



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF AUGUST 14, 2018
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

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

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

- A. Public Safety Reports.
 Police Department
 Fire Department
- B. Approval of Draft Village Council Meeting Minutes.
 July 24 Regular Meeting
 July 24 Work Session

End of Consent Agenda.

5. Motion to Recess Regular Meeting and Enter Into a Public Hearing.
6. Public Hearing No. 1
 The purpose of the public hearing is to consider Official Text Amendments to the Pinehurst Development Ordinance. Specifically, Section 9.5.1.2.D.1 (Requirements for Planted Buffers: Application) to add the OP & NC Zoning Districts so that the Village Council will have the ability to waive some or all of the buffer requirements in the OP and NC districts as well as the VC, VMU, VCP and VR districts. The applicant is Vincent Wade
7. Motion to Adjourn Public Hearing and Re-Enter Regular Meeting.
8. Discuss and consider Ordinance 18-18 amending the Pinehurst Development Ordinance for Requirements for Planted Buffers.
9. Update on the Status of the FY 2018 Strategic Operating Plan Implementation.
10. Discuss and consider changes to the Position Classification and Pay Plan.

11. Other Business.
12. Comments from Attendees.
13. Motion to Adjourn.

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

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

Values: Service, Initiative, Teamwork, and Improvement.



**COUNCIL
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

 Council Report



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



**PUBLIC SAFETY REPORTS.
ADDITIONAL AGENDA DETAILS:**

Police Department
Fire Department

FROM:

Lauren Craig

DATE OF MEMO:

8/9/2018

MEMO DETAILS:

The monthly public safety reports are attached.

Please note the two Police Reports are in a new format in order to meet the requirements of the National Incident-Based Reporting System (NIBRS).

ATTACHMENTS:

Description

- ☐ July 2018 PD Report Incident Crime Summary Year To Year Comparison
- ☐ July 2018 PD Report Activity Detail Summary (by Category)
- ☐ July 2018 Fire Department Report

Incident Crime Summary Year To Year Comparison

Pinehurst Police Department

January - July

Offense	2017	2017 Unfounded	2018	2018 Unfounded	% Change
Homicides					
Murder and Non-negligent Manslaughter	0	0	0	0	--
Negligent Manslaughter	0	0	0	0	--
Justifiable Homicide	0	0	0	0	--
Total Homicides	0	0	0	0	--
Kidnapping/Abduction	0	0	1	0	--
Sex Offenses					
Rape	0	0	0	0	--
Sodomy	0	0	0	0	--
Sexual Assault with an Object	0	0	0	0	--
Fondling	0	0	1	0	--
Total Sex Offenses	0	0	1	0	--
Robbery	2	0	0	0	-100.0%
Assaults					
Aggravated Assault	5	0	4	0	-20.0%
Simple Assault	15	3	14	4	-6.7%
Intimidation	0	0	0	0	--
Total Assaults	20	3	18	4	-10.0%
Arson	0	0	0	0	--
Extortion/Blackmail	0	0	0	0	--
Burglary/Breaking and Entering	3	0	3	0	0.0%
Larceny/Theft					
Pocket-Picking	0	0	0	0	--
Purse-Snatching	1	0	0	0	-100.0%
Shoplifting	3	0	1	0	-66.7%
Theft of Motor Vehicle Parts	1	0	0	0	-100.0%
Theft from Motor Vehicle	11	0	10	0	-9.1%
Theft from Coin-Operated Machine or Device	0	0	0	0	--
Theft from Building	12	0	12	0	0.0%
All Other Larceny	49	1	20	1	-59.2%
Total Larceny/Theft Offenses	77	1	43	1	-44.2%
Motor Vehicle Theft	1	0	3	0	200.0%
Counterfeiting/Forgery	6	0	2	0	-66.7%

