along with the associated fee.

(C) The application shall contain, or be accompanied by, such information and general concept plans (Appendix C) (may be modified by Village Planner as appropriate) in electronic format as required on the application form;

5.3.4 Filing of Appeal

(A) An application for an appeal shall be filed with the Village Clerk on an appeal form using the Village's Online Permit Center along with the associated fee as prescribed on the most recent Village of Pinehurst fee schedule;

6.1.3 Filing and Content of Applications

(A) An application requesting the amendment and all attachments shall be filed in electronic format with the Village Planner on an Application provided by the Village using the Village's Online Permit Center.

6.2.1 Application Procedures

(D) Content of Application: A Conditional District application shall consist of a General Concept Plan (Appendix C); as well as any other plans, drawings, renderings, elevations, maps, and documents specifically included by the applicant as development documents for approval by the Village Council. The General Concept Plan, as a site-specific conditional zoning plan, is itself a condition of the Conditional District rezoning. All materials shall be submitted electronically using the Village's Online Permit Center. The provisions of the Conditional District General Concept Plan shall replace all conflicting development regulations set forth in this ordinance which would otherwise apply to the development site.

8.3.2.4 Certificate of Appropriateness Procedure

(A) An application for a Certificate of Appropriateness and any supplemental materials shall be submitted using the Village's Online Permit Center. Applications for Certificate of Appropriateness for major work shall be considered by the Historic Preservation Commission at its next regular meeting, provided they have been filed, complete in form and content.

9.14.2 Design Criteria and Review Procedures

(C) Revisions and changes will be considered and approved or disapproved by the Village Planner. Examples of changes are site plan, landscape plan, change of height or the addition of elements not previously shown. All proposed changes shall be submitted in electronic format to the Village Planner using the Online Permit Center. Staff will evaluate the proposed changes and provide a response to the applicant. For all changes, redrawing of plans shall be required.

Section 9.14.7 Single-Family Dwelling Development Review Process

(A) Builder/Developer submits application and plans with appropriate application fee. All materials shall be submitted using the Village's Online Permit Center;

9.17.1.1 Plat Approval Required; Major Subdivisions and Minor Subdivisions

(C) There are three (3) procedures for the approval of subdivisions, depending on whether the subdivision is an exempt subdivision, minor subdivision or a major subdivision. All materials shall be submitted using the Village's Online Permit Center and shall satisfy the electronic recordation requirements of the County of Moore.

9.17.1.5 Preliminary Plat Approval

(A) Application Requirements:

(1) An application shall be submitted using the Village's Online Permit Center along with the associated fee and include the information listed in Appendix E, as it may be amended from time to time by the Village Council. Incomplete or incorrect information shall result in rejection or refusal to act on the application by the Village Planner;

9.17.1.6 Final Plat Approval

(A) Applicable Requirements: Within the time limit stated in subsection (C) below, the applicant shall file an application for final plat approval using the Village's Online Permit Center along with the associated fee. The final plat shall reflect information shown on the preliminary plat and the information listed in Appendix E. Final plats for a development may be submitted in phases or in its entirety.

Appendix A of the Pinehurst Development Ordinance – Plot/Sketch Plan

The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including submittal checklist and fees using the Village's Online Permit Center which may be

accessed through the Village of Pinehurst website at vopnc.org. If you have difficulty using this system, please contact Village staff for assistance.

~~Plot/Sketch Plan~~

This plan submittal type should be used for developments in which no permanent foundations are being constructed or for minor work such as patios, decks, fences in both single family, multifamily and non-residential development. This is the most basic of plan types allowed for development.

Plot/Sketch Plan Required Information

- ☐ Property lines.
- ☐ Existing structures to scale.
- ☐ New structures to scale.
- ☐ Setbacks.
- ☐ Estimated impervious surfaces.
- ☐ Any other information the Village Planner identifies as necessary.
- ☐ All plans and drawing sheets shall be drawn to a scale that is easily legible.

Note: No foundation or final surveys are required.

