VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF SEPTEMBER 26, 2023
ASSEMBLY HALL
395 MAGNOLIA RD. PINEHURST, NC 28374
PINEHURST, NORTH CAROLINA
4:30 PM

1. Call to Order.

2. Invocation by Hugh Tudor-Foley and Pledge of Allegiance led by Mayor Pro Tem Pizzella

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
      September 12, 2023 Council Regular Meeting Minutes
      September 12, 2023 Council Work Session Minutes

   End of Consent Agenda.

5. Discuss and Consider Resolution 23-43 Appointing Ms. Carol Henry as the Extraterritorial Jurisdiction (ETJ) Representative for the Planning & Zoning Board and Board of Adjustment

6. Library and Archives Space Analysis and Programming Update and Location Discussion

7. Presentation of Stormwater Management and Master Plan

8. Fees and Charges Schedule Update Harness Track

9. Presentation of the FY 2023 Community Survey Results

10. Other Business.

11. Comments from Attendees.

12. 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:

September 12, 2023 Council Regular Meeting Minutes
September 12, 2023 Council Work Session Minutes

ATTACHMENTS:

Description

- September 12, 2023 Council Regular Meeting Minutes
- September 12, 2023 Council Work Session Minutes

VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF SEPTEMBER 12, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM

The Pinehurst Village Council held a Regular Meeting at 4:29 p.m., Tuesday September 12, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:
Mr. John C. Strickland, Mayor
Mr. Patrick Pizzella, Mayor Pro Tem
Mr. Jeff Morgan, Councilmember
Ms. Lydia Boesch, Councilmember
Mr. Tom Hennie, Councilmember
Mr. Jeff Batton, Assistant Village Manager
Mr. Jason Whitaker, Chief Information Officer
Ms. Shannon Konstantinou, Village Clerk

And approximately 13 attendees, including 6 staff and 1 press.

1. **Call to Order.**
Mayor Strickland called the Village Council meeting to order. Mayor Strickland asked for Council approval to move item #2: Reports to item #3, and to move item #3: Oath of Office for Newly Appointed Councilmember Tom Hennie to item #2. All members unanimously agreed to adjust the agenda order.

2. **Oath of Office for Newly Appointed Councilmember Tom Hennie.**

3. **Reports:**

Village Manager

- Mr. Jeff Batton, Assistant Village Manager, announced the promotion of Ms. Shannon Konstantinou to the role of Village Clerk, and reminded Council to pick up their copies of the Community Survey reports for review.

Village Council

- Mayor Strickland reported on the August 09th, 2023 event installing Dr. Sandy Stewart as the new Sandhills Community College President, the ceremony to be held on Thursday, October 12th, 2023 at 02:00 PM renaming the Council Conference Room of Village Hall in honor of former Mayor and Councilmember Virginia "Ginsey" Fallon, and the ceremony held in Southern Pines memorializing the victims of the attacks and honoring those who served on September 11th, 2001.
- Mayor Pro Tem Pizzella reported on the September meeting of the Beautification Committee, the return of their Chairperson Ms. Janet Farrell, and the Committee's work to prepare for the upcoming holiday season along with helping progress the Downtown Amenity Plan; the September 05th, 2023 Moore County Economic Development Partnership board meeting, which included a guest

presentation from the new President of Sandhills Community College, Dr. Sandy Stewart; and the celebration of life for Ms. Alicia Russ.

- Councilmember Boesch reported on the Pinecones Pathway Program, which will return in fall for one day (Saturday, October 21, 2023) with 10 glass pinecones produced by Starworks being hidden on 10 trails in Moore County to commemorate Great Trails Day in North Carolina (for more information on the event and increased prizes, visit homeofgolf.com); Rock the Village; the railroad spur being installed next to the Cradle and the subsequent burial of the overhead electrical lines; and on former Councilmember Jane Hogeman's obituary in the Sunday, September 10th, 2023 edition of The Pilot.
- Councilmember Morgan reported on the August 23rd, 2023 Central Pines Regional Council (CPRC) meeting and the resolution made by the CPRC honoring former Councilmember Jane Hogeman's life and service.
- Councilmember Hennie stated he is honored to be part of the Village Council and will do his best to serve the community for the time he is able to serve on 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
- August 8, 2023 Council Regular Meeting Minutes
- August 8, 2023 Council Work Session Minutes
- August 8, 2023 Closed Session Minutes
- August 21, 2023 Council Special Meeting Minutes

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

5. Discuss and Consider Resolution 23-42 Appointing Thomas Schroeder as the Chairperson to the Board of Adjustment.
Mr. Cameron, Planning and Inspections Director, discussed the vacant Chairperson position for the Board of Adjustment, and Mr. Schroeder's experience and eligibility for the position.

Mayor Strickland asked Mr. Schroeder to provide background on why he is interested in serving on the Board of Adjustment. Mr. Schroeder detailed his experience with quasi-judicial procedures from his six-year service with the Historic Preservation Commission (HPC) and 12 years as a judge.

Upon a motion by Mayor Pro Tem Pizzella, seconded by Councilmember Morgan, Council unanimously approved Resolution 23-42 Appointment of Thomas Schroeder as the Chairperson to the Board of Adjustment by a vote of 5-0.

6. USGA Presentation.
A presentation regarding Golf House Pinehurst and the 2024 U.S. Open will be given.

Mr. Leighton Schwab, Director of Operations for the USGA, and Janine Driscoll, Director of Communications for the USGA, provided background on their professional experience with the USGA and experience within the community of Pinehurst. Ms. Driscoll thanked the Council for their support of Golf House Pinehurst, congratulated Councilmember Hennie on his appointment, and recognized Councilmember Hogeman's contribution to both the Council and the community.

Ms. Driscoll reviewed a PowerPoint presentation outlining the progress of the development of the Golf House Pinehurst site. Ms. Driscoll stated equipment will start to be moved into the facility late November / early December provided everything goes as planned with the Certificates of Occupancy timeline for the site. Ms. Driscoll further reviewed the items and information that will be on display at the Visitors Center, Museum, and Hall of Fame facilities. Ms. Driscoll stated the inauguration into the Hall of Fame will take place on the opening day of the 2024 U.S. Open. Ms. Driscoll, also, highlighted the initiatives the USGA will be taking to be an engaged member of the Pinehurst community. Ms. Driscoll displayed a timeline of the remaining projects to be completed at the Golf House Pinehurst site with a soft opening of the USGA Experience being planned for May of 2024.

Mr. Schwab reviewed a PowerPoint presentation with an overview of the U.S. Open Championship events, with the main Championship events running from June 10th to June 16th of 2024. Mr. Schwab highlighted the Volunteer, Hospitality, Tickets, and Parking & Transportation numbers and services. Mr. Schwab displayed a timeline of the U.S. Open Championship projects to be completed prior to the 2024 U.S. Open launch in June.

Council thanked Ms. Driscoll and Mr. Schwab for their presentations and verified the location, type, and installation date of the fencing to be installed around the Resort courses for the 2024 U.S. Open.

Ms. Driscoll extended an invitation to Council to tour the facility when the Certificates of Occupancy are issued.

7. Discuss and Consider Updated Statewide Mutual Aid Agreement.

Fire Chief J. Carlton Cole provided a history of and background on the changes to the Statewide Mutual Aid Agreement.

Council and Chief Cole discussed the type of aid and equipment covered by the agreement, the process and procedures during an emergency, and the fact that an agreement has been in place since 2009 but has not been updated until now.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Pizzella, Council unanimously authorized the Village Mayor or the Village Mayor's Designees and all required staff to execute the North Carolina Statewide Mutual Aid Agreement on behalf of the Village of Pinehurst by a vote of 5-0.

8. Q4 Update on the Status of the FY 2023 Strategic Operating Plan.

Mr. Matthew McKirahan, Organizational Performance Director, reviewed a PowerPoint presentation outlining the Q4 updates to the FY 2023 Strategic Operating Plan highlighting the timelines of the Update to the Pinehurst Development Ordinance (PDO), the Retrofit of the Current Athletic Fields with Synthetic Turf, the Expansion and Renovation of Given Library / Tufts Archives, and the OFI (Opportunity for Improvement) Evaluations / Projects.

Council, Mr. McKirahan, and Mr. Willardson, Assistant Village Manger, discussed the PDO update progress and timeline, the front gap in the fencing around the athletic field potentially being closed if issues arise in the future, the resident satisfaction with the quality of the community parks being 99%, and a presentation on the timeline and progress of the Library and Archives project being given at the September 26th, 2023 Council meeting.

Mayor Pro Tem Pizzella verified with Mr. Mike Apke, Public Services Director, that the Stormwater Improvement Implementation project will be coming before Council at the September 26th, 2023 meeting.

Assistant Village Manager Batton provided information on the Village Place streetscape enhancements and

additional information on the stormwater improvements project.

Mayor Strickland recessed the Regular Meeting at 05:52 PM for an 8-minute break.

Mayor Strickland reconvened the Regular Meeting at 06:00 PM.

9. FY 2023 Financial Statements – Q4 Unaudited.
Presentation of the unaudited financial statements as of and for the fiscal year ended June 30, 2023.

Ms. Dana Van Nostrand, Financial Services Director, reviewed a PowerPoint presentation outlining the Unaudited Q4 and FY 2023 Financial Statements highlighting the Budget to Actual Summary, Revenues vs. Expenditures, Revenues, Revenues to Note, Operating Expenditures, Operating Expenditures to Note, Capital Expenditures, Capital Expenditures to Note, Financial Position, Financial Outlook, Cash and Investment Balance, Fair Barn Revenues and Expenditures, Harness Track Revenues and Expenditures, and Library Expansion Capital Project Fund.

Council, Ms. Van Nostrand, and Mr. Batton discussed the year-to-year growth of sales tax, how Pinehurst differs compared to other communities regarding sales tax growth, the number of staff currently on payroll for both the Police and Fire departments, staffing fluctuating throughout the year, the difficulties facing the Village in finding staff for both the Police and Fire departments, what the Internal Services Charges listed were for, the change in the projected FY 2024 fund balance, the percentage of revenue allocated to the fund balance, the size of the fund balance in relation to other communities in the area, the allocation of fund balance funds for current and future capital projects, the fund balance increase for FY 2024 being driven by a decrease in expenditures, ant the projected sales tax growth rate not including increased revenue from future development in the Pinehurst South and Village Place areas now that the moratorium has been lifted.

10. Metropolitan Planning Organization (MPO) Discussion.
Discussion on the MPO name and voting rules.

Mr. Doug Willardson, Assistant Village Manager, provided background information on the proposal to rename the MPO and on the debate over having a weighted vote as one of the MPO voting rules.

Council and Mr. Willardson discussed the proposal to rename the MPO to either SATPO (Sandhills Area Transportation Planning Organization) or SMPO (Sandhills Metropolitan Planning Organization) from SAMPO. It was agreed to propose changing the name to SATPO and, if this option was not favorable to the other municipalities, SMPO.

Council and Mr. Willardson discussed the debate over having a weighted vote as one of the MPO voting rules. One of the alternatives to having a weighted vote is to add an additional voting member for larger municipalities based on population, however this option is mostly used by smaller MPO's with fewer municipality members. It was agreed that a weighted vote based on population was preferrable to Council.

11. Other Business
Mayor Strickland and Ms. Kristin Bunton, Communications Specialist, displayed the flag that Mayor Strickland will present to the Town of Dornoch, Scotland on his upcoming trip overseas. The 100th Anniversary seal of Pinehurst, which is the main design of the flag, is an apt depiction of the "Donald Ross: Birthplace to Workplace" theme of the Co-Operative Liaison of Mutual Benevolence Agreement entered into by the Village of Pinehurst and the Town of Dornoch, Scotland. The flag will be hung inside the Town of Dornoch's chambers.

Mayor Pro Tem Pizzella asked for an update on the project to update Village policies that have become

outdated. Mr. Willardson stated all approximately 30 Village policies were reviewed (approximately a dozen of those policies were updated), all policies are currently up-to-date, and he does not foresee any additional policy updates happening in the near future.

Mayor Pro Tem Pizzella further asked Mr. Willardson and Mr. Batton to research a mailing that has been sent to several residents asking them to oppose Bill H.R. 3557 in Congress.

12. Comments from Attendees.

None.

13. Motion to Adjourn

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Pizzella, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 6:58 p.m.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

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

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

Values: Service, Initiative, Teamwork, and Improvement

VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF SEPTEMBER 12, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM

The Pinehurst Village Council held a Work Session Meeting at 6:58 p.m., Tuesday, September 12, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:
Mr. John C. Strickland, Mayor
Mr. Patrick Pizzella, Mayor Pro Tem
Mr. Jeff Morgan, Councilmember
Ms. Lydia Boesch, Councilmember
Mr. Tom Hennie, Councilmember
Mr. Jeff Batton, Assistant Village Manager
Mr. Jason Whitaker, Chief Information Officer
Ms. Shannon Konstantinou, Village Clerk

And approximately 3 attendees, including 3 staff and 0 press.

1. Call to Order.
Mayor Strickland called the Village Council meeting to order.

2. Other Work Session Business
None.

3. Potential Future Agenda Items
None.

4. Discuss Downtown Paving and Parking Additions
Mr. Mike Apke, Public Services Director, and Mr. Jeff Batton, Assistant Village Manager, provided an update on the Downtown repaving project timeline, reviewed a document outlining options for additional golf cart parking spaces in the Downtown area, and reviewed two plans outlining options for additional car parking or golf cart parking spaces in the area outside the Theatre Building, which will also allow for additional landscaping / hardscaping sections in this area. It was agreed to cluster the additional golf cart parking spaces to one parallel car parking space that currently exists in the area around Cherokee Rd. and Village Green West, and to add car parking spaces (possibly one or two golf cart parking spaces) in the area outside the Theatre Building.

5. Emergency Notification Discussion
Ms. Kristin Bunton, Communications Specialist, and Mr. Doug Willardson, Assistant Village Manager, reviewed a PowerPoint presentation outlining the Evolution of Communication; VOP Communications Platforms; MYVOP; Website; Social Media; U.S. Mail; Constant Contact / Email Blast, Newsletter; Constant Contact Results; CodeRED; How to Sign Up; and IPAWS (Integrated Public

Alert & Warning System) – a Moore County Emergency Management service.

Ms. Bunton highlighted the importance of Constant Contact users signing up for both text and email notifications. Ms. Bunton stated the main means of emergency communication for the Village of Pinehurst is CodeRED, and noted is it important for CodeRED users to save both the emergency and non-emergency CodeRED numbers to their Contacts so the notifications do not come through as a "Potential Scam" call. In addition, Ms. Bunton stated a national test of IPAWS will be done on October 04th, 2023 at 02:20 PM with a backup test date of October 11th, 2023.

Ms. Bunton announced Councilmember Morgan's retirement from his position with the VA hospital.

6. Adjournment.

Upon a motion by Mayor Pro Tem Pizzella, seconded by Councilmember Boesch, Council unanimously approved to adjourn the Work Session at 08:21 p.m., by a vote of 5-0.

Respectfully Submitted,

Shannon Konstantinou
Village Clerk

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DISCUSS AND CONSIDER RESOLUTION 23-43 APPOINTING MS. CAROL HENRY AS THE EXTRATERRITORIAL JURISDICTION (ETJ) REPRESENTATIVE FOR THE PLANNING & ZONING BOARD AND BOARD OF ADJUSTMENT

ADDITIONAL AGENDA DETAILS:

FROM:
Alex Cameron

CC:
Jeff Sanborn

DATE OF MEMO:
9/25/2023

MEMO DETAILS:
Please, see attached materials relating to this item.

ATTACHMENTS:

Description
Resolution 23-43 Appoint ETJ Rep. for P&Z - BOA (Henry)

RESOLUTION #23-43:

A RESOLUTION APPOINTING AN EXTRATERRITORIAL JURISDICTION REPRESENTATIVE FOR THE VILLAGE OF PINEHURST TO THE PLANNING & ZONING BOARD AND BOARD OF ADJUSTMENT.

THAT WHEREAS, the Village of Pinehurst has established a Planning and Zoning Board and a Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statutes 160D-301 and 160D-302; and

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

WHEREAS, the Extraterritorial Jurisdiction Representative seat for the Planning & Zoning Board and Board of Adjustment needs to be filled as the previous Representative's term expired on July 31, 2023; and

WHEREAS, the Village Council of the Village of Pinehurst is desirous of appointing Ms. Carol Henry to fill the vacant seat of Extraterritorial Jurisdiction Representative for the Planning & Zoning Board and the Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statute 160D-307.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 26th day of September, 2023, as follows:

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

> Ms. Carol Henry shall be appointed as Extraterritorial Jurisdiction Representative of the Planning & Zoning Board and the Board of Adjustment, effective September 26, 2023, to serve at the pleasure of the Council until the end of her term on August 31, 2025.

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

THIS RESOLUTION passed and adopted this 26th day of September 2023.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

_____
Shannon Konstantinou, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

LIBRARY AND ARCHIVES SPACE ANALYSIS AND PROGRAMMING UPDATE AND LOCATION DISCUSSION

ADDITIONAL AGENDA DETAILS:

FROM:
Doug Willardson

DATE OF MEMO:
9/21/2023

MEMO DETAILS:
Attached you will find a Given Memorial Library and Tufts Archives Expansion Space Analysis and Programming Update. The report is divided into three major sections. The first section reports on the data collected. This includes an overview of the library as well as the archives. It reviews the existing facility and programs. The second section part A provides an analysis of the library needs and programming. Section two B provides a similar needs and programming analysis but for the archives. The third section part A covers the overall building program and space planning for the library and the part B correspondingly covers the program and space planning for the archives.

Section three provides three site selection options for the new library. All three options are on Magnolia Road near the current campus of Village buildings. Option 1 is directly across from Village Hall to the right of the Police Station when facing the Police Station. Option 2 is further down Magnolia closer to Rattlesnake Trail. It is directly across from the entrance of the Trinity Christian Fellowship church. The third option is directly to the right of the Fire Station when facing the Fire Station. Cost estimates are included for the three options—with options two and three having the same price as they are both single-story library floorplans. The estimate for the single-story floorplan ranges from $5.8 million to $6.5 million. The estimate for option 1 across from Village Hall is $8.9 million to $9.9 million; due to the topography, the site will require two stories and increased costs. On top of this, the estimate for renovating the Tufts Archives building on the Village Green is $2 million to $2.3 million.

As you may recall, the Village has budgeted $5 million for this project (see page 166 of the SOP). $1.4 million has already been set aside in previous fiscal years and an additional $3.6 million is budgeted for FY25. In addition to this, in FY21 the Village set aside $1 million for upgrades to the library as an initial investment as the Village and the Givens Tufts Organization negotiated a transfer agreement. There is approximately $500,000 remaining that staff recommends be transferred into the Library Expansion Capital Fund. Lastly, the Given Tufts Organization has committed to raising funds for the project. This was originally projected to be $1 million; however, I am hesitant to count on a specific number until it has been committed. As you can see there is a significant shortfall between the cost estimate and our current budget. The original budget number was picked several years ago and remained stagnant in our projections despite year-over-year double digit inflation on construction prices. We have learned a lesson and will correspondingly inflate our large construction project budget estimates each year as we develop our five-year plan.

Using the low-end estimates, the cost for the library and renovation of the archives is $7.8 million (this assumes we construct a one-story library). That is $2.3 million more than our $5.5 million currently set aside for construction and renovations. We may be able to reduce the scope of the archives renovation, but it will not significantly solve our deficit. I don’t believe there is any ability to reduce the scope of the library

building. At our last meeting, Financial Services Director, Dana Van Nostrand, showed that FY23 ended with $1.7 million surplus above what was originally projected. These funds can be used to cover the shortfall. Attached is an updated five-year forecast showing this adjustment. I believe the remaining $600,000 can be covered by reducing the scope on the archives building and/or from the potential $1 million fundraising efforts from the Givens Tufts Organization.

ATTACHMENTS:

	Description
🗋	Oakley Collier PPT
🗋	Space Analysis and Programming Update
🗋	Library Options Comparison
🗋	5 Year Forecast

Given Memorial Library & Tufts Archives

Village of Pinehurst

Project Update to Village Council

September 26, 2023

OCA

Given Memorial Library / Tufts Archives

Project Update:

- Created Budget Estimate for Three Site Options
- Created Expansion Options for the Three Site Options

NEW TUFTS ARCHIVES

NEW ARCHIVES PROGRAM

- MINIMUM PROGRAM GSF: 8,460
  - Programming Space
  - Visitor's Center
  - Research Rooms
  - Storage & Work Room/Offices
  - Fully Accessible
- Doesn't interfere with Village Green
- Building Features:
  - Increased Display
  - Maintains Architectural Integrity

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
Tufts Archives				6,470	
Lobby	1	300	300		
Display	1	2,000	2,000		Open Space
Greeter/Docent Desk	1	150	150		
Records Room	1	250	250		Grey Box Storage and Seating
Public Research Room	1	250	250		Seating for 6-8
Staff Research Room	1	250	250		Seating for 6-8
Archives Storage	1	2,000	2,000		Temperature Controlled
Staff Areas:			0		
Break Area	1	100	100		With Sink, Refrigerator, and MW
Staff Toilet	1	60	60		
Offices	2	100	200		
Meeting Room	1	500	500		Eric Nelson Room
Public Computers	3	30	90		
Public Copy Area	1	120	120		
Loose Seating	1	200	200		Scatterd Throughout
Shared Public Common Spaces				320	
Men's Toilet	1	120	120		
Women's Toilet	1	200	200		With Children's Changing Pad
Support Spaces				390	
Utility	1	140	140		
Mechanical	1	90	90		
Storage	1	60	60		
Storage	1	100	100		Lower Level
Total Net SF Required				7,180	
Core Factor				1,280	Circulation, walls, mech, etc…
Total Gross SF Required				8,460	

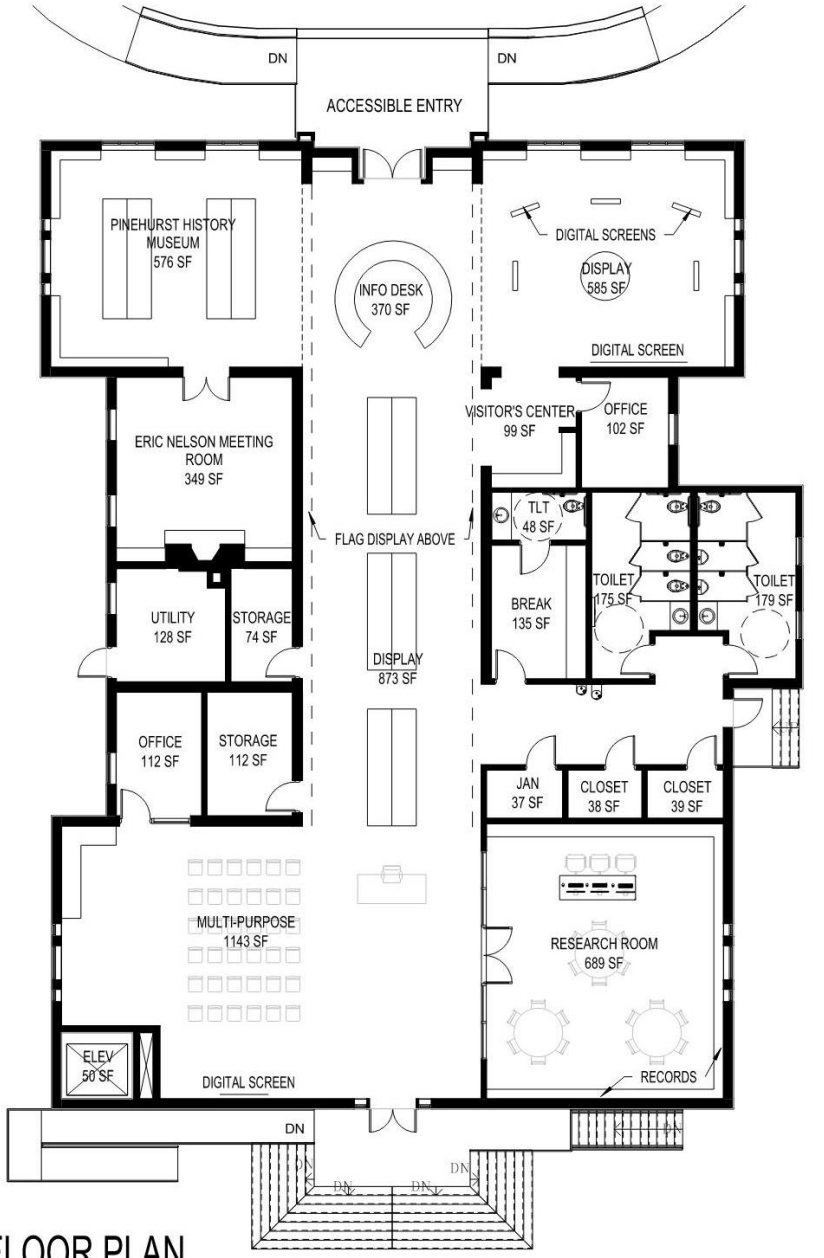
Pinehurst NORTH CAROLINA

OCA

Conceptual Floor Plan

(WITH ADDITIONS)

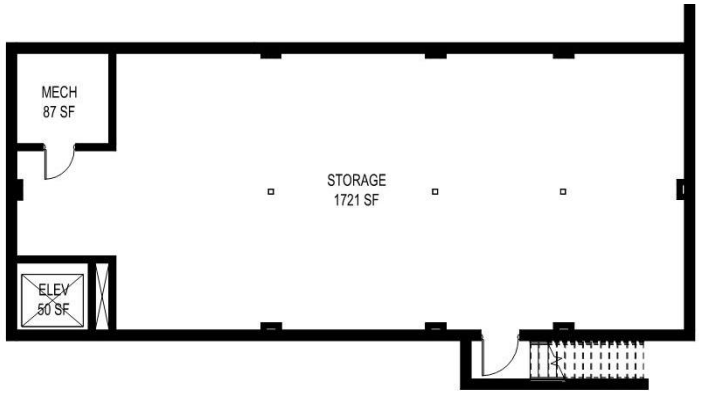
8,860 GSF



FLOOR PLAN

3/32" = 1'-0"

- History Museum & Visitor's Center
- Research Archives
- Exhibit Space
- Retail Space
- Multi-Purpose Space
- Fully Accessible (Entries, Toilets, Elevator)
- Enhanced Connection to Village Green



BASEMENT PLAN

3/32" = 1'-0"

Pinehurst NORTH CAROLINA

OCA

TUFTS BUDGET ESTIMATE

PROJECT BUDGET ESTIMATE SUMMARY
TUFTS Archives Expansion
OCA Project # 22038
8/23/2023

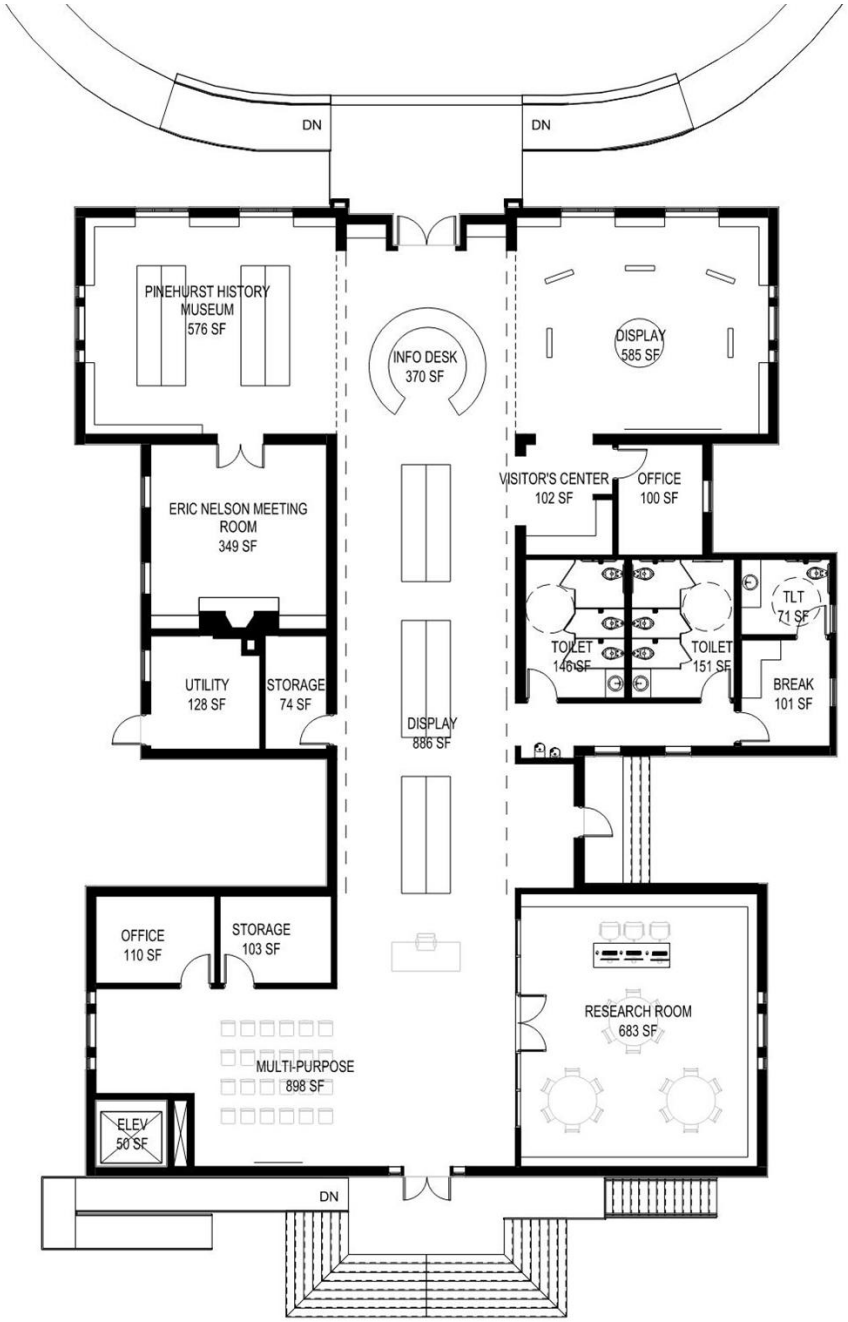
					RANGE OF COST		
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	0.43	Acre	$230,000.00	$98,900.00	$350,000.00	$150,500.00
	Building Construction Cost	8,860	SF	$175.00	$1,550,500.00	$200.00	$1,772,000.00
	SUBTOTAL				***$1,649,400.00***		***$1,922,500.00***
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$164,940.00	Building Cost	$192,250.00
	SUBTOTAL				***$164,940.00***		***$192,250.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$82,470.00	Building Cost	$96,125.00
	SUBTOTAL				***$82,470.00***		***$96,125.00***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$82,470.00	Building Cost	$96,125.00
	SUBTOTAL				***$82,470.00***		***$96,125.00***
	Total				**$2,001,030.00**		**$2,328,750.00**

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant that bids or negotiated prices will not vary from our opinion.

Conceptual Floor Plan

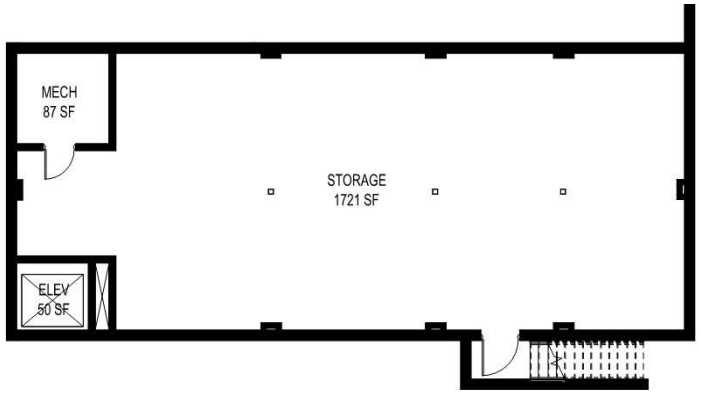
(WITHOUT ADDITIONS)

6,360 GSF



Differences:

- No Additions to Existing Building
- Less SF in Multi-Purpose Room



BASEMENT PLAN

3/32" = 1'-0"

TUFTS BUDGET ESTIMATE

PROJECT BUDGET ESTIMATE SUMMARY
TUFTS Archives Renovations
OCA Project # 22038
9/26/2023

					RANGE OF COST		
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	0.43	Acre	$230,000.00	$98,900.00	$350,000.00	$150,500.00
	Building Construction Cost	8,150	SF	$125.00	$1,018,750.00	$150.00	$1,222,500.00
	SUBTOTAL				***$1,117,650.00***		***$1,373,000.00***
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$111,765.00	Building Cost	$137,300.00
	SUBTOTAL				***$111,765.00***		***$137,300.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$55,882.50	Building Cost	$68,650.00
	SUBTOTAL				***$55,882.50***		***$68,650.00***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$55,882.50	Building Cost	$68,650.00
	SUBTOTAL				***$55,882.50***		***$68,650.00***
	Total				**$1,362,930.00**		**$1,669,350.00**

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant that bids or negotiated prices will not vary from our opinion.

NEW GIVEN MEMORIAL LIBRARY

Pinehurst
NORTH CAROLINA

OCA

NEW LIBRARY PROGRAM

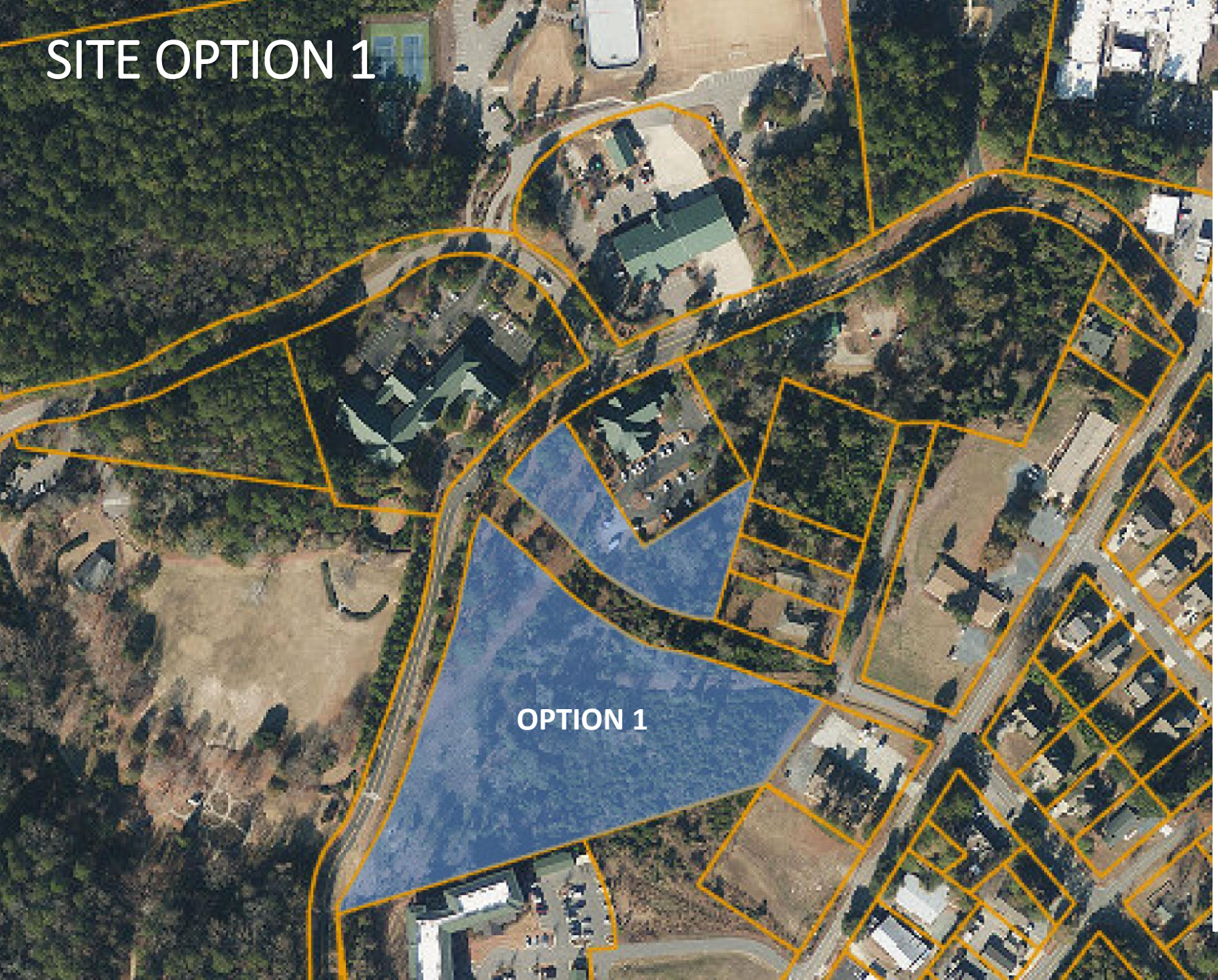
- MINIMUM PROGRAM GSF: 9,038
  - Adult, Children & YA Stacks
  - 36,000 volumes
  - “Living Room”
  - (2) Meeting Spaces
  - (4) Study Rooms
  - Separate Children’s Program Space
  - Storage & Work Room/Offices
  - Fully Accessible
- Independent Parking – on site
- Building Features:
  - Freestanding
  - Convenient to Village Hall
  - Promotes Village Campus

Space		Needs			Subtotal	Notes
		Qty	SF	TOTAL		
Given Memorial Library					6,620	
Lobby		1	300	300		
Check-Out / Circulation		1	150	150		
	Electronic Check-Out	2	50	100		
Offices:						
	Director's Office	1	250	250		Audrey
	Office	1	100	100		
Staff Areas:						
	Work Room	1	150	150		
	Processing/Repair	1	80	80		
	Receiving	1	80	80		
	Break Area	1	100	100		With Sink, Refrigerator, and MW
	Staff Toilet	1	60	60		
Children's Stacks		1	900	900		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
Children's Program		1	--	--		
	Program Storage	1	100	100		
Adult Reading Room		1				Stacks and "Living Room" Space
	Adult Stacks	1	1,030	1,030		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
Young Adult Stacks		1	900	900		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
Meeting Room		2	500	1,000		Seating for 15-20
	Chair/Table Storage	2	100	200		
Small Group Room		4	120	480		4-6 Persons Per Room
Community Closet		1	30	30		Shared/Check-Out Puzzles and other Recreational Items
Loose Seating		1	400	400		Scatterd Throughout
Public Computers		3	30	90		
Public Copy Area		1	120	120		
Visitor's Center		1	100	100		
Shared Public Common Spaces					320	
Men's Toilet		1	120	120		
Women's Toilet		1	200	200		With Children's Changing Pad
Support Spaces					290	
Utility		1	140	140		
Mechanical		1	90	90		
Storage Closet		1	60	60		
Total Net SF Required					7,230	
25% Core Factor			25%		1,808	Circulation, walls, mech, etc…
Total Gross SF Required					9,038	

Pinehurst NORTH CAROLINA

OCA

SITE OPTION 1



MAGNOLIA ROAD – RIGHT
(7.5 ACRES) (2-STORY PLAN)

PROS

- PROPERTY OWNED BY VILLAGE
- VIEWS FROM BUILDING
- CENTRAL OPTION
- SPACE FOR AMPHITHEATER
- RELOCATION OF RIGHT OF WAY/STREET CONNECTION TO AVOID INTERSECTION IN CURVE
- SHARED PARKING WITH ARBORETUM

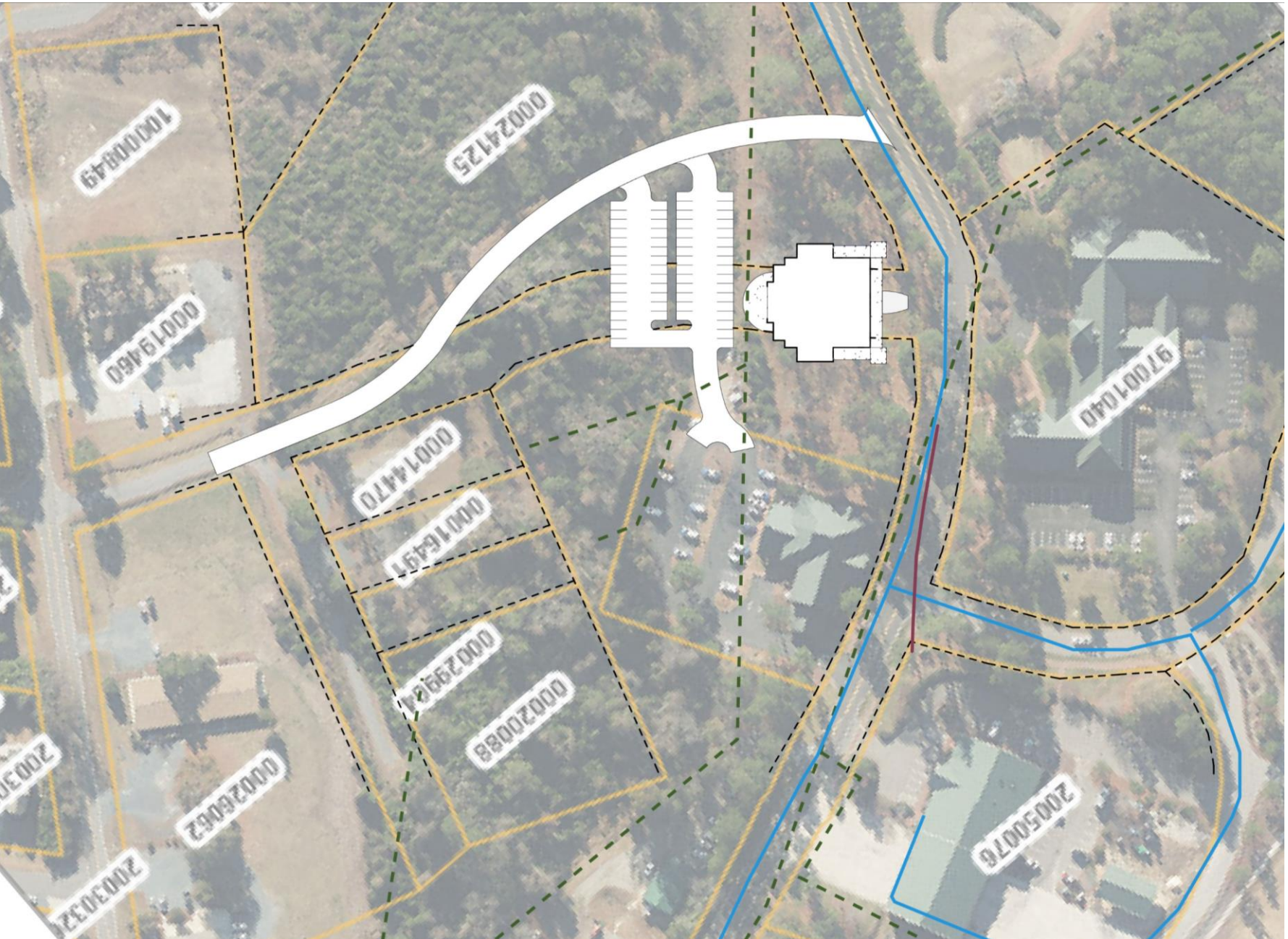
CONS

- LOWER PART OF SITE HAS A CREEK
- STEEP GRADE CHANGE

Pinehurst NORTH CAROLINA

OCA

SITE OPTION 1



MAGNOLIA ROAD – RIGHT
(7.5 ACRES) (2-STORY PLAN)