Incident Crime Summary Year To Year Comparison

Pinehurst Police Department

January - July

Offense	2017	2017 Unfounded	2018	2018 Unfounded	% Change
Fraud					
False Pretenses/Swindle/Confidence Game	17	0	8	3	-52.9%
Credit Card/Automatic Teller Machine Fraud	7	0	5	1	-28.6%
Impersonation	2	0	0	0	-100.0%
Welfare Fraud	0	0	0	0	--
Wire Fraud	2	0	0	2	-100.0%
Identity Theft	0	0	0	0	--
Hacking/Computer Invasion	0	0	0	0	--
Total Fraud Offenses	28	0	13	6	-53.6%
Embezzlement	2	0	0	1	-100.0%
Stolen Property	9	0	2	0	-77.8%
Destruction/Damage/Vandalism of Property	9	3	20	2	122.2%
Drug/Narcotic Offenses					
Drug/Narcotic Violations	163	3	100	0	-38.7%
Drug Equipment Violations	98	4	42	0	-57.1%
Total Drug/Narcotic Offenses	261	7	142	0	-45.6%
Sex Offenses, Nonforcible					
Incest	0	0	0	0	--
Statutory Rape	0	0	1	0	--
Total Sex Offenses, Nonforcible	0	0	1	0	--
Pornography/Obscene Material	0	0	1	0	--
Gambling					
Betting/Wagering	0	0	0	0	--
Operating/Promoting/Assisting Gambling	0	0	0	0	--
Gambling Equipment Violations	0	0	0	0	--
Sports Tampering	0	0	0	0	--
Total Gambling Offenses	0	0	0	0	--
Prostitution					
Prostitution	0	0	0	0	--
Assisting or Promoting Prostitution	0	0	0	0	--
Purchasing Prostitution	0	0	0	0	--
Total Prostitution Offenses	0	0	0	0	--
Bribery	0	0	0	0	--
Weapon Law Violations	13	0	4	0	-69.2%

Incident Crime Summary Year To Year Comparison

Pinehurst Police Department

January - July

Offense	2017	2017 Unfounded	2018	2018 Unfounded	% Change
Human Trafficking					
Commercial Sex Acts	0	0	0	0	--
Involuntary Servitude	0	0	0	0	--
Total Human Trafficking Offenses	0	0	0	0	--
Animal Cruelty	0	0	0	0	--
Grand Total	431	14	254	14	-41.1%

Activity Detail Summary (by Category)

Pinehurst Police Department

(07/01/2018 - 07/31/2018)

Incident\Investigations

11D - Fondling	1
13A - Aggravated Assault	4
13B - Simple Assault	5
23D - Theft From Building	1
23F - Theft From Motor Vehicle	1
23H - All Other Larceny	2
240 - Motor Vehicle Theft	2
250 - Counterfeiting/Forgery	1
26A - False Pretenses/Swindle/Confidence Game	1
26E - Wire Fraud	1
270 - Embezzlement	1
290 - Destruction/Damage/Vandalism of Property	4
35A - Drug/Narcotic Violations	18
35B - Drug Equipment Violations	10
520 - Weapon Law Violations	2
90C - Disorderly Conduct	1
90D - Driving Under the Influence	7
90Z - All Other Offenses	18
B&E Misd. - Breaking and/or Entering Misdemeanor	1
B&E Veh. - Breaking and/or Entering a Motor Vehicle	1
Code 1 - Any Death	3
Code 4 - Breaking and/or Entering	3
Domestic - Domestic Disturbance	1
FTA / FTC - FAIL TO APPEAR / FAIL TO COMPLY	3
Left of Center - Driving Left of Center	1
Speeding - Speeding	1
Unath. Use of M.V. - Unauthorized Use of a Motor Vehicle	1

Total Offenses 95

Total Incidents 51

Activity Detail Summary (by Category)

Pinehurst Police Department

(07/01/2018 - 07/31/2018)

Arrests

13B - Simple Assault	1
240 - Motor Vehicle Theft	1
26A - False Pretenses/Swindle/Confidence Game	2
280 - Stolen Property Offenses	2
35A - Drug/Narcotic Violations	13
35B - Drug Equipment Violations	8
520 - Weapon Law Violations	2
90D - Driving Under the Influence	7
90Z - All Other Offenses	8
B&E Misd. - Breaking and/or Entering Misdemeanor	1
FTA / FTC - FAIL TO APPEAR / FAIL TO COMPLY	7
Left of Center - Driving Left of Center	1
Total Charges	53
Total Arrests	26