The Village Planner may allow for modifications or waivers to the required information for this plan type based on the individual proposal and what is needed to determine compliance.

Appendix B of the Pinehurst Development Ordinance – Single-Family Development Review

The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including submittal checklist and fees using the Village's Online Permit Center which may be accessed through the Village of Pinehurst website at vopnc.org. If you have difficulty using this system, please contact Village staff for assistance.

~~Single-Family Dwelling Development Review Process~~

~~Checklist for Single-Family Development Review Applications~~

SUBMISSION REQUIREMENTS FOR SINGLE-FAMILY DEVELOPMENT APPLICATIONS: This plan submittal type should be used for single family home development in which permanent foundations are being constructed such as new home construction, additions to homes, swimming pools and accessory buildings. It is intended to be used when more precise information is needed, to avoid construction that is out of compliance and thereby minimizing the cost of making the development compliant.

The following documents shall be submitted, if applicable, for issuance of a building permit, development permit, floodplain development permit, clearing/grading permit, driveway permit and Certificate of Appropriateness.

☐ Application Form

☐ Site Plan/Topographic Survey including driveway connections (see below)☐ Elevation Drawings

☐ Exterior Material Form and Samples, if application is associated with a Certificate of Appropriateness.

☐ Driveway Permit Application ☐ Building permit submittal requirements in accordance with the current edition of the North Carolina State Building Code;

☐ Other Agency Permits and Approvals, as required

- ☐ Sedimentation and Erosion Control Plan (NCDEQ)
- ☐ Driveway Permit (NCDOT)
- ☐ Right-of-way Encroachment (NCDOT)
- ☐ On-site Wastewater Disposal Permit (Moore County Environmental Health)
- ☐ Well Permit (Moore County Environmental Health)
- ☐ US Fish and Wildlife Approval (particularly for Red-cockaded Woodpeckers)

~~This plan submittal type should be used for single family home development in which permanent foundations are being constructed such as new home construction, additions to homes, swimming pools and accessory buildings. It is intended to be used when more precise information is needed to avoid a structure being constructed out of compliance and minimize the cost of making the development compliant.~~

Required Site Plan Information: ~~to be included on the Single-Family Site Plan~~:

☐ Indicate existing and proposed topographic elevations and finished floor elevation on site plan. Contour lines shall be indicated with no larger than two-foot intervals for existing and proposed (LIDAR data may be utilized);☐ Show scale and North arrow;

☐ All plans and drawings shall be drawn to a scale that is easily legible. Site plans shall be prepared by a licensed surveyor or engineer.

☐ Vicinity Map - must be legible and lot easily located;

☐ Title block with site name and location;

☐ Indicate zoning classification of property on plan;☐ Show total acreage including area and dimensions of the entire tract;

☐ Provide developer/builder name, address and telephone number on plans;☐ Provide designer's name, address and telephone number on plans;☐ Indicate adjoining lot lines, lot number and subdivision name on plans;

☐ Indicate by note, minimum dwelling size proposed for each floor;

☐ Show front, side and rear building setbacks;

☐ Show road frontage at the right-of-way and lot width at the building line;

☐ Show all easements.☐ Clearly show the location of any additions/alterations (to scale);☐ Location of all proposed and existing accessory structures to include pet runs, fences, LPG tank(s), irrigation well, etc.;☐ Driveway and sidewalk locations;☐ Building elevation (front, rear, and sides) shown with finished grade, to scale;

☐ Show location of silt fence;

☐ Existing and proposed impervious areas including the calculations on new construction and additions/alterations;

☐ Tree survey that locates and identifies specimen trees within 100' of a development site, showing the critical root zone for each tree to be preserved or reflect this information on the landscaping plan;

☐ Landscaping plans shall include plant location, plant name, gallon size, and indicate any HVAC unit or units, decks, patios, driveways, and sidewalks;☐ Floodplain and wetland delineation if applicable;☐ Location of septic, and/or existing drainage structures;☐ Existing and proposed utility connections.☐ Any other information the Village Planner identifies as necessary.