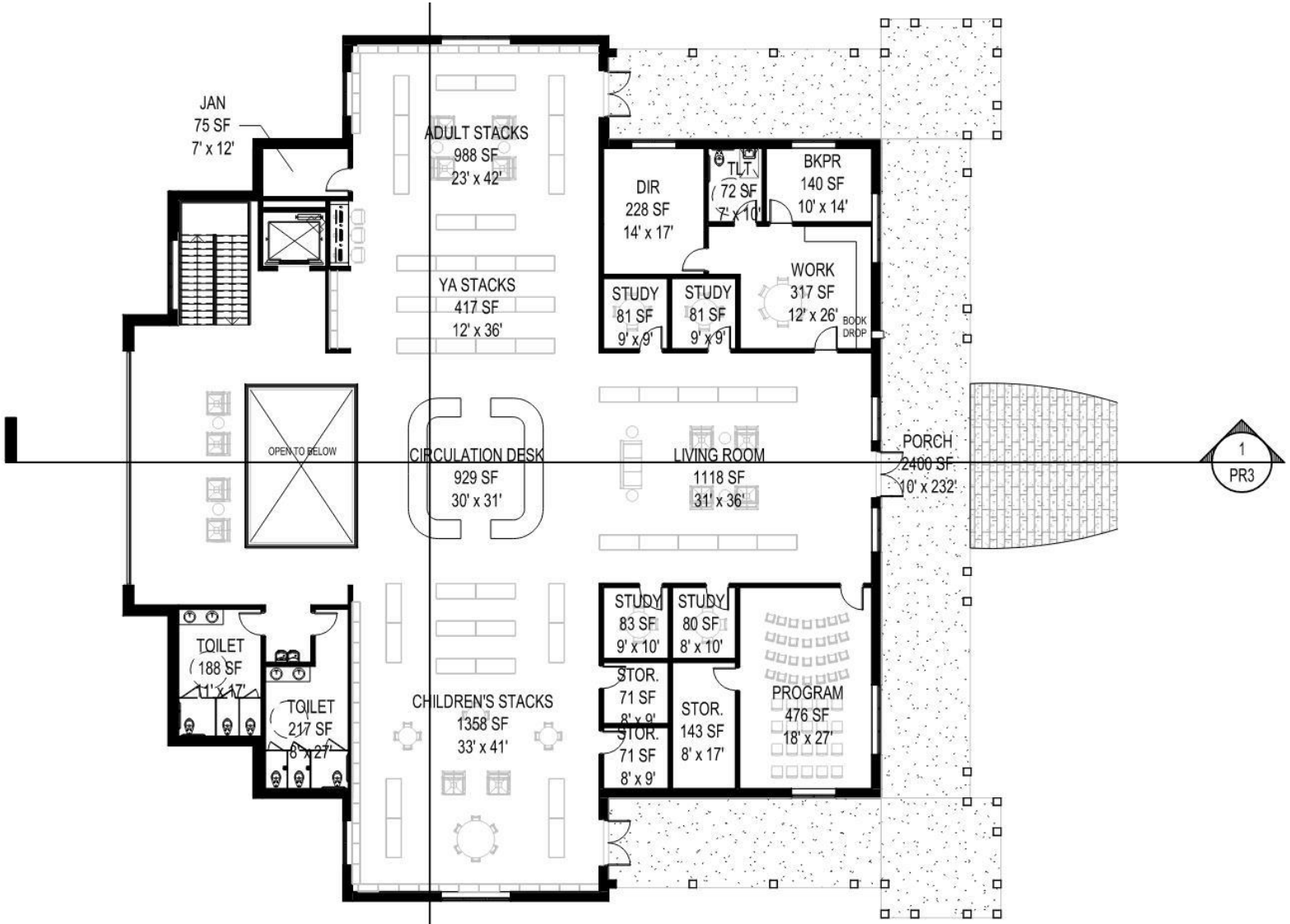
PROS

- PROPERTY OWNED BY VILLAGE
- VIEWS FROM BUILDING
- CENTRAL OPTION
- SPACE FOR AMPHITHEATER
- RELOCATION OF RIGHT OF WAY/STREET CONNECTION TO AVOID INTERSECTION IN CURVE
- SHARED PARKING WITH ARBORETUM

CONS

- LOWER PART OF SITE HAS A CREEK
- STEEP GRADE CHANGE

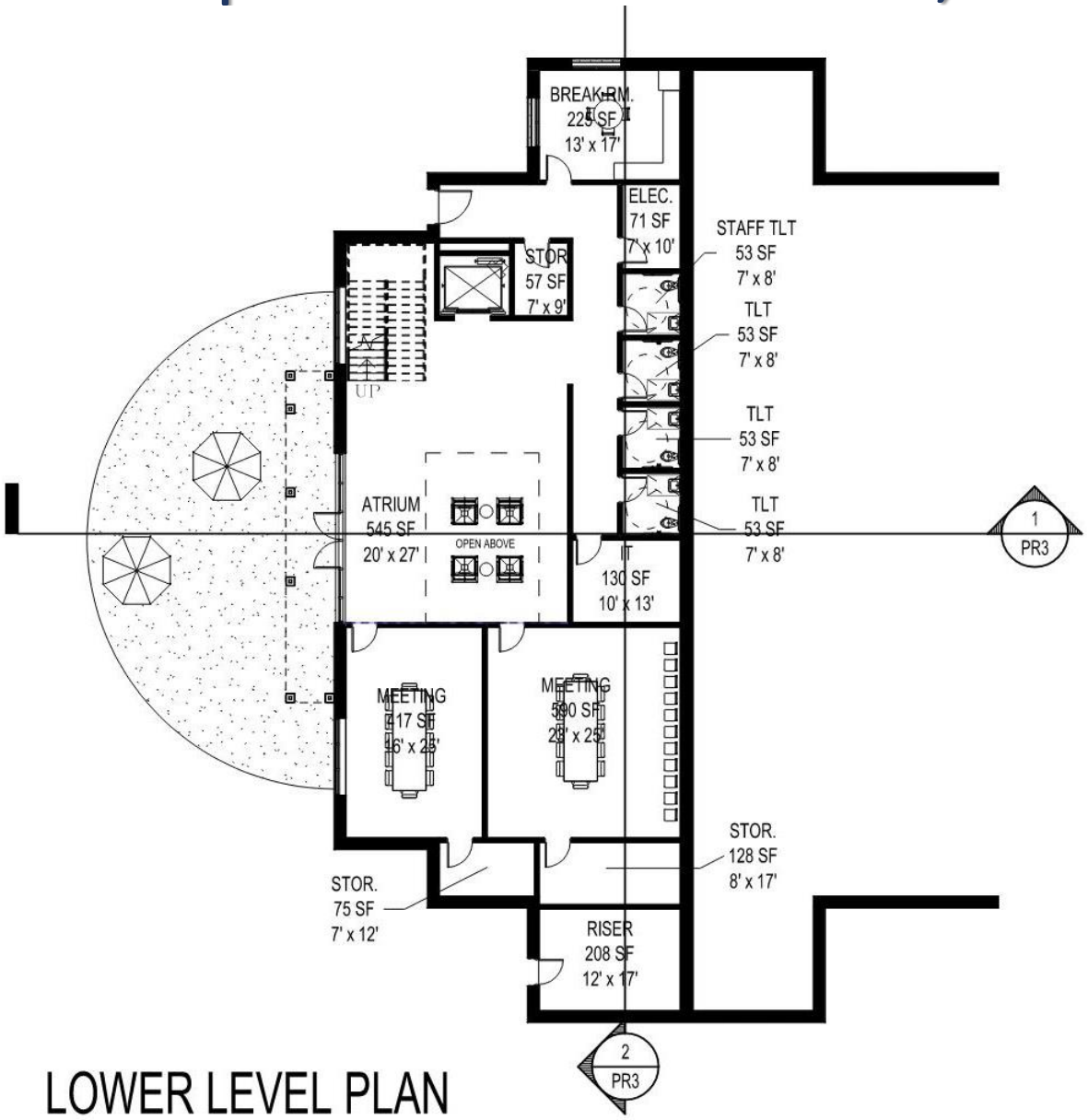
OPTION 1: 2-Story Conceptual Floor Plan 11,850 GSF



FLOOR PLAN

1/16" = 1'-0" 8,150 SF

OPTION 1: 2-Story Conceptual Floor Plan 11,850 GSF

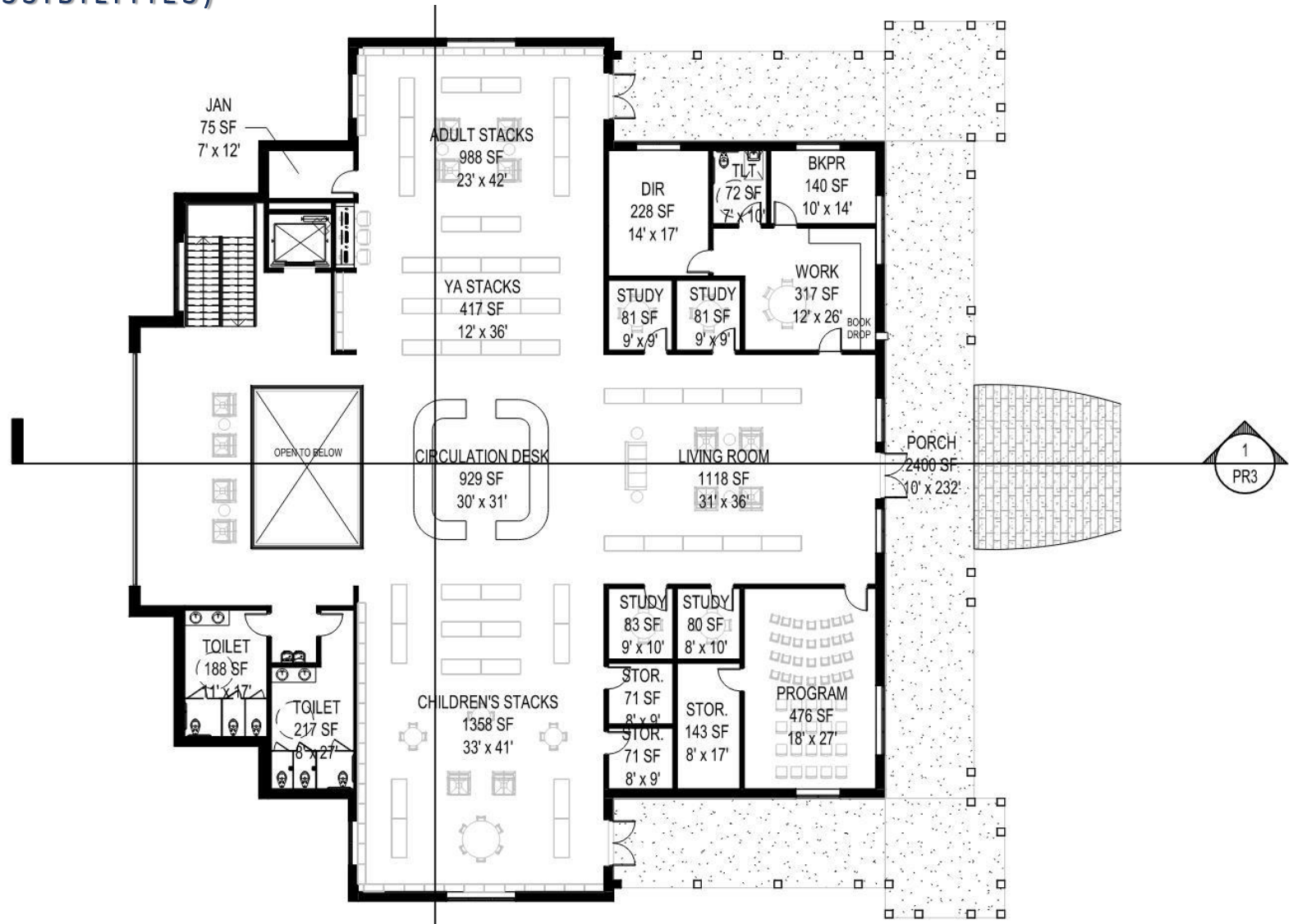


LOWER LEVEL PLAN

1/16" = 1'-0" 3,700 SF

OPTION 1: 2-Story Conceptual Floor Plan 16,300 GSF

(WITH EXPANSION POSSIBILITIES)

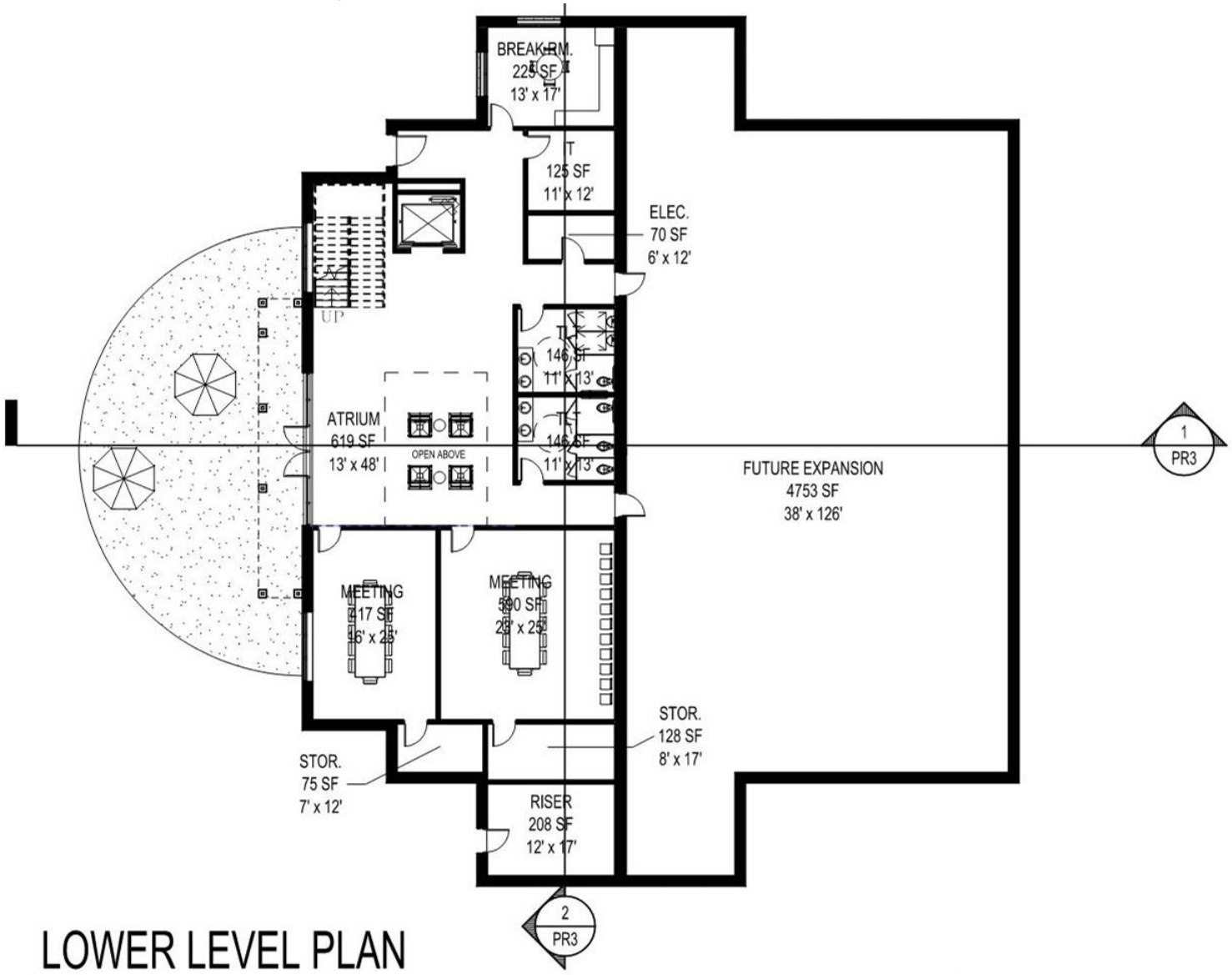


FLOOR PLAN

1/16" = 1'-0" 8,150 SF

OPTION 1: 2-Story Conceptual Floor Plan 16,300 GSF

(WITH EXPANSION POSSIBILITIES)



LOWER LEVEL PLAN

1/16" = 1'-0" 8,150 SF

TUFTS BUDGET ESTIMATE

PROJECT BUDGET ESTIMATE SUMMARY OPTION ONE
Given Memorial Library 2 STORY
OCA Project # 22038
9/26/2023

					RANGE OF COST		
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	2.98	Acre	$400,000.00	$1,192,000.00	$475,000.00	$1,415,500.00
	Building Construction Cost	11,850	SF	$525.00	$6,221,250.00	$575.00	$6,813,750.00
	SUBTOTAL				***$7,413,250.00***		***$8,229,250.00***
	OPTIONAL FUTURE EXPANSION	4753	SF	$100.00	$475,300	$125.00	$594,125.00
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$741,325.00	Building Cost	$822,925.00
	SUBTOTAL				***$741,325.00***		***$822,925.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$370,662.50	Building Cost	$411,462.50
	SUBTOTAL				***$370,662.50***		***$411,462.50***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$370,662.50	Building Cost	$411,462.50
	SUBTOTAL				***$370,662.50***		***$411,462.50***
	Total				**$8,917,650.00**		**$9,896,850.00**

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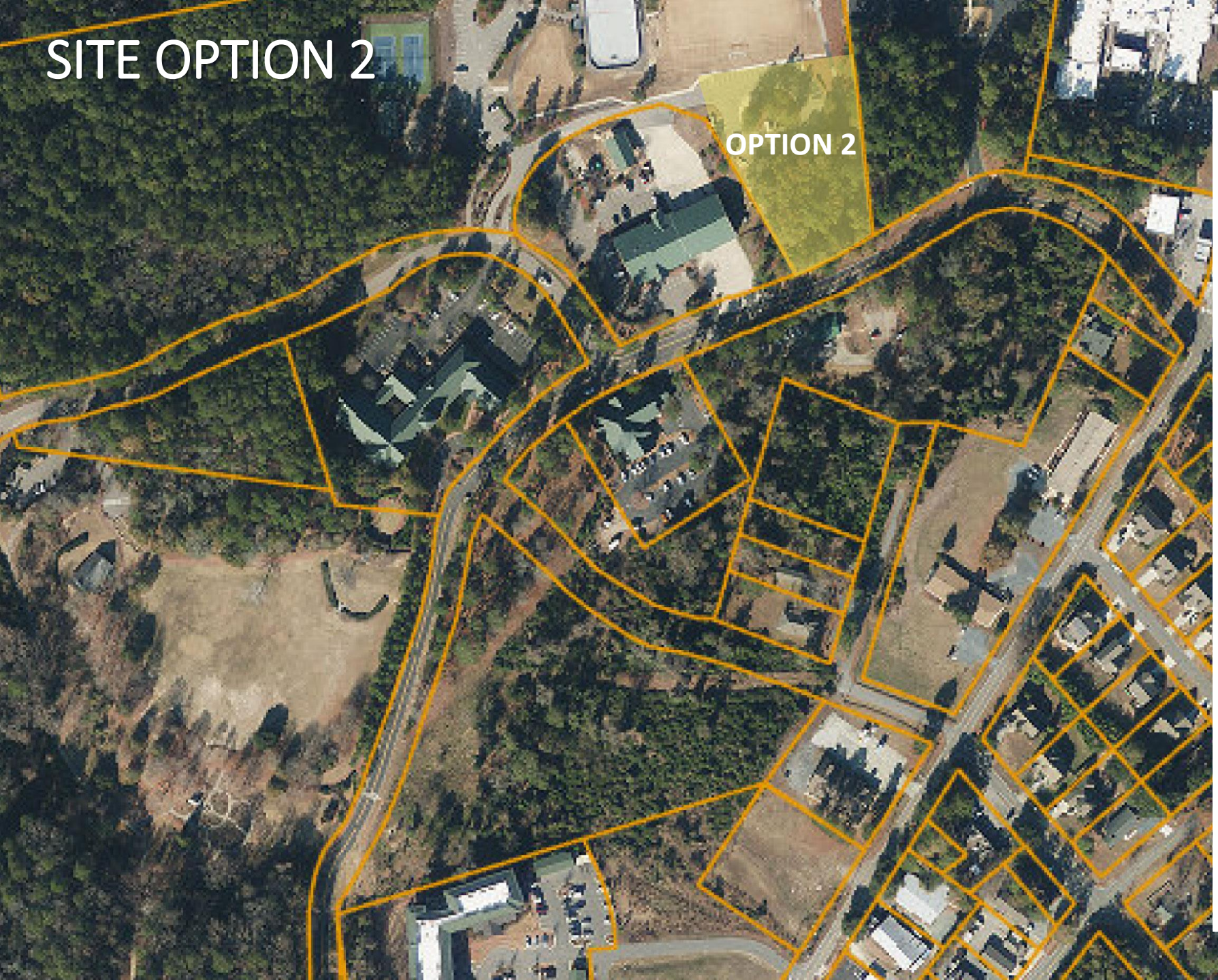
SITE OPTION 2



MAGNOLIA ROAD – FD
(1.9 ACRES) (1-STORY PLAN)

PROS

- PROPERTY OWNED BY VILLAGE
- FLATTEST SITE
- PROXIMITY TO PARK
- EXISTING PARKING

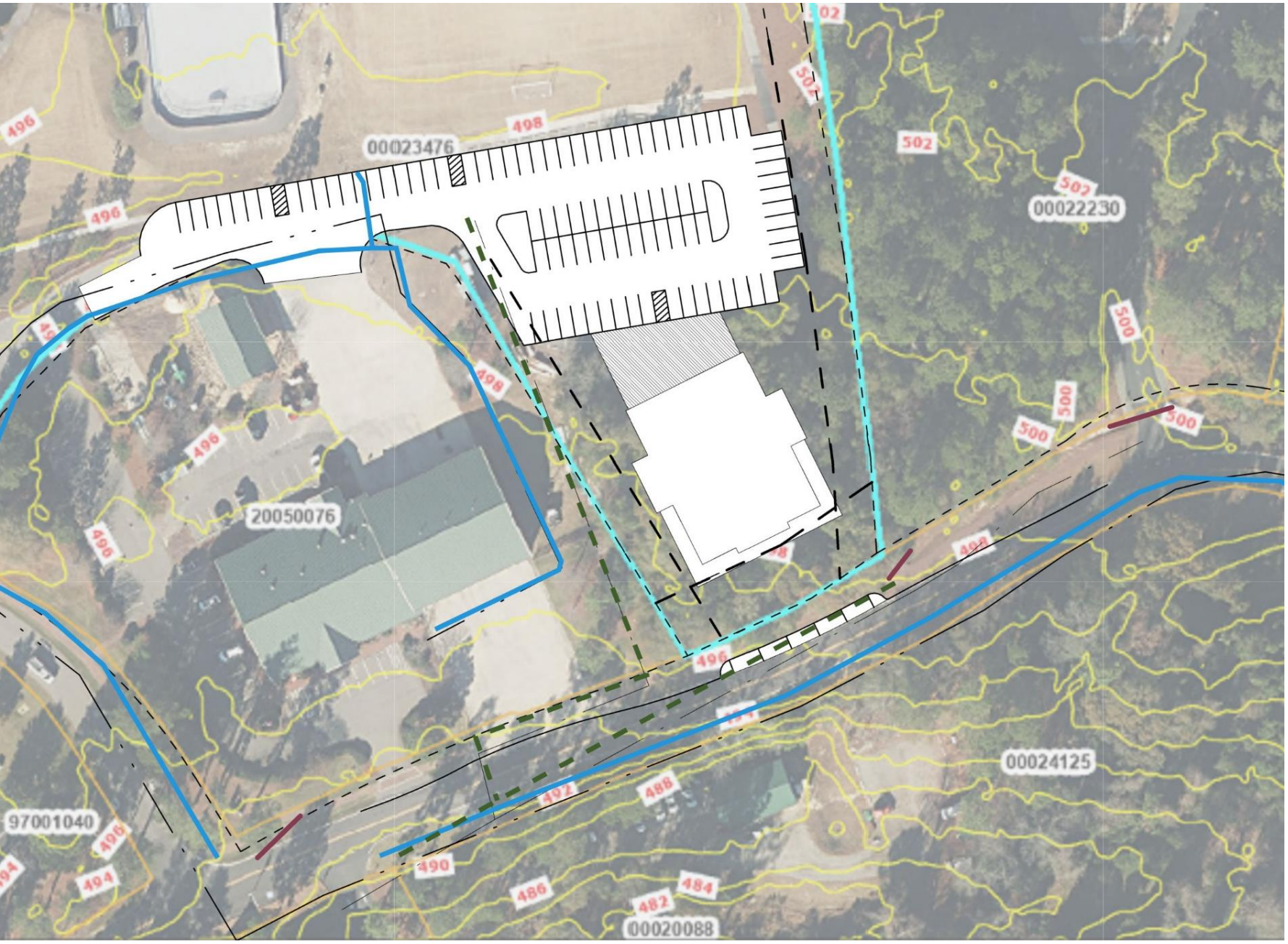
CONS

- RECONFIGURE EXISTING PARKING

Pinehurst NORTH CAROLINA

OCA

SITE OPTION 2



MAGNOLIA ROAD – FD
(3.6 ACRES) (1-STORY PLAN)

PROS

- PROPERTY OWNED BY VILLAGE
- FLATTEST SITE
- PROXIMITY TO PARK
- EXISTING PARKING

CONS

- RECONFIGURE EXISTING PARKING

SITE OPTION 2 (WITH EXPANSION POSSIBILITIES)

MAGNOLIA ROAD – FD
(3.6 ACRES) (1-STORY PLAN)

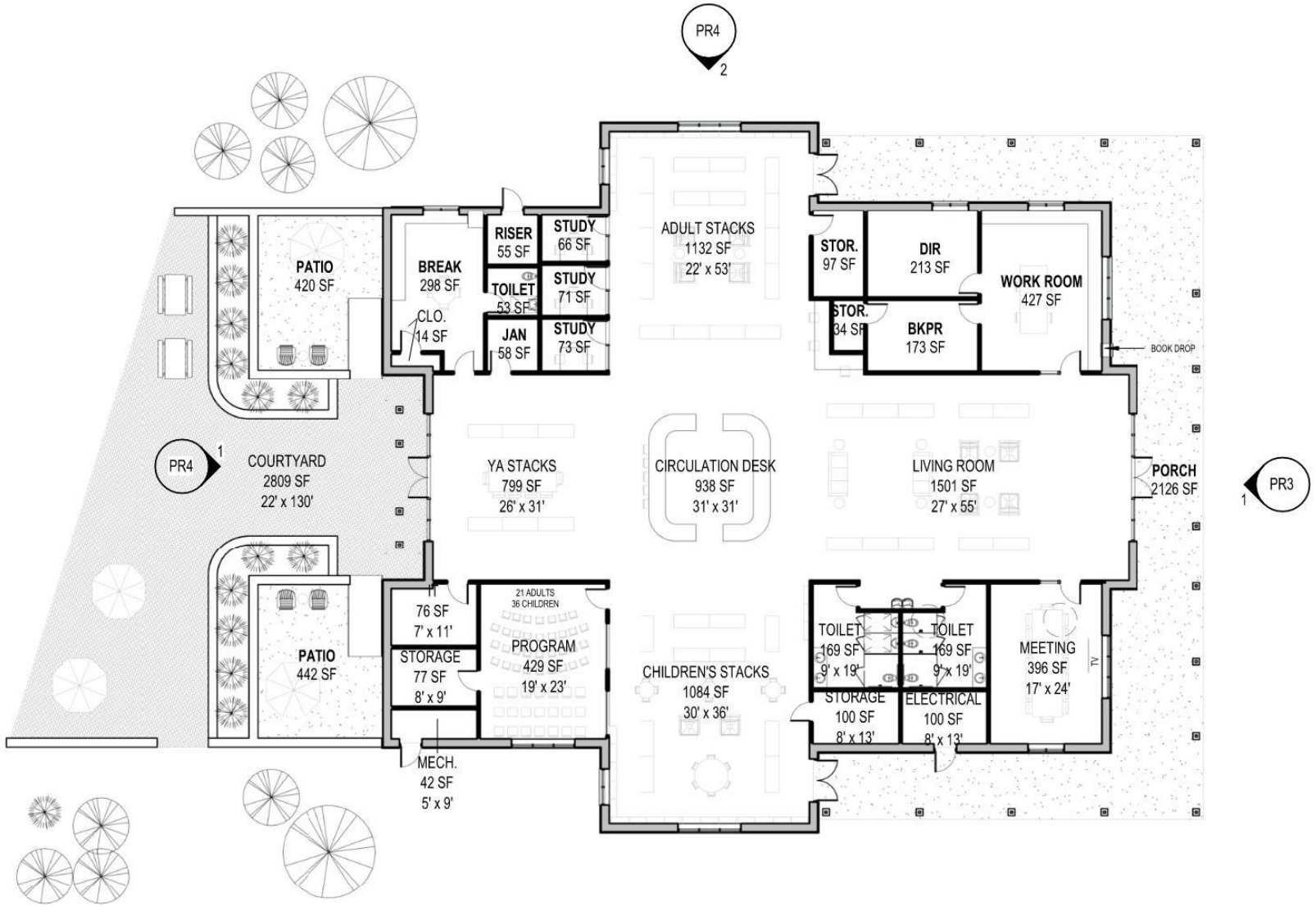
Possibility for 2,000+ SF addition off the back, if necessary for future expansion. This would impact the parking shown in the previous site plan.

This graphic shows the removal of setbacks between the Fire Department and Library to provide a drive with additional parking.

Pinehurst NORTH CAROLINA

OCA

OPTION 2: 1-Story Conceptual Floor Plan 9,250 GSF



TUFTS BUDGET ESTIMATE

PROJECT BUDGET ESTIMATE SUMMARY OPTION TWO
Given Memorial 1 STORY
OCA Project # 22038
9/26/2023

					RANGE OF COST		
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	1.90	Acre	$300,000.00	$570,000.00	$350,000.00	$665,000.00
	Building Construction Cost	9,288	SF	$450.00	$4,179,600.00	$500.00	$4,644,000.00
	SUBTOTAL				***$4,749,600.00***		***$5,309,000.00***
	FUTURE OPTIONAL EXPANSION	2250	SF	$450.00	10122500	$500.00	$1,125,000.00
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$474,960.00	Building Cost	$530,900.00
	SUBTOTAL				***$474,960.00***		***$530,900.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$237,480.00	Building Cost	$265,450.00
	SUBTOTAL				***$237,480.00***		***$265,450.00***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$237,480.00	Building Cost	$265,450.00
	SUBTOTAL				***$237,480.00***		***$265,450.00***
	Total				**$5,721,270.00**		**$6,392,550.00**

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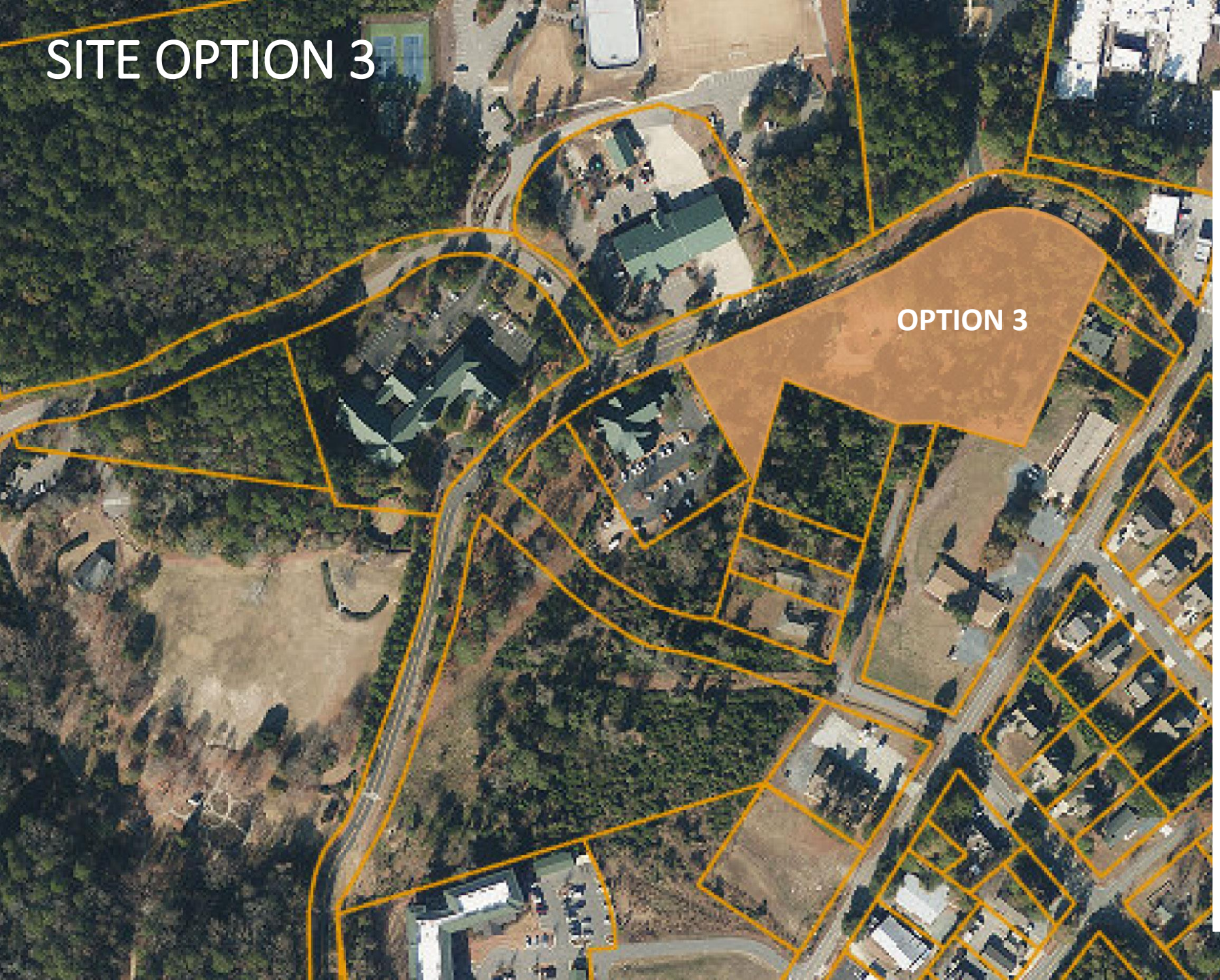
SITE OPTION 3



MAGNOLIA ROAD – LEFT
(2.1 ACRES) (1-STORY PLAN)

PROS

- PROPERTY OWNED BY VILLAGE
- FLATTER SITE
- PROXIMITY TO PARK

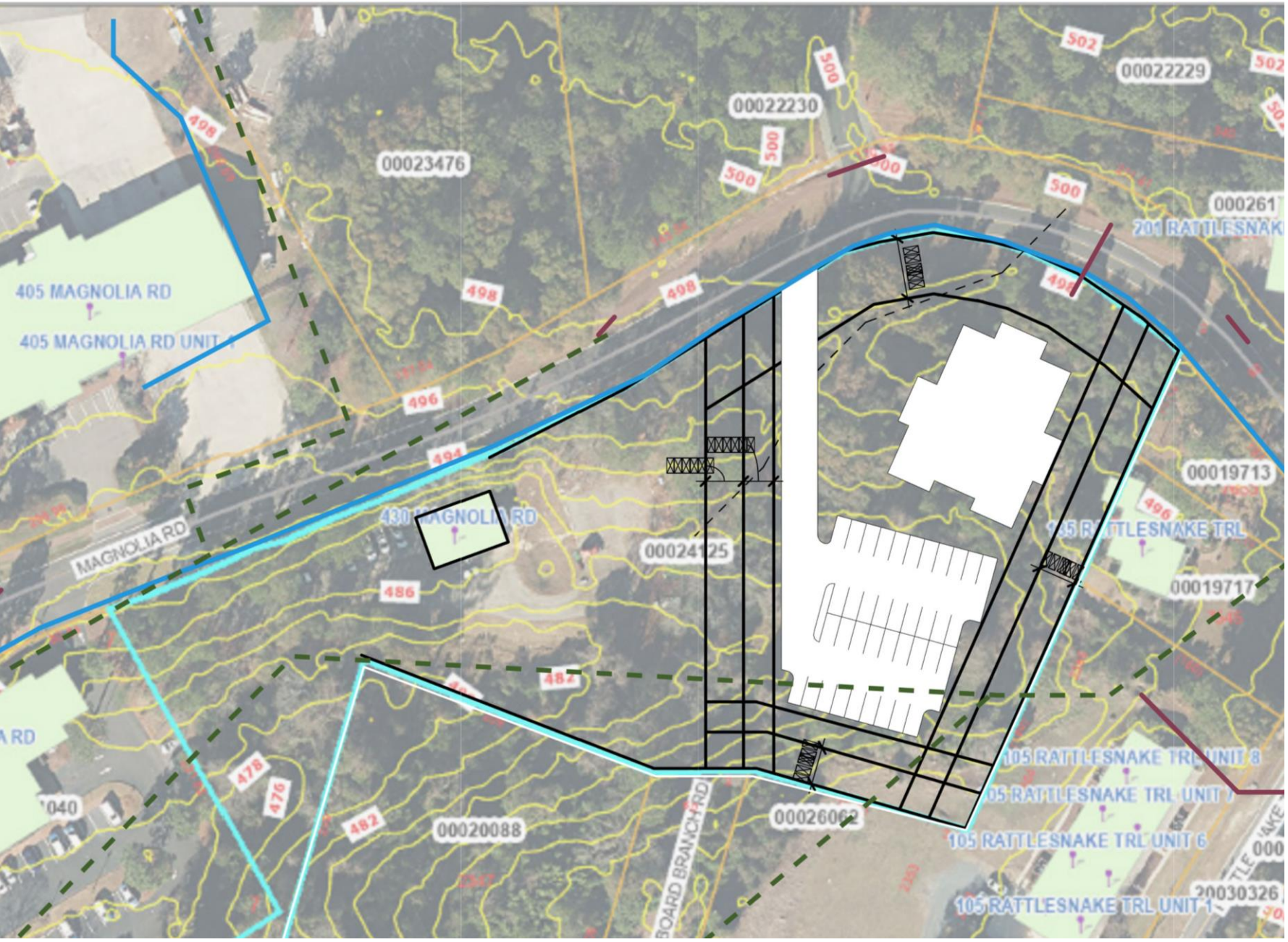
CONS

- EXISTING GARAGE STRUCTURE
- DISTANCE FROM VILLAGE HALL
- SPACE FOR PARKING ON SITE IS LIMITED

Pinehurst NORTH CAROLINA

OCA

SITE OPTION 3



MAGNOLIA ROAD – LEFT
(3.6 ACRES) (1-STORY PLAN)

PROS

- PROPERTY OWNED BY VILLAGE
- FLATTER SITE
- PROXIMITY TO PARK

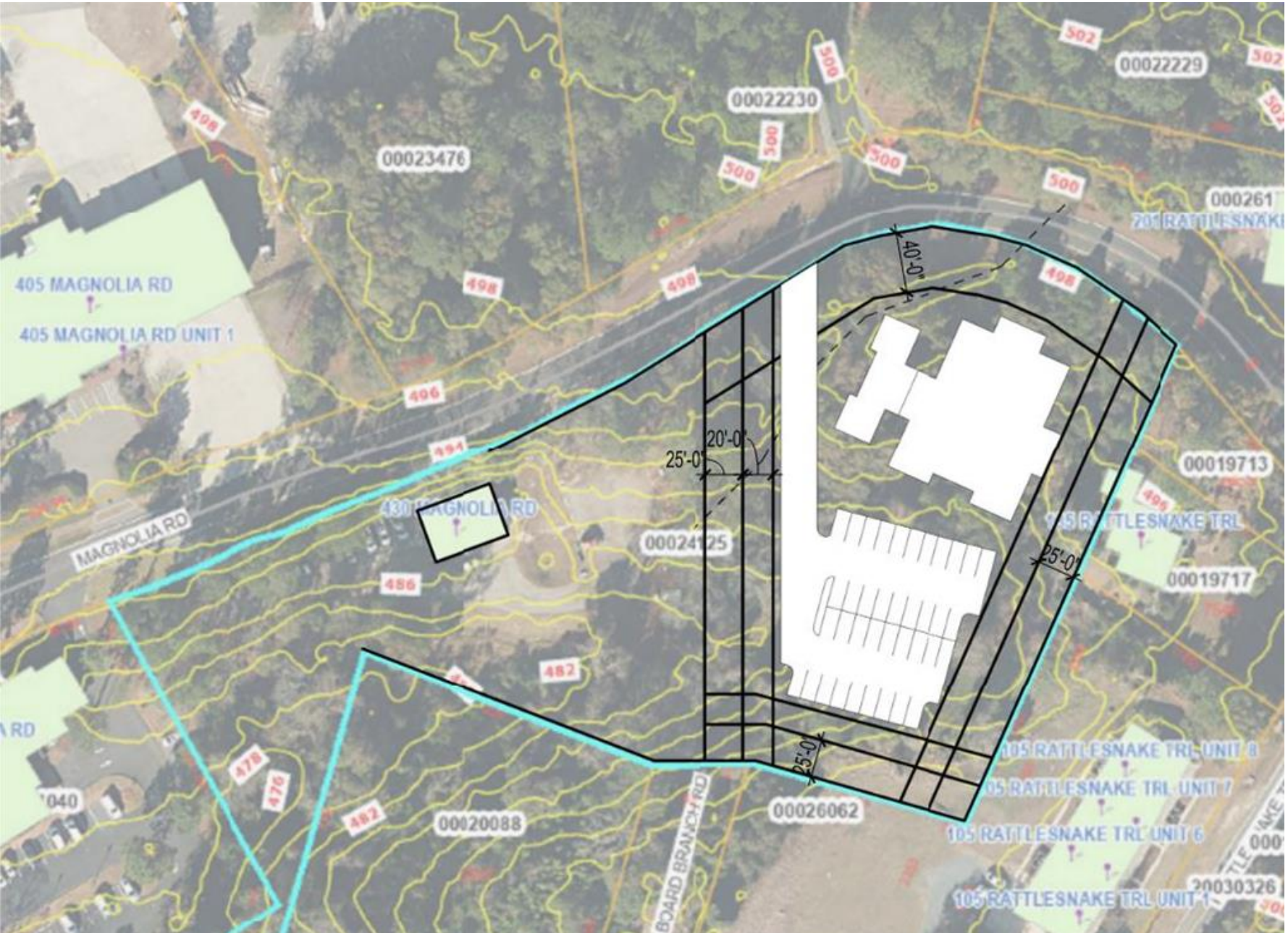
CONS

- EXISTING GARAGE STRUCTURE
- DISTANCE FROM VILLAGE HALL
- SPACE FOR PARKING ON SITE IS LIMITED

Pinehurst NORTH CAROLINA

OCA

SITE OPTION 3 (WITH EXPANSION POSSIBILITIES)



MAGNOLIA ROAD – LEFT
(3.6 ACRES) (1-STORY PLAN)

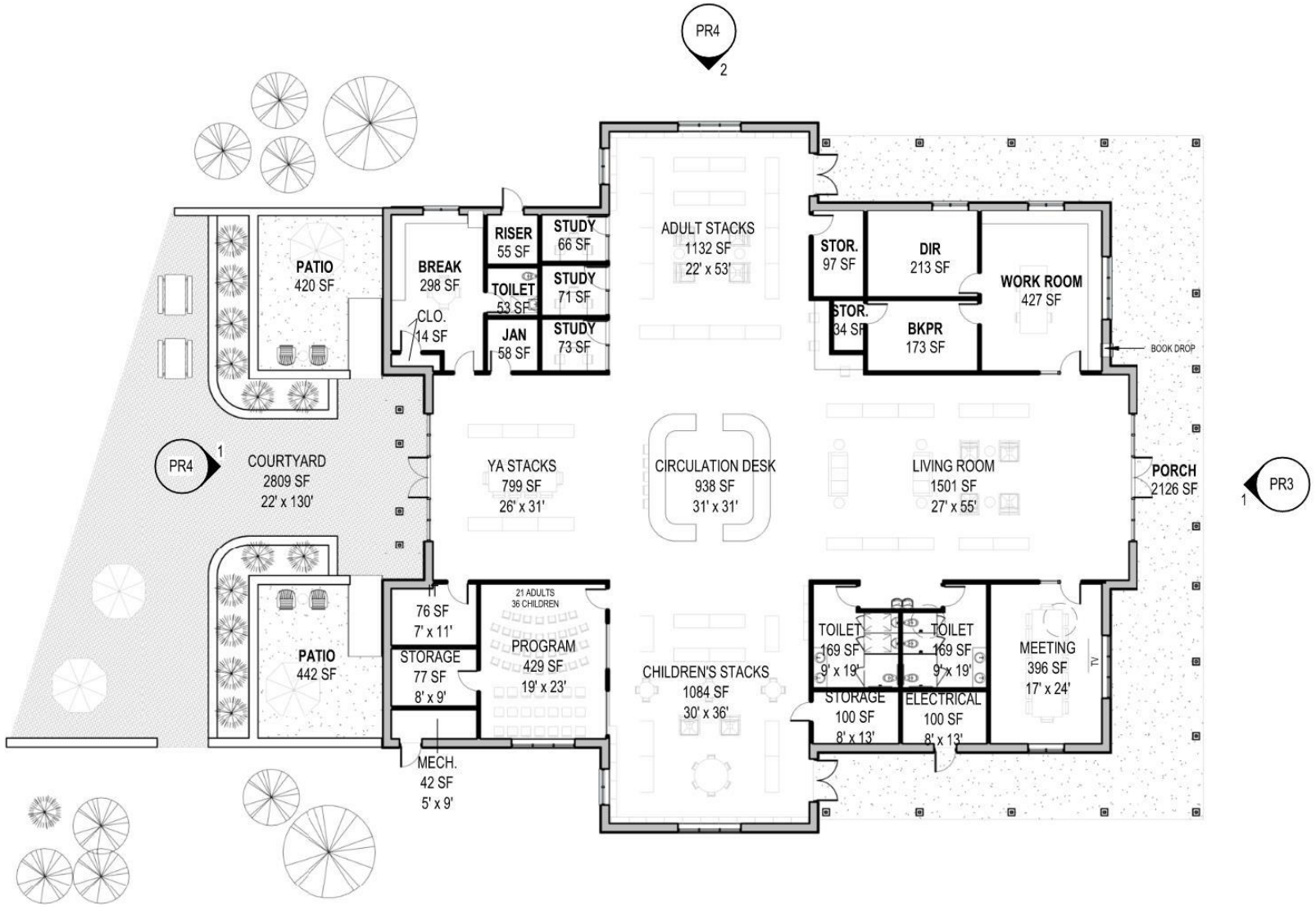
PROS

- PROPERTY OWNED BY VILLAGE
- FLATTER SITE
- PROXIMITY TO PARK

CONS

- EXISTING GARAGE STRUCTURE
- DISTANCE FROM VILLAGE HALL
- SPACE FOR PARKING ON SITE IS LIMITED

OPTION 3: 1-Story Conceptual Floor Plan 9,250 GSF



TUFTS BUDGET ESTIMATE (1-STORY WITH EXPANSION ON SITE 3)

PROJECT BUDGET ESTIMATE SUMMARY OPTION THREE
Given Memorial 1 STORY
OCA Project # 22038
9/26/2023

					RANGE OF COST			
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	2.10	Acre	$300,000.00	$630,000.00	$350,000.00	$735,000.00
	Building Construction Cost	9,288	SF	$450.00	$4,179,600.00	$500.00	$4,644,000.00
	SUBTOTAL				***$4,809,600.00***		***$5,379,000.00***
	FUTURE OPTIONAL EXPANSION	2250	SF	$450.00	10122500	$500.00	$1,125,000.00
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$480,960.00	Building Cost	$537,900.00
	SUBTOTAL				***$480,960.00***		***$537,900.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$240,480.00	Building Cost	$268,950.00
	SUBTOTAL				***$240,480.00***		***$268,950.00***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$240,480.00	Building Cost	$268,950.00
	SUBTOTAL				***$240,480.00***		***$268,950.00***
	Total				**$5,793,270.00**		**$6,476,550.00**

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant that bids or negotiated prices will not vary from our opinion.