Accidents

Total Accidents	0
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Citations

Driving While License Revoked	22
DWI	4
Expired Registration	22
Failure To Reduce Speed	2
Failure To Stop (Stop Sign/Flashing Red Light)	2
Improper Transportation Of Children	3
Inspection	1
No Insurance	5
No Operator License	14
Other (Infraction)	38
Other (Misdemeanor)	1
Running Red Light	2

Activity Detail Summary (by Category)

Pinehurst Police Department

(07/01/2018 - 07/31/2018)

Citations

Seat Belt	1
Speeding (Infraction)	71
Unsafe Movement	5
Secondary Charge	51

Total Charges 244

Total Citations 193

Warning Tickets

Total Charges 0

Total Warning Tickets 0

Ordinance Tickets

Total Ordinance Tickets 0

Criminal Papers

Magistrates Order	3
Order For Arrest	1
Warrant	4

Total Criminal Papers Served 8

Total Criminal Papers 8

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

SUMMARY FOR THE MONTH OF JULY 2018

SUMMARY OF INCIDENT CALLS

TYPE OF INCIDENT	NUMBER THIS MONTH	NUMBER YTD	NUMBER THIS MONTH LAST YEAR	NUMBER YTD LAST YEAR	PERCENTAGE YTD
Fire	5	42	6	48	-13%
Overpressure Rupture, Explosion, Overheat - no fire	0	6	0	3	100%
Rescue & EMS Incidents	46	315	38	285	11%
Hazardous Conditions - no fire	12	99	10	94	5%
Service Call	22	171	31	179	-4%
Good Intent Call	23	181	31	192	-6%
False Alarm & False Call	30	154	40	170	-9%
Severe Weather & Natural Disaster	0	10	2	10	0%
Special Incident Type	0	0	0	0	0%
TOTAL INCIDENTS	138	978	158	981	0%

SUMMARY OF INSPECTION

TYPE OF INSPECTIONS	NUMBER THIS MONTH	NUMBER YTD	NUMBER THIS MONTH LAST YEAR	NUMBER YTD LAST YEAR	PERCENTAGE YTD
Residential	16	60	16	68	-12%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	7	14	0	0	700%
Commercial	30	130	47	155	-16%
Plan Review/Site Inspections	1	19	7	20	-5%
Reinspection	0	92	11	64	44%
Occupancy Certificates	0	0	0	0	0%
TOTAL INSPECTIONS	54	315	81	307	3%
Violations Found:	60	258	41	200	29%
YTD Violations to be Corrected:		198		240	
YTD Violations Corrected:		101		129	
Correction Percentage:		51%		54%	

August 2, 2018

J. Carlton Cole, Fire Chief

FIRE DEPARTMENT

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



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

July 24 Regular Meeting
July 24 Work Session

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

8/8/2018

MEMO DETAILS:

See attachments for draft minutes.

ATTACHMENTS:

Description

- ☐ 07-24 Regular Meeting
- ☐ 07-24 Work Session



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JULY 24, 2018
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, July 24, 2018 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John R. Cashion, Mayor Pro Tem
Mr. John Bouldry, Treasurer
Ms. Judy Davis, Councilmember
Mr. Kevin Drum, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Lauren M. Craig, Village Clerk

And approximately 27 attendees, including 5 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Invocation and Pledge of Allegiance.

Rev. Rod Stone of Community Presbyterian Church gave the invocation and Mayor Fiorillo led everyone in the Pledge of Allegiance.

3. Reports:

Manager

- Jeff Sanborn said the scoring process is underway for the transportation projects proposed in Moore County and he gave an update on the projections for certain projects under review at the regional level.