The Village Planner may allow for modifications or waivers to the required information for this plan type based on the individual proposal and what is needed to determine compliance. The Village Planner may allow for a plot/sketch plan listed in Appendix A to be submitted rather than the single-family plan type based on the individual proposal and what is needed to determine compliance.

Single-Family Final Approval Process for Issuance of Certificate of Occupancy

1. No building hereafter erected, or structurally altered, or changed in use shall be used or occupied until approved by the Village. Prior to issuance of a Certificate of Occupancy by the Village, the following shall be done:

a. All plans and applications shall be modified to reflect as-built conditions.
b. A final driveway inspection shall be made by public services and approved.
c. A final survey prepared by a licensed surveyor or engineer shall be submitted, if required.
d. Fire Marshal shall conduct an inspection and approve.
e. The Certificate of Occupancy shall be issued upon final building inspection.

2. Changes to original plans shall be reviewed and approved by the Village ~~Planner~~. All changes shall be submitted electronically using the Village's Online Permitting System ~~to the Village Planner~~ to ensure a successful final review of the project.

Appendix C of the Pinehurst Development Ordinance – General Concept Plan

The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including submittal checklist and fees using the Village's Online Permit Center, which may be accessed through the Village of Pinehurst website at vopnc.org. If you have difficulty using this system, please contact Village staff for assistance.

Required General Concept Plan Information
~~General Concept Plan~~

~~1. Required information to be included on the general concept plan:~~

☐ Basic map information including title block with owner, applicant's name and contact information, designer's name and contact information, surveyor's name and contact information; north arrow, scale in text and graphics, vicinity map, and revision block. "Bubbles" or "clouds" shall show revisions with date.

☐ If the conceptual plan is based on a survey, provide a separate drawing of work product by surveyor signed, sealed and dated showing precision ratio and tied to NC grid.

☐ The present and proposed zoning classification(s) of the tract;

☐ Adjoining property lines;

☐ The height, size and location of existing and proposed structure(s);

☐ A table showing proposed use of land and structures, zoning classification, and dimensional requirements;

☐ Building elevation drawings;

☐ Proposed planting areas, walls and fences and the treatment of any existing natural features;

☐ The owner names, addresses, LRK #, zoning and deed references of adjoining property;

☐ All existing and proposed easements, reservations, rights-of-way lines and width and all setbacks required for the zoning district;

☐ General location and size of existing utilities both on-site and to the site, proposed tie-in location to existing public utilities (including water, sewer, drainage, etc.) and proposed location of utilities to serve the site;

☐ General location and type of existing and proposed stormwater facilities;

☐ Delineation of the 100-year floodplain;

Development Intensity:

> ☐ For residential uses this shall include number of units and outline of area within which structures will be located.
>
> ☐ For nonresidential uses, this shall include approximate square footage of structures and outline of area within which the structure(s) will be located;
>
> ☐ Existing and maximum proposed impervious coverage reflected in square feet ~~SF~~ and acreage,

☐ Parking and circulation plan~~,~~ showing location, arrangement, and number of existing and proposed parking spaces. Parking calculations shall also be shown;

☐ Ingress and egress to adjacent areas;

☐ Proposed dimension and number of signs and their locations;

☐ Proposed phasing and approximate completion time of the project;

☐ Survey base map that provides legal metes and bounds including location of regulated (e.g., US Fish and Wildlife designated red-cockaded woodpecker trees) and specimen trees.

☐ Trip generation based on ITE standards and the Village's Engineering Standards and Specifications Manual for the proposed uses.

☐ Roadway/signal improvements for the development proposal.

☐ Proposed pedestrian improvements including sidewalks, greenways, etc.

☐ ISO computations based on the approximate/proposed square footages for each type of use.

☐ Current and proposed topography. Use of LIDAR data is acceptable for conceptual plans, however, actual surveyed topography shall be required for formal site plan submittal.

☐ Indicate driveway connections on adjacent properties along and across adjacent rights-of- way.