1895

VILLAGE OF

PINEHURST

QUESTIONS?

OCA

GIVEN MEMORIAL LIBRARY AND TUFTS ARCHIVES EXPANSION

PRELIMINARY SPACE ANALYSIS AND PROGRAMMING UPDATE

Given Memorial Library and Tufts Archives

DRAFT

OAKLEY COLLIER ARCHITECTS

GIVEN MEMORIAL LIBRARY & TUFTS ARCHIVES EXPANSION
150 Cherokee Road, Pinehurst, NC 28374

September 26th, 2023
OCA Project #22038

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ACKNOWLEDGMENTS

Village of Pinehurst

John C. Strickland, Mayor

Jeff Sanborn - Village of Pinehurst, Village Manager

Jeff Batton - Village of Pinehurst, Assistant Village Manager

Doug Willardson - Village of Pinehurst, Assistant Village Manager

Village Council

Patrick Pizzella, Mayor Pro Tem

Lydia Boesch, Council Member

Jane Hogeman, Council Member

Jeff Morgan, Council Member

Given Tufts Foundation

Stuart Mills, Chair

Richard Keating, President

Judy Davis

User Team

Audrey Moriarty, Given Memorial Library and Tufts Archives

Julia Forsyth, Given Memorial Library and Tufts Archives

Melissa Beilby, Given Memorial Library and Tufts Archives

Laurie Wright, Given Memorial Library and Tufts Archives

Karen Haywood, Given Memorial Library and Tufts Archives

Olivia Haug, Given Memorial Library and Tufts Archives

SECTION ONE: DATA COLLECTION

PURPOSE & OBJECTIVES

Project Purpose

The purpose of this document is to re-evaluate the current and future programming and space needs of the Given Memorial Library and Tufts Archives, in preparation for the planned renovation and addition of the existing Given Memorial Library and Tufts Archives Building.

Section One: **Data Collection**

Included in this section is OCA's outlined approach to the programming study, an existing plan, existing program, and an overview of findings.

Section Two: **Departmental Analysis & Programming**

Included in this section are departmental needs analyses developed in response to OCA's findings, as well as individual departmental programs

Section Three: **Overall Building Space Planning**

Included in this section is an overall building program (based on the compilation of the individual programs). This program is based on the data collected in Section One and the individual needs established in Section Two.

Project Objectives

The objectives of this assessment are to:

1. **Reassess the current program and confirm an inventory of current & future needs.**
2. **Determine current issues with the existing facility.**
3. **Establish a new program to plan an efficient future space for daily operations.**
4. **Utilize approved program to prepare options for renovation / new construction.**

GIVEN AND TUFTS OVERVIEW

Given Memorial Library and Tufts Archives Overview

The Given Memorial Library and Tufts Archives Building serves the population of Pinehurst, surrounding towns, as well as visitors. While being a main cultural building for the Village, the Given Memorial Library and Tufts Archives has provided educational events, youth developmental programming, and a vault of history for the Village.

Current Given Memorial Library and Tufts Archives Building

The Given Memorial Library and Tufts Archives Building is located at 150 Cherokee Road, in the Village of Pinehurst right off of the Village Green. The building was built in 1964 as a gift to the villagers from Sarah Given Larson and with the gift of land on the Green from Richard S. Tufts. Ten years later, the Tufts Archives expansion was complete to the South side of the Given Memorial Library. At the time of its construction, it was adequately sized and organized for the Given Memorial Library and Tufts Archives. In the 59 years since its construction, the Village of Pinehurst has grown significantly and the organizational structure and operations has grown with it. The existing facility does not provide enough space nor allow both the Given Memorial Library and Tufts Archives to operate adequately within its existing building.

EXISTING FACILITY PLAN

EXISTING FACILITY PLAN

EXISTING FACILITY PROGRAM

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
Shared Public Common Spaces				935	
Lobby	1	267	267		
Front Desk	2	83	166		
Men's Toilet	1	78	78		
Women's Toilet	1	57	57		
Tin Whistle Room	1	367	367		Stacks for Library/Additonal Tufts Display and Lobby
Shard Support Spaces				413	
Wrok/Break Room	1	175	175		
Utility	1	128	128		
Mechanical	1	86	86		
Basement Storage Closet	1	24	24		
Given Memorial Library				2,569	
Director's Office	1	242	242		Audrey
Office/Work Room	1	194	194		
Stack Room	1	524	524		
Children's Reading Room	1	575	575		Stacks and Activity Space
Adult Reading Room	1	575	575		Stacks and "Living Room" Space
YA Stacks/Room	1	78	78		Currently being used as a changing room as well.
Meeting Room	1	345	345		Eric Nelson Room
Storage Closets	3	12	36		
Tufts Archives				3,218	
Display and Reasearch Tables	1	1,434	1,434		Combined Open Space
Staff Research Office	1	197	197		Currently in Open Archives Space
Storage	1	1,587	1,587		Lower Level
Total Net SF Required				7,135	
Core				1,325	Circulation, walls, mech, etc…
Total Gross SF Required				8,460	

OVERVIEW OF FINDINGS - SITE

Existing Site Plan

The Given Memorial Library and Tufts Archives is located at 150 Cherokee Road in Pinehurst, NC has a project scope to explore the feasibility of a building renovation or redesign and the impacts on the site layout. This site narrative discusses the existing conditions of the site and indicates potential user and program elements.

Existing Site Conditions

The Village of Pinehurst owns the two parcels that the existing Given Memorial Library and Tufts Archives sit on. At a combined 0.63 acres (PIN 856209062391and PIN 856209062243) the lots are zoned as PC. The adjacent properties are zoned as PC Public Conservation and also owned by The Village of Pinehurst.

The parcel is within the 1973 National Register Historic District which carries special development requirements and restrictions outlined in the Village of Pinehurst Historic District Standards in the V section, Changes to Existing Commercial Structures.

The site is located in the Cape Fear Basin and is within the WS-IIIP Watershed. This limits development to a twenty-four percent built upon area.

OVERVIEW OF FINDINGS - SITE

National Historic Landmark District

The Village of Pinehurst became a National Historic Landmark (NHL) in 1996. The National Park Service monitors the condition of the National Historic Landmark to ensure that they maintain the integrity that they were designated with. In order to maintain the designation on a local level, The Village Council established Pinehurst's Historic Preservation Commission (HPC). The HPC conducts inventory, advises, and regulates the buildings within the Historic District. A Document of Standards was updated in 2021 as the written interpretation of the HPC's rules and regulations.

The Village Green

James Tuft's and Warren Manning's nineteenth-century Pinehurst plan centered an undeveloped oval called the Village Green. The Village green covers approximately 12.25 acres in an oval shape. Originally this oval was covered in grass, pine trees, and concentric roads. Prior to its 1996 NHL designation, two buildings were constructed on the Village Green. The Given Memorial Library was constructed in 1964 and the Village Chapel which was constructed in 1924.

Site Drainage and Management

The site is not located within a floodplain area as shown on FEMA Map Panel 3710856200J effective date 10/16/2006.

SECTION TWO - A: GIVEN DEPARTMENTAL ANALYSIS & PROGRAMMING

Overview of Section (Cont.)

7. Administration 38

- **a. Services Provided**
- **b. Physical Needs**
- **c. Primary Adjacencies**
- **d. Program**

THE MODERN LIBRARY

A Library that Connects and Cultivates Communities

The information below has been gathered through research of current library needs post COVID-19 Pandemic (Appendix B) as well as library user interviews (Appendix A).

Technology

Libraries provide a crucial connection to technology that allows many people to research, connect, and work for many who do not have access to Internet in the home. Resources that are valuable to provide include access to computers, wireless Internet, printers, and scanners.

Flexibility

Post COVID, our communities have had to flex and grow to accommodate the ever changing climate. Creating a library that not only has flexibility to grow for demand in books and research materials, but also to grow with our communities as need for services may change. Ways to accommodate this flexibility would be flexible seating options, indoor and outdoor seating, multipurpose rooms, and reconfigurable shelving to name a few. Flexible spaces allow the public to collaborate and connect create a vibrant community center within the library. Conference rooms can double as maker-spaces and host classes on various topics, on top of traditional meeting structures.

Digital Books

While access to digital materials in a technology driven age are crucial, libraries serve communities of varying socio and economic backgrounds who may or may not have access to technology. The need for access to physical materials is still present but there is an additional element of providing enough infrastructure to accommodate storage of digital materials. The State Library of North Carolina provides standards for facility design that includes "a long-range facility plan that addresses library usage, projected growth, community needs, and technological changes affecting the delivery of collections, programs, and services. The plan is reviewed annually and revised every five years in a process that includes public input." (1)

Social

A shift in focus on communities and social services could include physical and virtual learning opportunities, a safe and comfortable environment for all, and breakout community activities. An open dialogue with the community that the library serves would create an innovate and updated service model that best serves the community over time.

1. "Facilities | SLNC." State Library of North Carolina, 18 Nov. 2021, statelibrary.ncdcr.gov/services-libraries/resources-library-staff/public-library-standards/facilities#Design-1315.

CHILDREN'S AREA

Departmental Services Provided

The most vibrant program within the Given Memorial Library is the children's programming. The Library provides weekly events for young children and their parents to gather as a community. For example, Tuesday's Playful Learning Program brings in around 20 children's with their parents, totaling around 35 patrons on a weekly basis. Other implemented programs for the Children include a Saturday Craft Area once a month.

Established Physical Needs

The following needs were determined during Data Collection:

- **Gathering areas where children can interact without disturbing other patrons**
- **Separate stack area with increased capacity**
- **Storage for seating, event supplies, etc.**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Visual connection for library staff**
- **Connection to Library Living Room**
- **Improved Public Restrooms, including space for changing tables**
- **Front Entrance**
- **Library Lobby**
- **Increased Children's specific stacks area**

YOUNG ADULT AREA

Departmental Services Provided

Currently the Young Adult (YA) area is a YA small stack area within the Given Memorial Library. There is a desire from Library staff to grow the Young Adult program by providing spaces for Middle and High School aged Young Adults. The YA collection within the library has opportunity for growth in order to adequately serve its demographic. The current selection is undeserving he YA population.

Established Physical Needs

The following needs were determined during Data Collection:

- **Quiet study spaces with accessible outlets for technology.**
- **Separate stack area with increased capacity**
- **Complete YA Book Collection**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**
- **Visual connection for library staff**
- **Connection to Library Living Room**
- **Improved Public Restrooms**
- **Computers**

ADULT AREA

Departmental Services Provided

The Adult Programming within the Given Memorial Library has historically been initially a strong interest to library patrons until COVID. With a refocus on programming and appropriately sized program spaces, there will be an increase in library patrons to events. With appropriate spaces, that number is expected to grow.

Established Physical Needs

The following needs were determined during Data Collection:

- **Flexible Meeting Space, appropriately sized, to accommodate multiple group sizes / used several times/week / can be centrally located**
- **Library Living Room, a space of small seating areas, puzzle tables, a space for gathering**
- **Storage for puzzles and newspapers**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Proximity to Adult Stacks**
- **Library Living Room**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**
- **Improved Public Restrooms**

PROGRAMMING SPACES

Departmental Services Provided

The program spaces within the Given Memorial Library and the Tufts Archives building are used for cultural and educational events. Some types of programs currently held are; Playful Learning time, story time, educational presentations, and book clubs. Events occur on both a regular schedule and also special events. Current programming can see attendance upwards of twenty people per event.

Established Physical Needs

The following needs were determined during Data Collection:

- **Storage for tables and chairs**
- **Open space for many to gather**
- **Private Meeting Spaces for smaller gatherings/groups**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Staffing**
- **Front Entrance**
- **Library Lobby**
- **Improved Public Restrooms**

MEETING SPACES

Departmental Services Provided

Meeting Spaces and Study Rooms within the Given Memorial Library and Tufts Archives building are a vital part to community integration. Common uses for meeting spaces discussed in user group meetings were book studies, and attorney meetings.

Established Physical Needs

The following needs were determined during Data Collection:

- **Flexible Meeting Space, appropriately sized, to accommodate multiple group sizes / used several times/week / can be centrally located**
- **Multiple spaces available for reservations**
- **Spaces that are able to be closed off but also maintain visual connection for staff**
- **Study space with accessible outlets and modern technology (ie, presentation walls, project capabilities, etc.)**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Separation from larger gathering areas**
- **Front Entrance**
- **Additional meeting rooms to meet current and future needs**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**
- **Improved Public Restrooms**

ADMINISTRATION

Departmental Services Provided

Given Memorial Library staff oversee the day-to-day functions of the library as well as community engagement and programming. Staff are responsible for processing new books, inventory, re-shelving, re-shelving books, checking in and out, logging books into inventory system, ordering books, and managing E-book.

Established Physical Needs

The following needs were determined during Data Collection:

- **Flexible Meeting Space, appropriately sized, to accommodate multiple group sizes / used several times/week / can be centrally located**
- **Additional Office Space to meet current and future needs**
- **Additional Work Room to meet current and future needs for book processing**
- **Storage for staff personal items**
- **Storage for book processing**
- **Staff Break Room**
- **Staff Restrooms**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Front Entrance**
- **Additional Office Space to meet current and future needs**
- **Front Desk Visual Connection**
- **Deliveries Intake Area**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**

SECTION TWO - B: TUFTS DEPARTMENTAL ANALYSIS & PROGRAMMING

TUFTS ARCHIVES

Departmental Services Provided

Tufts Archives is constantly processing existing Archives as well as taking in new inventory. Tufts Archives serves as a vault of information for the Village of Pinehurst and displays Pinehurst and Donald Ross's Course History. Not only a resource for the community, but the Archives also serve as a research base for Architects and Landscape Architects researching Donald Ross's work.

Established Physical Needs

The following needs were determined during Data Collection:

- **Secure Archives Storage**
- **Archives Lobby**
- **Additional Office Space to meet current and future needs**
- **Storage for general office supplies**
- **Increased quality and quantity of display cases**
- **Flag Display**
- **Additional Work Room for staff to be able to work on special projects and process material, private and quiet**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Archives Entrance**
- **Additional Office Space to meet current and future needs**
- **Improved Public Restrooms**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**

PINEHURST HISTORY MUSEUM

Departmental Services Provided

The collection of Pinehurst History artifacts are currently mixed within the Tufts Archives Display.

Established Physical Needs

The following needs were determined during Data Collection:

- **Separation of Pinehurst History artifacts from Golf History and the Donald Ross Collection**
- **Increased quality and quantity of display cases**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Proximity to Lobby**
- **Visitor's Center**
- **Improved Public Restrooms**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**

VISITORS CENTER

Departmental Services Provided

The current George P. Lane Welcome Center is located in the Theatre Building. Inside is seating, information on the Village and surrounding areas as well as merchandise.

Established Physical Needs

The following needs were requested during Data Collection:

- **Relocation into the Pinehurst History Museum and Tufts Archives**
- **Merchandise Display**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Proximity to Lobby**
- **Lockable Storage**
- **Sight Lines for Staff**

ADMINISTRATION

Departmental Services Provided

The role of Archives staff is to support the needs of the Archives and museum related to the key resources (Facilities, Program Experience, Digital Infrastructure, Collections, Staff Engagement, Archives Storage and Museum Display) and to oversee decision-making.

Established Physical Needs

The following needs were determined during Data Collection:

- **Additional Office Space to meet current and future needs**
- **Additional Research Room to meet current and future needs**
- **Storage for staff personal items**
- **Storage for Facilities & Operations: surplus furniture, specialty cleaning supplies, etc.**
- **Staff Break Room**
- **Staff Restrooms**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Front Entrance**
- **Additional Office Space to meet current and future needs**
- **Both Entrances Visual Connection**
- **Deliveries Intake Area**

SECTION THREE - A: GIVEN OVERALL BUILDING PROGRAM & SPACE PLANNING

GIVEN LIBRARY NEW PROGRAM

Based on individual user group meetings and facility walk-through, the following program summary was developed to meet the current needs for the facility.

Space		Needs			Subtotal	Notes
		Qty	SF	TOTAL		
Given Memorial Library					6,620	
Lobby		1	300	300		
Check-Out / Circulation		1	150	150		
	Electronic Check-Out	2	50	100		
Offices:						
	Director's Office	1	250	250		Audrey
	Office	1	100	100		
Staff Areas:						
	Work Room	1	150	150		
	Processing/Repair	1	80	80		
	Receiving	1	80	80		
	Break Area	1	100	100		With Sink, Refrigerator, and MW
	Staff Toilet	1	60	60		
Children's Stacks		1	900	900		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
Children's Program		1	--	--		
	Program Storage	1	100	100		
Adult Reading Room		1				Stacks and "Living Room" Space
	Adult Stacks	1	1,030	1,030		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
Young Adult Stacks		1	900	900		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
Meeting Room		2	500	1,000		Seating for 15-20
	Chair/Table Storage	2	100	200		
Small Group Room		4	120	480		4-6 Persons Per Room
Community Closet		1	30	30		Shared/Check-Out Puzzles and other Recreational Items
Loose Seating		1	400	400		Scattered Throughout
Public Computers		3	30	90		
Public Copy Area		1	120	120		

PROPOSED LIBRARY PLAN

PRELIMINARY SITE SCOPE

The following Preliminary Scopes were developed in response to the findings during the Data Collection phase:

Preliminary Site Scope

- **Identify and create entrance for back of house, donations, deliveries, etc.**
- **Improve signage and way-finding for site and parking**
- **Improve entrances to become ADA accessible**

SITE SELECTION

The following Site Options were prepared by Oakley Collier Architects as a schematic exploration of three parcels for the new Given Memorial Library. These three schemes were designed around the updated program, established needs, and developed in collaboration with the users of the building, the Village of Pinehurst, Tufts Given Tufts Foundation, and the architectural project team.

The schematic project options are as follows:

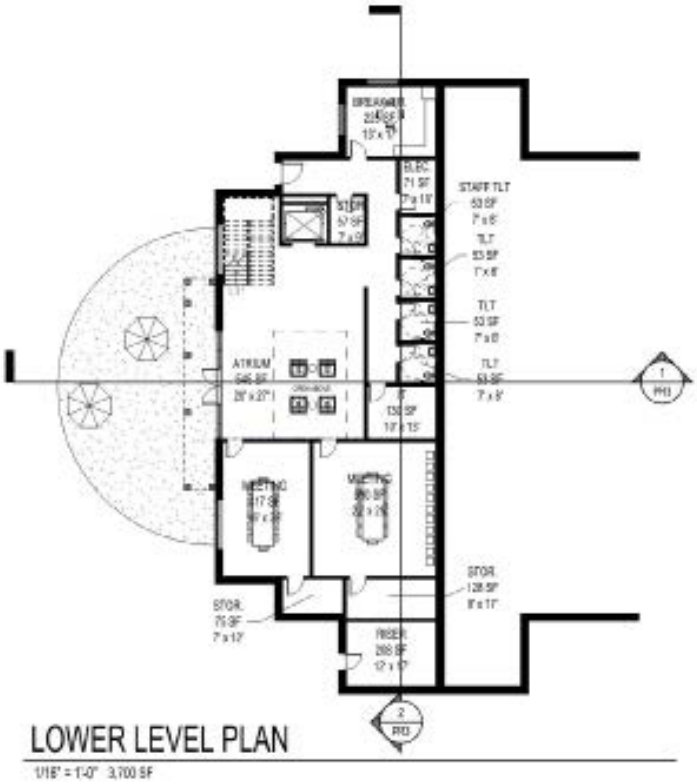
Option 1 - Parcel across from Village Hall, Magnolia Rd.

Option 2 - Parcel at the end of Magnolia Rd. by Rattlesnake Trail

Option 3 - Parcel beside Pinehurst Fire Department, Magnolia Rd.

SITE SELECTION

OPTION 1: FLOOR PLAN



SITE SELECTION

OPTION 1: FLOOR PLAN - WITH FUTURE EXPANSION

SITE SELECTION

OPTION 2

The third option explores the feasibility of a new Library building beside the Pinehurst Fire Department at 405 Magnolia Road.

In order to achieve the site functionality and organizational needs for the Given Memorial Library, Option 2 is a single story floor plan with parking in the rear that is shared with Rassie Wicker Park.

Features of Option 2 Include:

- One Story Floor Plan
- 94 Parking Spaces
- Reconfigured Parking Lot

Benefits of Option 2 include:

- Connectivity to Rassie Wicker Park
- Shared Meeting Spaces with Village Hall
- Increased parking space count, shared with Rassie Wicker Park
- Minimal Site Work

Drawbacks of Option 2 include:

- Side connectivity off of Rassie Whicker vs Magnolia Road

SITE SELECTION

OPTION 2: SITE PLAN - WITH EXPANSION

PROPOSED SITE PLAN
OPTION 2 - WITH EXPANSION OF 2,250 SF NTS

SITE SELECTION

OPTION 3

The second option explores the feasibility of a new Library building beside the Public Works Building at 430 Magnolia Road.

In order to achieve the site functionality and organizational needs for the Given Memorial Library, Option 3 would require buffers between residential houses on Rattlesnake Trail and the Public Works Building that flank the site. Screening is required along side and rear lot lines that abut with residentially zoned property. Options for screening include a 6' wall or fence, a row of evergreens, or existing vegetation of 20' width.

Features of Option 3 Include:

- One Story Floor Plan
- Outdoor Seating
- 38 Parking Spaces

Benefits of Option 3 include:

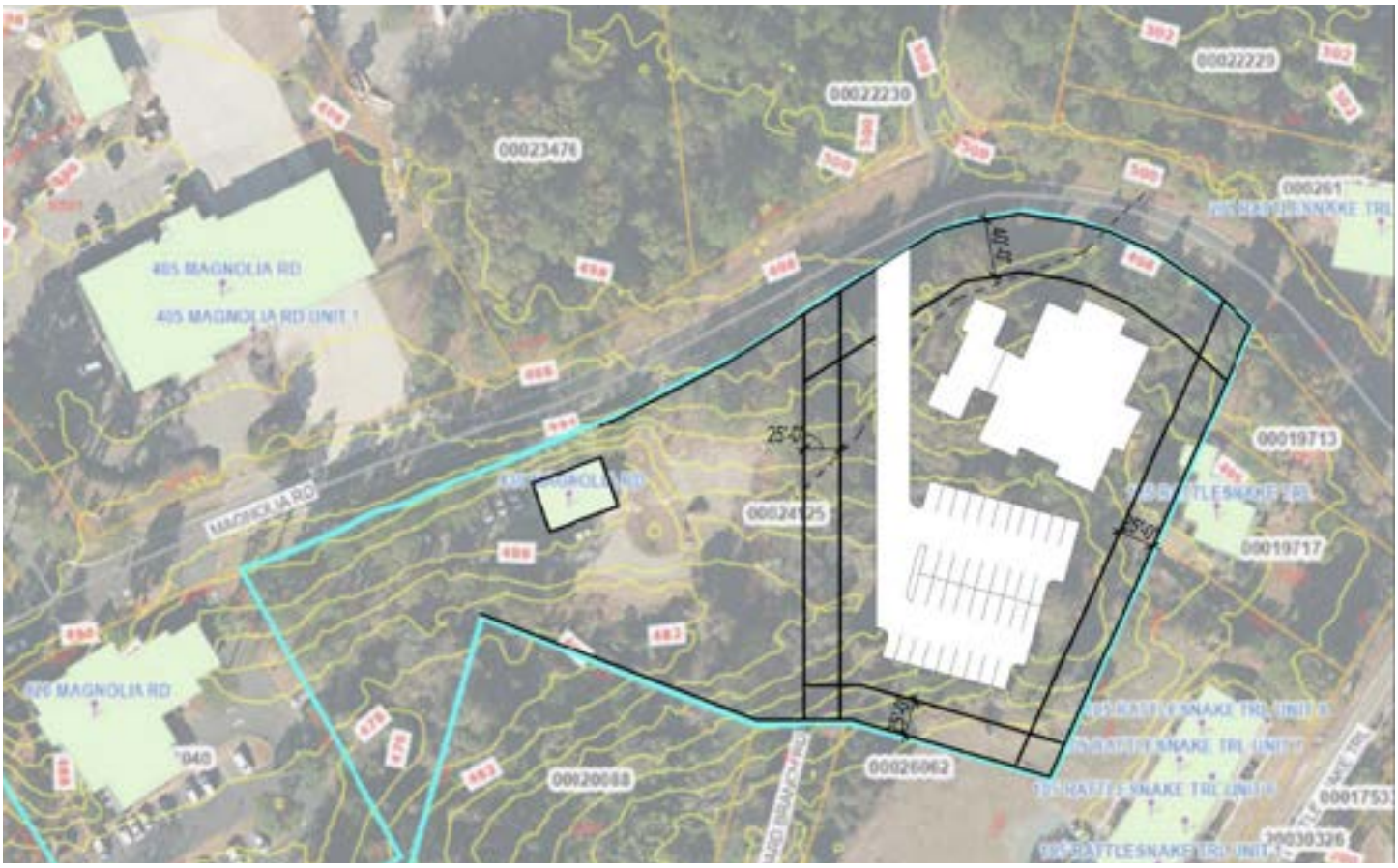
- Connectivity to Cannon Park Community Center
- Connectivity to Rassie Wicker Park
- Possible Walkablity to Pinehurst Elementary School
- Shared Meeting Spaces with Village Hall

Drawbacks of Option 3 include:

- Smaller Porches/Patios
- Less site available for parking
- Access to site in a curve
- Storm water run off through site
- Steep grade change over site

SITE SELECTION

OPTION 3: SITE PLAN - WITH EXPANSION



PROPOSED SITE PLAN
OPTION 3 - WITH EXPANSION OF 2,250 SF NTS

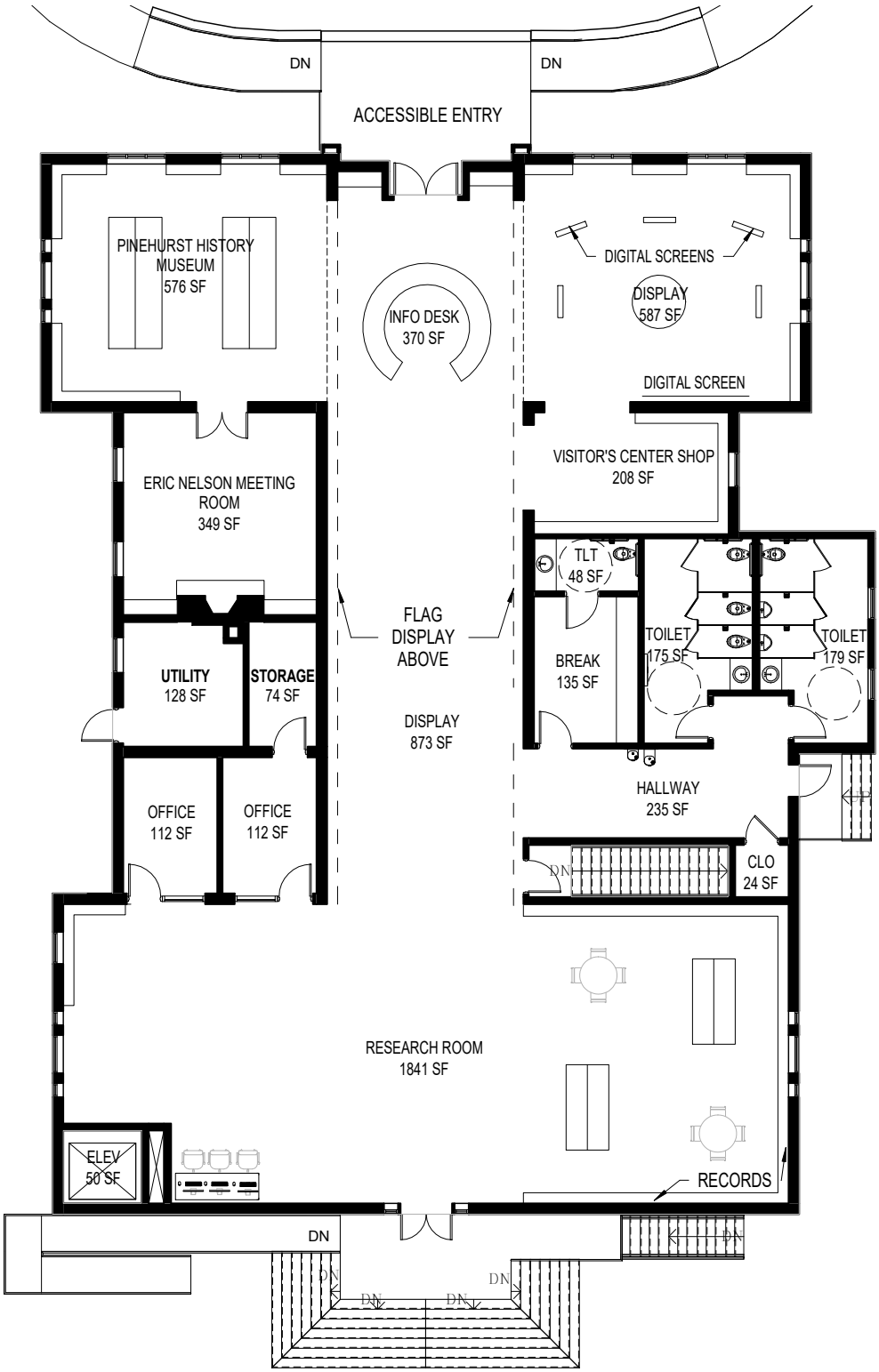
SECTION THREE - B: TUFTS OVERALL BUILDING PROGRAM & SPACE PLANNING

TUFTS ARCHIVES NEW PROGRAM

PROPOSED NEW BUILDING PROGRAM

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
Tufts Archives				6,470	
Lobby	1	300	300		
Display	1	2,000	2,000		Open Space
Greeter/Docent Desk	1	150	150		
Records Room	1	250	250		Grey Box Storage and Seating
Public Research Room	1	250	250		Seating for 6-8
Staff Research Room	1	250	250		Seating for 6-8
Archives Storage	1	2,000	2,000		Temperature Controlled
Staff Areas:			0		
Break Area	1	100	100		With Sink, Refrigerator, and MW
Staff Toilet	1	60	60		
Offices	2	100	200		
Meeting Room	1	500	500		Eric Nelson Room
Public Computers	3	30	90		
Public Copy Area	1	120	120		
Loose Seating	1	200	200		Scattered Throughout
Shared Public Common Spaces				320	
Men's Toilet	1	120	120		
Women's Toilet	1	200	200		With Children's Changing Pad
Support Spaces				390	
Utility	1	140	140		
Mechanical	1	90	90		
Storage	1	60	60		
Storage	1	100	100		Lower Level
Total Net SF Required				7,180	
Core Factor				1,280	Circulation, walls, mech, etc…
Total Gross SF Required				8,460	

TUFTS ARCHIVES NEW PLAN



FIRST FLOOR PLAN

1/16"=1'-0"

PRELIMINARY SITE SCOPE

The following Preliminary Scopes were developed in response to the findings during the Data Collection phase:

Preliminary Site Scope

- **Identify and create entrance for back of house, donations, deliveries, etc.**
- **Improve signage and way-finding for site and parking**
- **Improve entrances to become ADA accessible**

APPENDICES

Appendix A: Meeting Minutes

03-07-2023 Library and Archives Staff Data Collection

03-27-2023 Village Council and Staff Data Collection

Appendix B: "Coronavirus Pandemic (2019-2020)", American Li rary Association, April 6, 2020.

Sources Referenced:

Village of Pinehurst Historic District Standards, September 2021

Pinehurst National Historic Landmark Integrity and Condition Study Final Report, January 2023

Downtown Pinehurst Amenity Action Plan, September 2022

GIVEN MEMORIAL LIBRARY AND TUFTS ARCHIVES EXPANSION

PRELIMINARY SPACE ANALYSIS AND PROGRAMMING UPDATE

Given Memorial Library and Tufts Archives

DRAFT

OAKLEY COLLIER ARCHITECTS

GIVEN MEMORIAL LIBRARY & TUFTS Archives EXPANSION
150 Cherokee Road, Pinehurst, NC 28374

August 29th, 2023
OCA Project #22038

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Appendix D: Downtown Pinehurst Amenity Action Plan
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ACKNOWLEDGMENTS

Village of Pinehurst

John C. Strickland, Mayor

Jeff Sanborn - Village of Pinehurst, Village Manager

Jeff Batton - Village of Pinehurst, Assistant Village Manager

Doug Willardson - Village of Pinehurst, Assistant Village Manager

Village Council

Patrick Pizzella, Mayor Pro Tem

Lydia Boesch, Council Member

Jane Hogeman, Council Member

Jeff Morgan, Council Member

Given Tufts Foundation

Stuart Mills, Chair

Richard Keating, President

Judy Davis

User Team

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Laurie Wright, Given Memorial Library and Tufts Archives

Karen Haywood, Given Memorial Library and Tufts Archives

Olivia Haug, Given Memorial Library and Tufts Archives

ACKNOWLEDGMENTS

Consultant Team

Oakley Collier Architects, PA

- Tim Oakley, Managing Principal
- Ann Collier, Managing Principal
- Matt Oakley, Principal, Project Manager
- Rebecca Linker, Project Designer

SECTION ONE: DATA COLLECTION

DATA COLLECTION

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Introduction

This document covers the initial Programming Phase work completed for the Given Memorial Library and Tufts Archives project. After a thorough analysis of the existing Library and Archives Building and Library Administration Staff needs, Oakley Collier Architects has developed this update to the 2020 Programming Study to accommodate the current and future needs of the Given Memorial Library and Tufts Archives.

This process involved three parts:

1. **Documentation of the existing spaces to confirm current usage and sizes;**

2. **Three meetings with Library Administration Building User Groups, Village of Pinehurst Staff and Council, Given Memorial Library and Tufts Archives Board Members to review current and projected needs for the buildings**

3. **Compilation of the data gathered in an organized format to establish the parameters for design options & budgets for consideration**

PURPOSE & OBJECTIVES

Project Purpose

The purpose of this document is to re-evaluate the current and future programming and space needs of the Given Memorial Library and Tufts Archives, in preparation for the planned renovation and addition of the existing Given Memorial Library and Tufts Archives Building.

Section One: **Data Collection**

Included in this section is OCA's outlined approach to the programming study, an existing plan, existing program, and an overview of findings.

Section Two: **Departmental Analysis & Programming**

Included in this section are departmental needs analyses developed in response to OCA's findings, as well as individual departmental programs

Section Three: **Overall Building Space Planning**

Included in this section is an overall building program (based on the compilation of the individual programs). This program is based on the data collected in Section One and the individual needs established in Section Two.

Project Objectives

The objectives of this assessment are to:

1. **Reassess the current program and confirm an inventory of current & future needs.**
2. **Determine current issues with the existing facility.**
3. **Establish a new program to plan an efficient future space for daily operations.**
4. **Utilize approved program to prepare options for renovation / new construction.**

APPROACH & DEVELOPMENT

OCA Process

As there are many complexities involved in a facility needs analysis, a simple approach may often help provide the right answers:

1. **What do we have?**
2. **What do we need?**
3. **What should we do?**
4. **How should we do it?**

The chart above outlines the systematic process used to develop this Preliminary Space Analysis and Programming Study. This broad framework represents a straightforward way of thinking used to approach & solve problems efficiently.

GIVEN AND TUFTS OVERVIEW

Given Memorial Library and Tufts Archives Overview

The Given Memorial Library and Tufts Archives Building serves the population of Pinehurst, surrounding towns, as well as visitors. While being a main cultural building for the Village, the Given Memorial Library and Tufts Archives has provided educational events, youth developmental programming, and a vault of history for the Village.

Current Given Memorial Library and Tufts Archives Building

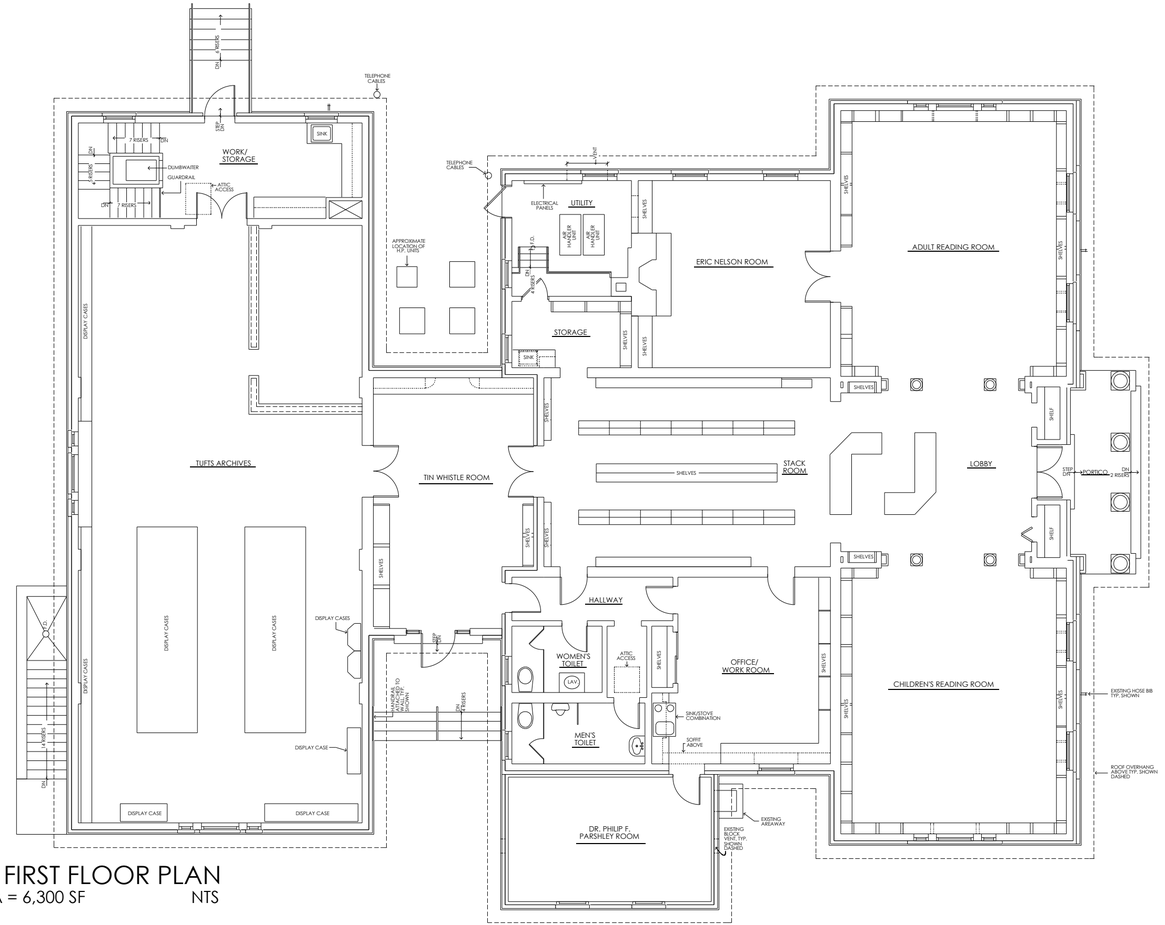
The Given Memorial Library and Tufts Archives Building is located at 150 Cherokee Road, in the Village of Pinehurst right off of the Village Green. The building was built in 1964 as a gift to the villagers from Sarah Given Larson and with the gift of land on the Green from Richard S. Tufts. Ten years later, the Tufts Archives expansion was complete to the South side of the Given Memorial Library. At the time of its construction, it was adequately sized and organized for the Given Memorial Library and Tufts Archives. In the 59 years since its construction, the Village of Pinehurst has grown significantly and the organizational structure and operations has grown with it. The existing facility does not provide enough space nor allow both the Given Memorial Library and Tufts Archives to operate adequately within its existing building.

EXISTING FACILITY OVERVIEW

ADDRESS	150 Cherokee Road, Pinehurst, NC 28374
YEAR CONSTRUCTED	1963
AGE OF FACILITY	60 YEARS
EXPANDED	1975
SQUARE FOOTAGE	8,400

EXISTING FACILITY PLAN

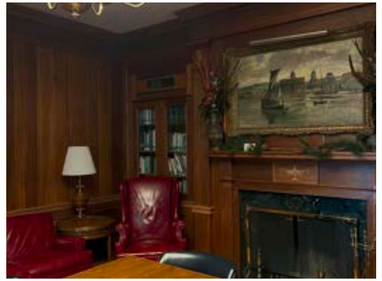
EXISTING FACILITY PLAN



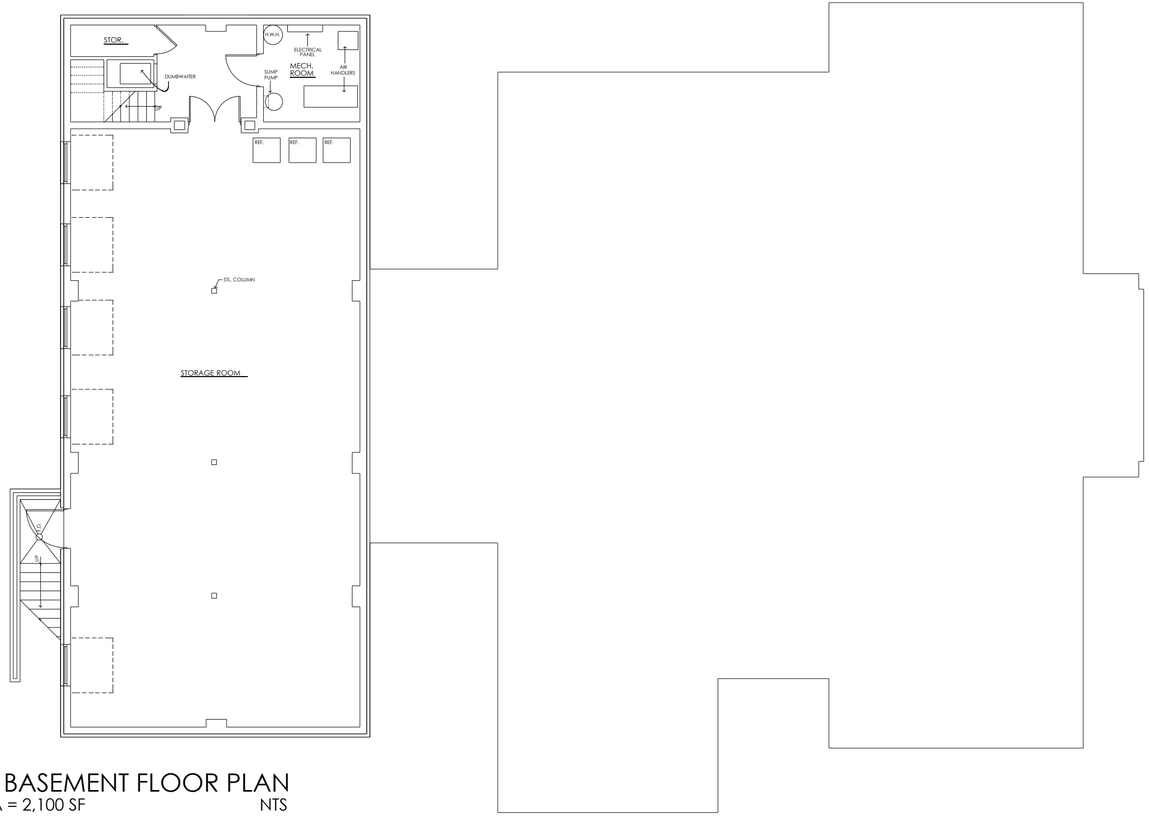
EXISTING FIRST FLOOR PLAN

HEATED AREA = 6,300 SF NTS

EXISTING FACILITY PLAN



EXISTING FACILITY PLAN



EXISTING BASEMENT FLOOR PLAN
HEATED AREA = 2,100 SF NTS

EXISTING FACILITY PROGRAM

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
Shared Public Common Spaces				935	
Lobby	1	267	267		
Front Desk	2	83	166		
Men's Toilet	1	78	78		
Women's Toilet	1	57	57		
Tin Whistle Room	1	367	367		Stacks for Library/Additonal Tufts Display and Lobby
Shard Support Spaces				413	
Wrok/Break Room	1	175	175		
Utility	1	128	128		
Mechanical	1	86	86		
Basement Storage Closet	1	24	24		
Given Memorial Library				2,569	
Director's Office	1	242	242		Audrey
Office/Work Room	1	194	194		
Stack Room	1	524	524		
Children's Reading Room	1	575	575		Stacks and Activity Space
Adult Reading Room	1	575	575		Stacks and "Living Room" Space
YA Stacks/Room	1	78	78		Currently being used as a changing room as well.
Meeting Room	1	345	345		Eric Nelson Room
Storage Closets	3	12	36		
Tufts Archives				3,218	
Display and Reasearch Tables	1	1,434	1,434		Combined Open Space
Staff Research Office	1	197	197		Currently in Open Archives Space
Storage	1	1,587	1,587		Lower Level
Total Net SF Required				7,135	
Core				1,325	Circulation, walls, mech, etc…
Total Gross SF Required				8,460	

OVERVIEW OF FINDINGS - FACILITY

The OCA team met with Given Memorial Library and Tufts Archives staff to evaluate and analyze current needs for each department, and the overall facility. These meetings included in-depth group discussions and walk-through of the existing spaces. Below is a summary highlighting the recurring items noted & discussed. These meetings were also throughly documented in the Meeting Minutes, see (Appendix A) for more detail.