Council

- Mayor Fiorillo gave a shout out to Jeff Batton for the resurfacing of the parking lot in the Village Center. Mayor McKew from Foxfire is here today.
- Councilmember Drum said the Tri Cities Work Group met today and they reviewed the entire region in one large zoning map today. They are working together as neighboring cities and he is impressed with this working group process. He also said the US Kids Golf Parade is next Tuesday in the Village at 6pm.
- Councilmember Bouldry said he has received the draft 2018 Moore County Transportation Plan and he asked if Scott Walston could make a presentation to the Village prior to the August 29 meeting.
- Councilmember Davis said the Pinehurst Business Partners is hosting Santa in the Pines this Saturday.
- Councilmember Cashion said the county has been working on a new courthouse and the committee will plan to wrap up this project on July 31.

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. Public Safety Reports.
 - Police Department
 - Fire Department
- B. Approval of Draft Village Council Meeting Minutes.
 - July 10 Regular Meeting

July 10 Work Session
End of Consent Agenda.

Upon a motion by Councilmember Bouldry, seconded by Councilmember Cashion, Council unanimously approved the Consent Agenda by a vote of 5-0. Council held a discussion with Jeff Sanborn on the crime trends from the report.

5. Presentation of ICMA Certificate of Performance Management.

Manager Jeff Sanborn explained this year, the Village made its first application for the International City/County Management Association (ICMA) Certificate of Excellence in Performance Management and was recognized at the highest level for its data-driven management and reporting efforts. Natalie Hawkins, Assistant Village Manager, explained the Village of Pinehurst is one of only 29 jurisdictions receiving the highest level of recognition by ICMA, the Certificate of Excellence, and one of 57 recognized overall. Ms. Hawkins shared the history of our performance management journey at the Village of Pinehurst and she mentioned the leadership of the Department Heads and all individuals in our organization. She congratulated the entire team of Village staff and thanked Council for their continuous support for these efforts.

6. Discuss and consider a resolution requesting an expansion of the Pinehurst extraterritorial jurisdiction (ETJ).

Will Deaton, Planning and Inspections Director, explained this agenda item is for Council to discuss and consider adoption of a resolution to request an extension of the Village of Pinehurst extraterritorial jurisdiction (ETJ) from the Moore County Board of Commissioners. He shared the current Moore County land use of this proposed area. He shared a comparison chart to show the differences with Extraterritorial Jurisdiction and Annexed Areas.

Mayor McKew from Foxfire said his interest lies in the 211 corridor and the importance of pleasing aesthetics along this corridor. He believes they will be on the same page with enhancing these corridor areas. He said they might differ in opinions on land use and growth/population.

Audience member Lydia Boesch of Pinewild thanked the Council for considering this and said Pinewild is keenly interested in the appearance of Hwy 211 as the gateway into Pinehurst. She said Pinewild residents will support the Council.

Audience member Jack Farrell said we need a stronger selling document within the application to include more “why” and how it will affect people. He asked Jeff Sanborn about road dedications and he asked about previously approved developments. He noted this would not be without a cost and we would need to add staff to the Planning Department due to increased planning, zoning, and inspection work. He asked for staff to also explain in the report why Phase 4 is not eligible for ETJ.

Judy Davis also suggested incorporated Lydia’s commentary as a testimony moving forward with this.

Upon a motion by Councilmember Drum, seconded by Councilmember Davis, Council unanimously approved to approve Resolution 18-16 requesting an extension of the Village of Pinehurst Extraterritorial Jurisdiction by a vote of 5-0.

7. Consider a budget amendment reappropriating funds from FY 2018 to FY 2019.

Brooke Hunter, Financial Services Director, explained the Village had several projects underway at June 30, 2018 that need to be carried over to the next fiscal year and per NCGS, the appropriations for these projects lapse at the close of the fiscal year and the funds are added to the Village’s fund balance. She explained In order for these projects to be completed, funds must be reappropriated in the current fiscal year. Upon a motion by Councilmember Davis, seconded by Councilmember Bouldry, Council unanimously approved to approve Ordinance 18-16 re-appropriating funds from the FY 2018 Budget to the FY 2019 Budget by a vote of 5-0.