Appendix D of the Pinehurst Development Ordinance – Site Plans

The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including submittal checklist and fees using the Village's Online Permit Center which may be accessed through the Village of Pinehurst website at vopnc.org. If you have difficulty using this system, please contact Village staff for assistance.

~~Site Plan Information~~

~~Major and Minor Site Plans~~

A. Information required for major and minor site plans:

- ☐ Map size shall be electronically formatted to be reproducible at 24"x36"with a scale no less than one (1) inch equals fifty (50) feet for all major and minor site plans (an index plan shall be used if multiple sheets are needed).
- ☐ Show north arrow, scale of drawings, precision ratio, lot dimensions, setbacks, area in square feet and acres;
- ☐ Revision blocks with date of revisions and "bubbles" or "clouds" to show changes on the map with date;
- ☐ A signed and sealed map of the entire tract, including the boundary of the entire tract by metes and bounds tied to North Carolina grid and the location and dimension of all onsite and adjacent offsite easements, including but not limited to drainage, utility, public access, aerial utility, and permanent and temporary construction easements;
- ☐ The location and dimension(s) of all existing and proposed building(s) on the site. Show the finished floor elevations for the existing building(s) and the proposed floor grades, including basement, for each floor of the proposed building(s), if applicable;
- ☐ The location and dimension(s) of all proposed or existing impervious surfaces on the site, including but not limited to driveways, sidewalks, parking lots, loading and other vehicle use areas, and curb and median cuts;
- ☐ Indicate front, side, and rear setbacks for all existing and proposed structures;
- ☐ Provide a Title Block:
  - ☐ Property owner's name; address, telephone number(s), email address;
  - ☐ Applicant's name; address, telephone number(s), email address; and
  - ☐ Designer's name, address, telephone number(s), email address;
  - ☐ Provide a Development Data Block or Chart listing of the following data;
  - ☐ Zoning of the tract with dimensional requirements.
- ☐ Existing and proposed gross square footage of buildings;
- ☐ Amount of square footage utilized in parking and loading areas (see landscape standards section 9.5);

- ☐ Number of parking spaces proposed and required;
- ☐ Number of handicapped parking spaces proposed and required;
- ☐ Required and proposed minimum landscape area square footages;
- ☐ Residential uses: indicate maximum density allowed and the proposed density;
- ☐ Proposed linear footage of roads;
- ☐ Conditional zoning and special use conditions, if applicable;
- ☐ Existing and proposed built-upon area in square feet, acreage and as a percentage of site; Identify any existing development predating the effective date of watershed regulations;
- ☐ Indicate the owner, address, current zoning and present use of all contiguous properties (including property on opposite side of adjoining streets);
- ☐ Show locations, size and configuration of common open space for residential development, if applicable.
- ☐ Location of permanent dumpsters and service areas.
- ☐ Indicate location and method of screening of all existing and proposed propane tanks, HVAC, mechanical systems, dumpsters and any other structures or facilities that require screening as per section 9.5;
- ☐ Vicinity map showing location of tract at scale of not less than one (1) inch equals five hundred (500) feet;
- ☐ Proposed location of all stormwater facilities and appropriate calculations in accordance with the Engineering Standards and Specification Manual by a qualified design professional;
- ☐ Submit drawings of building elevations showing the proposed exterior building materials and colors, height of proposed building, number of stories, and grade of each story, including basement, height and location;
- ☐ Provide a topographic survey of the site certified by a registered land surveyor showing existing site features, existing contour lines at a minimum interval of two (2) feet that are field verified, and all proposed contours. All proposed contours shall be tied to North Carolina grid.
- ☐ Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of or record of the last instrument in the chain of title;
- ☐ Plan of each floor of parking garage, if applicable;
- ☐ Utility plan showing the sizes, composition and location of all existing and proposed underground and overhead utilities such as water, sanitary sewer, gas, electric, and telephone cables, fire protection infrastructure, etc. both within the property and in adjacent streets, where practical;
- ☐ Show all road improvements required in conformance with thoroughfare plan, including any right-of-way dedications, sight triangles (per Sect. 9.1.G and the Village of Pinehurst Engineering Standards and Specifications Manual) and traffic control devices (MUTCD 3B.16);
- ☐ Submit a plan showing the location and specifications for all outdoor lighting with calculations showing compliance with section 9.8.
- ☐ Submit a plan showing the location and design of all landscaping improvements and landscaped areas, include data relative to credits for existing trees and required and supplemental planting;
- ☐ Provide a tree survey showing the location of any buffers and trees therein required under the provisions of this Ordinance and the location of any special environmentally sensitive areas