Building Deficiencies & Needs

Growth Space: **The existing facility is at maximum capacity for daily operations;**

- **Some back of house spaces overlap with office space, creating inefficiencies in work flow**
- **Book storage is at maximum capacity**
- **Number of volumes is inadequate for the circulation amount suggested**
- **Building is not ADA accessible at entrances.**
- **Building interior circulation is not accessible.**
- **Non-compliant toilets**
- **Existing building layout has no flexibility for accommodating new programs or reorganization of spaces for better operational efficiency**

Meeting Space: **Not enough meeting space for all group sizes; Eric Nelson room is the only available meeting room currently and is consistently used. Need more group spaces for meetings and programs to accommodate large, medium and small groups; meeting and program spaces should be conveniently located to all user groups as well as visitors to the building.**

Storage **needs were a common theme for both library and Archives.**

- **Existing layout does not accommodate current storage needs in dedicated spaces.**

OVERVIEW OF FINDINGS - SITE

Existing Site Plan

The Given Memorial Library and Tufts Archives is located at 150 Cherokee Road in Pinehurst, NC has a project scope to explore the feasibility of a building renovation or redesign and the impacts on the site layout. This site narrative discusses the existing conditions of the site and indicates potential user and program elements.

Existing Site Conditions

The Village of Pinehurst owns the two parcels that the existing Given Memorial Library and Tufts Archives sit on. At a combined 0.63 acres (PIN 856209062391and PIN 856209062243) the lots are zoned as PC. The adjacent properties are zoned as PC Public Conservation and also owned by The Village of Pinehurst.

The parcel is within the 1973 National Register Historic District which carries special development requirements and restrictions outlined in the Village of Pinehurst Historic District Standards in the V section, Changes to Existing Commercial Structures.

The site is located in the Cape Fear Basin and is within the WS-IIIP Watershed. This limits development to a twenty-four percent built upon area.

OVERVIEW OF FINDINGS - SITE

(Existing Conditions cont.)

The parcel is served by Village of Pinehurst municipal water and sewer.

The site was originally developed in the 1960's with the construction of the Given Memorial Library, followed by the Tufts Archives addition in 1977.

Site Entry

Vehicular access to the site is from Cherokee Road. This is the only road into the site and the main circulation area through the downtown area of The Village. There is a vehicular/visitor drop off area on the southern and main entrance of the building. There is also an entrance located on the western side of the building at the Tufts Archives. Neither entrance is ADA accessible.

Parking

There are no parking spaces dedicated for the Given Memorial Library and Tufts Archives Building. The Village of Pinehurst has public parking spaces throughout the downtown area.

There are 338 official parking spaces identified by the Village. The Downtown Pinehurst Amenity Action Plan from September 2022, identifies multiple locations for parking available. Parking in close proximity to the site include 16 street parking spaces along the front of the property. The closest parking cluster is the Sand Lot which has 99 spaces. There are also 12+ unofficial parking spaces in undeveloped natural areas to the East of the existing lot.

Service Areas

There is not a designated Service Area to the building. Deliveries come through the front door of the building and are taken to the front desk of the Library. Having boxes stacked around the circulation desk can cause unnecessary congestion and tripping hazards for the public.

OVERVIEW OF FINDINGS - SITE

National Historic Landmark District

The Village of Pinehurst became a National Historic Landmark (NHL) in 1996. The National Park Service monitors the condition of the National Historic Landmark to ensure that they maintain the integrity that they were designated with. In order to maintain the designation on a local level, The Village Council established Pinehurst's Historic Preservation Commission (HPC). The HPC conducts inventory, advises, and regulates the buildings within the Historic District. A Document of Standards was updated in 2021 as the written interpretation of the HPC's rules and regulations.

The Village Green

James Tuft's and Warren Manning's nineteenth-century Pinehurst plan centered an undeveloped oval called the Village Green. The Village green covers approximately 12.25 acres in an oval shape. Originally this oval was covered in grass, pine trees, and concentric roads. Prior to its 1996 NHL designation, two buildings were constructed on the Village Green. The Given Memorial Library was constructed in 1964 and the Village Chapel which was constructed in 1924.

Site Drainage and Management

The site is not located within a floodplain area as shown on FEMA Map Panel 3710856200J effective date 10/16/2006.

OVERVIEW OF FINDINGS - MEP

Existing Mechanical System Deficiencies

- **A recurring complaint was that the building temperature is inconsistent throughout the building, all year long.**

Existing Electrical System Deficiencies

- **Existing infrastructure is not conductive to modern technology needs**
- **Not enough electrical outlets to support library users personal devices; many bring their personal laptops to work at the library.**

Existing Plumbing System Deficiencies

- **Many of the existing facilities are not ADA accessible**
- **There are only two single occupancy toilets shared by both patrons and staff**

SECTION TWO - A: GIVEN DEPARTMENTAL ANALYSIS & PROGRAMMING

DEPARTMENTAL ANALYSIS & PROGRAMMING

Overview of Section

1. The Modern Library 26
2. Children's Area 28
   a. Services Provided
   b. Physical Needs
   c. Primary Adjacencies
   d. Program
2. Young Adult Area 30
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3. Adult Area 32
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4. Programming Spaces 34
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   d. Program

Overview of Section (Cont.)

7. Administration 38

- **a. Services Provided**
- **b. Physical Needs**
- **c. Primary Adjacencies**
- **d. Program**

A Library that Connects and Cultivates Communities

The information below has been gathered through research of current library needs post COVID-19 Pandemic (Appendix B) as well as library user interviews (Appendix A).

Technology

Libraries provide a crucial connection to technology that allows many people to research, connect, and work for many who do not have access to Internet in the home. Resources that are valuable to provide include access to computers, wireless Internet, printers, and scanners.

Flexibility

Post COVID, our communities have had to flex and grow to accommodate the ever changing climate. Creating a library that not only has flexibility to grow for demand in books and research materials, but also to grow with our communities as need for services may change. Ways to accommodate this flexibility would be flexible seating options, indoor and outdoor seating, multipurpose rooms, and reconfigurable shelving to name a few. Flexible spaces allow the public to collaborate and connect create a vibrant community center within the library. Conference rooms can double as maker-spaces and host classes on various topics, on top of traditional meeting structures.

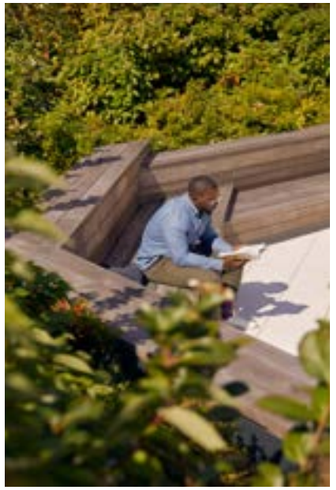
Digital Books

While access to digital materials in a technology driven age are crucial, libraries serve communities of varying socio and economic backgrounds who may or may not have access to technology. The need for access to physical materials is still present but there is an additional element of providing enough infrastructure to accommodate storage of digital materials. The State Library of North Carolina provides standards for facility design that includes "a long-range facility plan that addresses library usage, projected growth, community needs, and technological changes affecting the delivery of collections, programs, and services. The plan is reviewed annually and revised every five years in a process that includes public input." (1)

Social

A shift in focus on communities and social services could include physical and virtual learning opportunities, a safe and comfortable environment for all, and breakout community activities. An open dialogue with the community that the library serves would create an innovate and updated service model that best serves the community over time.

1. "Facilities | SLNC." State Library of North Carolina, 18 Nov. 2021, statelibrary.ncdcr.gov/services-libraries/resources-library-staff/public-library-standards/facilities#Design-1315.



CHILDREN'S AREA

Departmental Services Provided

The most vibrant program within the Given Memorial Library is the children's programming. The Library provides weekly events for young children and their parents to gather as a community. For example, Tuesday's Playful Learning Program brings in around 20 children's with their parents, totaling around 35 patrons on a weekly basis. Other implemented programs for the Children include a Saturday Craft Area once a month.

Established Physical Needs

The following needs were determined during Data Collection:

- **Gathering areas where children can interact without disturbing other patrons**
- **Separate stack area with increased capacity**
- **Storage for seating, event supplies, etc.**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

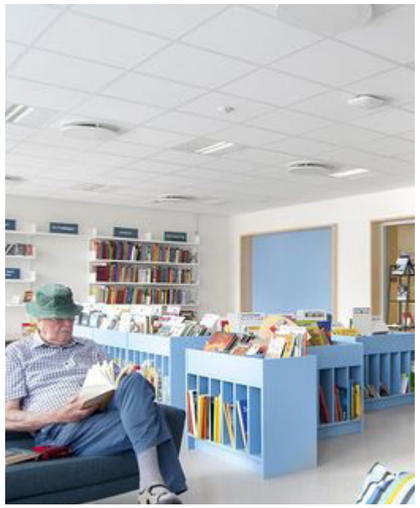
- **Visual connection for library staff**
- **Connection to Library Living Room**
- **Improved Public Restrooms, including space for changing tables**
- **Front Entrance**
- **Library Lobby**
- **Increased Children's specific stacks area**

CHILDREN'S AREA

Program

Children:		--	--	--		
	Stacks	1	900	900		
	*Program Space	1	400	400		*Also Shown with Children's
	*Program Storage	1	100	100		*Also Shown with Children's
	Loose Seating	1	200	200		

Precedents



YOUNG ADULT AREA

Departmental Services Provided

Currently the Young Adult (YA) area is a YA small stack area within the Given Memorial Library. There is a desire from Library staff to grow the Young Adult program by providing spaces for Middle and High School aged Young Adults. The YA collection within the library has opportunity for growth in order to adequately serve its demographic. The current selection is undeserving he YA population.

Established Physical Needs

The following needs were determined during Data Collection:

- **Quiet study spaces with accessible outlets for technology.**
- **Separate stack area with increased capacity**
- **Complete YA Book Collection**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

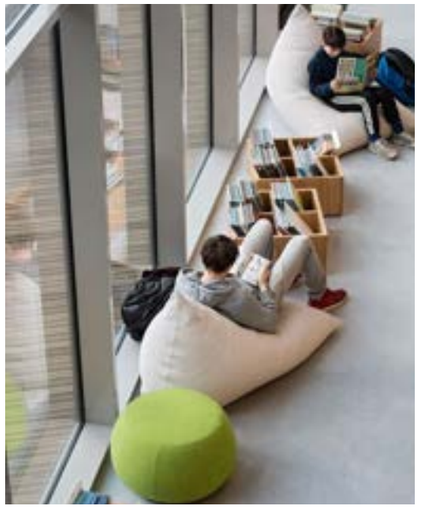
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**
- **Visual connection for library staff**
- **Connection to Library Living Room**
- **Improved Public Restrooms**
- **Computers**

YOUNG ADULT AREA

Program

Young Adult:						
	Stacks	1	900	900		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
	Loose Seating	1	200	200		

Precedents



ADULT AREA

Departmental Services Provided

The Adult Programming within the Given Memorial Library has historically been initially a strong interest to library patrons until COVID. With a refocus on programming and appropriately sized program spaces, there will be an increase in library patrons to events. With appropriate spaces, that number is expected to grow.

Established Physical Needs

The following needs were determined during Data Collection:

- **Flexible Meeting Space, appropriately sized, to accommodate multiple group sizes / used several times/week / can be centrally located**
- **Library Living Room, a space of small seating areas, puzzle tables, a space for gathering**
- **Storage for puzzles and newspapers**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

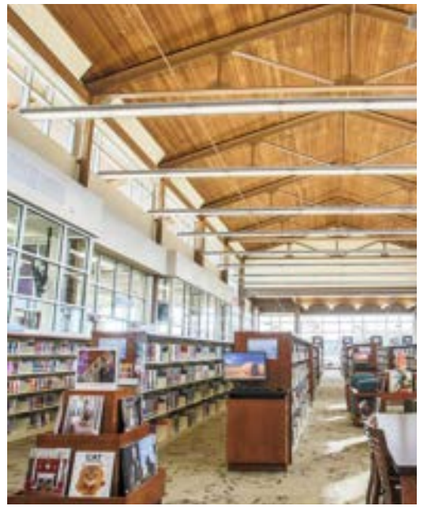
- **Proximity to Adult Stacks**
- **Library Living Room**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**
- **Improved Public Restrooms**

ADULT AREA

Program

Adult:						
	Stacks	1	1,030	1,030		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
	Living Room Space	1	400	400		Conversational Seating

Precedents



PROGRAMMING SPACES

Departmental Services Provided

The program spaces within the Given Memorial Library and the Tufts Archives building are used for cultural and educational events. Some types of programs currently held are; Playful Learning time, story time, educational presentations, and book clubs. Events occur on both a regular schedule and also special events. Current programming can see attendance upwards of twenty people per event.

Established Physical Needs

The following needs were determined during Data Collection:

- **Storage for tables and chairs**
- **Open space for many to gather**
- **Private Meeting Spaces for smaller gatherings/groups**

Required Primary Adjacencies

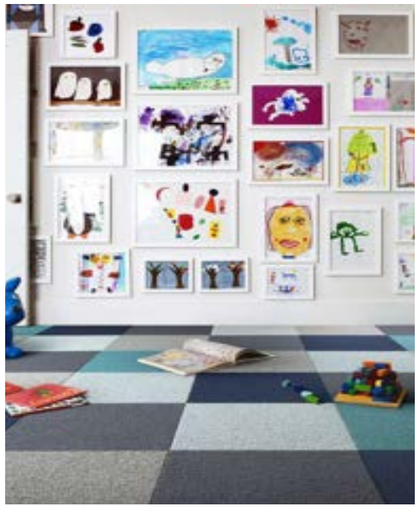
The following Primary Adjacencies for this department were determined during Data Collection:

- **Staffing**
- **Front Entrance**
- **Library Lobby**
- **Improved Public Restrooms**

PROGRAMMING SPACES

Children's Program:		--	--	--		
	*Program Space	1	400	400		*Also Shown with Children's
	*Program Storage	1	100	100		*Also Shown with Children's
Meeting Room:		--	--	--		
	*Medium Meeting Room	1	300	300		*Also Shown with Meeting
	*Large Meeting Room	1	500	500		*Also Shown with Meeting
	*Chair/Table Storage	2	100	200		*Also Shown with Meeting

Precedents



MEETING SPACES

Departmental Services Provided

Meeting Spaces and Study Rooms within the Given Memorial Library and Tufts Archives building are a vital part to community integration. Common uses for meeting spaces discussed in user group meetings were book studies, and attorney meetings.

Established Physical Needs

The following needs were determined during Data Collection:

- **Flexible Meeting Space, appropriately sized, to accommodate multiple group sizes / used several times/week / can be centrally located**
- **Multiple spaces available for reservations**
- **Spaces that are able to be closed off but also maintain visual connection for staff**
- **Study space with accessible outlets and modern technology (ie, presentation walls, project capabilities, etc.)**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Separation from larger gathering areas**
- **Front Entrance**
- **Additional meeting rooms to meet current and future needs**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**
- **Improved Public Restrooms**

MEETING SPACES

Program

Meeting Room:		--	--	--		
	*Medium Meeting Room	1	300	300		*Also Shown with Programming
	*Large Meeting Room	1	500	500		*Also Shown with Programming
	*Chair/Table Storage	2	100	200		*Also Shown with Programming

Precedents

ADMINISTRATION

Departmental Services Provided

Given Memorial Library staff oversee the day-to-day functions of the library as well as community engagement and programming. Staff are responsible for processing new books, inventory, re-shelving, re-shelving books, checking in and out, logging books into inventory system, ordering books, and managing E-book.

Established Physical Needs

The following needs were determined during Data Collection:

- **Flexible Meeting Space, appropriately sized, to accommodate multiple group sizes / used several times/week / can be centrally located**
- **Additional Office Space to meet current and future needs**
- **Additional Work Room to meet current and future needs for book processing**
- **Storage for staff personal items**
- **Storage for book processing**
- **Staff Break Room**
- **Staff Restrooms**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Front Entrance**
- **Additional Office Space to meet current and future needs**
- **Front Desk Visual Connection**
- **Deliveries Intake Area**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**

ADMINISTRATION

Program

Offices:						
	Director's Office	1	200	200		Audrey
	Office - Bookkeeper	1	140	140		
Staff Areas:						
	Work Room	1	150	150		
	Processing/Repair	1	80	80		
	Receiving	1	80	80		
	Break Area	1	120	120		With Sink, Refrigerator, and MW
	Staff Toilet	2	60	120		

Precedents

SECTION TWO - B: TUFTS DEPARTMENTAL ANALYSIS & PROGRAMMING

DEPARTMENTAL ANALYSIS & PROGRAMMING

Overview of Section

1. Tufts Archives 22
   a. Services Provided
   b. Physical Needs
   c. Primary Adjacencies
   d. Program
2. Pinehurst History Museum 28
   a. Services Provided
   b. Physical Needs
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3. Visitors Center 30
   a. Services Provided
   b. Physical Needs
   c. Primary Adjacencies
   d. Program
4. Administration 32
   a. Services Provided
   b. Physical Needs
   c. Primary Adjacencies
   d. Program

TUFTS ARCHIVES

Departmental Services Provided

Tufts Archives is constantly processing existing Archives as well as taking in new inventory. Tufts Archives serves as a vault of information for the Village of Pinehurst and displays Pinehurst and Donald Ross's Course History. Not only a resource for the community, but the Archives also serve as a research base for Architects and Landscape Architects researching Donald Ross's work.

Established Physical Needs

The following needs were determined during Data Collection:

- **Secure Archives Storage**
- **Archives Lobby**
- **Additional Office Space to meet current and future needs**
- **Storage for general office supplies**
- **Increased quality and quantity of display cases**
- **Flag Display**
- **Additional Work Room for staff to be able to work on special projects and process material, private and quiet**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

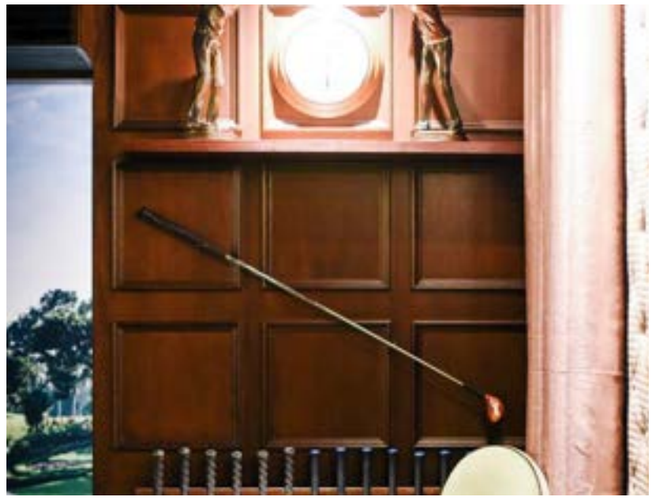
- **Archives Entrance**
- **Additional Office Space to meet current and future needs**
- **Improved Public Restrooms**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**

TUFTS ARCHIVES

Program

Lobby	1	300	300		
Display	1	2,000	2,000		Open Space
Greeter/Docent Desk	1	150	150		
Records Room	1	250	250		Grey Box Storage and Seating
Public Research Room	1	250	250		Seating for 6-8
Staff Research Room	1	250	250		Seating for 6-8
Archives Storage	1	2,000	2,000		Temperature Controlled

Precedents



Departmental Services Provided

The collection of Pinehurst History artifacts are currently mixed within the Tufts Archives Display.

Established Physical Needs

The following needs were determined during Data Collection:

- **Separation of Pinehurst History artifacts from Golf History and the Donald Ross Collection**
- **Increased quality and quantity of display cases**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Proximity to Lobby**
- **Visitor's Center**
- **Improved Public Restrooms**
- **Meeting Spaces: Study Rooms, Small and Medium Conference Rooms**

Program

	*Display	1	600	600		Part of the Greater Total

Precedents

VISITORS CENTER

Departmental Services Provided

The current George P. Lane Welcome Center is located in the Theatre Building. Inside is seating, information on the Village and surrounding areas as well as merchandise.

Established Physical Needs

The following needs were requested during Data Collection:

- **Relocation into the Pinehurst History Museum and Tufts Archives**
- **Merchandise Display**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Proximity to Lobby**
- **Lockable Storage**
- **Sight Lines for Staff**

VISITORS CENTER

Program

	Visitor's Center Shop	1	200	200		

Precedents

ADMINISTRATION

Departmental Services Provided

The role of Archives staff is to support the needs of the Archives and museum related to the key resources (Facilities, Program Experience, Digital Infrastructure, Collections, Staff Engagement, Archives Storage and Museum Display) and to oversee decision-making.

Established Physical Needs

The following needs were determined during Data Collection:

- **Additional Office Space to meet current and future needs**
- **Additional Research Room to meet current and future needs**
- **Storage for staff personal items**
- **Storage for Facilities & Operations: surplus furniture, specialty cleaning supplies, etc.**
- **Staff Break Room**
- **Staff Restrooms**

Required Primary Adjacencies

The following Primary Adjacencies for this department were determined during Data Collection:

- **Front Entrance**
- **Additional Office Space to meet current and future needs**
- **Both Entrances Visual Connection**
- **Deliveries Intake Area**

ADMINISTRATION

Program

Staff Areas:			0		
Break Area	1	100	100		With Sink, Refrigerator, and MW
Staff Toilet	1	60	60		
Offices	2	100	200		

Precedents

SECTION THREE - A: GIVEN OVERALL BUILDING PROGRAM & SPACE PLANNING

OVERALL BUILDING PROGRAM & SPACE PLANNING

Overview of Section

1. Given Memorial New Building Program 52
2. Proposed Library Plan 54
3. Preliminary Scopes: MEP & Site 50
4. Site Selection 58
    a. Option 1
    b. Option 2
    c. Option 3

GIVEN LIBRARY NEW PROGRAM

Based on individual user group meetings and facility walk-through, the following program summary was developed to meet the current needs for the facility.

Space		Needs			Subtotal	Notes
		Qty	SF	TOTAL		
Given Memorial Library					6,620	
Lobby		1	300	300		
Check-Out / Circulation		1	150	150		
	Electronic Check-Out	2	50	100		
Offices:						
	Director's Office	1	250	250		Audrey
	Office	1	100	100		
Staff Areas:						
	Work Room	1	150	150		
	Processing/Repair	1	80	80		
	Receiving	1	80	80		
	Break Area	1	100	100		With Sink, Refrigerator, and MW
	Staff Toilet	1	60	60		
Children's Stacks		1	900	900		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
Children's Program		1	--	--		
	Program Storage	1	100	100		
Adult Reading Room		1				Stacks and "Living Room" Space
	Adult Stacks	1	1,030	1,030		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
Young Adult Stacks		1	900	900		Estimate Only - Actual Square Footages will Depend on Number of Volumes per Section
Meeting Room		2	500	1,000		Seating for 15-20
	Chair/Table Storage	2	100	200		
Small Group Room		4	120	480		4-6 Persons Per Room
Community Closet		1	30	30		Shared/Check-Out Puzzles and other Recreational Items
Loose Seating		1	400	400		Scattered Throughout
Public Computers		3	30	90		
Public Copy Area		1	120	120		

GIVEN LIBRARY NEW PROGRAM

Space	Needs			Subtotal	Notes
	Qty	SF	TOTAL		
Support Spaces				290	
Utility	1	140	140		
Mechanical	1	90	90		
Storage Closet	1	60	60		
Total Net SF Required				6,460	
25% Core Factor		25%		1,615	Circulation, walls, mech, etc…
Total Gross SF Required				8,075	

PROPOSED LIBRARY PLAN

GIVENS MEMORIAL LIBRARY PROPOSED FLOOR PLAN

HEATED AREA = 6,300 SF NTS

PRELIMINARY SITE SCOPE

The following Preliminary Scopes were developed in response to the findings during the Data Collection phase:

Preliminary Site Scope

- **Identify and create entrance for back of house, donations, deliveries, etc.**
- **Improve signage and way-finding for site and parking**
- **Improve entrances to become ADA accessible**

PRELIMINARY MEP SCOPE

Preliminary Mechanical Scope

- **Existing Mechanical systems to be replaced and relocated.**
- **New system recommendation - standard Air Handler units with VAV's**
- **Recommend standard Air-Cooled Chiller, Water-Cooled Chiller may be a consideration.**
- **Recommend more zone control to better regulate temperatures throughout building.**
- **New systems shall meet all applicable codes.**

Preliminary Electrical Scope

- **Existing Electrical systems shall be replaced and relocated.**
- **New system circuits to be appropriately sized to avoid tripped breakers.**
- **No generator required at this time. The use of UPS systems is adequate for current systems.**
- **All new lighting to be LED.**
- **New systems shall meet all applicable codes.**

Plumbing Scope

- **New system to meet applicable ADA requirements.**
- **Touch-less Toilets and devices are recommended.**
- **New drinking fountains to include Bottle Fillers**
- **Existing water pressure to the building noted as adequate.**
- **New systems shall meet all applicable codes.**

SITE SELECTION

The following Site Options were prepared by Oakley Collier Architects as a schematic exploration of three parcels for the new Given Memorial Library. These three schemes were designed around the updated program, established needs, and developed in collaboration with the users of the building, the Village of Pinehurst, Tufts Given Tufts Foundation, and the architectural project team.

The schematic project options are as follows:

Option 1 - Parcel across from Village Hall, Magnolia Rd.

Option 2 - Parcel at the end of Magnolia Rd. by Rattlesnake Trail

Option 3 - Parcel beside Pinehurst Fire Department, Magnolia Rd.

SITE SELECTION

OPTION 1

The first option explores the feasibility of a new Library building across from Village Hall, 395 Magnolia Road.

In order to achieve the site functionality and organizational needs for the Given Memorial Library, Option 1 would require a two-story building to best use the site. The following scheme was created in response to the programming and space study, in collaboration with building users and the Village of Pinehurst.

Features of Option 1 Include:

- Two-Story Floor Plan
- Lower Lobby
- Separation of Meeting Spaces from the main Library floor
- Outdoor Seating Options
- Stair Tower and Elevator

Benefits of Option 1 include:

- Connectivity to the Village Arboretum
- Creates opportunity for additional event parking
- Shared meeting spaces with Village Hall

Drawbacks of Option 1 include:

- Larger Square Footage
- Steepest Site Option
- Most Sitework Required

SITE SELECTION

OPTION 1: FLOOR PLAN

SITE SELECTION

OPTION 1: SITE PLAN

PROPOSED SITE PLAN
OPTION 1 NTS

MEETING MINUTES

Meeting #2 – Interviews with Village Council and Given Tufts Foundation

PROJECT:	Pinehurst Library and Archives Expansion
DATE:	03-27-2023
PLACE:	Given Memorial Library and Tufts Archive, Village Hall
PRESENT:	Audrey Moriarty, Given Memorial Library and Tufts Archive – Director John Strickland, Village of Pinehurst - Mayor Patrick Pizzella, Village of Pinehurst – Mayor Pro Tem Lydia Boesch, Village of Pinehurst - Treasurer Jeff Morgan, Village of Pinehurst - Councilmember Jane Hogeman, Village of Pinehurst - Councilmember Stuart Mills, Given Tufts Foundation - Chair Richard Keating, Given Tufts Foundation - President Ann Collier, OCA Tim Oakley, OCA Matt Oakley, OCA Rebecca Linker, OCA

The purpose of this meeting is to begin discussions for first phase (Programming & Design Options) for the Given Memorial Library and Tufts Archive. Attendees are listed above and include representatives from Given Memorial Library and Tufts Archive, the Village of Pinehurst, and Oakley Collier Architects. Interviews with representatives were conducted individually with Oakley Collier Architects. Below is a summary of meeting notes/minutes.

1. **<u>Meeting Kickoff:</u>**
   - Brief introduction of today's intent to Audrey Moriarty, Director.
   - Meeting Purpose: to understand the goals for the Library and Archives.
   - Break into individual meeting groups.
2. **<u>Discussion with Given Tufts Foundation:</u>**

- Discussions began in 2019 with the Village of Pinehurst about taking over the library.
- Ownership of the library switched to the Village of Pinehurst in April 2022.
- The Foundation Board lead capital campaign to assist in funding.
- **FUTURE GOALS FOR GIVEN MEMORIAL LIBRARY AND TUFTS ARCHIVES:**
  - Believes families with children are very important users of the library.
  - Libraries are important to the county for literacy.
    - There are opportunities between county schools and the library.
  - The library is a cultural institution.
  - Needs to be a USGA complement.
  - The boards priority is the library first and archives second.
  - Keeping the library together with the archive is ideal, but whatever provides the best value for community.
    - There are two different cliental between the library and the archives.
  - Would the old fire station be an option for a site since it is within the "Village Place"?
  - The "Living Room" of Pinehurst should feel welcome to just drop by.
  - Fix issue of parking in the "Village Place"
- Public/Private partnerships in the past

    - Fair Barn
    - Village Heritage Foundation – Arboretum
    - Library/Archives
- History of Olmstead and The Village Green is important to maintain.
- Events Held:
    - Farmer's Market on the Green
    - Shakespeare in the Pines
    - Live after Five
        - Moved to Rassie Wicker because of parking.
    - Christmas in Pinehurst

3. <u>Discussion with Village Councilmembers:</u>

- **John Strickland**
    - Need to find a way to meet the needs of both the library and archives over a long period of time.
    - Considering building a library in a different location.
    - Important to maintain use of Village Green and maintain the Landmark Status.
    - If addition is possible to the existing building, it needs to be as seamless as possible.
    - Prefers Library and Archives together, but what location makes sense financially and for the community is the best option.
    - Parking is a perceived problem, as there is the sandlot parking nearby.
    - Bookstore that is run by the foundation has a small meeting room, office, coffee shop, and bookstore.
    - ARCHIVE
        - What does "archives" look like in the future?
            - Does it shift to a Museum vs. Archives?
            - With the USGA coming to town with their own collections, how does that affect the archives?
            - Tufts Archives could be Donald Ross Collection and the History Museum of Pinehurst
    - LIBRARY
        - What is the modern library? What is the library of the future? What does the modern library in Pinehurst look like?
        - The library including meeting spaces could duplicate what the Village already has.
            - Do the meeting spaces need to be geared towards a specific demographic to meet needs that aren't already being met?
            - The library needs to be complementary not duplicative.
    - Communicate with the National Parks Servies along the way and get input to design as you move along.
- **Patrick Pizzella**
    - Explore a two-story option so that the footprint does not expand.
    - What would the cost be to expand into the basement?
        - There is always space to be found, you just have to look.
    - The needs assessment is outdated.
        - Pat's research into general library usage:
            - 10 percent decline in visits to libraries.
            - Book borrowing is down 19%
            - Online visits are up.
    - Personal opinion that 10,000 sf is too big and that library visitors will continue to decline.
    - Multi-use facility
        - Could the library e used for a wedding or event venue?
    - A desire for this to be a first-class facility.
        - Whether its one building or two, the buildings need to be in "Pinehurst style" and not a 10,000-sf building.

    - Public likes to be included in decision making and the space needs to be user friendly.
- **Lydia Boesch**
    - Lydia initiated the Parks Service designation.
        - She has worked hard to maintain the status and it is important to keep the Village Green as a NPS designation.
            - This brings in heritage tourism**.**
    - Archives and Library as an educational tool for the community and residents.
    - Aiming for a top-notch facility.
        - What is wanted now vs the 2019 plan and post COVID-19 pandemic?
    - If we are planning on sharing facilities, at what point is it not appropriate to share?
        - An example would be a small group wanting to meet at the Recreation Center when there is a basketball game going on.
    - Library adds value to a community as a cultural center.
    - In favor of moving the library away from downtown.
        - Separate Archives building from the library building.
    - Tourism can grow with archives and museum spaces.
        - This is a symbol of Pinehurst.
- **Jane Hogeman**
    - The 2019 study was well received but too much space.
    - Important to work with the National Park Service Report
    - Wants Library building to remain cute and diminutive.
    - We don't need to duplicate resources we already have.
    - Supportive of separating archives and the library, keeping archives in existing building.
        - New library building to be modest size.
    - Site Options
        - Magnolia Road
        - Community Road (old fire house) that is small with no parking on site.
        - Rattlesnake Trail (Closer to Greens Apartments, 1 acre site)
            - Closer to schools, development, existing facilities, and parking.
    - Population could be plateauing at no more than 20,000 residents.
    - There is no need for a research library when Sandhills Community College is nearby.
- **Jeff Morgan**
    - Sees no issue separating archives and the library.
    - Practical and functional spaces are most important.
    - Maintaining good standards with the Village Green is important.
    - Space should enhance the community with positive places for children to gather and a nice inviting space for the public to meet up.
    - A multi-use venue type space is not favorable. There is the Fair Barn already for use as a venue in the community**.**
    - Main Priorities are: 1) Function, 2) Meeting Demands, 3) Staying in Budget
    - There is a drive to increase services for a younger age group and families. This could increase growth in an area to have more residences.

The above notes constitute the understanding by Oakley Collier Architects of this meeting content.
Please advise this office of any error or omission.

Prepared by: Rebecca Linker

MEETING MINUTES

Meeting #1 – Interviews with Given Memorial Library and Tufts Archive Staff

PROJECT:	Pinehurst Library and Archives Expansion
DATE:	03-07-2023
PLACE:	Given Memorial Library and Tufts Archive
PRESENT:	Audrey Moriarty, Given Memorial Library and Tufts Archive – Director Melissa Bielby, Given Memorial Library and Tufts Archive – Staff Lori Wright, Given Memorial Library and Tufts Archive – Staff Olivia Haug, Given Memorial Library and Tufts Archive – Staff Karen Haywood, Given Memorial Library and Tufts Archive – Part-Time Staff Julia Forsyth, Given Memorial Library and Tufts Archive – Part-Time Staff Jeff Sanborn, Village of Pinehurst – Village Manager Jeff Batten, Village of Pinehurst – Assistant Village Manager for Operations Doug Willardson, Village of Pinehurst – Assistant Village Manager Ann Collier, OCA Tim Oakley, OCA Matt Oakley, OCA Rebecca Linker, OCA

The purpose of this meeting is to begin discussions for first phase (Programming & Design Options) for the Given Memorial Library and Tufts Archive. Attendees are listed above and include representatives from Given Memorial Library and Tufts Archive, the Village of Pinehurst, and Oakley Collier Architects. Interviews with representatives were conducted individually with Oakley Collier Architects. Below is a summary of meeting notes/minutes.

1. **<u>Meeting Kickoff:</u>**
   - Brief introduction of today's intent to Audrey Moriarty, Director.
   - Meeting Purpose: to understand the day-to-day operations of Library and Archives.
   - Break into individual meeting groups.
2. **<u>Discussion:</u>**

- **ARCHITECTURAL STYLE:**
  - Maintaining the current architectural style is very important.
  - Warmth, Personable
  - **LIVING ROOM:**
    - An area within the library with soft seating as well as a long table.
    - Newspaper display and puzzle storage
    - Mixed age groups use this area but is frequently a stop for senior citizens.
- **EXISTING FACILITY OPERATION - LIBRARY:**
  - **LIBRARY OPERATION**
    - Deliveries come to the front desk.
  - **LIBRARY PROGRAMMING**
    - Tuesday's Playful Learning is from 10-2pm for children ages 0-3. Typically, this program brings in an estimated 20 people.
    - Thursday's program is a story time for children.
    - The first Saturday of the month, there are activities and crafts out within the Children's stack area.

        - Once a month, the library will host a presentation on various topics.
        - The adult program attendance is struggling so programming will stop in May for 6 months to reevaluate the programs offered.
        - Current focus is on elementary age children.
        - On average there are 4 to 5 small groups that meet at the library using the meeting room. These groups include book clubs, men's groups, attorneys, and tutoring sessions.
    - **LIBRARY OPERATION/ADMINISTRATION**
        - Deliveries come to the front desk.
        - New books are ordered on the computer by the Director of the Library.
        - When new books are delivered, they first must be processed. This currently happens either in the shared bookkeeping office/work room or at the front desk.
            - Book processing consists of covering the books and adding genre stickers as well as barcodes.
        - Books are returned and checked out at the front desk. Typically checking them in and out happens at computers at the front desk. Books are then put on a cart and reshelved during the day.
        - Items at the front desk include computers, RFID scanner, phone, and cash drawer.
    - **LIBRARY TECHNOLOGY**
        - Two computers are accessible to the public within the library. There is also access to a printer/scanner.
    - **LIBRARY BOOKS**
        - E-Books are reaching check out numbers that are 23 that of regular book checkouts.
            - E-books are at a higher price point than physical books.
            - E-Books can be shared across different library collections.
        - When new books come in, they can stay on the "new" shelf for two months.
        - A new book into the library collection means another book must leave.
        - Audrey says that the library started as 10 books per resident and now the number of residents is growing, making the ratio closer to one book per resident.
            - She estimated needing about 35,000 books to accommodate residents.
            - There are currently 18,000 books in the library.
        - The Young Adult section is the smallest collection in the library.
            - Melissa wants to see an emphasis on the completion of a YA section.
            - There isn't a space for middle/high school students to come study that isn't shared with the children's area.
    - **LIBRARY AND ARCHIVES RELATIONSHIP**
        - There isn't a huge overlap between patrons of the library and patrons of the archives.
        - Administration spaces are shared between the Library and Archives
            - Offices
            - Staff Room
            - Bathrooms (also shared with public)
            - Meeting room
            - Storage

- **EXISTING FACILITY OPERATION – ARCHIVES:**
    - **ARCHIVE OPERATION**
        - There is a greater at the counter that can greet guests as they enter the space.
        - This space is used by golf/landscape architect research, residents, and tour groups.
            - Tour groups vary in all ages and genders. Some examples of tour groups include golf groups, community groups, and schools.
        - Digital records are stored using PastPerfect software which is cloud based.
        - There is currently one staff member in the archives in the morning and two in the afternoon.
    - **ARCHIVE RESEARCH**

        - There are two computers and a scanner available for volunteers and staff to do their individual research.
        - There are two tables provided to lay out research materials.
    - **ARCHIVE DISPLAY**
        - There are numerous glass display cases throughout the space, larger display items such as the soda machine, and items displayed on the walls.
        - There is a very popular display of golf course flags around the room that is important to the public that it stays.
    - **ARCHIVE STORAGE**
        - The archives are always accepting new items which increases the need for storage daily.
        - With minimal display space, many of the items are stored in the lower level of the building.
        - There are three freezers as well as shelving and other storage methods in the lower level of the building.

- **EXISTING FACILITY COMPLAINTS:**
    - Not ADA Accessible
        - Front entrance, stacks, and bathrooms not ADA compliant
    - A/C isn't consistent throughout the building.
    - Bathrooms are not ADA accessible and there also is not room for a changing table.
        - Staff share a bathroom with the patrons of the building.
- **NEW FACILITY REQUESTS**
    - LIBRARY:
        - Announcement area for library and public usage.
    - MEETING ROOMS
        - Study rooms available for smaller groups.
        - Chair Storage within meeting rooms
        - Accessible outlets at tables so that patrons can bring their own technology.
        - Quiet reading rooms/spaces within stacks.
    - ARCHIVE
        - Better flag display
        - Melissa would like to see new and improved, modern display cases.
        - There are many items in storage that are not on display that could be if the space was available.
        - Audrey suggests that the grey storage boxes that are currently shelved in the Tufts Archives to be moved to storage since they are not frequently accessed.
        - Office space for Archivist.
        - Desk space for greeter/research.
        - Quiet research space/work room.
    - ADMINISTRATION
        - Private Staff Bathrooms
        - Private staff lockers/storage within break room.
        - Work room with space for book processing.

The above notes constitute the understanding by Oakley Collier Architects of this meeting content.
Please advise this office of any error or omission.