8. Discuss and approve a lease agreement for Village property (Barn 19).

Assistant Village Manager Jeff Batton explained back in January, the Village Council adopted changes to the Fees and Charges schedule that added Barn 19 to the list of facilities at the Harness Track that may have their own lease agreements. He explained Council has a lease agreement for consideration for Barn 19 between the Village and Scott Norris Horse Transportation with an initial term of \$875 per month beginning on August 1st, 2018 and running through June 30, 2021. Upon a motion by Councilmember Drum, seconded by Councilmember Bouldry, Council unanimously approved to authorize the Mayor or her designee to execute a lease agreement for Barn 19 between the Village of Pinehurst and Scott Norris Horse Transportation by a vote of 5-0.

9. Consider a resolution delegating leasing authority to Village Manager.

Manager Jeff Sanborn explained staff researched the Village Manager’s authority for lease agreements and what authority the NC General Statutes allows should the Council wish to delegate authority. Brooke Hunter, Financial Services Director, explained North Carolina General Statute 160A-272 authorizes the Village Council to delegate to the Village Manager the authority to enter into lease agreements of real or personal property for terms of one year or less. She explained the resolution under consideration would authorize the Manager to enter into short-term lease agreements for use of Village-owned property, such as our concession

stands or other similar items that are not being used by the Village. Jeff Sanborn explained he would report any action he takes at a Council meeting. Upon a motion by Councilmember Cashion, seconded by Councilmember Drum, Council unanimously approved to approve Resolution 18-17 delegating leasing authority to the Village Manager to enter into lease agreements of real or personal property for terms of one year or less by a vote of 5-0.

10. Consider a budget amendment for emergency HVAC replacements.

Assistant Village Manager Jeff Batton explained the need for Council to consider a budget amendment to replace failed HVAC units on the Financial Services/HR wing of Village Hall as well as the Administration wing. He explained the two units combined are \$50,000 and staff is seeking an emergency budget amendment of \$27,000 to replace these two units. He noted we had originally planned to replace a downstairs unit in Village Hall this year and had \$14,000 in the budget. If Council approves the budget amendment, staff plans to re-direct those funds to the upstairs replacement along with the roll-forward of \$9,000 that we did not spend on repair of the Administration's HVAC unit. He explained this leaves a balance of \$27,000 that would be needed to complete both replacements. Council held a discussion about the replacement process. Upon a motion by Councilmember Drum, seconded by Councilmember Cashion, Council unanimously approved to approve Ordinance 18-17 amending the budget for emergency HVAC replacements by a vote of 5-0.

11. Other Business.

- None.

12. Comments from Attendees.

- Tom Campbell shared since Midland Road changed to 35mph, he hasn't seen a police presence on the road and he wondered if we could collect traffic count data along the road.
- Hollard Minkey resident of 695 Donald Ross Drive and Bob Elmore of 665 Donald Ross Drive asked to discuss a situation at 685 Donald Ross Drive. The new owner of this property has submitted a license for a senior care center business and they are unhappy about the impact on their property values. They are seeking to request a denial of this application for this business. Council and staff discussed this situation.
- Robert Workman of 380 Sandhills Circle said he has a next door neighbor with a German Sheppard and he has called the police several times due to the dog barking in the middle of the night but they have not issued a citation for this noise.
- Tom Campbell said on Bridle Path Circle they had a house with a similar issue and the police were able to issue a citation after hearing the dogs.
- Frank Pacifico expressed his appreciation to the Village Manager and Parks and Rec Director to walk through the park with him in June to review trails that are in poor condition. He said the Village should not build sand trails because they keep washing away into the woods. He also said a month ago his house was robbed along with two neighbors and he doesn't feel like we have an ample size police force.

13. Motion to Adjourn.

Upon a motion by Councilmember Davis, seconded by Councilmember Bouldry, Council approved to adjourn the Regular Meeting by a vote of 5-0 at 6:05pm.

Respectfully Submitted,

Lauren M. Craig,
Village Clerk

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

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**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF JULY 24, 2018
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING REGULAR MEETING

The Pinehurst Village Council held a Work Session at 6:11 p.m., Tuesday, July 24, 2018 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Mr. John R. Cashion, Mayor Pro Tem
Mr. John Bouldry, Treasurer
Ms. Judy Davis, Councilmember
Mr. Kevin Drum, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Lauren M. Craig, Village Clerk

And approximately 6 attendees, including 4 staff and 1 press.