affecting the property, including a foraging study for the Red-cockaded Woodpecker, wetlands, floodplains, and also showing specimen trees as defined in Section 9.5.1.8.

☐ A lighting plan documenting compliance with Section 9.8.

☐ Trip generation based on ITE Standards and the Village Engineering Standards and Specifications Manual for the proposed uses along with proposed roadways/signal improvements for the development proposal.

☐ Approved street names and property numbers;

☐ A statement on whether the site is in a watershed and, if so, which watershed.

☐ Delineate area and boundary of floodplains, floodways, wetlands, and watershed areas.

☐ ISO calculations based on the approximate square footage of each type of use.

☐ Proposed fire hydrant and fire lane locations.

☐ Documentation from public utility provider concerning ability to serve the proposed development with water and sanitary sewer.

☐ Plan approval signature block on all pages of submittal sheets.

☐ Indicate driveway connections on adjacent properties along and across adjacent rights-of-way.

☐ Site plan drawings shall include all information required in Section 1.03b. Site Plans of the Village of Pinehurst Engineering Standards and Specifications Manual.

☐ All building permit submittal requirements shall be in accordance with the current edition of the North Carolina State Building Code;

☐ Any other information the Village Planner may deem necessary to determine compliance with this Ordinance.

Appendix E of the Pinehurst Development Ordinance – Subdivision Plats

The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including the submittal checklist and fees using the Village's Online Permit Center which may be accessed through the Village of Pinehurst website at vopnc.org. If you have difficulty using this system, please contact Village staff for assistance. Final plats shall be submitted electronically to the Village Planner through the Online Permitting Center for review and to the County of Moore in accordance with recordation requirements of the Register of Deeds.

Subdivision Plat Information

Information to be submitted with applications for major and minor preliminary and final subdivision approval and for subdivision construction plans.

A. General Rules for Mapping and Graphics:

☐ All maps shall be drawn to scale and the scale shall be not less than one inch equals 200 feet. An index plan shall be used where the subdivision is shown on more than one sheet;

☐ Map size shall be electronically formatted to be reproducible at 24"x36", except that final plats shall conform to the dimensional requirements of the Moore County Review Officer and Register of Deeds;

☐ All preliminary and final plats shall be prepared by a registered land surveyor of the State of North Carolina or a licensed Engineer of the State of North Carolina in accordance with North Carolina General Statutes §47-30.

B. Information Required for Major and Minor Preliminary Subdivisions:

☐ Title block containing the name of the subdivision. Include previous names for approved subdivisions (if any), date and revision date(s);

☐ Name and owner of the tract, surveyor, engineer and/or land planner, their addresses, business telephone, and fax numbers, and professional registration numbers (if any);

☐ North arrow and scale;

☐ Zoning of the tract;

☐ Acreage of tract;

☐ Acreage of dedicated open space;

☐ The total number of lots proposed;

☐ Smallest lot;

☐ Total linear feet in streets as measured along the center line;

☐ Setbacks: Provide a table of minimum building setbacks, including:

☐ Front yard setback;

☐ Side yard setbacks;

☐ Any required landscaped or watershed buffers and other required setbacks or buffers;

☐ Rear yard setback;

☐ Corner yard setback;

☐ The location on the property of all existing and proposed property lines, easements, political boundary lines, streets, buildings, water courses, railroads, transmission lines, sewers, bridges, culverts and drain pipes, water mains, and properties of historic or cultural significance;