Prepared by: Rebecca Linker

1
PR2

SITE PLAN

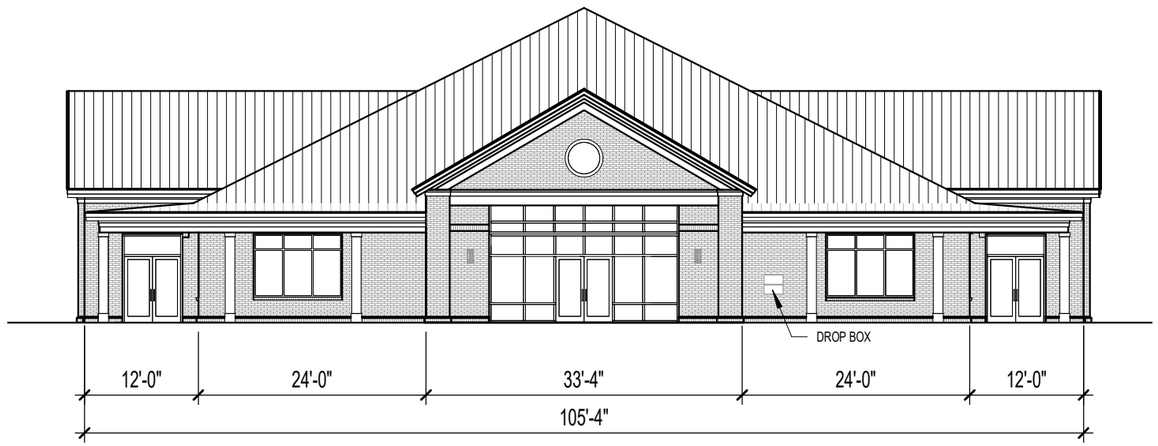
1" = 100'-0"

FLOOR PLAN

1/16" = 1'-0"

GIVEN MEMORIAL LIBRARY | 9,207SF

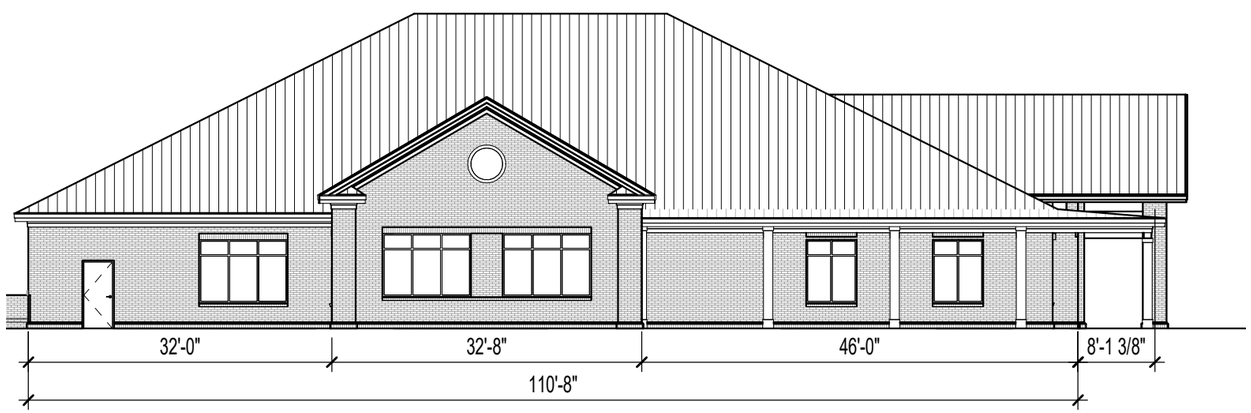
OCA | OAKLEY COLLIER ARCHITECTS



1
PR3

FRONT ELEVATION

1/16" = 1'-0"



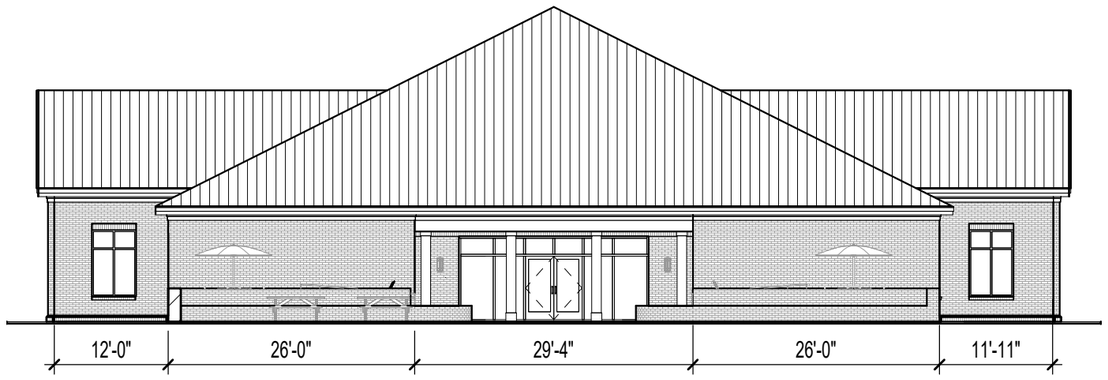
2
PR3

LEFT ELEVATION

1/16" = 1'-0"

GIVEN MEMORIAL LIBRARY | 9,207SF

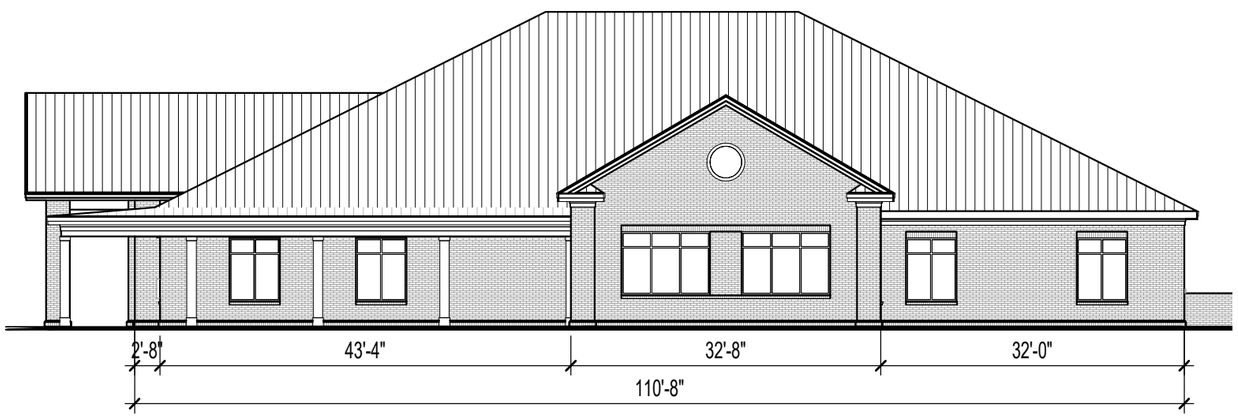
OCA | OAKLEY COLLIER ARCHITECTS



1
PR4

BACK ELEVATION

1/16" = 1'-0"



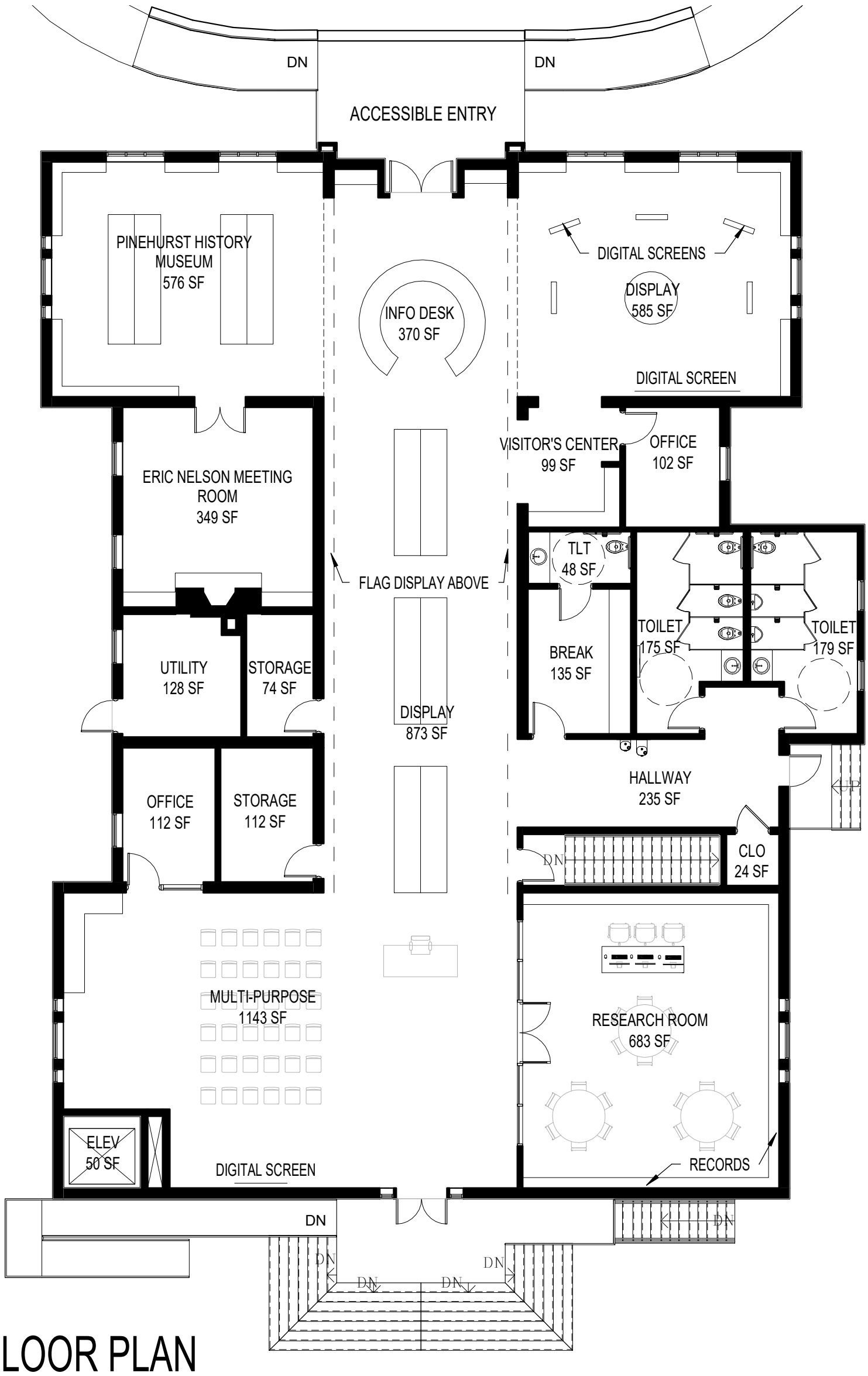
2
PR4

RIGHT ELEVATION

1/16" = 1'-0"

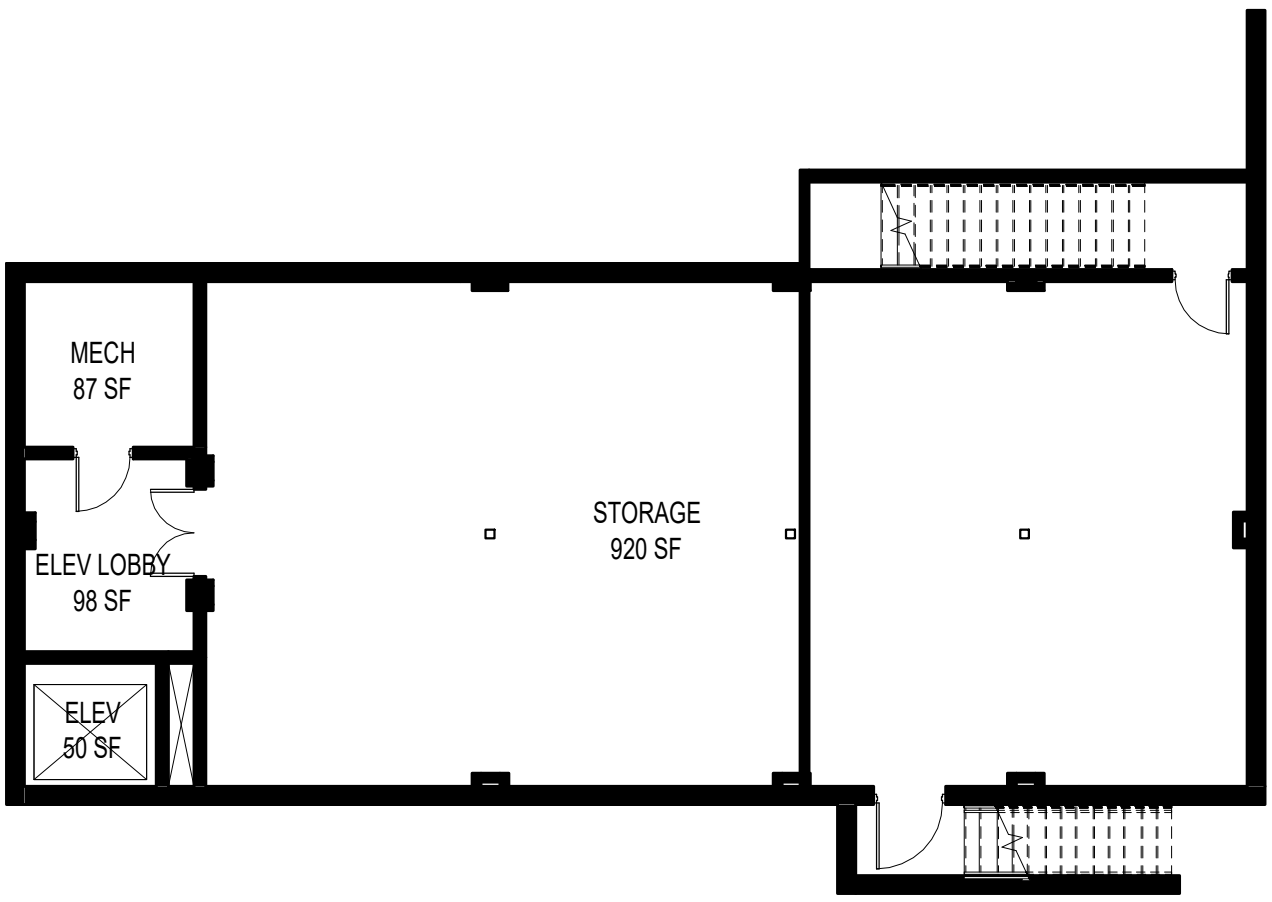
OCA OAKLEY COLLIER ARCHITECTS

GIVEN MEMORIAL LIBRARY - PINEHURST, NC



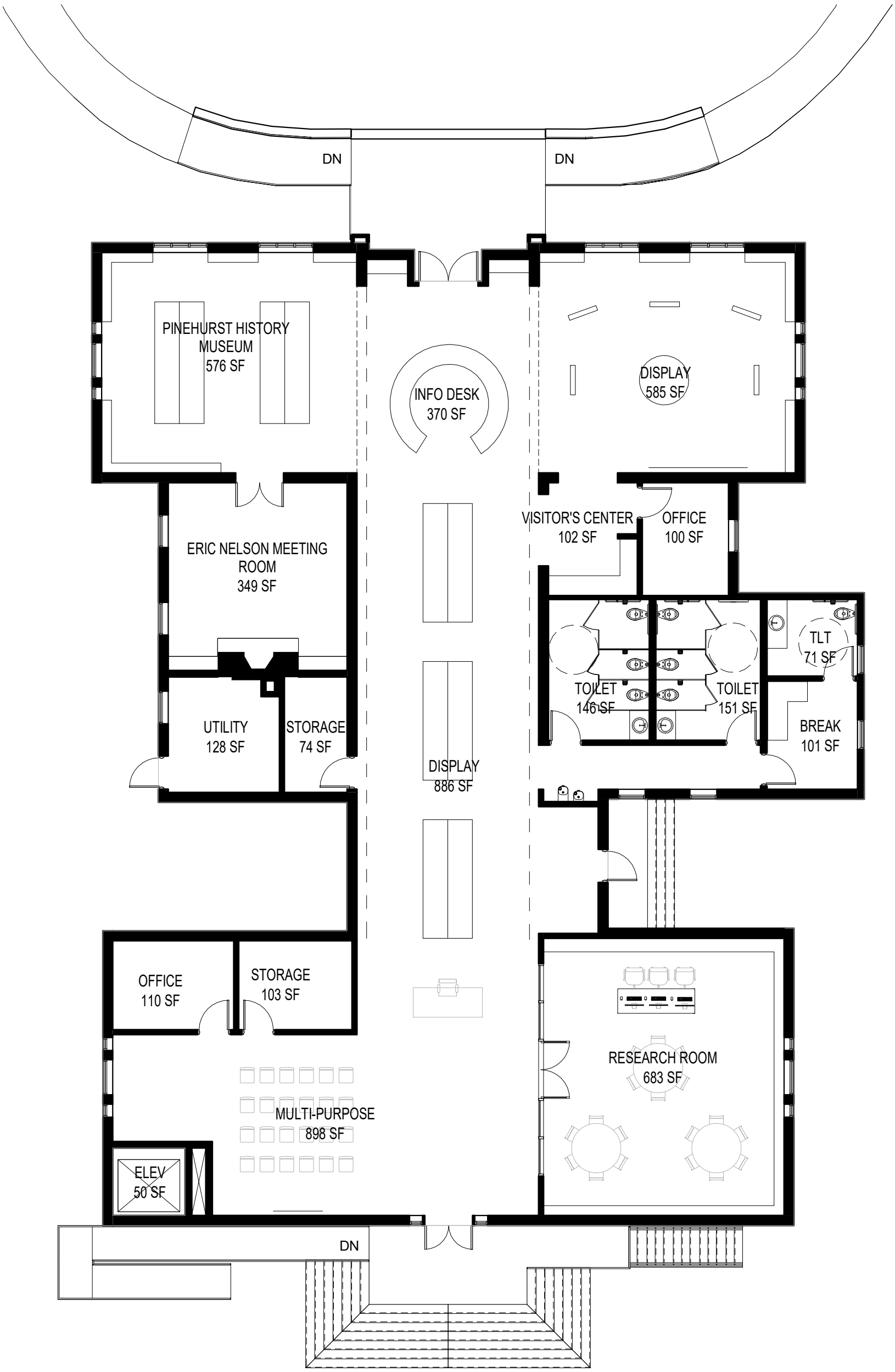
FLOOR PLAN

3/32" = 1'-0"



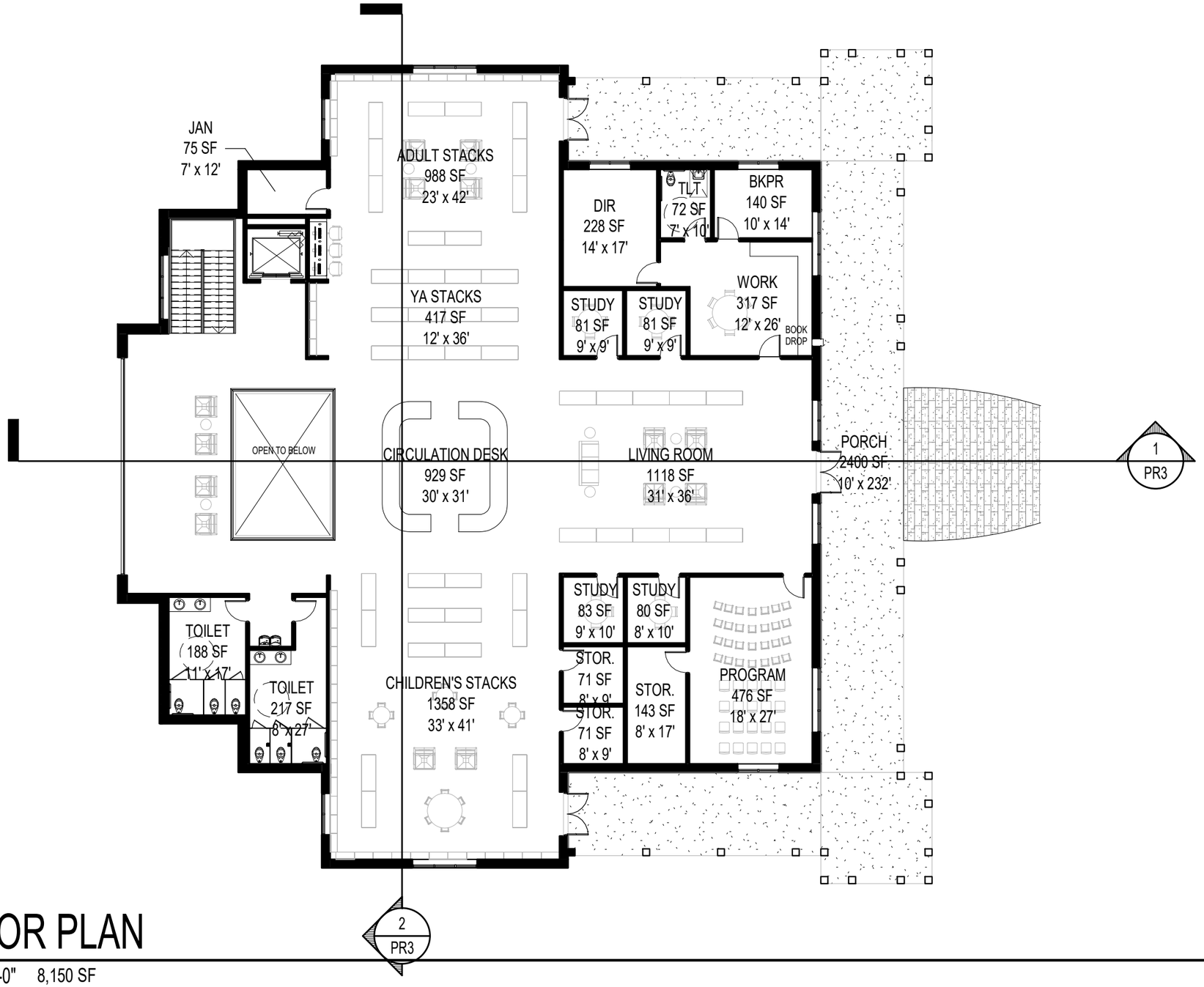
BASEMENT PLAN

3/32" = 1'-0"



TUFTS ARCHIVES RENOVATION - 6,360 SF

OCA | OAKLEY COLLIER ARCHITECTS

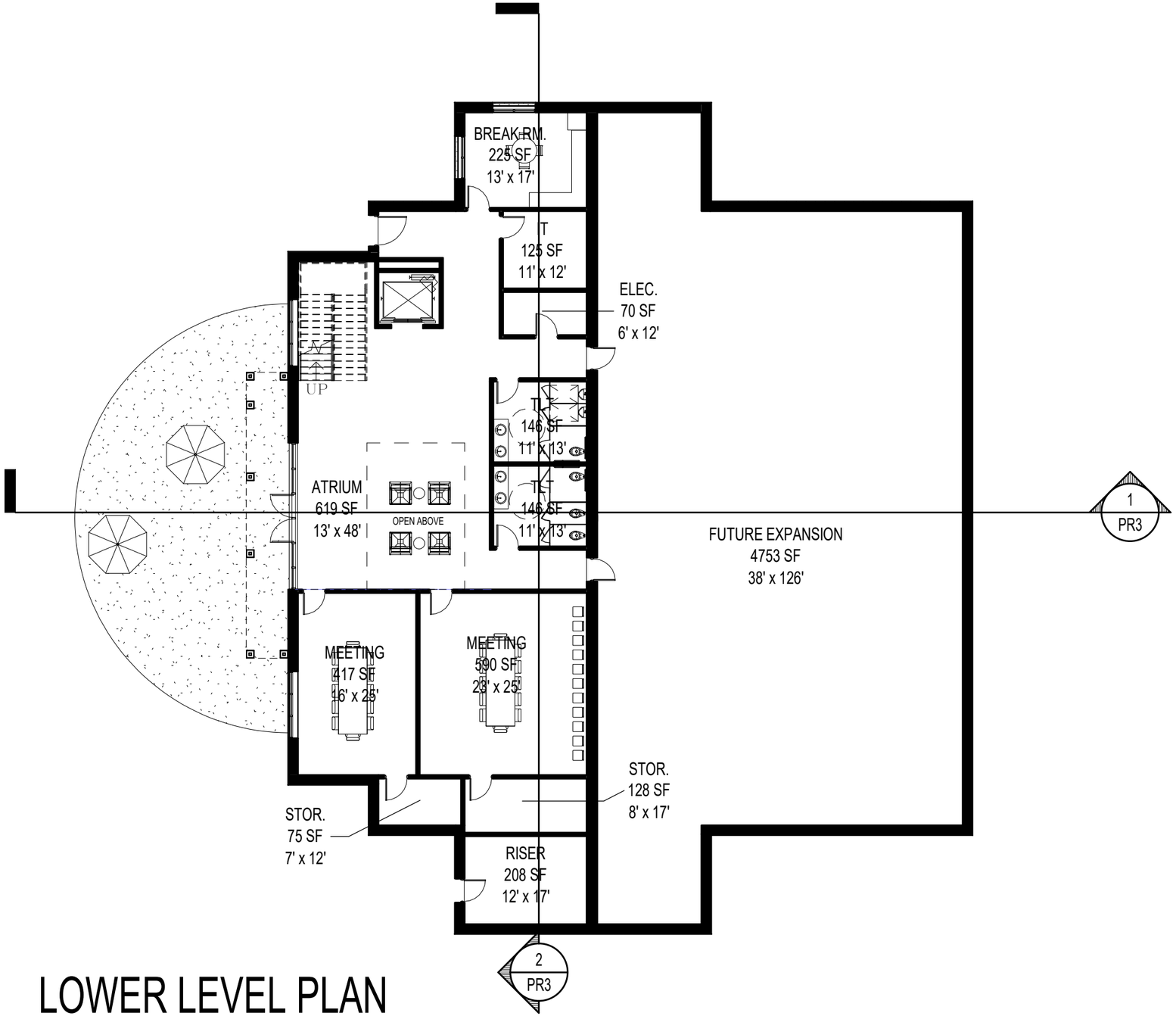


FLOOR PLAN

1/16" = 1'-0" 8,150 SF

GIVEN MEMORIAL LIBRARY

OCA | OAKLEY COLLIER ARCHITECTS



LOWER LEVEL PLAN

1/16" = 1'-0" 3,700 SF

GIVEN MEMORIAL LIBRARY

OCA | OAKLEY COLLIER ARCHITECTS

PROJECT BUDGET ESTIMATE SUMMARY WITH EXPANSION
TUFTS Archives Expansion

OCA Project # 22038

9/26/2023

					RANGE OF COST		
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	0.43	Acre	$230,000.00	$98,900.00	$350,000.00	$150,500.00
	Building Construction Cost	8,860	SF	$175.00	$1,550,500.00	$200.00	$1,772,000.00
	SUBTOTAL				***$1,649,400.00***		***$1,922,500.00***
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$164,940.00	Building Cost	$192,250.00
	SUBTOTAL				***$164,940.00***		***$192,250.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$82,470.00	Building Cost	$96,125.00
	SUBTOTAL				***$82,470.00***		***$96,125.00***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$82,470.00	Building Cost	$96,125.00
	SUBTOTAL				***$82,470.00***		***$96,125.00***
	Total				**$2,001,030.00**		**$2,328,750.00**

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant that bids or negotiated prices will not vary from our opinion.

PROJECT BUDGET ESTIMATE SUMMARY
TUFTS Archives Renovations

OCA Project # 22038

9/26/2023

				RANGE OF COST			
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	0.43	Acre	$230,000.00	$98,900.00	$350,000.00	$150,500.00
	Building Construction Cost	8,150	SF	$125.00	$1,018,750.00	$150.00	$1,222,500.00
	SUBTOTAL				***$1,117,650.00***		***$1,373,000.00***
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$111,765.00	Building Cost	$137,300.00
	SUBTOTAL				***$111,765.00***		***$137,300.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$55,882.50	Building Cost	$68,650.00
	SUBTOTAL				***$55,882.50***		***$68,650.00***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$55,882.50	Building Cost	$68,650.00
	SUBTOTAL				***$55,882.50***		***$68,650.00***
	Total				**$1,362,930.00**		**$1,669,350.00**

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PROJECT BUDGET ESTIMATE SUMMARY OPTION ONE
Given Memorial Library 2 STORY

OCA Project # 22038

9/26/2023

				RANGE OF COST			
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	2.98	Acre	$400,000.00	$1,192,000.00	$475,000.00	$1,415,500.00
	Building Construction Cost	11,850	SF	$525.00	$6,221,250.00	$575.00	$6,813,750.00
	SUBTOTAL				***$7,413,250.00***		***$8,229,250.00***
	OPTIONAL FUTURE EXPANSION	4753	SF	$100.00	$475,300	$125.00	$594,125.00
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$741,325.00	Building Cost	$822,925.00
	SUBTOTAL				***$741,325.00***		***$822,925.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$370,662.50	Building Cost	$411,462.50
	SUBTOTAL				***$370,662.50***		***$411,462.50***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$370,662.50	Building Cost	$411,462.50
	SUBTOTAL				***$370,662.50***		***$411,462.50***
	Total				**$8,917,650.00**		**$9,896,850.00**

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant that bids or negotiated prices will not vary from our opinion.

PROJECT BUDGET ESTIMATE SUMMARY OPTION TWO
Given Memorial 1 STORY

OCA Project # 22038

9/26/2023

				RANGE OF COST			
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	1.90	Acre	$300,000.00	$570,000.00	$350,000.00	$665,000.00
	Building Construction Cost	9,288	SF	$450.00	$4,179,600.00	$500.00	$4,644,000.00
	SUBTOTAL				***$4,749,600.00***		***$5,309,000.00***
	FUTURE OPTIONAL EXPANSION	2250	SF	$450.00	10122500	$500.00	$1,125,000.00
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$474,960.00	Building Cost	$530,900.00
	SUBTOTAL				***$474,960.00***		***$530,900.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$237,480.00	Building Cost	$265,450.00
	SUBTOTAL				***$237,480.00***		***$265,450.00***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$237,480.00	Building Cost	$265,450.00
	SUBTOTAL				***$237,480.00***		***$265,450.00***
	Total				**$5,721,270.00**		**$6,392,550.00**

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant that bids or negotiated prices will not vary from our opinion.

PROJECT BUDGET ESTIMATE SUMMARY OPTION THREE
Given Memorial 1 STORY

OCA Project # 22038

9/26/2023

				RANGE OF COST			
1	Development and Construction:			Cost per unit	(Low)	Cost per unit	(High)
	Site Development	2.10	Acre	$300,000.00	$630,000.00	$350,000.00	$735,000.00
	Building Construction Cost	9,288	SF	$450.00	$4,179,600.00	$500.00	$4,644,000.00
	SUBTOTAL				***$4,809,600.00***		***$5,379,000.00***
	FUTURE OPTIONAL EXPANSION	2250	SF	$450.00	10122500	$500.00	$1,125,000.00
2	Other (Appraisal, Interest, Permits)						
	Wetland Delineation				N/A		N/A
	Land Surveying	1	LS		$9,500.00		$9,500.00
	Bid Advertising	1	LS		$1,500.00		$1,500.00
	Permits & Application Fees (Plan Review)	1	LS		$500.00		$500.00
	Special Inspections				N/A		N/A
	GeoTechnical Testing	1	LS		$10,250.00		$10,250.00
	SUBTOTAL				***$21,750.00***		***$21,750.00***
3	Architectural Fee:		10%	Building Cost	$480,960.00	Building Cost	$537,900.00
	SUBTOTAL				***$480,960.00***		***$537,900.00***
4	Equipment						
	Equipment and Furnishings	1	5%	Building Cost	$240,480.00	Building Cost	$268,950.00
	SUBTOTAL				***$240,480.00***		***$268,950.00***
5	Contingencies						
	Construction Contingency	1	5%	Building Cost	$240,480.00	Building Cost	$268,950.00
	SUBTOTAL				***$240,480.00***		***$268,950.00***
	Total				**$5,793,270.00**		**$6,476,550.00**

In providing this opinion of probable cost, it must be understood that we have no control over costs or the price of labor, equipment or materials, contractors' methods of determining bid prices, competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant that bids or negotiated prices will not vary from our opinion.

Library Options	Location	Acres	Size (sq ft)	Parking*	Expansion Possibility	Const. Timeline	Total Cost Low Estimate	Total Cost High Estimate	Pros	Cons
Current Library & Archives	Village Green	.63 acres	6,360 of which 3,825 currently used for library	None	NA	NA	NA	NA	NA	NA
Option 1	Directly across from Village Hall	7.5 acres	11,850. Two-story layout	40 spots; 55 spots if expanded. Ample space available.	Yes, 4,753 sq ft expansion on the lower level. Estimated expansion cost of $475,300	18 months	$8,917,650	$9,896,850	Shared parking with arboretum; Views from building	Steep grade change leading to higher development costs
Option 2	On Magnolia next to Fire Station	1.9 acres	9,250. Single story layout	31 spots; 39 spots if expanded	Yes, directly out the back of the building approximately 2,250 sq ft. Estimated expansion cost of $1,012,500.	18 months	$5,721,270	$6,392,550	Flattest site; proximity to park;	Hampers ability to expand Fire Station
Option 3	On Magnolia past B&G building	2.1 acres	9,250. Single story layout	31 spots; 39 spots if expanded	Yes, directly out the back of the building approximately 2,250 sq ft. Estimated expansion cost of $1,012,500.	18 months	$5,721,270	$6,392,550	Flatter site; proximity to park/community center	Screening from abutters; parking requirements met, but no add'l space

*Village requirement is 1 space for every 300 sq ft

Archives Options	Location	Acres	Size (sq ft)	Parking*	Expansion Possibility	Const. Timeline	Total Cost Low Estimate	Total Cost High Estimate	Pros	Cons
Current Library & Archives	Village Green. 150 Cherokee Rd	.63 acres	6,360 of which 2,535 currently used for archives	None	NA	NA	NA	NA	NA	NA
Archives with expansion	Village Green. 150 Cherokee Rd	.63 acres	8,860	Would require a joint parking agreement	NA	12 months	$2,001,030	$2,328,750	More space	More Expensive
Archives without expansion	Village Green. 150 Cherokee Rd	.63 acres	6,360	None	NA	9 months	$1,362,930	$1,669,350	Less expensive	Less SF in multi-purpose room

Village of Pinehurst
Five-Year Income and Expense I
Summary of Revenues and Expe
FY 2024-2028

Scenario without Parking:

- **PS Relocation construction moved up to FY2026**
- **Half of PS Relocation construction debt financed ($3M)**
- **$500K proceeds from sale of PS property in FY2028**
- **Parking project moved out to FY2029+**

Table 1 - Five-Year Financial Forecast FY 2024-2028

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Population	**18,314**	**18,621**	**18,928**	**19,235**	**19,542**
Property Tax Rate	0.230	0.230	0.240	0.240	0.240
Operating Revenues					
Property Tax Revenue	$ 13,639,000	$ 13,783,000	$ 14,529,000	$ 14,679,000	$ 14,828,000
Intergovernmental Revenues	9,362,400	9,587,200	9,819,000	10,058,800	10,304,600
Permits & Fees	1,290,300	945,000	949,000	953,000	958,000
Sales & Services	853,100	868,000	895,000	923,000	951,000
Other Operating Revenues	516,800	523,000	530,000	536,000	1,043,000
Interest Income	640,100	626,000	332,000	186,000	161,000
Other Taxes & Licenses	4,500	4,500	4,500	4,500	4,500
Operating Revenues	26,306,200	26,336,700	27,058,500	27,340,300	28,250,100
Other Financing Sources (OFS)	25,100	-	-	-	-
Total GF Revenues & OFS	$ 26,331,300	$ 26,336,700	$ 27,058,500	$ 27,340,300	$ 28,250,100
Operating Expenditures					
Personnel in FTEs	162.9	163.4	167.4	167.4	167.4
Salaries and Benefits	$ 15,235,300	$ 16,095,400	$ 17,109,200	$ 17,740,400	$ 18,342,900
Operating	8,792,500	8,863,920	9,228,187	9,358,992	9,567,614
Debt Service	19,100	13,000	159,000	150,000	317,000
Operating Expenditures	24,046,900	24,972,320	26,496,387	27,249,392	28,227,514
Operating Income	2,259,300	1,364,380	562,113	90,908	22,586
Other Financing Uses (OFU)	80,000	6,836,780	3,000,000	-	-
Capital Expenditures in GF	2,804,500	3,600,500	2,467,000	3,806,500	3,981,000
Total GF Expenditures & OFU	$ 26,931,400	$ 35,409,600	$ 31,963,387	$ 31,055,892	$ 32,208,514
Revenues Over (Under) Exp	$ (600,100)	$ (9,072,900)	$ (4,904,887)	$ (3,715,592)	$ (3,958,414)

Capital As a Percent of Total Expenditures:

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Total Expenditures	$ 26,931,400	$ 35,409,600	$ 31,963,387	$ 31,055,892	$ 32,208,514
Total Capital Expenditures	2,804,500	3,600,500	2,467,000	3,806,500	3,981,000
% of Total Expenditures	10.4%	10.2%	7.7%	12.3%	12.4%

Projected Impact on Fund Balance in the General Fund:

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Beginning Fund Balance	$ 20,362,064	$ 20,128,932	$ 13,378,543	$ 10,917,076	$ 9,710,586
Revenues Over (Under) Exp	(2,538,557)	(9,072,900)	(4,904,887)	(3,715,592)	(3,958,414)
Budget to Actual Variance [1]	2,305,425	2,322,511	2,443,419	2,509,103	2,585,118
Projected Actual Gain/(Loss)	(233,132)	(6,750,389)	(2,461,467)	(1,206,489)	(1,373,296)
Projected Ending GF Bal	$ 20,128,932	$ 13,378,543	$ 10,917,076	$ 9,710,586	$ 8,337,290
% of Total Budget	**74.7%**	**37.8%**	**34.2%**	**31.3%**	**25.9%**

[1] Assumes actual revenues of 101% of budget and actual operating expenditures of 92% of budget

Estimated Operating Margin	0.84	0.87	0.90	0.92	0.92

PRESENTATION OF STORMWATER MANAGEMENT AND MASTER PLAN
ADDITIONAL AGENDA DETAILS:

FROM:
Mike Apke, P.E., Public Services and Engineering Director

DATE OF MEMO:
9/19/2023

MEMO DETAILS:
The Village of Pinehurst previously contracted with McGill Associates to prepare a Stormwater Management and Master Plan. This project originated from a recommendation that was included in the Village's 2019 Comprehensive Plan. The primary purposes of this project are to identify effective stormwater management strategies, evaluate supporting programs and future funding mechanisms, and develop a plan to guide Village staff in addressing the future of stormwater management in Pinehurst.

Representatives from McGill Associates will be in attendance to present their recommendations from the plan to Village Council. Village staff will also be in attendance to assist with the presentation.

ATTACHMENTS:

Description

- Stormwater Management and Master Plan

Stormwater Management and Master Plan Presentation

Village of Pinehurst
September 26, 2023

1895
VILLAGE OF
PINEHURST

mcgill
Shaping Communities Together

Introductions

Mike Apke, P.E., PS & Eng. Dir.
Jeff Batton, Asst. Village Manager
Darryn Burich/Alex Cameron, Planning & Insp. Dir.
Megan Skjellerup. Asst. PS Dir.

Michael Hanson, P.E., LEED AP
David Honeycutt, P.E.

Project Overview

- **Village of Pinehurst (VOP) engaged McGill Associates (McGill) to assist with the preparation of a Stormwater Management and Master Plan**
- **The VOP's 2019 Comprehensive Plan identified the expansion and enhancement of stormwater management efforts as a "Strategic Opportunity" and included several recommendations related to stormwater**

VILLAGE OF PINEHURST, NORTH CAROLINA
2019 COMPREHENSIVE PLAN
ADOPTED: OCTOBER 2019

2019 Comprehensive Plan Recommendations

- **Prepare a comprehensive Stormwater Master Plan to identify effective stormwater management strategies.**
- **Evaluate creating a local stormwater utility for planning, programming, and coordinating future stormwater infrastructure in the community.**
- **Develop and implement rules for post-construction stormwater maintenance requirements.**

PLAN IMPLEMENTATION MATRIX: SUPPORTING INFRASTRUCTURE & UTILITIES

	Implementation Strategy/Recommendation	Timeframe
	Supporting Infrastructure & Facilities	
6.1	Evaluate ways to partner with private entities to bring high-speed broadband Internet and wireless access to Pinehurst. Target areas of the Village that will support near-term economic recruitment initiatives for technology firms and medical-related industries.	3-5 Years
6.2	Implement the GIS strategic plan to leverage a wide array of GIS tools to better communicate geo-spatial data.	1-2 Years
6.3	Convert static maps to online interactive digital maps accessible on the Village website.	1-2 Years
6.4	Evaluate, identify, and purchase land for a future third fire station based on projected development patterns to ensure adequate fire emergency response times.	1-2 Years
6.5	Identify alternative locations for the Public Services Complex to allow for redevelopment of Village Place.	1-2 Years
6.6	Evaluate the capacity of Village Hall to meet the increased service needs and demands of residents.	3-5 Years
6.7	Evaluate the need for an additional Police Station or substation to meet the increased service needs and demands of residents.	1-2 Years
6.8	Prepare a comprehensive stormwater master plan to identify effective stormwater management strategies.	1-2 Years
6.9	Evaluate creating a local stormwater utility for planning, programming, and coordinating future stormwater infrastructure in the community.	3-5 Years
6.10	Develop and implement rules for post-construction stormwater maintenance requirements.	3-5 Years
6.11	Coordinate with Moore County Public Utilities to ensure adequate water and sewer infrastructure capacity exists to meet the needs of the community and any projected development patterns shown on the Conservation and Growth Map.	Ongoing
6.12	Coordinate with NC Department of Transportation (NCDOT) to ensure adequate transportation system improvements are made in a timely manner to meet the needs of the community and any projected development patterns shown on the Conservation and Growth Map.	Ongoing
6.13	Assess whether the community supports a Village-funded library, and if so, explore options for locations and funding sources.	1-2 Years
6.14	Assess whether the community supports an indoor and/or outdoor performing arts venue, and if so, explore options for locations and funding sources.	5+ Years
6.15	Consider projecting long term infrastructure capital needs by infrastructure category beyond the five-year planning horizon of the annual Strategic Operating Plan.	1-2 Years
6.16	Evaluate the need for a Comprehensive Plan Consistency Statement for Capital Projects.	1-2 Years

What is Stormwater?

- Simply put, stormwater is water that naturally accumulates as a result of rain or snow
- Much of our stormwater infiltrates into our sandy soils, but what doesn't infiltrate typically "runs off" across land or other impervious surfaces like rooftops, streets, parking lots, etc.
- At times, heavy rain can result in localized flooding of streets, yards, or even basements or crawlspaces in low lying areas

Who is Responsible for Stormwater Management?

- Property owners are ultimately responsible for managing stormwater across their land, including residential lots.
- As a property owner, the Village is subject to the same rules and regulations as private property owners on our properties and right-of-way.
- Pipes and ditches within the public right-of-way along Village-maintained streets (typically 50 or 60-foot wide) are the responsibility of the Village.
- Village Council allocated $460,000 in FY24 for stormwater projects

Who is Responsible?

Community Survey Results

Resident satisfaction with the quality of the stormwater runoff/management system:

FY 19 – 77%
FY 20 – 84%
FY 21 – 83%
FY 22 – 83%
FY 23 – 83%

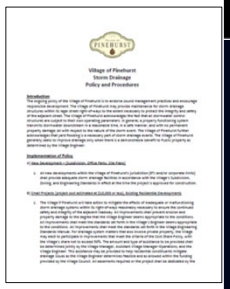
Staff also reviews satisfaction levels by neighborhood

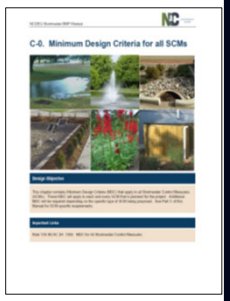
NPDES Phase II

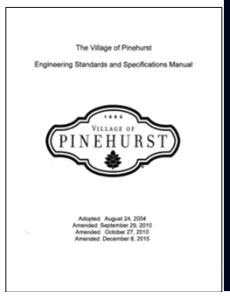
- Phase II local governments are required by the State to develop and implement a stormwater management program
- Village was considered for the Phase II program by NCDEQ at one time but the State waived us from the program due to existing rules and regulations in place.
- Many Phase II communities have established stormwater utilities to fund their mandatory programs.