1. Call to Order.

Mayor Nancy Roy Fiorillo called the meeting to order.

2. Discuss Envision the Village Long Range Comprehensive Plan.

Councilmember Drum suggested Council discuss the list of ideas that were placed in the Comp Plan bucket at the Strategic Planning Retreat to determine what is realistic to accomplish and what the procedure would be. Assistant Village Manager Natalie Hawkins shared the items that were listed by Council at the FY 2019 Strategic Planning Retreat. Council held a discussion about the comprehensive planning process.

3. Work Session Business.

- Councilmember Drum asked to circle back at the next Work Session on the Harness Track marketing efforts, historic signs, and any other topics that have not been finalized yet from previous work sessions.
- Mayor Fiorillo said downtown parking has been a topic of conversation since she has been on Council. She said other than the lunch window, there is plenty of parking in downtown and she thinks the business people need to solve the problem.

4. Motion to Adjourn.

Upon a motion by Councilmember Davis, seconded by Councilmember Drum, Council approved to adjourn the Work Session by a vote of 5-0 at 6:53pm.

Respectfully Submitted,

Lauren M. Craig,
Village Clerk

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PUBLIC HEARING NO. 1
ADDITIONAL AGENDA DETAILS:

The purpose of the public hearing is to consider Official Text Amendments to the Pinehurst Development Ordinance. Specifically, Section 9.5.1.2.D.1 (Requirements for Planted Buffers: Application) to add the OP & NC Zoning Districts so that the Village Council will have the ability to waive some or all of the buffer requirements in the OP and NC districts as well as the VC, VMU, VCP and VR districts. The applicant is Vincent Wade

FROM:

Alex Cameron, Senior Planner

CC:

Jeff Sanborn, Village Manager; Will Deaton, Director of Planning and Inspections

DATE OF MEMO:

8/8/2018

MEMO DETAILS:

Please see the attached staff report for this public hearing.

ATTACHMENTS:

Description

- ☐ Application for Text Amendment
- ☐ Ordinance 18-18 PDO Amendment Opt 1
- ☐ Ordinance 18-18 PDO Amendment Opt 2
- ☐ Amended Staff Report for Text Amendment - 8-14-18



**Application for
Amendment to Zoning Ordinance Text**
(revised 3/14/17)

Fee: \$400.00

Applicant

Name: _____ Telephone: _____

Address: _____ Email: _____

Type of Change: New Addition Revision Ordinance Section (s): _____

Current Text:

Proposed Text (attach additional sheets if necessary):

Reason for requested change (attach additional sheets if necessary):

I hereby certify that the information presented by me in this application is accurate to the best of my knowledge, information, and belief.

Signature: _____ Date: **6/5/18**

Office Use Only

Action of Planning and Zoning Board and Meeting Date(s): _____

Action of Village Council and Meeting Date(s): _____

Request for Text Amendment to the Village of Pinehurst Development Ordinance

Current Text:

PDO Section 9.5.1.2.D.1 (Requirements for Planted Buffers: Application)

These standards apply to all non-residential and multi-family uses (including townhouse unit development) located within the Village of Pinehurst and its extraterritorial jurisdiction except for properties containing only museums and/or libraries as the primary use and located within the PC zoning district. Additionally, the Village Council may waive some or all of these standards for developments and uses located within the VC, VMU, VCP and VR Zoning Districts when determined to be in the best interest of the public. In waiving these standards, the Village Council may require an alternate means of buffering if agreed upon by the property owner. When non-residential and multi-family uses submit a site plan for locations next to property zoned for primarily residential use, planted buffers shall be provided near the perimeter of the non-residential of multi-family property. One half of the planted buffer requirements shall apply when a public street or railroad right-of-way separates non-residential or multi-family uses from a residential property. If a greenway passes through a landscape buffer the area of the greenway shall be subtracted from the total buffer area for plant count purposes.