☐ Buildable area per lot, in square feet and existing built-upon area in lot in square feet and as a percentage of lot

☐ Area to be covered by impervious surface for the project;

☐ Provide on plans, a listing of all approved conditions of the conditional zoning district, if applicable;

☐ Indicate the names of adjoining property owners or subdivisions;

☐ Indicate the zoning and existing land use of all adjoining properties;

☐ Indicate the location of all property lines, setbacks, lot numbers, and lot dimensions in square feet and acres. Indicate the location of the existing property boundaries and the location of intersecting lines of adjoining properties by metes and bounds;

☐ Provide a tree survey showing the location of any buffers and trees therein required under the provisions of this Ordinance and the location of any special environmentally sensitive areas affecting the subdivision, including a foraging study for the Red-Cockaded Woodpecker, wetlands, and floodplains and showing specimen trees as defined in landscape section 9.5.1.8;

☐ Indicate the location of proposed parks, school sites, or other open space, if any. Indicate if the property is private or public. If public, indicate if it is proposed to be dedicated to the Village.

☐ Where required, indicate proposed streets, sidewalks, traffic control devices, street names, rights-of-way, roadway widths and approximate grades. Indicate if the streets are to be public or private. Show typical cross sections. Depict sight triangles per Section 9.1. (G) of the Pinehurst Development Ordinance and the 3.02.a of the Village of Pinehurst Engineering Standards and Specifications Manual. Street names are to be coordinated with 911 to avoid duplication of names;

☐ Provide a grading plan delineating existing ground contours at two (2) foot intervals relative to sea level and proposed contours to be followed as part of the development plan. A full topographic survey and grid of the site is not required;

☐ Submit a sketch vicinity map showing the proposed subdivisions in relationship to surrounding property and streets;

☐ Provide a plan showing the location, general type, and number of plantings required in the perimeter buffer, streetscape, and other required landscaping areas;

☐ Trip generation based on ITE Standards and the Village Engineering Standards and Specifications Manual for the proposed uses along with proposed roadway/signal improvements for the development proposal.

☐ Indicate driveway locations on adjacent properties along and across adjacent rights-of-way. ☐ Any other information the Village Planner may deem reasonable and necessary to determine compliance with this Ordinance.

C. Information Required for Major and Minor Final Plats:

☐ Title block containing subdivision names; vicinity map; legal description including township, county and state; the date of any revisions to the plat; a North arrow and deflection; scale in feet per inch and a bar graph; the name and address of the owner(s); and the name, address, registration number and seal of the engineer and/or surveyor;

☐ Exact boundary lines of tract in heavy line, full dimensions of lengths and bearings, and intersecting boundaries of adjoining lands;

☐ Street names, rights-of-way lines, pavement widths of tract and adjacent streets, and the location and dimensions of all easements;

☐ Accurate descriptions and locations of all monuments, markers, and control points;

☐ Location, purpose, and dimensions of areas to be used for other than residential purposes;

☐ Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angles, radius, central angles, and tangent distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;

☐ Boundaries of floodways and one hundred-year flood plains, wetlands and water supply watershed designation;

☐ Lots numbered consecutively throughout the subdivision;

☐ The names of owners of adjoining properties;

☐ Building setbacks (both on plat and in table format);

☐ Site calculations, including:

- ☐ Total acreage;
- ☐ Total number of lots;

- ☐ Acreage in lots;
- ☐ Acreage in street rights-of-way;
- ☐ Linear feet of each individual street.

D. Submittal of Exempt and Final Plats for Recordation

One (1) paper copy of Exempt and Final Plats shall be submitted for signature by Village staff for recordation.

~~F Certificates to be Shown on Preliminary Subdivision Plats as Appropriate~~

E. Plat Certificates

CLOSED SESSION

ADDITIONAL AGENDA DETAILS:

Council will hold a closed session pursuant to NCGS §143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Council will also operate under a closed session pursuant to NCGS §143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee: or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

ATTACHMENTS:

Description