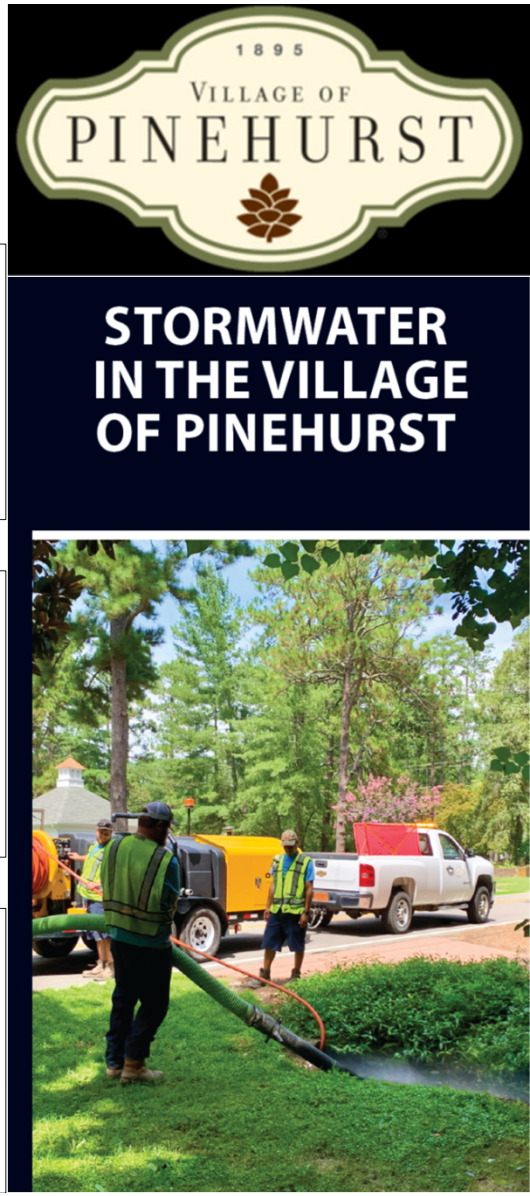
Existing Standards and Documents

- Engineering Standards and Specifications Manual (Adopted 2004)
- Storm Drainage Policy and Procedures (Approve by Council October 2004)
- Stormwater Pamphlet
- Pinehurst Development Ordinances
- Flood Damage Prevention Ordinance
- NCDEQ Stormwater Design Manual

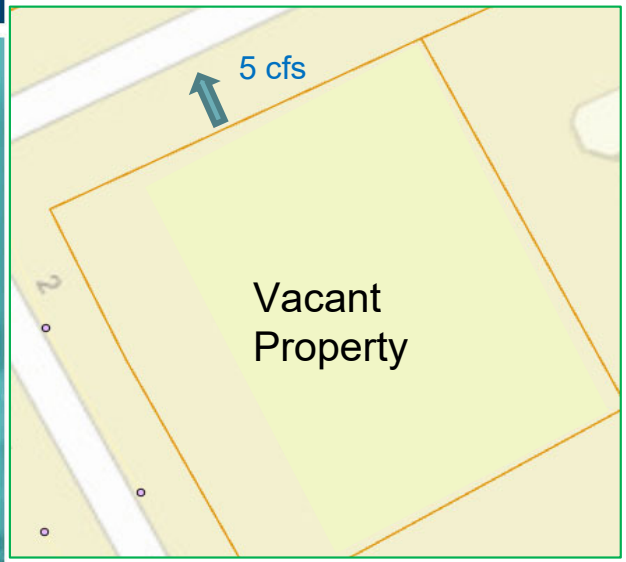


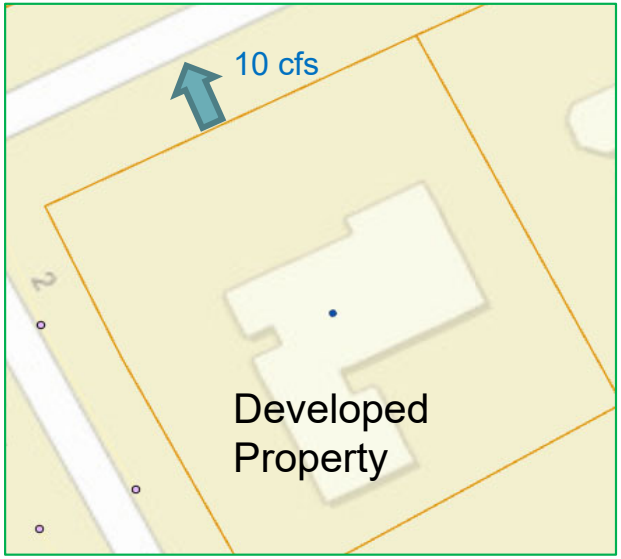


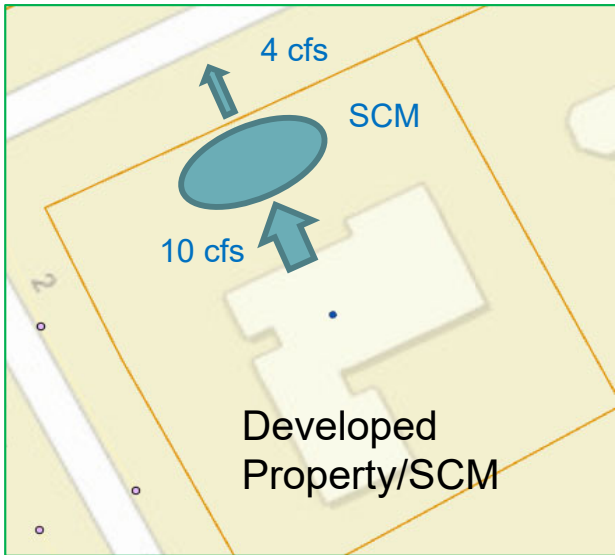




10-Year Pre-Post Stormwater Discharge







Existing Standard - ESSM

10-year event in Pinehurst
5.45 inches/24 hours

25-year event in Pinehurst
6.48 inches/24 hours

100-year event in Pinehurst
8.15 inches/24 hours

What Rules Govern Stormwater in North Carolina?

- In 1977, the NC Supreme Court adopted the "Rule of Reasonable Use" which is based on the premise that water naturally flows downhill.
- Private landowners have the legal right to make reasonable use of their land and the person on the lower estate must receive and pass water from the higher estate
- Disputes between private landowners can be resolved in civil court actions

What Rules Govern Stormwater in North Carolina?

- NCGS 77-13 and 77-14 prohibit the blockage of streams, drainage ways, and easements that move water from higher elevations to lower elevations
- "May" be enforced by law enforcement officers or the County Engineer
- NCGS 143-214.7 notes that programs shall not require private property owners to install new or increased stormwater controls for preexisting development or redevelopment that do not remove or decrease existing stormwater controls.

Stormwater Management and Master Plan Scope

- **Primary purposes of Plan are to identify effective strategies, evaluate funding mechanisms, and guide the future of stormwater management in Pinehurst**
- **Project completed in two (2) phases**

Phase 1 Scope of Work

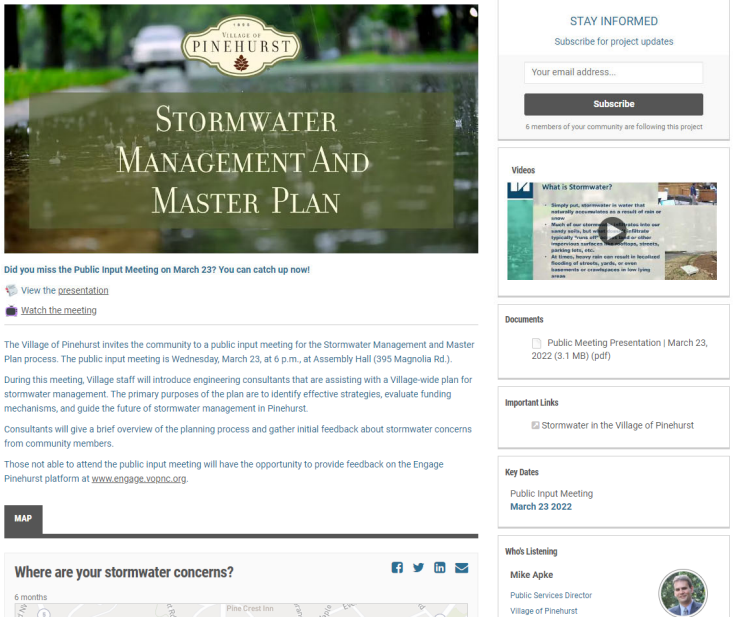
- Review existing VOP policies, ordinances, regulations, etc.
- Gather sample ordinances and policies from seven (7) other communities, compare to the VOP, and discuss pros and cons of implementation in the VOP
- Review Work Order tickets to note trends and issues in Pinehurst
- Review Design Storm and Return Frequency (10-year)

Phase 1 Scope of Work

- **Review options/potential restrictions for stormwater discharge from existing developed and proposed development lots in single-family residential areas**
- **Assist with Public Engagement**
- **Provide recommendations for implementing standards for post-construction maintenance**

Public Engagement

- **Public input meeting held at Village Hall on March 23, 2022**
- **Summary overview and video of meeting are available on Engage Pinehurst website**
- **19 comments/concerns were posted to Engage Pinehurst**
- **MyVOP also serves as 24/7 option for public to communicate stormwater issues and concerns**

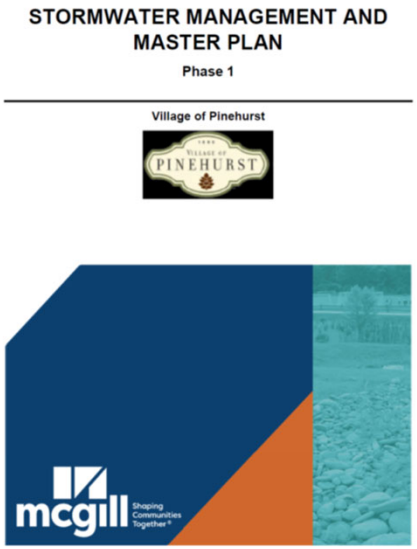


Phase 2 Scope of Work

- Assist with solutions in “problem areas” identified in public input phase
- Project future funding needs and identify which problem areas may qualify for grant funding
- Evaluate advantages, disadvantages, and feasibility of establishing a delegated erosion control program in lieu of using NCDEQ for these services

Recommendations

1. **We recommend VOP implement specific Post-Construction maintenance requirements**
   - **Sample requirements/O&M Agreement provided to VOP staff for review**
   - **Highlights include:**
     - **Property Owner responsible for SCM maintenance**
     - **O&M Agreement requires property owners to maintain, repair, etc. and grants VOP right of entry to inspect**

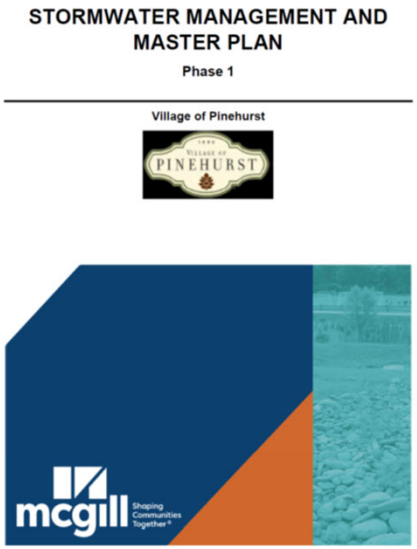

STORMWATER MANAGEMENT AND MASTER PLAN

Phase 1

Village of Pinehurst

Recommendations (cont'd)

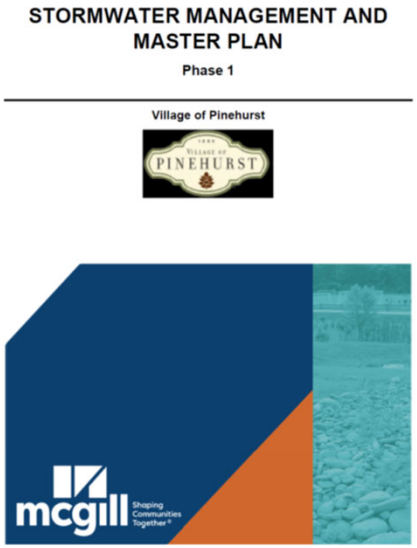
- O&M Agreement must be executed before issuance of CO
- Property owner must provide annual maintenance/inspection report
- VOP will develop specific inspection criteria, frequency and enforcement mechanisms for lack of compliance
- HB 488 limits what VOP can do related to financial guarantees



Recommendations (cont'd)

2. **We recommend VOP create a Stormwater Development Manual and adopt specific criteria and procedures for protection of downstream properties.**

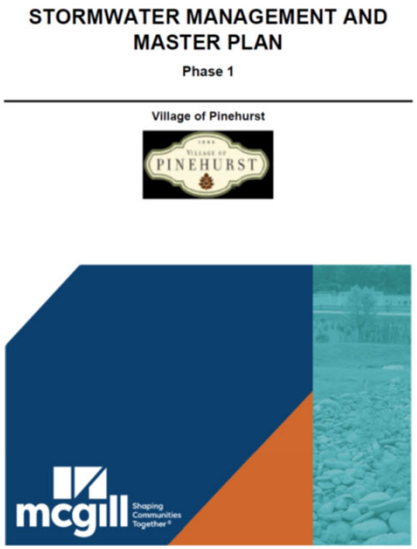
   - Combine all stormwater rules/regulations/standards into one document
   - Adopt specific criteria and procedures for protection of downstream properties
   - Include recommended changes to ESSM, Policy and Procedure document, etc.



Recommendations (cont'd)

Design Storm and Return Frequency

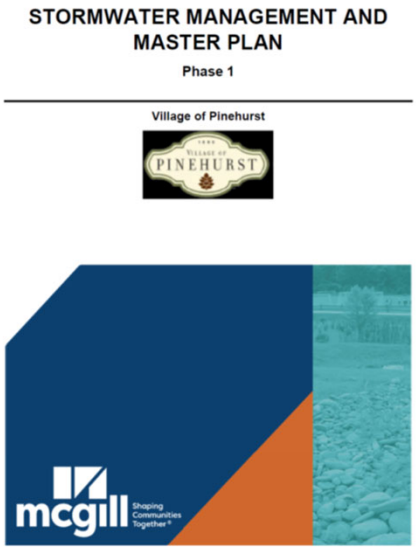
3. **We recommend sustaining the current 10-yr pre-post discharge criterion and adding a 2-yr volume criterion.**



Recommendations (cont'd)

POST-CONSTRUCTION STORMWATER MAINTENANCE

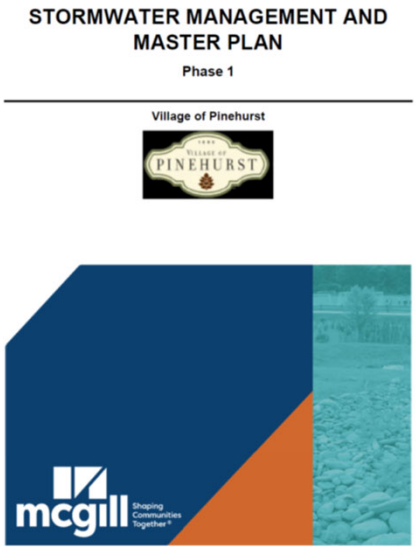
4. **Develop a proactive inlet, swale and pipe cleaning program.**
   - **Most prevalent word in MyVOP stormwater requests, FY18-FY22 was "clean"**
   - **Many of these were generated by VOP staff to become more proactive**
   - **Consider implementing a program where 20% of the system is cleaned on an annual basis, whereby the entire Village is cleaned within a typical 5-year CIP period.**



Recommendations (cont'd)

POST-CONSTRUCTION STORMWATER MAINTENANCE

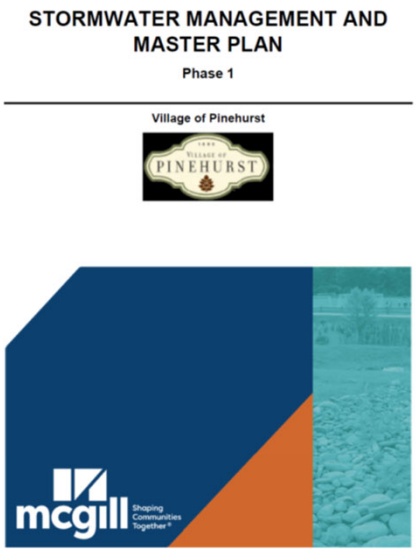
5. **Fund a dedicated stormwater staff person.**
   - **Based on McGill's discussion with VOP staff, existing workload prohibits existing staff from taking on additional tasks recommended in the SWMP.**
   - **Some items (Stormwater Development Manual) may require assistance from a consultant as well.**



Future Considerations

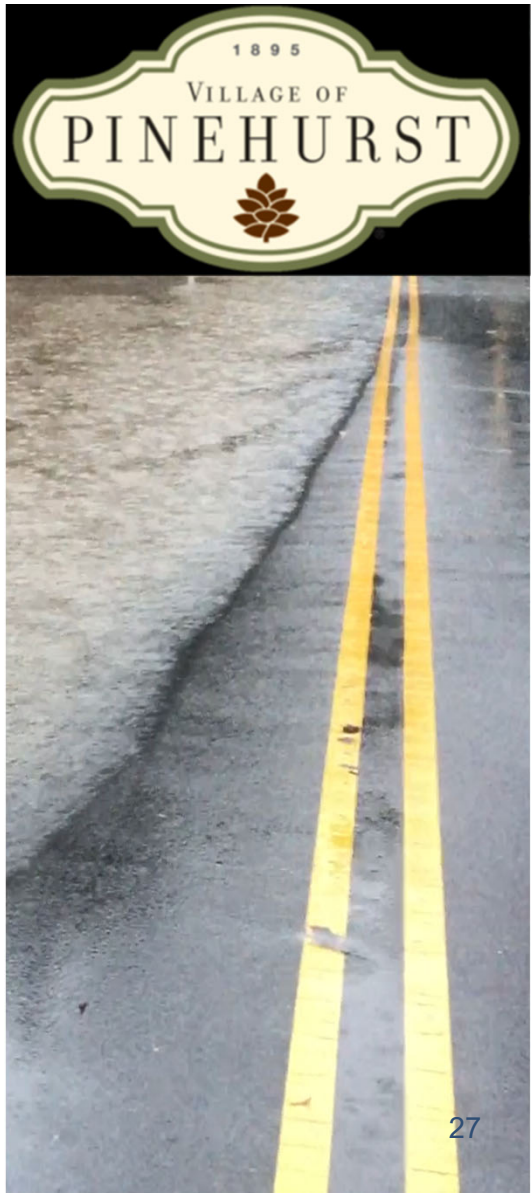
PRE / POST FOR RESIDENTIAL DEVELOPMENT

1. Establish a threshold of >2,000 sf added BUA for any SFR lot expansion or redevelopment requires a consultation with the VOP for consideration of stormwater controls.
2. Implement into Stormwater Development Manual.



Drainage Problem Area Solutions

Location	Issue	Proposed Work
Chinquapin & Magnolia Road	Road & Right-of-Way (ROW) flooding	Stormwater Pipe Network installation, upsizing of Existing Network
Gun Club Drive	Road flooding, residential flooding complaints	Stormwater Pipe installation, Drainage Ditch excavation
Palmetto & Cherokee Road	Road & ROW flooding	Swale Maintenance
Salem Drive &York Place	Road & ROW flooding	Stormwater Pipe Network installation

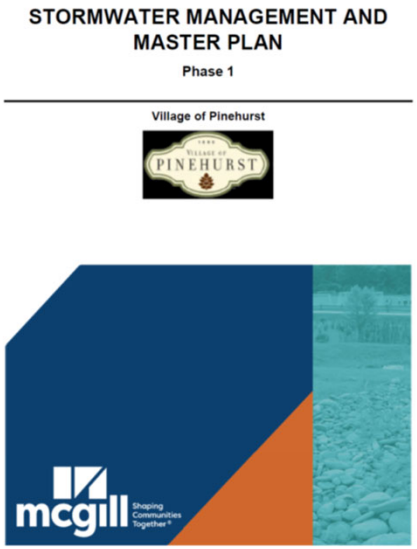


Drainage Problem Area Solutions (cont'd)

Location	Issue	Proposed Work
Belair Court & Thunderbird Circle	Residential flooding & drainage complaints	Drainage Ditch excavation, Stormwater Pipe installation
Starlit Lane	Residential flooding, drainage, & grading complaints	Drainage Ditch excavation & Stormwater Pipe Network installation
Blake Boulevard	Road flooding and commercial flooding complaints	clean and inspect the pipe, survey the pipe network, and replace pipe as needed.

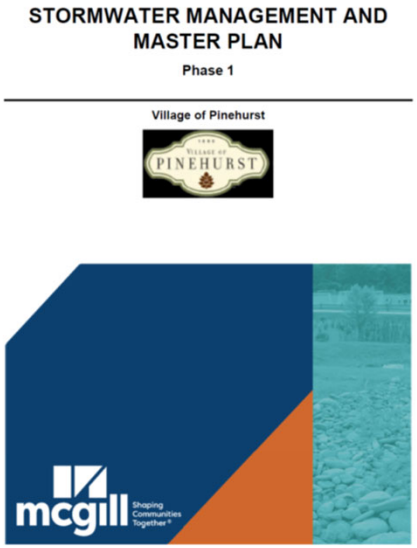
Local Erosion Control Program

- Projects that disturb more than 1 acre go to NCDEQ
- Village permits less than 1 acre
- Lengthy process to be self-delegated for > 1 acre. HB 488 limits our authority and the fees we can charge, and fees collected from permits are typically not sufficient to offset the cost of administrating the program
- Additional staff would be needed to administer the program
- Recommend not pursuing at this time



Stormwater Utility

- Separate fee charged to residents (monthly or annual tax bill) to fund stormwater program
- Common among NPDES Phase II communities with mandatory requirements
- VOP has $460,000 per year for stormwater capital projects in 5-year plan ($2.3M total)
- McGill rendered an opinion that the current CIP budget is sufficient to meet the needs of the Village
- After consulting with VOP Finance, staff does not recommend a stormwater utility at this time, but this option is available in the future if needed. Staff will also pursue grant opportunities as they present themselves (many options were addressed in the SWMP)



Thank You For Your Time

Do you have any questions?

910-295-5021

Resources:

WWW.VOPNC.ORG/STORMWATER

WWW.ENGAGE.VOPNC.ORG

Contact Information

Mapke@vopnc.org

Michael.hanson@mcgillassociates.com

David.honeycutt@mcgillassociates.com

FEES AND CHARGES SCHEDULE UPDATE HARNESS TRACK
ADDITIONAL AGENDA DETAILS:

FROM:
Mark Wagner

CC:
Jeff Sanborn

DATE OF MEMO:
9/17/2023

MEMO DETAILS:
Staff is recommending updates to the Fees and Charges Schedule as it relates to establishing new fees for RV Parking at the Pinehurst Harness Track.

The proposed fees would go into effect on October 1, 2023, for the upcoming Standardbred training season with a monthly rental rate of $400 per month or a full season rate of $2,500 per space. Price comparisons were done with local facilities as well as those available at various winter training facilities in the southeast. Pricing at other facilities ranged from $400 - $600 per month, all of which provided sewer on site.

There will be a total of six (6) available spaces for rent behind Barn 10 for trainers stabling horses at the Harness Track from October through May. All RVs would be allowed on site beginning on October 1st and would be required to be removed from the property on May 1st annually. Each space will consist of hookups for water and electricity, no sewer or septic tank dumping station is included. It is the responsibility of each RV owner to make arrangements for emptying septic tanks in their vehicle.

The Village attorney has reviewed and approved the attached lease agreement that is being proposed.

Staff appreciates your consideration and is available to answer any questions you may have.

Thank you

ATTACHMENTS:

Description

- Lease Agreement
- Fee Schedule Changes 10.01.2023
- Fee Schedule 10.01.2023
- Resolution 23-44 Amending Fee Schedule

VILLAGE OF PINEHURST
PINEHURST HARNESS TRACK FACILITY
TRAILER SPACE LICENSE AGREEMENT

THAT WHEREAS,_____, (Licensee) has requested of the Village of Pinehurst (Licensor) to License a Recreational Vehicle (RV) space at the Pinehurst Harness Track Facility; and

WHEREAS, the Licensor has agreed to License said RV space at the Pinehurst Harness Track Facility; and

WHEREAS the period of this agreement shall be for seven (7) months from (October 1, 2023, to April 30, 2024).

NOW, THEREFORE, for and in consideration of the RV space, the Licensee agrees to the following:

1. As rental, the Licensee agrees to pay the Licensor **$400 per month, or $2,500 per season** (October 1, 2023 – April 30, 2024) for the period of this agreement. Rental includes one (1) RV space at the Pinehurst Harness Track, water and electric service to the space. The Licensee is responsible for paying any costs incurred for emptying the septic tank on their RV, the Licensor does not provide this service. The Licensee shall pay the Licensor the total trailer space rental in full by October 1, 2023, if renting full season, or on the 1st of each month if renting monthly. No proration of monthly fees allowed.

2. The Licensee shall be required to adhere to the following "Hold Harmless" agreement:

a. The Licensee shall, through the signing of this document, indemnify, hold harmless and defend the Licensor and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgment of every name and description brought against the Licensor as a result of loss, damage or injury to person or property, in conjunction with the Licensee's use of the licensed premises.

b. The Licensee agrees to protect, defend, indemnify and hold the Licensor, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlement costs, charges, professional fees or other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of his/her use of Village property and the performances hereof. Licensee further agrees to investigate, handle, respond to, provide defense for and defend the same at his/her sole expense and agrees to bear all other costs and expenses related thereto.

3. The Licensee shall insure his/her property for up to the replacement value of his/her RV and contents and shall also insure his/her RV for a minimum of $50,000 in general liability insurance. The Licensee shall include the Licensor as an additional insured on his/her insurance policy. The Licensee is responsible for providing the Licensor proof of insurance by a Certificate of Insurance issued by the Licensee's insurance company.

4. The Licensee may install cable service, or satellite service, at his/her expense. The Licensee is responsible for adhering to all applicable federal, state, county and village regulations concerning the installation and operation of said services and must get approval of the Track Superintendent.

5. The Licensee acknowledges that this agreement in no way gives the Licensee any property rights in any real or personal property of the Pinehurst Harness Track Facility or of the Licensor.

6. The Licensee acknowledges that this agreement will terminate on May 1st, 2024, and will not automatically renew. Rental agreements will be updated annually and accepted on a first come, first served basis.

7. By signing this License, Licensee agrees to remove Licensee's RV, at the expense of the Licensee or the expense of the Licensee's estate, no later than May 1st, 2024.

8. It is agreed by both parties that in the event of a breech of any of the conditions, Licensor, at its sole option and upon giving five (5) days written notice, may terminate this License and effective eviction proceedings may begin on the sixth (6) day after notice is given. Any waiver of a breach will not constitute a waiver for all purposes or for any subsequent breech.

9. In the event the License is terminated, the Licensee agrees there shall be no period of holdover, and further, if eviction is necessary the Licensee will be liable for all costs associated therewith.

10. This License is not assignable by Licensee; it is personable to Licensee and the licensed space cannot be sublicensed.

11. This agreement contains the entire agreement among the parties hereto with respect to the subject matter hereof and sets forth all the representatives and warranties of the parties hereto with respect to the subject matter hereof and supersedes all prior or contemporaneous oral and written agreements, representations, warranties or understandings with respect to the subject matter hereof.

12. The following Guidelines apply to all space rentals at the Pinehurst Harness Track:

Pinehurst Harness Track RV Park Guidelines

RV Park General Guidelines:

- The check-in time is 12:00pm. Check out time is 11:00am.
- RVs and campers are subject to Village approval.
- RVs must be in good clean condition.
- For your personal safety, **DO NOT** dig or drive stakes into the ground without permission due to underground electrical cables.
- You are responsible for the conduct of anyone visiting you during your stay.
- Only adults 18 or over are allowed to stay on premises.
- The speed limit is 10 mph throughout the property.
- Quiet hours are from 10:00pm - 8:00am daily. Please be considerate of your neighbors at all times. No loud music or unruly conduct.
- There are no public restrooms on the property so please use your motor home facilities.
- Alcoholic beverages are permitted at your site only. Please keep visibility to a minimum.
- Illegal drugs of any kind are not permitted.
- Unruly conduct, loud or obnoxious behavior will result in your removal from the property, cancellation of rental privileges, and no refund.
- No open campfires, but gas and charcoal grills are allowed. Firepits allowed with Village approval.
- There is no onsite septic dump station. RV's drive to an approved location to empty tanks or contract with a local vendor to come and provide that service.
- Conserve electricity and water. Utility costs are included in your monthly rental amount.

Outside Appearance:

- Your site should always be clean and orderly. Pick up litter, cigarette butts, etc.
- Anyone damaging or destroying property will be required to pay all associated damage charges and will be asked to vacate the property.
- Please do not cut, climb, or put anything in the trees.
- No clotheslines allowed.
- Please store all items except patio furniture neatly under RV.
- Let us know of any conditions requiring our attention.

Vehicles:

- Please park in your designated gravel lot only. 1 vehicle per site is allowed. Check with management regarding the availability of extra parking for guests.
- Washing vehicles in the park is not permitted.
- Do not drive through empty sites or park on grassy areas.

- No vehicle maintenance - only minor emergency repairs.
- No riding ATVs on the premises.

Pets:

- Pets must be approved prior to arrival. We reserve the right to limit the number, size or type of pets.
- No vicious or aggressive animals are allowed.
- No barking dogs.
- Pets must be housed inside your RV unit and must be kept on a leash at any time they are outside the RV unit.
- Please clean up immediately after your pet by discarding solid waste in a plastic bag inside a trash can.

Rates:

- Monthly rates are $400 per month, due on the first day of each month. No proration for late arrivals or early departures. Availability from October 1st – April 30th.
- Seasonal rates are $2,500 per season, due in full upon arrival. Availability from October 1st – April 30th.
- To rent an RV space, renters must have horses stabled at the Harness Track for the Standardbred Training Season.
- All vehicles must be moved from the property at the end of the training season on May 1st.

Licensor is not responsible for accidents or injury to guests or property, for loss of money or valuables of any kind, or damages or claims due to fire, theft, accident, acts of God and nature or any other cause. We reserve the right to amend guidelines as necessary. We reserve the right to evict any person without a refund for failure to observe RV Park guidelines. We reserve the right to refuse service to anyone.

13. This agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

Lessee:

_____	_____
Signature	Date
_____	_____
Signature	Date

Accepted By:

_____	_____
Authorized Representative Village of Pinehurst, N.C., Landlord	Date

Village of Pinehurst
Changes to Fees & Charges
Effective October 1, 2023

Parks & Recreation Fees

Recreation - Harness Track (page 15)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Recreational Vehicle Space License	-	-	Monthly: $400.00 Full Season: $2,500.00	-	Added fee for recreational vehicle space at the Harness Track .

Recreation - Harness Track (page 17)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Recreational Vehicle Space License	-	-	-	-	Added definition for recreational vehicle space at the Harness Track .

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE OCTOBER 1, 2023

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
02/2022	Paper Copies	$0.25	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	$20.00	per cart
	Municipal Code Copies:		
03/2004	Entire Code	$0.10	per sheet
03/2004	Supplements	$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days

Rental Fees for Use of Village Rooms

Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.

The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained).Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.

A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.

	Deposit – Assembly Hall & Station 91 Conference Room:		
12/2007	Audio visual equipment is not utilized	$100.00	per event
12/2007	Audio visual equipment is utilized	$200.00	per event
	Rental Fee – Conference Room:		
	Up to 3 hours:		
12/2007	Resident	$25.00	per event
12/2007	Non-Resident	$50.00	per event
12/2007	More than 3 hours	$25.00	per hour

ADMINISTRATION (continued):

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

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE OCTOBER 1, 2023

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Fire Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2023	Re-Inspection with violations remaining 1st Re-Inspection 2nd Re-Inspection 3rd and Subsequent Re-Inspection	 $100.00 $200.00 $500.00	 per inspection per inspection per inspection
Permits Required by NC Fire Code – review, permit and inspection fees The fees set forth in this section are fixed for the review of plans for fire protection systems and the issuance of permits required by the Fire Prevention Code.			
02/2023	Fire Sprinkler Systems	$100.00 due at submittal	per permit plus $0.01 per square foot for permit and inspection, $50.00 minimum
02/2023	Fire Alarm / Detection Systems	$100.00 due at submittal	per permit plus $0.01 per square foot for permit and inspection, $50.00 minimum
02/2023	Standpipe System	$100.00 due at submittal	per permit plus $0.01 per square foot for permit and inspection, $50.00 minimum
02/2021	Hood Suppression System	$75.00	per permit
02/2021	Any other required permit	$75.00	per permit
02/2023	Express Plan Review (less than 48 hour notice)	$250.00 plus applicable fee	per express plan review
02/2023	Express Inspection (less than 48 hour notice)	$250.00 plus applicable fee	per express inspection
02/2023	Re-review fees for 3rd and subsequent submission	$150.00	per submission
02/2021	Lift a Stop Work Order	$100.00	per Stop Work Order
02/2023	Work performed without a permit	Greater of $500.00 or double fee	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE OCTOBER 1, 2023

INFORMATION TECHNOLOGY (IT):

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

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE OCTOBER 1, 2023

LIBRARY AND ARCHIVES:

Council Adopted Date	Description	Fee/Charge	Unit
Library Fees			
02/2022	Library Card Fee – Resident/Non-Resident	No Charge	per patron
02/2022	Lost Item Fee	Actual Replacement Cost or Replacement of Identical Item with Staff Approval	per item
02/2022	Rental Fee – Conference Room	Reference Page 1 Administration: Rental Fee-Conference Room	per event
02/2022	Paper Copies	Reference Page 1 Administration: Paper Copies	per sheet
Archive Fees			
Images – Digital Images			
09/2022	Commercial Entity Fee	$150.00 $75.00 $25.00	per images 1 – 4 per images 5 – 10 per images 11 +
09/2022	Non-Commercial Entity Fee	$50.00	per image
09/2022	Non-Profit Entity Fee	$15.00	per image
02/2022	Dropbox Fee	$25.00	per request
02/2022	Additional Use of Each Image	$10.00 each additional use	per image

LIBRARY AND ARCHIVES (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Images – Photographic Prints (Prepared in House)			
02/2022	5 X 7	$37.00	per print
02/2022	8 X 10	$47.00	per print
02/2022	11 X 14	$72.00	per print
02/2022	11.7 X 16.5	$77.00	per print
Images – Research Fees			
02/2022	Basic Research Fee – Locating Information/Image	No Charge	up to 30 minutes
02/2022	Basic Research Fee – Locating Information/Image	$30.00	greater than 30 minutes
Graphics – Ross Golf Course Photocopies			
02/2022	Notes & Field Sketches 8.5 X 11	$1.00 $2.00 $2.50	per black & white copy per color copy per photo paper copy
02/2022	Blueprints 11 X 17	$2.00 $5.00 $10.00	per black & white copy per color copy per photo paper copy
02/2022	Golf Course Layouts	See General Fees: Outsourced Printing (page 7)	
Graphics – Ross Golf Course Layout Prints on Graphic Presentation Paper (Prepared in House)			
02/2022	8.5 X 11	$47.00	per print
02/2022	11 X 14	$72.00	per print
02/2022	11.7 X 16.5	$77.00	per print

LIBRARY AND ARCHIVES (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Graphics – Ross Golf Course Graphics – Digital Graphics			
02/2022	Digital Golf Course Layout	$250.00	per layout
02/2022	Digital Field Sketches, 9 Holes	$75.00	per 9 holes
02/2022	Digital Field Sketches, 18 Holes	$150.00	per 18 holes
02/2022	Digital Field Sketches, 36 Holes	$200.00	per 36 holes
02/2022	Scanning or Re-Scanning of Ross Graphics	$15.00	per 15 minutes
General Fees			
02/2022	Outsourced Printing	Actual cost plus 35%	per image
02/2022	Shipping & Handling	Greater of $10.00 or Actual Shipping Cost	per parcel
Library and Archives Fees Definition			
	Categories of Entities:		
09/2022	Commercial Entity: Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other category.		
09/2022	Non-Commercial Entity: Non-commercial, private individual.		
09/2022	Non-Profit Entity: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6, (c)7 or federal, state, or local governments.		
The Village of Pinehurst reserves the right to define the entity category based on the usage of the image.			

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE OCTOBER 1, 2023

PLANNING AND INSPECTIONS:

		Planning Fee		Inspection Fee	
Council Adopted Date	Description	Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	$500	per application		
02/2019	Zoning Map (Rezoning)	$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	$5,000	per application		
02/2019	Comprehensive Plan Amendment	$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	$1,000	per application		
02/2019	Variance	$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	$100	per application		
	Final Plats				
02/2019	Final Plat - Major	$325	per application		
02/2019	Final Plat - Minor	$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2020	General Concept Plan	$2,900	per permit		
02/2019	Site Plan - Major (>= 2 acres)	$4,000	per permit		
02/2020	Site Plan - Minor (< 2 acres)	$2,100	per permit		
	Special Use Permit				
02/2019	Special Use	$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	$4,500	per permit		
02/2019	Subdivision - Minor	$1,400	per permit		
02/2019	Subdivision - Exempt	$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	$1,200	per permit	$0.59	per square foot (sf)
02/2019	Commercial Alteration	$100	per permit	$0.59	per square foot (sf)
02/2019	Commercial New	$4,100	per permit	$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	$205	per permit	$170	per permit
02/2019	Multi-Family Demolition	$200	per permit	$175	per permit
02/2019	Residential Demolition	$50	per permit	$150	per permit
	Grading/Clearing Permit				
02/2019	Grading/Clearing Permit (Required for any new construction)	$40	per permit	$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	$1,200	per permit	$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	$100	per permit	$0.59	per square foot (sf)
02/2019	Multi-Family New	$4,100	per permit	$0.59	per square foot (sf)

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE OCTOBER 1, 2023

PLANNING AND INSPECTIONS (continued):

		Planning Fee		Inspection Fee	
Council Adopted Date	Description	Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	$380	per permit	$170	per permit
02/2019	Pool/Spa - Residential	$65	per permit	$110	per permit
	Residential Building Permits				
02/2019	Residential Addition	$175	per permit	$0.17	per square foot (sf)
02/2019	Residential Alteration	$175	per permit	$0.17	per square foot (sf)
02/2019	Residential New	$330	per permit	$0.17	per square foot (sf)
03/2004	Residential New - Homeowners Recovery Fee	$10	per permit		
	Single Trade Permits - Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	$40	per permit	$60	per permit
02/2019	Commercial/Multi-Family Mechanical	$40	per permit	$60	per permit
02/2019	Commercial/Multi-Family Plumbing	$40	per permit	$60	per permit
02/2022	Commercial/Multi-Family Building	$40	per permit	$110	per permit
	Single Trade Permits - Residential				
02/2022	Residential Electrical	$40	per permit	$60	per permit
02/2022	Residential Mechanical	$40	per permit	$60	per permit
02/2022	Residential Plumbing	$40	per permit	$60	per permit
02/2022	Residential Building	$40	per permit	$60	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units - Commercial	$100	per permit	$150	per unit
02/2019	Manufactured/Modular Units - Residential	$100	per permit	$100	per unit
	Accessory Structures				
02/2019	Accessory Structures - Commercial	$200	per permit	$0.59/sf	per square foot (sf)
02/2019	Accessory Structures - Residential	$175	per permit	$0.17/sf	per square foot (sf)
03/2004	Accessory Structures - No Dimension > 12 ft.	$50	per permit		
	Other Permits				
02/2019	ABC Permit	$50	per permit	$100	per permit
02/2019	Beekeeping	$25	per permit		
02/2019	Decks and Patios	$100	per permit	$50	per permit
02/2019	Docks & Bulkheads	$100	per permit	$50	per permit
02/2019	Driveway	$25	per permit	$75	per permit
02/2019	Fence, Wall, or Column	$125	per permit	$50	per permit
02/2019	Floodplain Development	$200	per permit		
02/2019	Home Health & Day Care	$50	per permit	$100	per permit
03/2004	Home Occupation	$50	per permit		
02/2019	Mobile Food Vendor	$25	per permit		

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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PLANNING AND INSPECTIONS (continued):

		Planning Fee		Inspection Fee	
Council Adopted Date	Description	Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	$50	per permit	$50	per permit
02/2020	Right of Way Use - Residential	No Charge	per permit		
02/2020	Right of Way Use - Commercial	$50	per permit		
02/2019	Seasonal Pool	$25	per permit		
02/2019	Sign - Permanent	$225	per permit	$50	per permit
02/2019	Solar Permit	$45	per permit	$55	per permit
02/2019	Temporary Use	$250	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	$65	per permit	$110	per permit
02/2019	Zoning Use	$50	per permit		
	Other Fees				
02/2022	Administrative Modification	$100	per application		
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			$100	per inspection
02/2019	Encroachment Agreement	$200	per agreement		
02/2019	Modification to Prior Approval	$200	per application		
02/2023	Nonconforming Use Certificate (short term rentals)	$50	per certificate		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	$50	per application		
02/2019	Zoning Certification Letter	$50	per letter		
	Penalties/Violations				
03/2004	Lift a STOP WORK ORDER			$100	per STOP WORK ORDER
03/2004	Work performed without a permit	Double fee	per permit		

All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
	Parking Ticket:		
12/2004	Overtime Violation	$5.00	per ticket
12/2004	Other Parking Violations	$10.00	per ticket
12/2009	Precious Metals Dealer Permit	$180.00	per application
12/2009	Precious Metals Registered Employee	$10.00 $3.00	initial application per employee annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	$180.00	per application

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
02/2023	Refuse Cart	$70.00	per additional cart
02/2023	Recycle Cart	$70.00	per additional cart
02/2023	Yard Debris Cart	$70.00	per additional cart

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental Fair Barn can be rented under the following two options: the applicable base fee plus a package rate for all amenities or, for renters who use only tables and chairs, the applicable base fee plus a per table/chair fee. If any amenity is requested, other than tables and chairs, the package rate applies. Non-profits will only be charged the applicable base fee and may use all Fair Barn amenities. Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate.			
02/2023	**Base Fee Full Day** **(14 hours or less) *:** Resident Non-Resident Non-Profit** Commercial	 $2,130.00 $2,580.00 $1,500.00 $2,880.00	per day
02/2023	**Base Fee Weekday** **(8 hours or less) *:** Resident Non-Resident Non-Profit** Commercial **(14 hours or less) *:** Commercial	 $1,380.00 $1,680.00 $1,000.00 $1,860.00 $2,310.00	per day
02/2021	**Additional Hour Above 8 Hour/14 Hour Maximum**	$150.00	per hour
02/2023	Corporate Meeting	$942.00 $582.00	greater than 4 hours less than 4 hours
***Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at $150/hour.** ****See Non-Profit definition on Page 10.**			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	
Other Fees			
02/2020	**Package Rate** (Includes all amenities): Resident Non-Resident/Commercial	 $1,500.00 $2,000.00	per event plus applicable base fee

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
02/2019	Cancellation (90 days or less)	80% of deposit retained	per deposit
02/2019	Cancellation (91 days or more)	60% of deposit retained	per deposit
02/2023	Postponement Fee (one postponement at no charge)	$250.00	per postponement
02/2020	Chairs (includes set-up)	$6.00	per chair
02/2019	Deposit (Security/Damage): Non-Profit* (full day or weekday) Full Day (excluding non-profits) Weekday (excluding non-profits)	 $750.00 $1,250.00 $1,000.00	per event
09/2013	Corporate Meeting Deposit	$250.00	per event
02/2023	Holiday Premium **	$450.00	per day
02/2019	Prohibited Items (deducted from deposit)	$500.00	per event
12/2007	Tables (includes set-up)	$9.00	per table

* See Non-Profit definition below.
** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

Fair Barn Fees and Charges Definition

	Categories of Renters:
12/2003	Resident: Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.
12/2003	Non-Resident: Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.
12/2003	Non-Profit: Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
12/2003	Commercial: Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other renter category.
07/2017	Corporate Meeting: Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.

The Village of Pinehurst reserves the right to define the renter category based on the usage.

RECREATION – FAIR BARN (continued):

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

VILLAGE OF PINEHURST
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RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
02/2020	One Infield - without Show Rings	$155.00	per day
02/2020	One Infield – with Show Rings	$260.00	per day
02/2020	Two Infields – without Show Rings	$310.00	per day
02/2020	Two Infields – with Show Rings	$360.00	per day
07/2017	Special Event Use – One Infield Special Event Use – Two Infields	$600.00 $1,200.00	per day per day
Deposits			
01/2004	Grounds Use Clean Up	$150.00	per rental
01/2004	Show Office Use Clean Up	$50.00	per rental
01/2007	Stall Reservation	$100.00	per stall
Standardbred Training (Stall Rental)			
02/2022	Full Season	$1,075.00	per stall
02/2022	Monthly	$250.00	per stall
02/2022	Partial Month – Prorated	$9.00	per stall/per day
Standardbred Training (Other Fees)			
02/2020	Grooms Quarters - Improved	$212.00	per month
02/2020	Grooms Quarters - Unimproved	$74.00	per month
07/2015	Grooms Quarters - Prorated	$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	$50.00	per room
02/2020	Additional Occupant	$62.00	per month
02/2009	Manure Pile Removal	$25.00	per pile
Recreational Vehicle Space License			
10/2023	Full Season	$2,500.00	per space
10/2023	Monthly	$400.00	per space

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows			
01/2001	Manure Pile Removal	$25.00	per pile
12/2009 01/2011	**Impact Fee:** Temporary Stalls Horse not using a stall	 $10.00 $10.00	 per stall, per show per day, per horse
02/2020	Paddock Fee	$26.00	per paddock per show
01/2015	Stall Clean Out	$10.00	per stall
02/2020	Vendor/Exhibitor Fee	$26.00	per vendor/exhibitor
Stall Rental Rates are per stall, per weekend, max of 3 nights			
02/2020	Stall Rental (less than 100)	$41.00	
02/2020	Stall Rental (more than 100)	$36.00	
02/2020	Tack Stall Rental	$36.00	
01/2013	Additional Stall Nights over 3 Nights	$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge (does not apply to non-profit rentals)	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	$35.00	per night (maximum stay of 7 days)

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
01/2012	Ground Use Fee: To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	Clean Up Deposit: The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	Standardbred Fee: Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
10/2023	Recreational Vehicle Space License: Fee to be charged to those requesting to license a recreational vehicle space at the Pinehurst Harness Track facility. The full season for recreational vehicle space license is designated for seven months from October 1 – April 30.
01/2014	Horse Shows: Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	Other: Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
07/2017	Special Event Use: To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group.

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

Council Adopted Date	Description	Fee/Charge	Unit
Memberships/Classes/Programs The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started. Memberships will not be prorated.			
02/2020	Non-Resident Family Membership	Membership cost is $60. The membership is valid for one year from purchase date. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
09/2019	Open Gym Membership – Individual Resident Non-Resident	 $15.00 $30.00	 per 6 months per 6 months
09/2019	Open Gym Membership – Family (2 or more members) Resident Non-Resident	 $30.00 $60.00	 per 6 months per 6 months
07/2017	Resident – Classes/Programs	$10.00 plus direct costs	per participant
12/2008	Non-Resident – Classes/Programs	Two times resident fee	per participant
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
09/2019	Late Pickup Fee Resident/Non-Resident	$1.00	per minute

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Athletic Leagues			
02/2022	**Player Fee:** Resident	$30.00	per player
02/2022	Non-Resident	$60.00	per player
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published online. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
06/2013	Resident	$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	$25.00	per week reserved
General Fees The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
06/2013	Chairs-(only available on site)	$1.50 set up by renter $3.00 set up by Village staff	per chair
06/2013	Tables-on site	$4.50 set up by renter $9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	$4.50 Resident $9.00 Non-Resident	per table
06/2013	Vendor/Exhibitor	$25.00	per vendor/exhibitor
07/2018	Food Vendor	$75.00	per vendor
07/2018	Alcohol Vendor	$400.00	per vendor

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
General Fees (continued)			
06/2013	Sound System	$50.00	per event
12/2008	Overnight Parking(Resident and Non-Resident	$2.00	per car per night
02/2021	Drop In Fee	$7.00	per day per activity
02/2021	Event Admission	$2.00 $5.00	per person ages 12 & under per person ages 13 & over
Rental Fees for Use of Village Parks			
02/2022	Facility Rental Supervisor	$45.00 $15.00	first two hours each additional hour
02/2022 02/2022	**Athletic Facilities:** Resident/Non-Profit Non-Resident	 $20.00 $40.00 $40.00 $80.00	 per hour without lights per hour with lights per hour without lights per hour with lights
12/2008	Bleachers (Resident and Non-Resident)	$25.00	per bleacher per day
07/2017 07/2017	**Park Picnic Shelters:** Resident/Non-Profit Non-Resident	 $30.00 $15.00 $60.00 $15.00	 first three hours each additional hour first three hours each additional hour
Special Event Permits			
01/2015	Application Fee	$50.00	per event
01/2015	Late Application Fee	$25.00	per event
01/2015	Bleachers	$50.00	per unit
01/2015	Greenway Trail Use	$50.00	per event
01/2015	Post Event Clean Up	$100.00	per event
01/2015	Street Closure	$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park Rental fees and deposit requirements apply to individual, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred. Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate. **Arboretum Lawn** The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads. **If more than one amenity is requested to be used, the package rate will apply per day.**			
Timmel Pavilion Only (includes tables and chairs)			
01/2015	**Pavilion rental (5 hour maximum):**		
	Resident/Non-Profit	$180.00	first three hours
	Non-Resident	$240.00	first three hours
	Resident and Non-Resident	$40.00	each additional hour
07/2018	**Pavilion rental (5 hour maximum) Discounted rate if booked within 72 hours of use:**		
	Resident/Non-Profit	$60.00	first three hours
	Non-Resident	$120.00	first three hours
	Resident and Non-Resident	$30.00	each additional hour
07/2017	**Pavilion rental (full day):**		
	Resident/Non-Profit	$750.00	per day
	Non-Resident	$1,000.00	per day
Grounds Only (includes tables and chairs)			
07/2017	**Pergola Garden:**		
	Resident/Non-Profit	$500.00	per day
	Non-Resident	$650.00	

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park (continued)			
Grounds Only (includes tables and chairs) (continued)			
07/2017	**Magnolia Lawn:** Resident/Non-Profit Non-Resident	 $500.00 $650.00	per day
01/2015	**Joyce's Meadow:** Resident/Non-Profit Non-Resident	 $600.00 $775.00	per day
01/2015	**All Grounds:** Resident/Non-Profit Non-Resident	 $775.00 $1,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
07/2017	**Pergola Garden & Timmel Pavilion:** Resident/Non-Profit Non-Resident	 $1,100.00 $1,400.00	per day
07/2017	**Magnolia Lawn & Timmel Pavilion:** Resident/Non-Profit Non-Resident	 $1,100.00 $1,400.00	per day
07/2017	**Joyce's Meadow & Timmel Pavilion:** Resident/Non-Profit Non-Resident	 $1,100.00 $1,400.00	per day
07/2017	**All Grounds & Timmel Pavilion:** Resident/Non-Profit Non-Resident	 $1,500.00 $1,800.00	per day
Staff			
02/2022	Set up/Breakdown crew for tables and chairs	$400.00	per event
Deposit			
01/2015	Timmel Pavilion Only Deposit	$100.00	per event
07/2018	Multiple Amenities/Venues Deposit	$200.00	per event

RECREATION – PARKS and RECREATION (continued):

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

RECREATION – PARKS AND RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Community Center			
Rental fees and deposit requirements apply to individuals, groups and non-profit organizations based on the location of principal operating office/residence.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of all or a part of the deposit (14 days or less 100% of the deposit will be retained, 15 days or more 100% of the deposit will be refunded). Deposits are refundable if facility is properly cleaned by the user following the event and no damage to the facility has occurred.			
If more than one amenity is requested to be used, the package rate will apply per day.			
All kitchen rentals require additional kitchen cleaning fee as noted below.			
Weekend rental is for Friday – Sunday. Weekday rental is for Monday – Thursday.			
Community Center Facility Rentals:			
09/2019	**Multi-Purpose Room:**		
	Resident/Non-Profit - Weekday	$80.00	first two hours
	Resident/Non-Profit - Weekend	$100.00	first two hours
	Non-Resident - Weekday	$160.00	first two hours
	Non- Resident - Weekend	$200.00	first two hours
	Additional Hourly Rate	$40.00	each additional hour
09/2019	**Multi-Purpose Room/Kitchen:**		
	Resident/Non-Profit - Weekday	$110.00	first two hours
	Resident/Non-Profit - Weekend	$140.00	first two hours
	Non-Resident - Weekday	$220.00	first two hours
	Non- Resident - Weekend	$280.00	first two hours
	Additional Hourly Rate	$55.00	each additional hour
09/2019	**Gymnasium:**		
	Resident/Non-Profit - Weekday	$170.00	first two hours
	Resident/Non-Profit - Weekend	$215.00	first two hours
	Non-Resident - Weekday	$340.00	first two hours
	Non-Resident - Weekend	$430.00	first two hours
	Additional Hourly Rate	$85.00	each additional hour
09/2019	**Gymnasium/Multi-Purpose Room:**		
	Resident/Non-Profit - Weekday	$225.00	first two hours
	Resident/Non-Profit - Weekend	$280.00	first two hours
	Non-Resident - Weekday	$450.00	first two hours
	Non-Resident - Weekend	$560.00	first two hours
	Additional Hourly Rate	$115.00	each additional hour

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Community Center Facility Rentals (continued)			
09/2019	**Gymnasium/Multi-Purpose Room/ Kitchen:**		
	Resident/Non-Profit - Weekday	$260.00	first two hours
	Resident/Non-Profit - Weekend	$325.00	first two hours
	Non-Resident - Weekday	$520.00	first two hours
	Non-Resident - Weekend	$650.00	first two hours
	Additional Hourly Rate	$130.00	each additional hour
Tournaments:			
09/2019	**Gymnasium:**		
	Resident/Non-Profit - Weekday	$680.00	per day
	Resident/Non-Profit - Weekend	$850.00	per day
	Non-Resident - Weekday	$1,360.00	per day
	Non-Resident - Weekend	$1,700.00	per day
09/2019	**Gymnasium/Multi-Purpose Room:**		
	Resident/Non-Profit - Weekday	$900.00	per day
	Resident/Non-Profit - Weekend	$1,125.00	per day
	Non-Resident - Weekday	$1,800.00	per day
	Non-Resident - Weekend	$2,250.00	per day
09/2019	**Gymnasium/Multi-Purpose Room/Kitchen:**		
	Resident/Non-Profit - Weekday	$1,040.00	per day
	Resident/Non-Profit - Weekend	$1,300.00	per day
	Non-Resident - Weekday	$2,080.00	per day
	Non-Resident - Weekend	$2,600.00	per day
09/2019	Kitchen Cleaning Fee	$50.00	per kitchen rental
Deposits			
09/2019	Multi-Purpose Room	$75.00	per event
09/2019	Gymnasium	$75.00	per event
09/2019	Tournaments	$225.00	per event

RECREATION – PARKS and RECREATION (continued):

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

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
02/2022	**Refund Policy**

Purpose

To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits.

Coverage

This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council.

Policy

If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks.

Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation.

When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a $10.00 administrative fee and any non-refundable deposits that may be applicable.

A refund may be applied in the form of a credit to the registrant's account in lieu of a refund check.

If a registrant cancels participation in a trip, a full refund, less a $10.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund.

Inclement Weather Policy – Shelters and Athletic Fields

Rentals may be transferred to another available day or a refund may be given if the following occurs:

- If lights are used, notice shall be given before lights are scheduled to come on.
- If inclement weather occurs during the rental, notice shall be given as soon as a decision to cancel has been made and a partial refund/credit may be given.
- When lights are not reserved, notice shall be given within twenty four (24) hours of rental**.**

The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE OCTOBER 1, 2023

VILLAGE- WIDE:

Council Adopted Date	
07/2013	

Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates.

The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations.

Fees for Co-Sponsored events will be determined by the Village Manager or designee.

The Village Manager or designee may waive any fee that is deemed in the best interest of the community.

RESOLUTION #23-44:

A RESOLUTION AMENDING THE VILLAGE OF PINEHURST FEES AND CHARGES SCHEDULE

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 26th day of September, 2023, as follows:

SECTION 1. That the attached "Village of Pinehurst Fees and Charges Schedule," is hereby adopted effective October 1, 2023, said schedule attached hereto as (Exhibit A) is made a part hereof, the same as if included verbatim.

SECTION 2. That all resolutions or sections thereof in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this resolution.

SECTION 3. That this Resolution shall be and remain in full force and effect from the date of its adoption.

THIS RESOLUTION passed and adopted this 26th day of September, 2023.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By:_____
John C. Strickland, Mayor

Attest:

_____
Shannon Konstantinou, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

PRESENTATION OF THE FY 2023 COMMUNITY SURVEY RESULTS
ADDITIONAL AGENDA DETAILS:

FROM:
Matthew McKirahan

CC:
Jeff Sanborn

DATE OF MEMO:
9/18/2023

MEMO DETAILS:
The Village recently conducted its twelfth annual Community Survey. The Village contracted with ETC Institute of Olathe, Kansas to gather input from residents on a broad spectrum of Village services. The information gathered from the survey will help the Village set community priorities including staffing and budget expenditures, determine areas or services that need improvement, and identify future needs.

Staff will present the attached survey on the 2023 Community Surveys.

ETC Institute administered the DirectionFinder® survey. An electronic version of the Community Survey report is attached. ETC's final report includes:

- A summary of the methodology for administering the survey and major findings
- Charts and graphs for each question on the survey
- Benchmarking data that shows how the results for the Village of Pinehurst compare to other communities
- Tables that show the results for each question on the survey
- A copy of the survey instrument

We look forward to reviewing the findings with you.

ATTACHMENTS:

Description

2023 Community Survey Presentation

2023 Resident Survey

Survey Partner: ETC

A National Leader in Market Research for Local Governmental Organizations

…helping local governments gather and use survey data to enhance organizational performance for more than 35 years

More than 2,200,000 Persons Surveyed Since 2010 for more than 900 communities in 49 States

Agenda

- Purpose and Methodology
- General Overview
- Major Findings
- Summary
- Questions

Purpose

- To objectively assess resident satisfaction with the delivery of major Village services
- To help determine priorities for the Village
- To measure trends from previous surveys
- To compare the Village's performance with residents regionally and nationally

Methodology

- **Survey Description**
  - Seven-page survey; included many of the same questions that were asked in previous years
  - 12th Resident Survey conducted for the Village
- **Method of Administration**
  - By mail and online to a random sample of Village residents
  - Approximate survey time: 15-20 minutes
- **Sample size:**
  - Completed surveys: 703 (Goal of 700)
  - Demographics of survey respondents accurately reflects the actual population of the Village
- **Confidence level:** 95%
- **Margin of error:** +/- 3.7% overall

General Overview

Residents Have a Very Positive Perception of the Village

- 94% rated Pinehurst as an excellent or good place to live
- 96% of residents indicated that their overall feeling of safety in the Village as either excellent or good

The Village Is Moving in the Right Direction

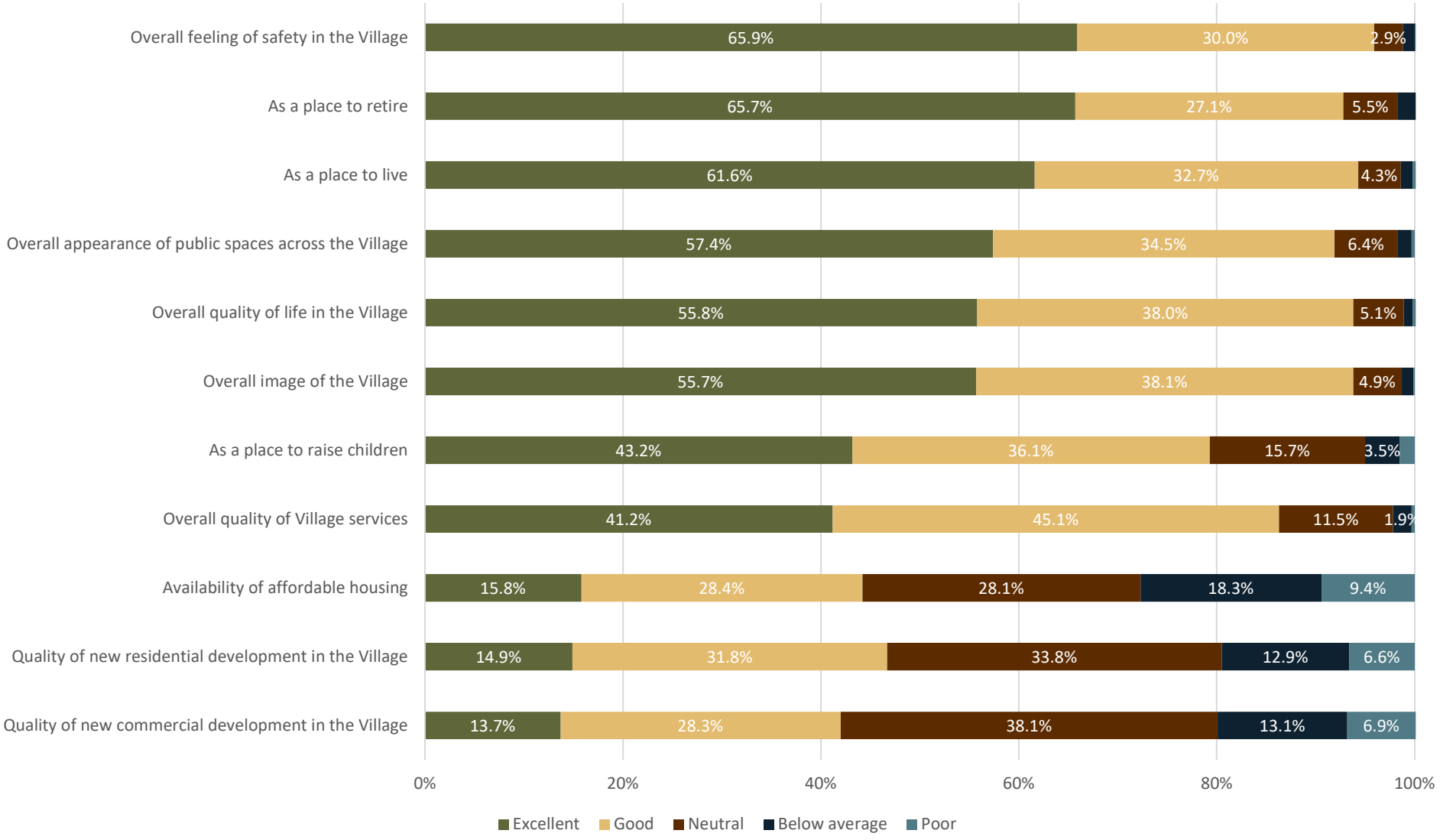
- Satisfaction ratings have increased or stayed the same in 16 of 93 areas since 2022, and 41 of 69 areas since 2013

Overall Community Priorities (Same as 2022)

- Efforts at maintaining the quality of neighborhoods
- Enforcement of Village codes and ordinances
- Level of public involvement in local decisions

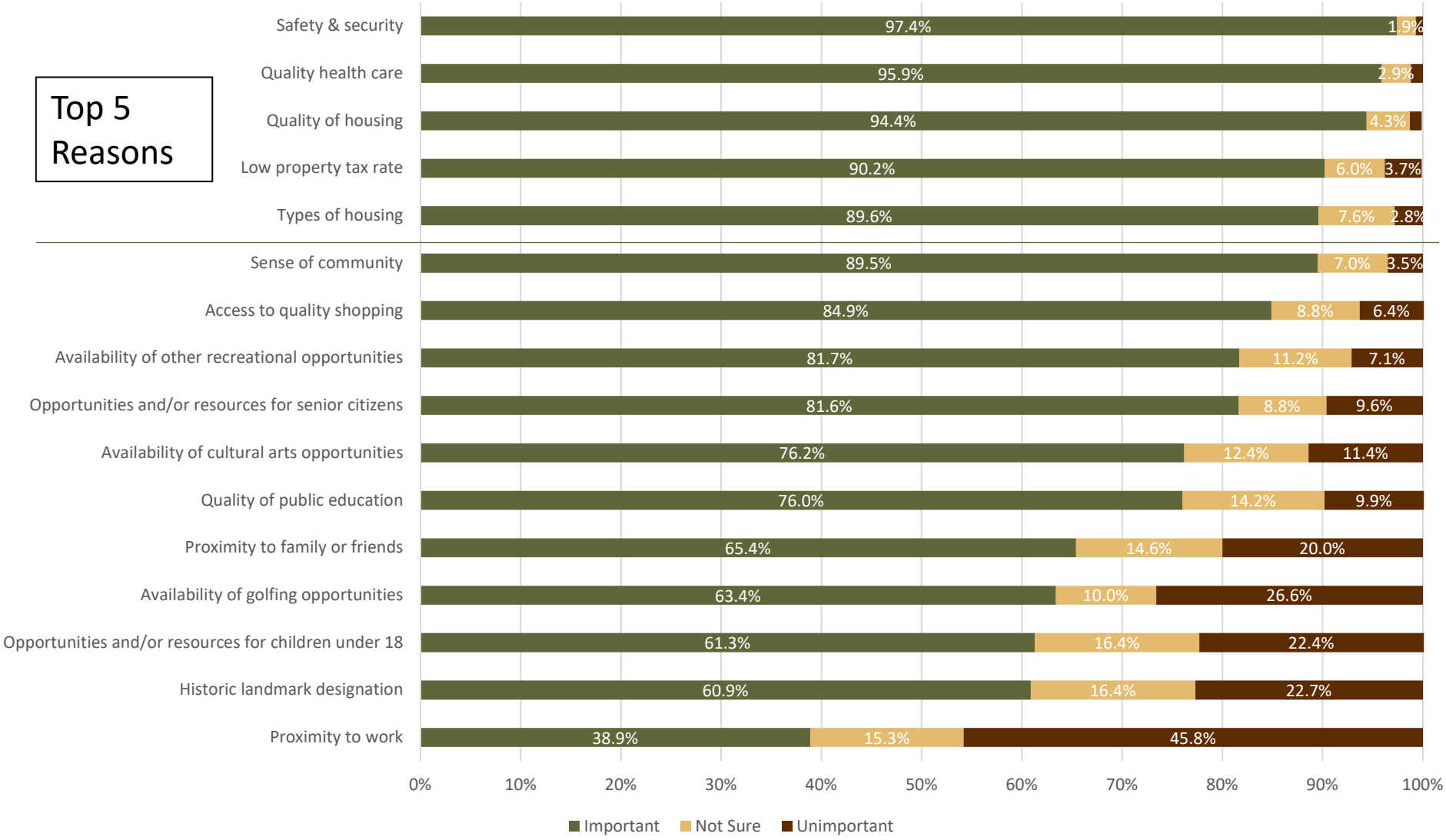
Perceptions of the Village

Perceptions of Pinehurst

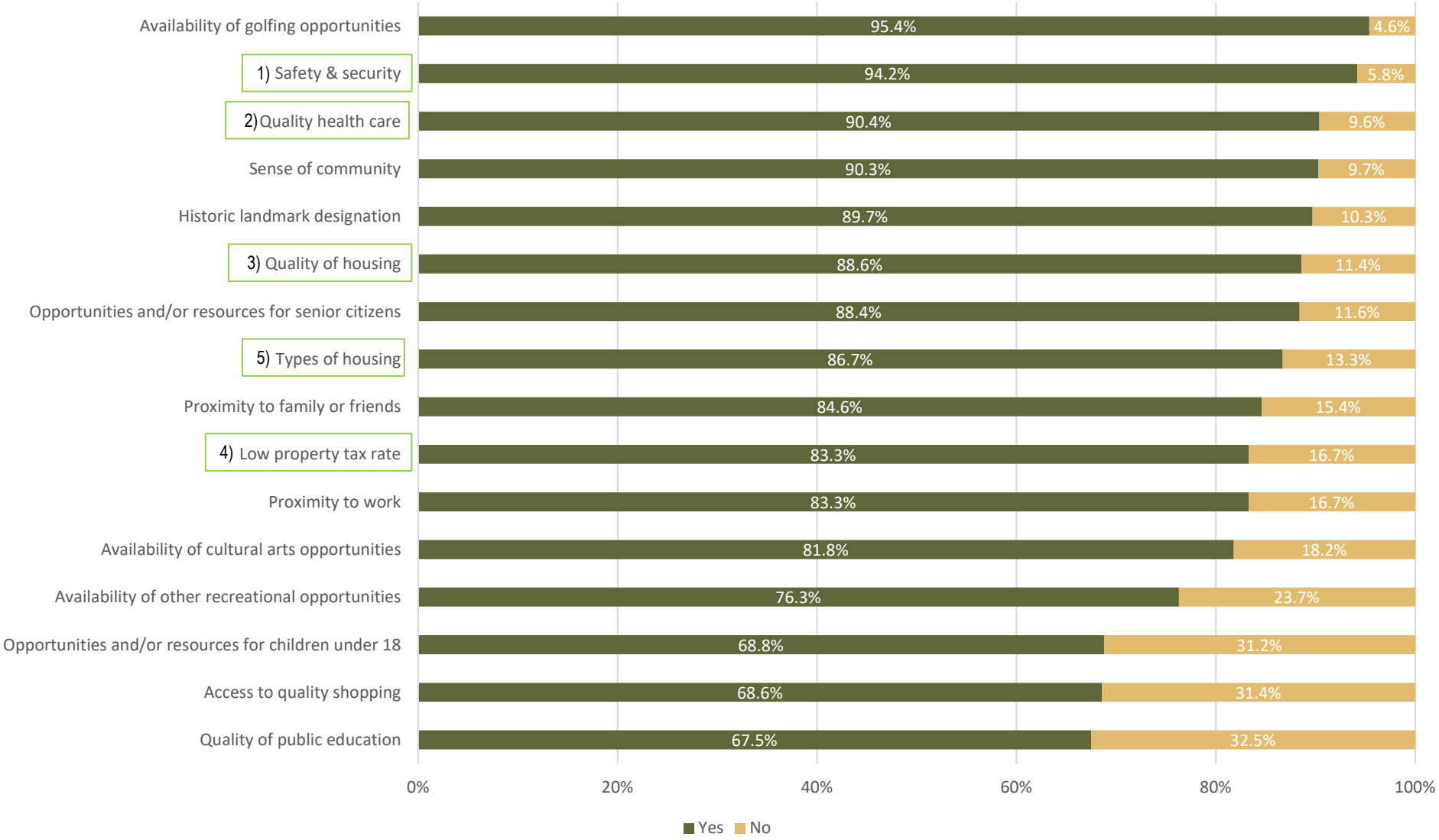


Reasons to Stay in Pinehurst

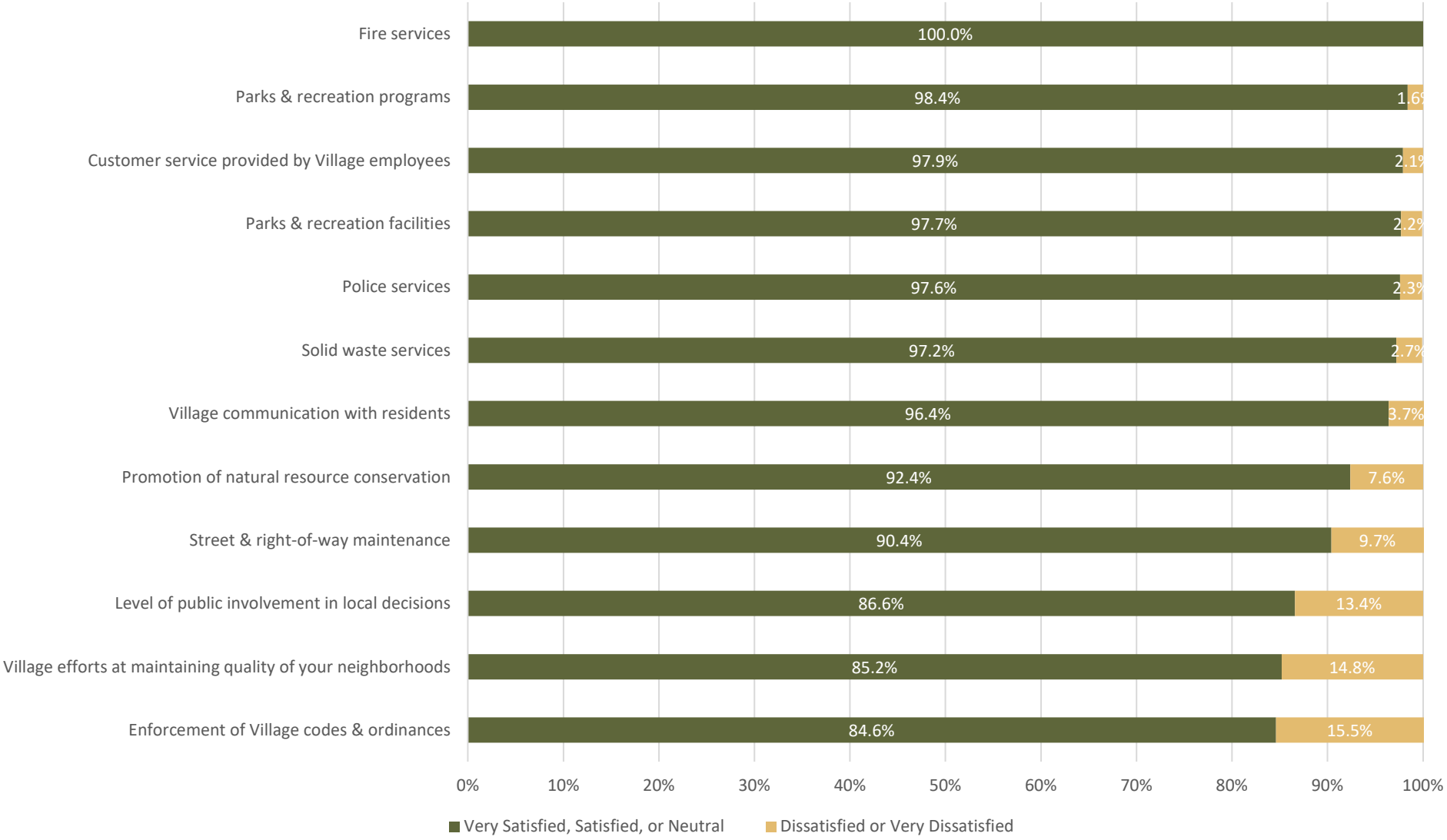
Top 5 Reasons



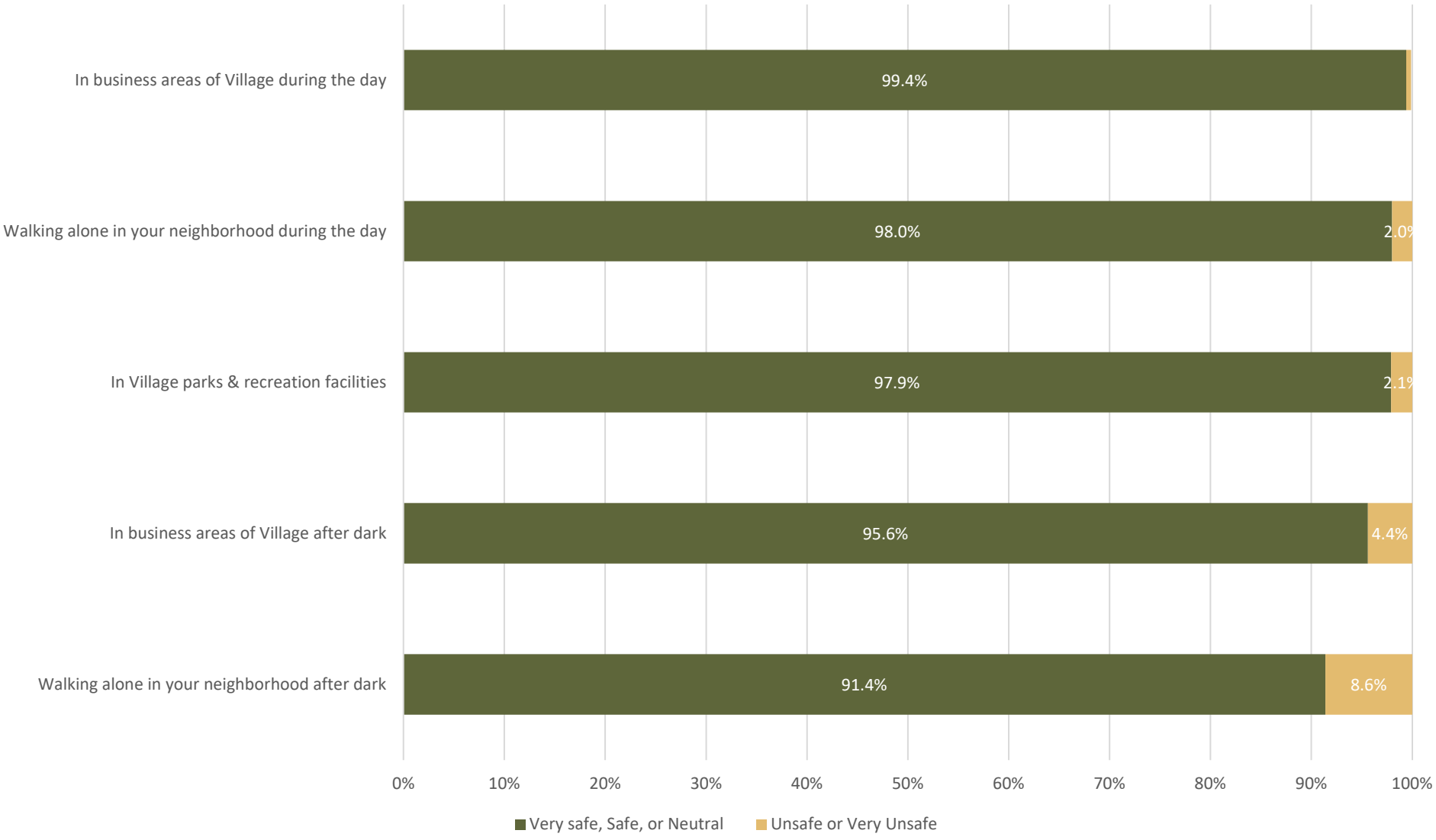
Are Your Needs Being Met in Pinehurst?



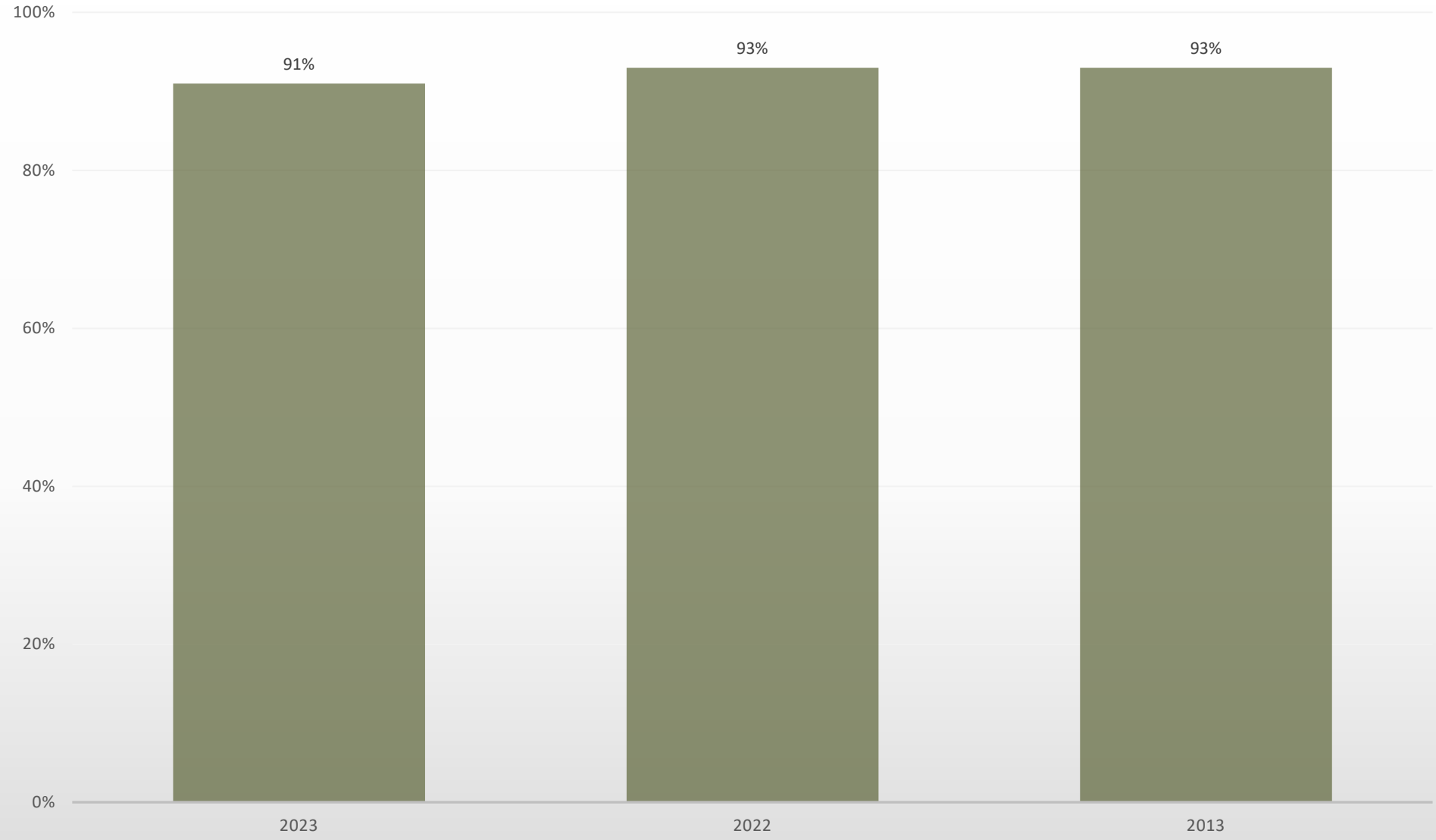
Overall Satisfaction with Village Services



Perceptions of Safety and Security

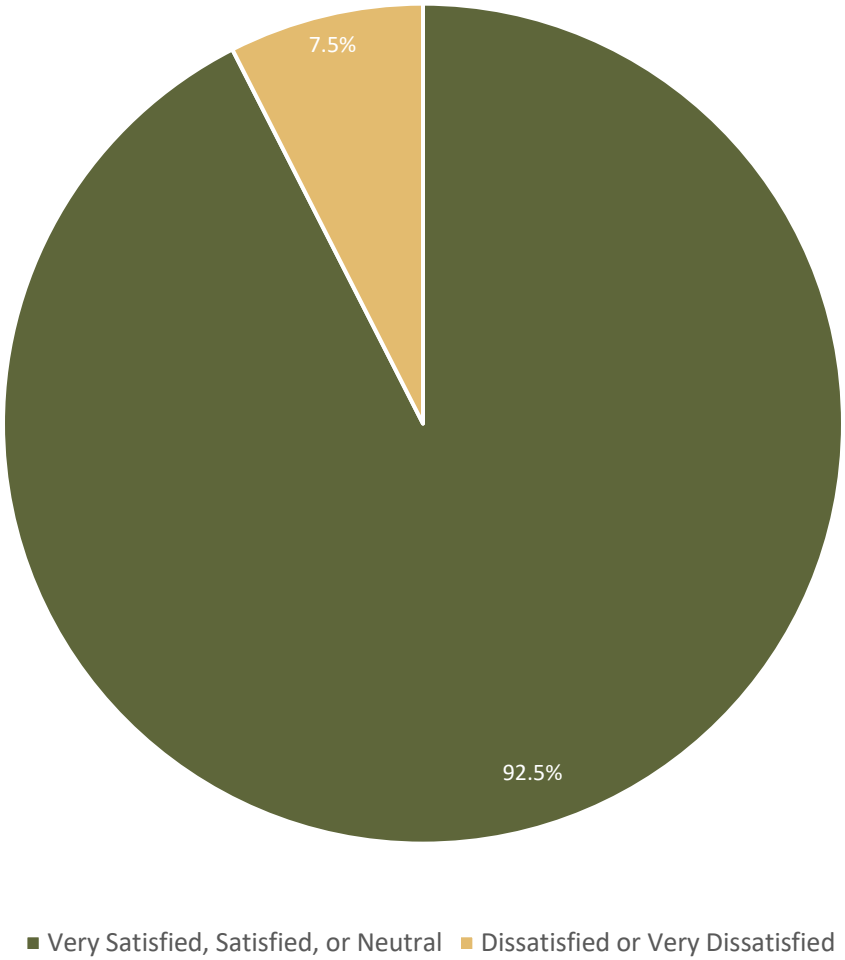


Would you recommend Pinehurst as a place to live?



Satisfaction with the value you receive for the portion of your property taxes that funds the Village's operating budget

More Than a 12-1 Ratio of Residents Who Are Satisfied vs. Dissatisfied (92.5% vs. 7.5%) with the Value Received for Property Taxes Funding the Village's Operating Budget



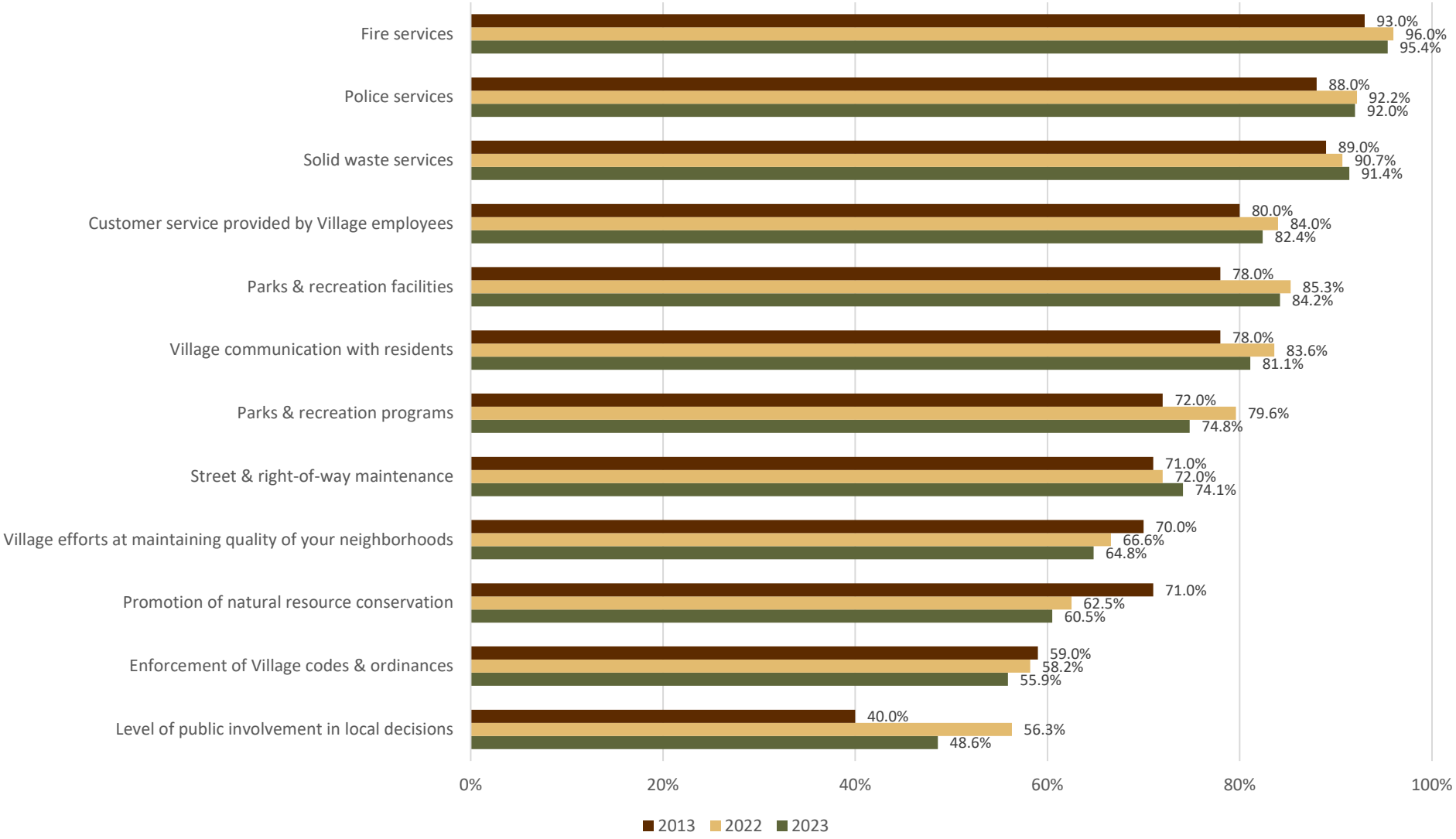
The Village Direction

Trends

Satisfaction <u>Increase</u> of More Than 5% Since 2022

- West Pinehurst Park (e.g. disc golf) (7.8%)

Overall Satisfaction Trends with Village Services



Pinehurst Benchmarked Against Other Communities

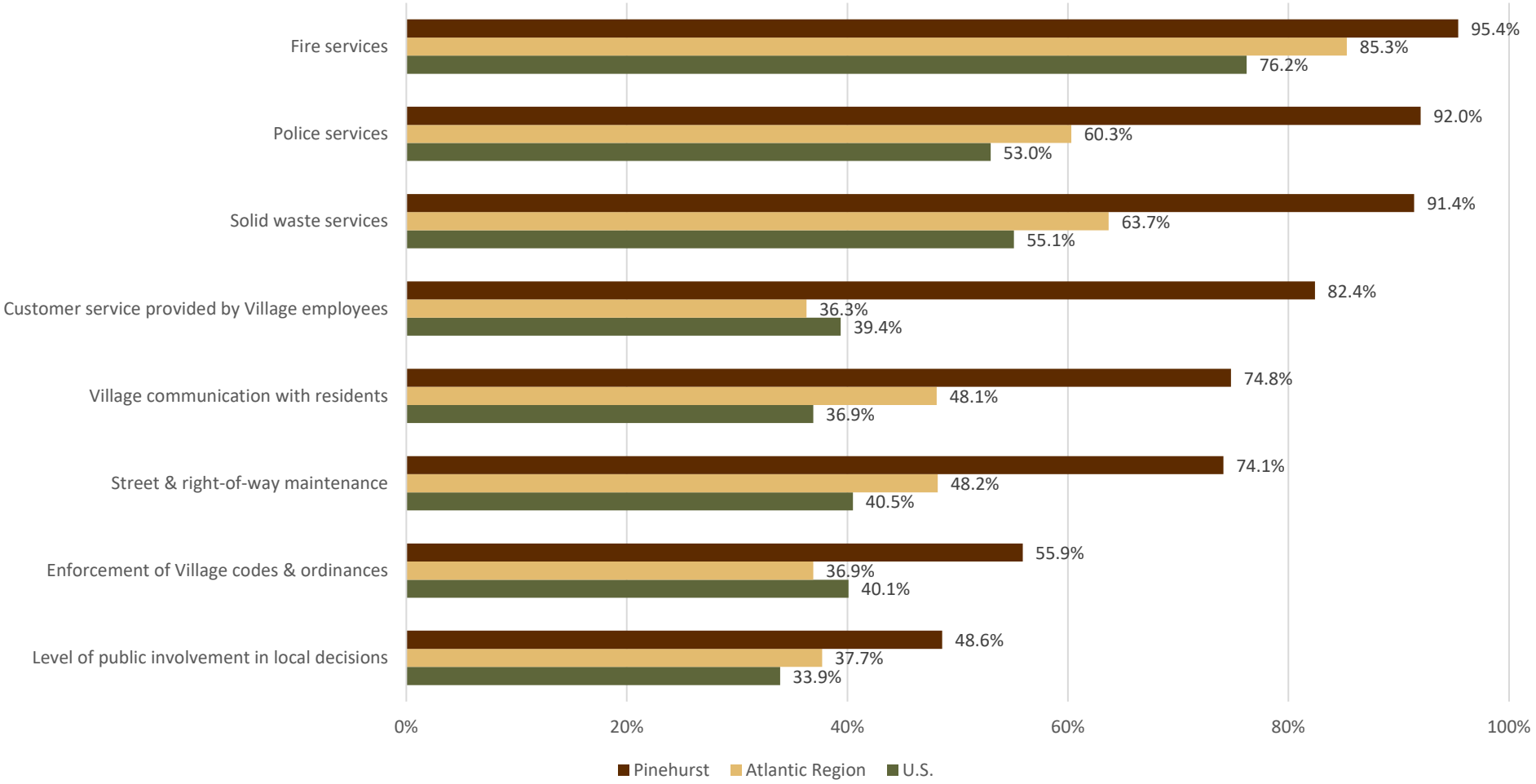
2023 National High Benchmarks

Communities <30,000 population

Residential trash collection services	96%
As a place to retire	93%
Landscaping in medians/ other public areas	93%

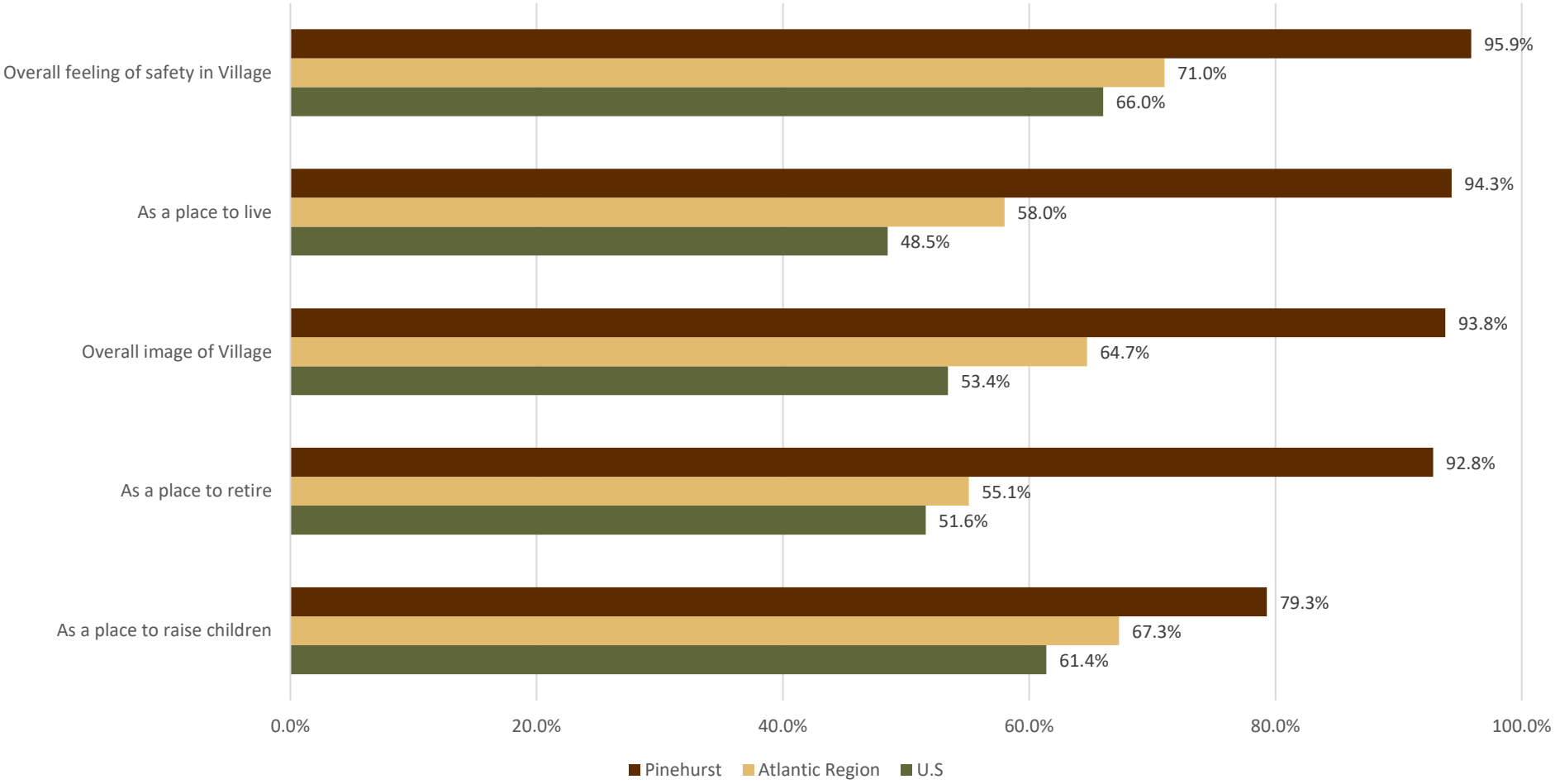
Note: When comparing the Village to benchmark communities, ETC Institute excludes neutral responses

Overall Satisfaction with Village Services
Benchmark Analysis



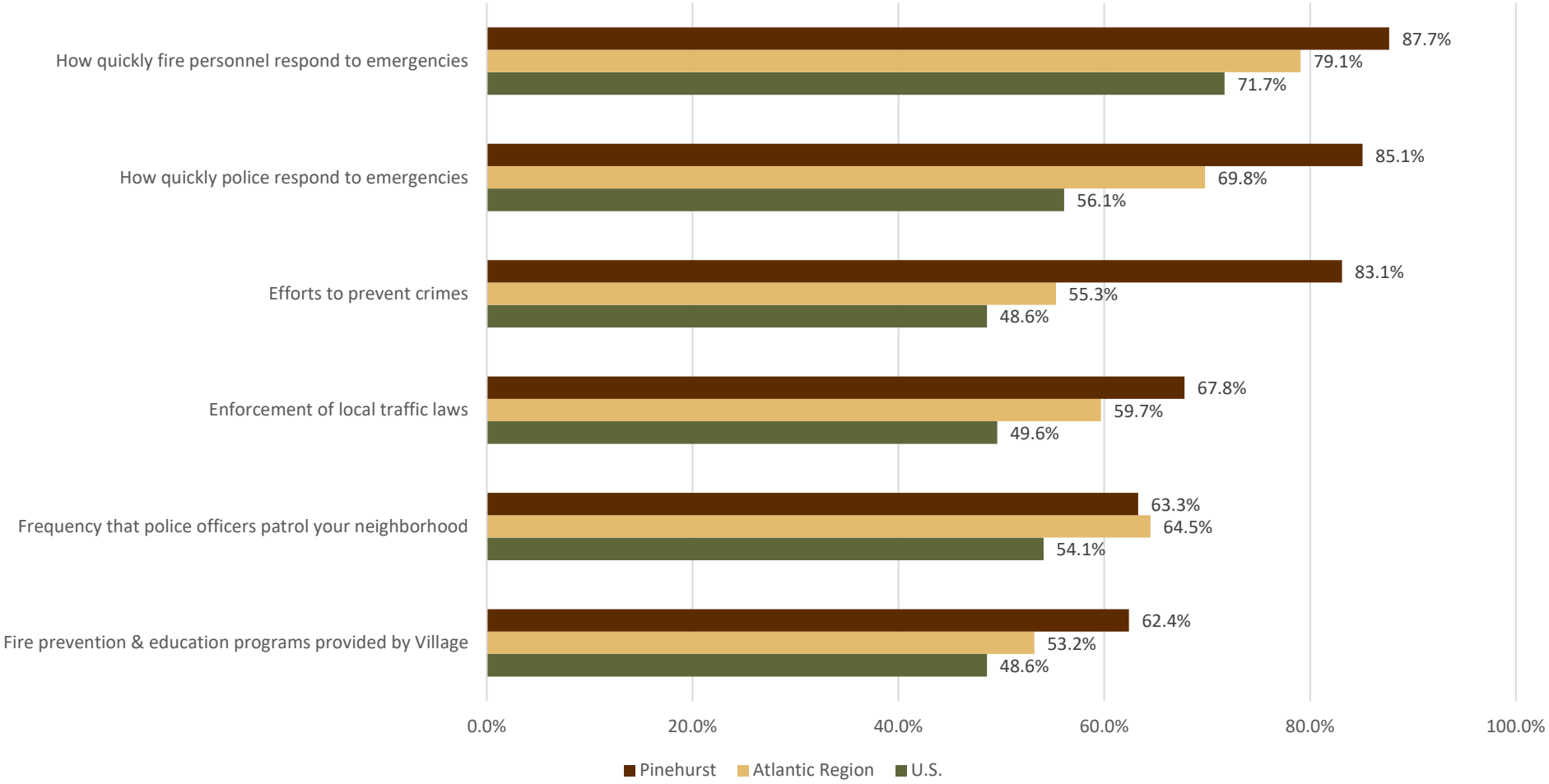
Note: When comparing the Village to benchmark communities, ETC Institute excludes neutral responses

Satisfaction with Issues that Influence Perceptions of the Village Benchmark Analysis



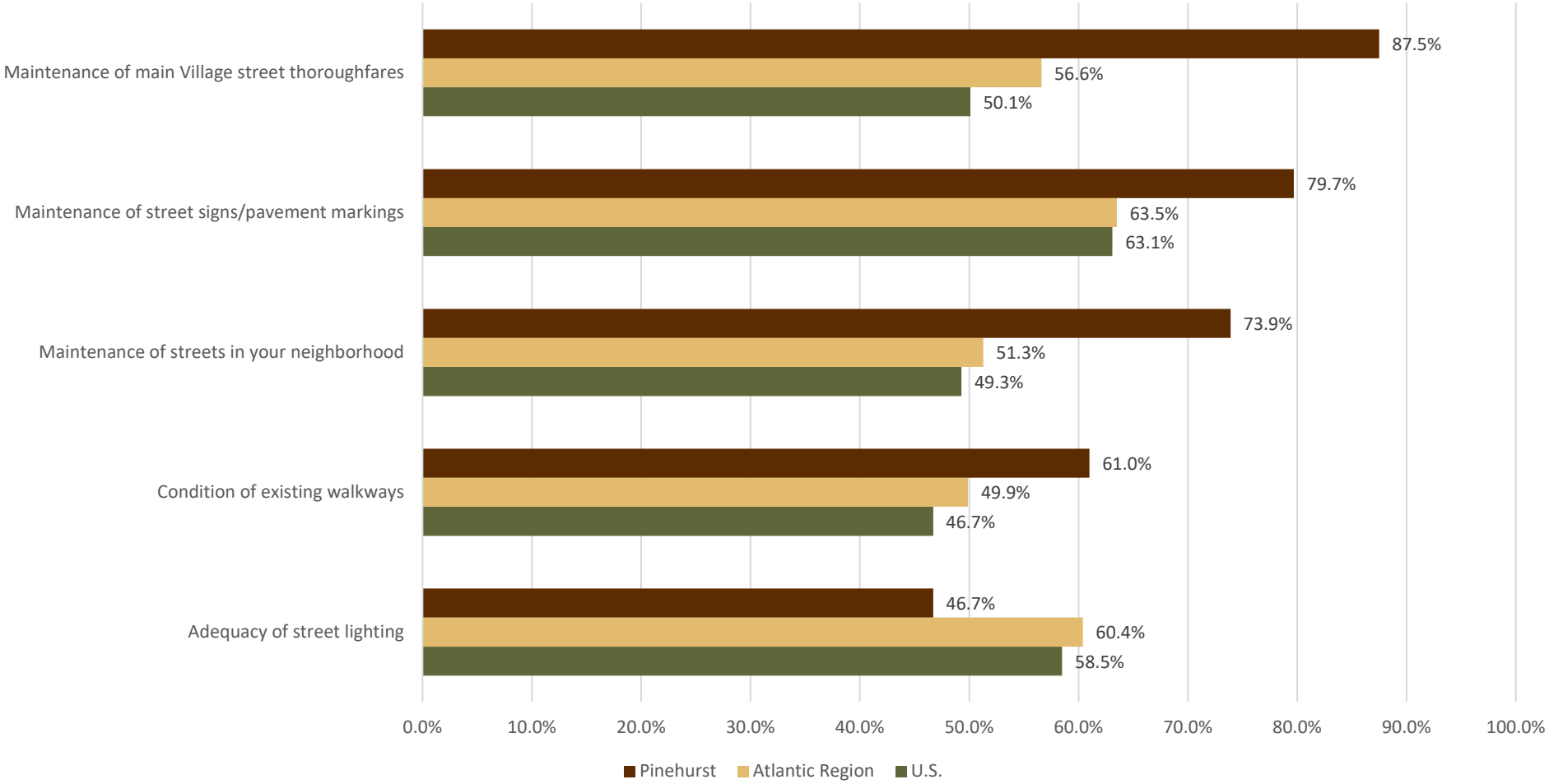
Note: When comparing the Village to benchmark communities, ETC Institute excludes neutral responses

Overall Satisfaction with Public Safety Services Benchmark Analysis



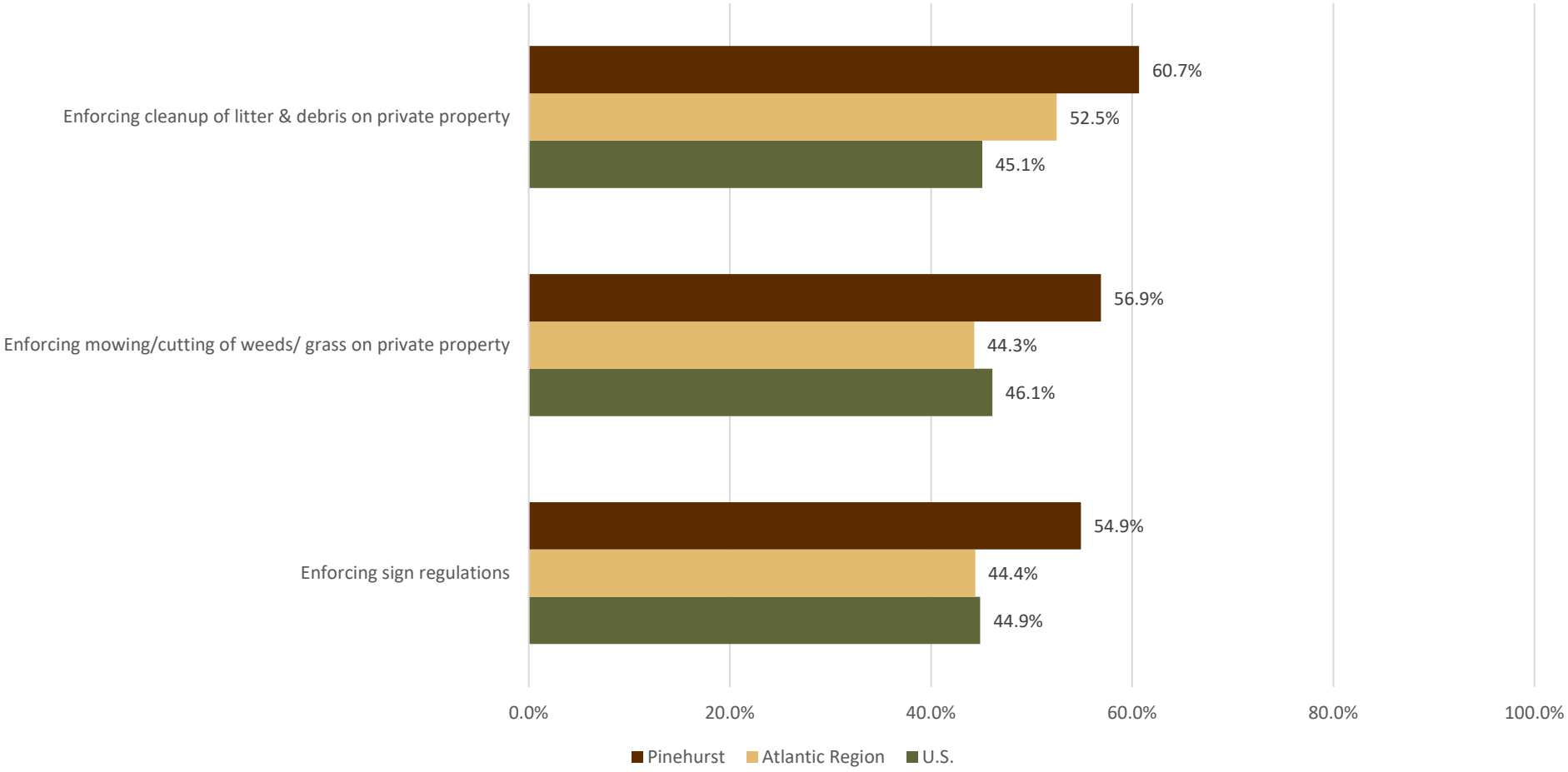
Note: When comparing the Village to benchmark communities, ETC Institute excludes neutral responses

Overall Satisfaction with Transportation/Public Services Benchmark Analysis



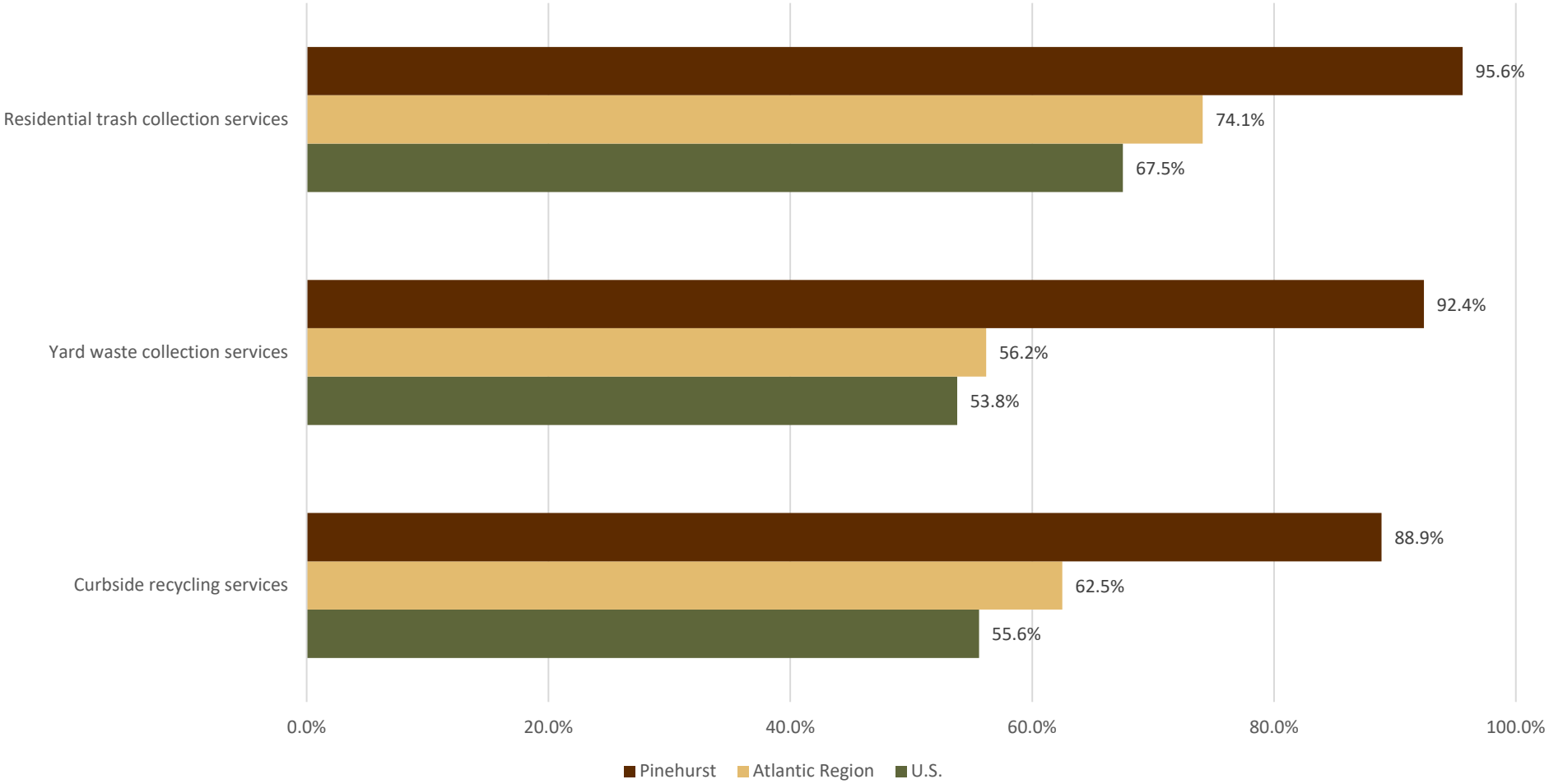
Note: When comparing the Village to benchmark communities, ETC Institute excludes neutral responses

Overall Satisfaction with Code Enforcement Benchmark Analysis



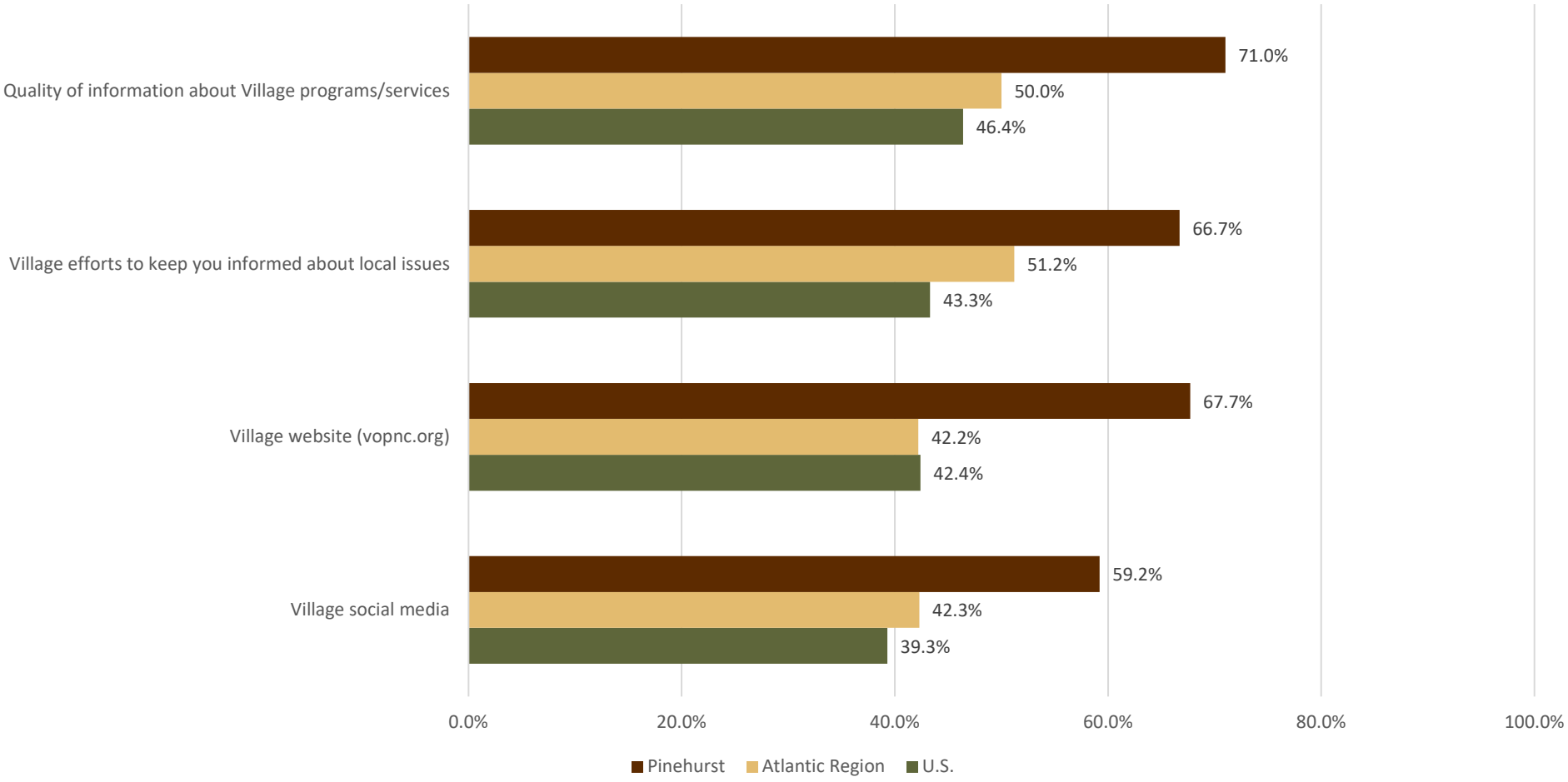
Note: When comparing the Village to benchmark communities, ETC Institute excludes neutral responses

Overall Satisfaction with Solid Waste Services Benchmark Analysis



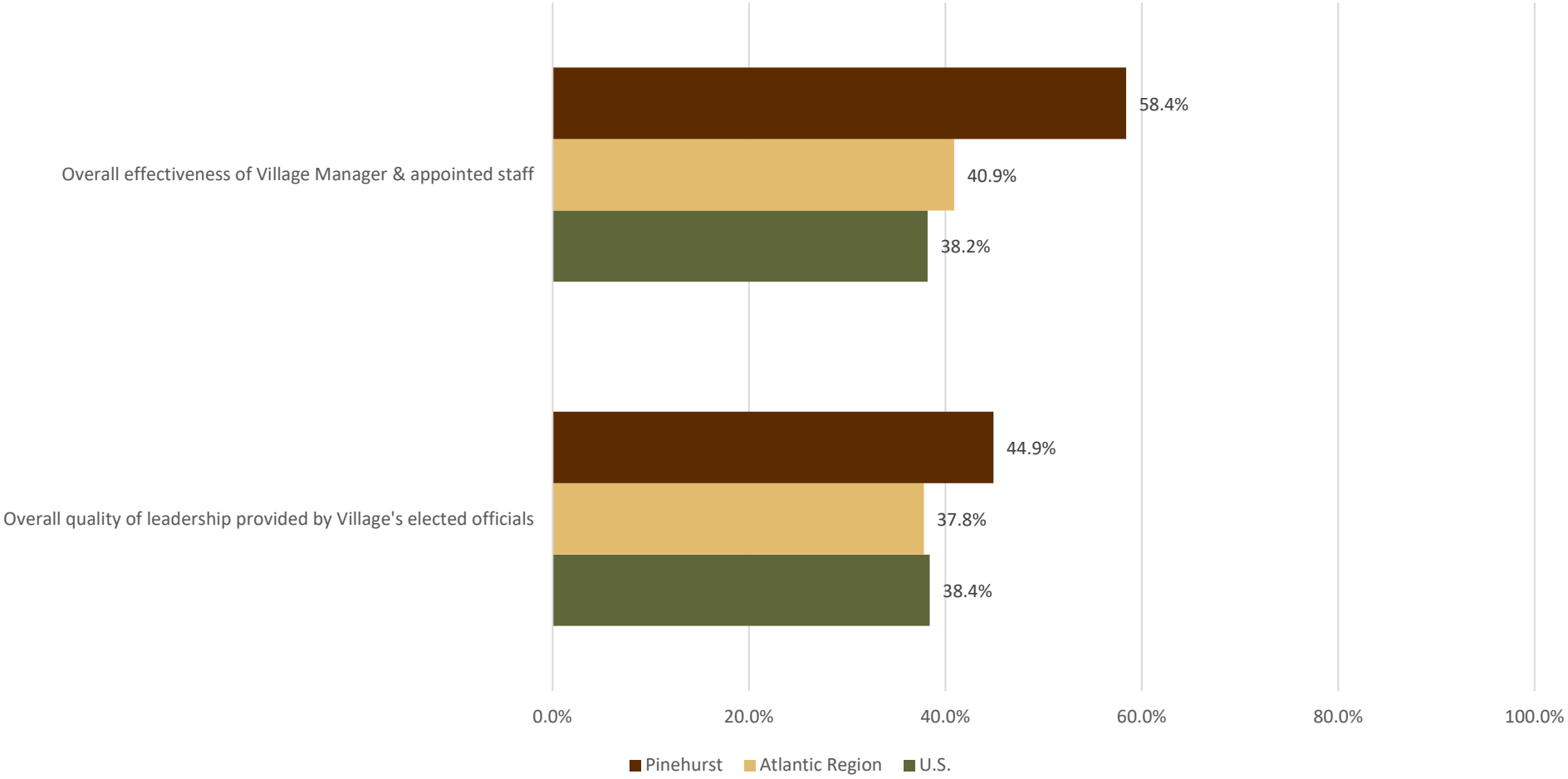
Note: When comparing the Village to benchmark communities, ETC Institute excludes neutral responses

Overall Satisfaction with Communication Benchmark Analysis



Note: When comparing the Village to benchmark communities, ETC Institute excludes neutral responses

Overall Satisfaction with Village Leadership Benchmark Analysis



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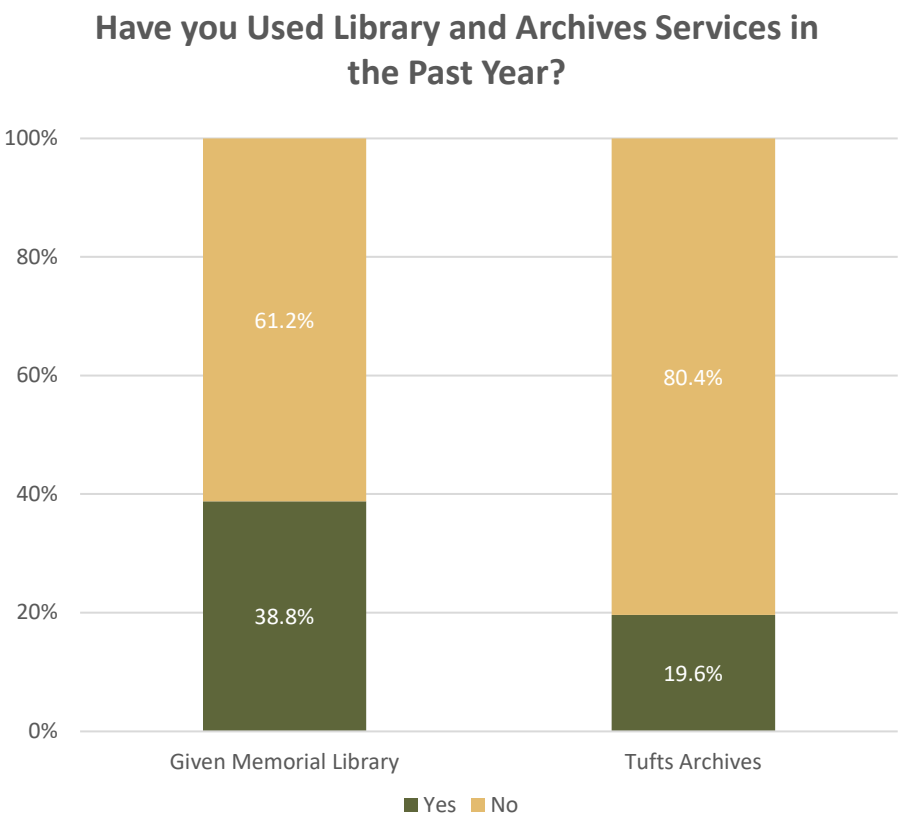
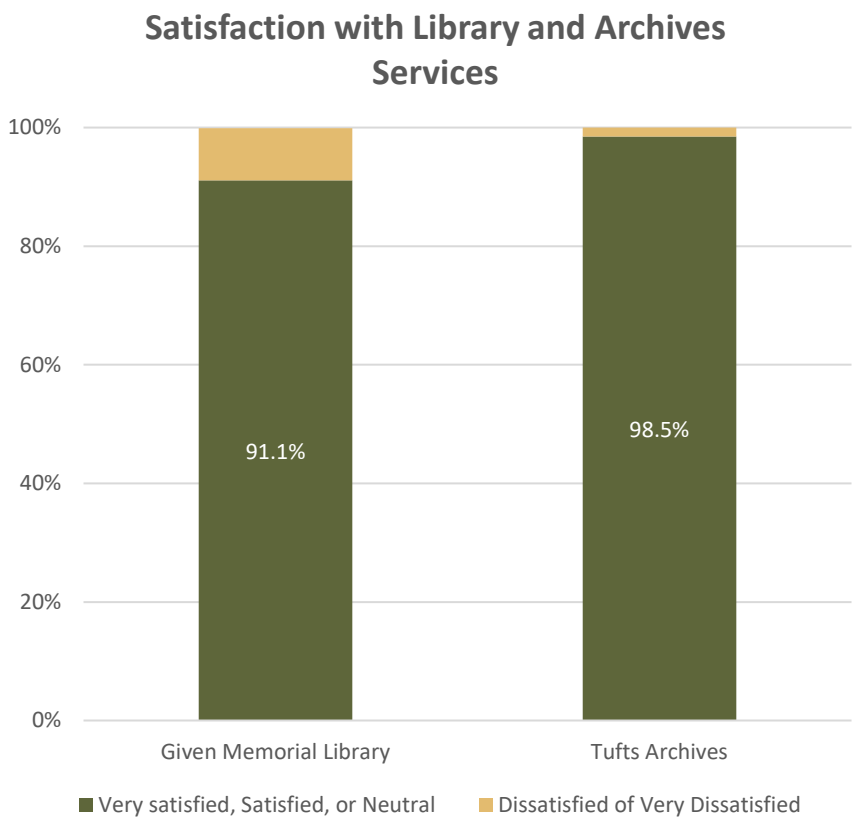
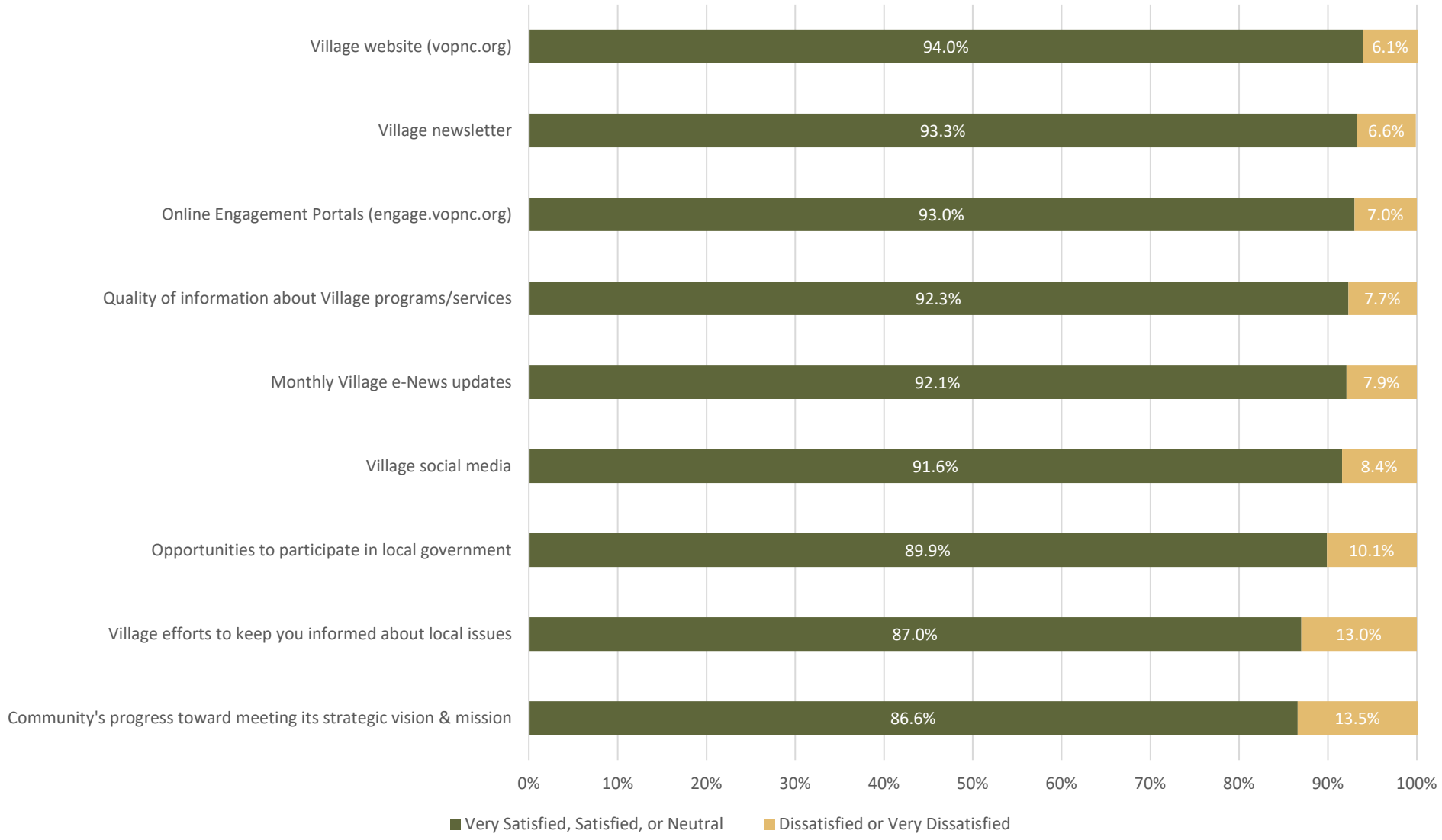
Other Findings

Given Memorial Library and the Tufts Archives

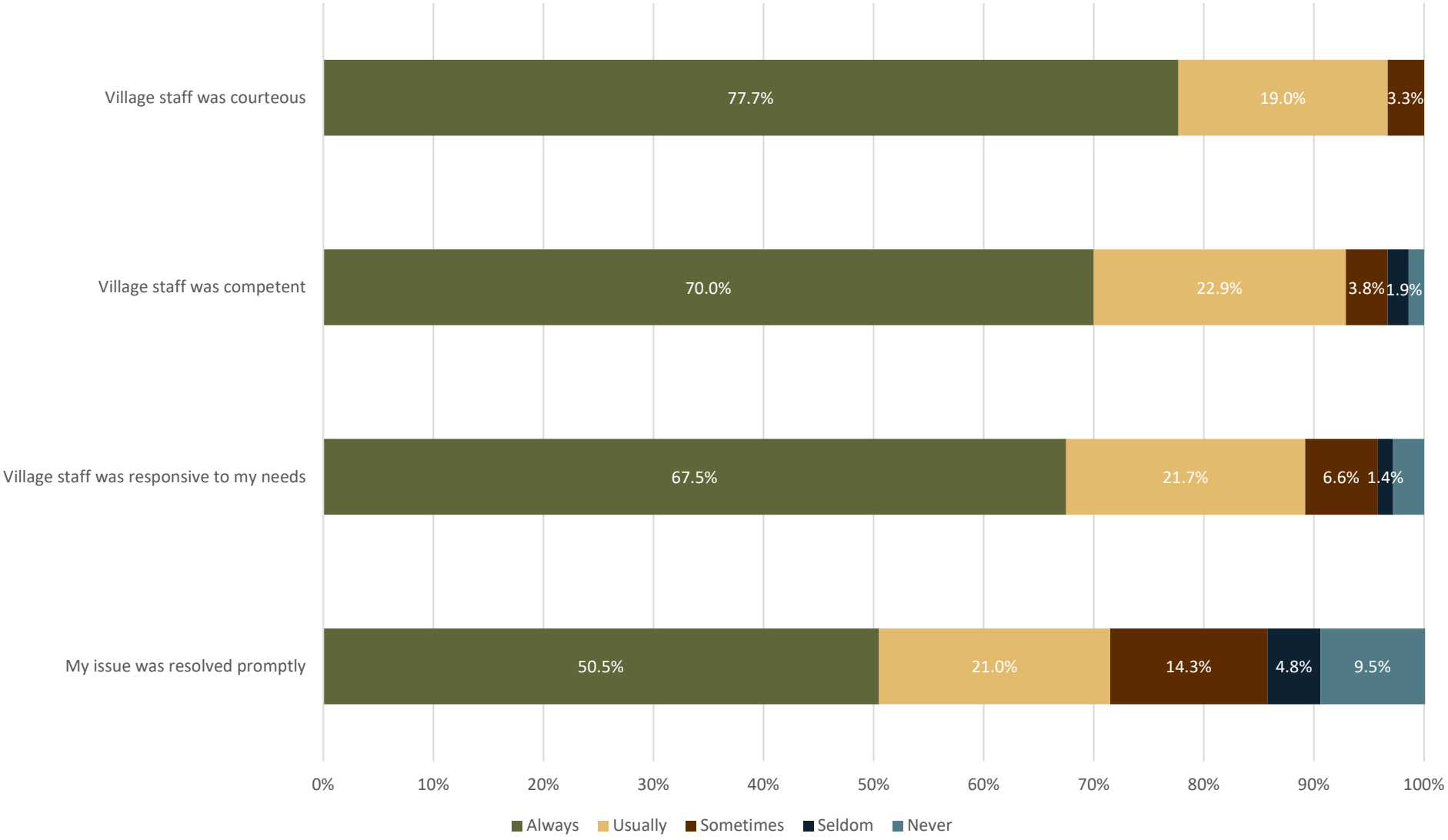




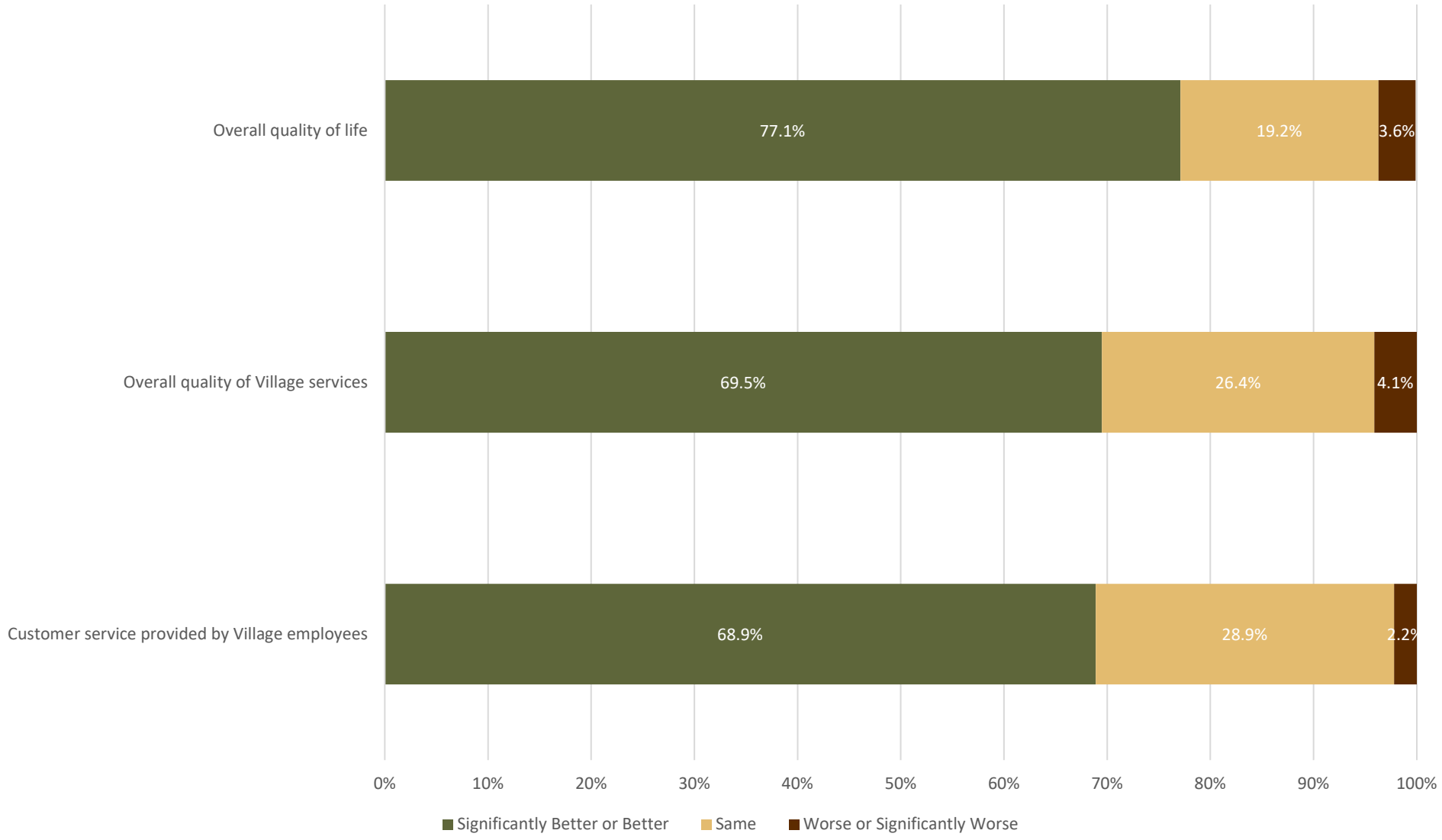
Satisfaction of Public Communication and Outreach



Experiences with Village Employees



Satisfaction with Pinehurst Compared to Previous Residence(s)



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In Summary

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