Proposed Text:

PDO Section 9.5.1.2.D.1 (Requirements for Planted Buffers: Application)

These standards apply to all non-residential and multi-family uses (including townhouse unit development) located within the Village of Pinehurst and its extraterritorial jurisdiction except for properties containing only museums and/or libraries as the primary use and located within the PC zoning district. Additionally, the Village Council may waive some or all of these standards for developments and uses located within the VC, **OP, NC**, VMU, VCP, VR Zoning Districts when determined to be in the best interest of the public. In waiving these standards, the Village Council may require an alternate means of buffering if agreed upon by the property owner. When non-residential and multi-family uses submit a site plan for locations next to property zoned for primarily residential use, planted buffers shall be provided near the perimeter of the non-residential of multi-family property. One half of the planted buffer requirements shall apply when a public street or railroad right-of-way separates non-residential or multi-family uses from a residential property. If a greenway passes through a landscape buffer the area of the greenway shall be subtracted from the total buffer area for plant count purposes.

Reason for Requested Change:

The text change to the Landscape Section of the PDO is requested so that the Village Council will have the ability to waive some or all buffer requirements in the OP and NC districts as well as the VC, VMU, VCP and VR districts. This would give the Council a greater ability to consider contextual situations, both natural and man-made, to determine what type of buffering is appropriate, if any, in a given circumstance.

Chapter 6 of the PDO explains the need for text amendments as a way “to make adjustments to the text of this Ordinance ... that are necessary in light of changed conditions, adopted plans or changes in public policy, or that are necessary to advance the general welfare of the Village and are in furtherance of **Section 1.2** of this Ordinance.” In **Section 1.2 Statement of Intent of This Ordinance**, general guidance is given for making planning and zoning decisions. This Section states that “the continued conservation of the environmental and aesthetic character of Pinehurst as it grows and develops will be controlled and accomplished by land use regulation made with reasonable consideration given to, among other things, the character of the various areas of the Village and its environs ...” The Village Council should have the ability to consider context of an area and its particular character, to determine if a landscape requirement is appropriate when applied in a specific instance. Currently the Village Council can only make this determination for a few districts. This recommended text amendment gives the Village Council the ability to waive part or all of the buffer requirements in more districts if those prescriptive buffer requirements are determined to be inappropriate given the context of the area.

ORDINANCE #18-18 (OPTION 1 – IS Consistent):

AN ORDINANCE AMENDING THE PINEHURST DEVELOPMENT ORDINANCE AS IT PERTAINS TO SECTION 9.5.1.2 FOR PLANTED BUFFERS.

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted a new Pinehurst Development Ordinance on the 8th day of October, 2014, for the purpose of regulating planning and development in the Village of Pinehurst and the extraterritorial area over which it has jurisdiction; and

WHEREAS, said Ordinance may be amended from time to time as circumstances and the best interests of the community have required; and

WHEREAS, a public hearing was held at 4:30 p.m. on August 14, 2018, in the Assembly Hall of the Pinehurst Village Hall, Pinehurst, North Carolina after due notice in the Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Village of Pinehurst, and its extraterritorial jurisdiction, for the purpose of considering proposed amendments to the Pinehurst Development Ordinance, at which time all interested citizens, residents and property owners in the Village of Pinehurst and its extraterritorial jurisdiction were given an opportunity to be heard as to whether they favored or opposed the proposed text amendments; and

WHEREAS, the Planning and Zoning Board has recommended the Village Council amend Section 9.5.1.2 of the Pinehurst Development Ordinance; and

WHEREAS, after considering all of the facts and circumstances, the Village Council has determined it is reasonable and in the best interest of the public to approve the proposed amendment to Section 9.5.1.2 of the Pinehurst Development Ordinance.

WHEREAS, after considering all of the facts and circumstances, the Village Council has determined the proposed amendment to Section 9.5.1.2 of the Pinehurst Development Ordinance is consistent with the goals of the 2010 Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 14th day of August, 2018, as follows:

SECTION 1. That the Pinehurst Development Ordinance of the Village of Pinehurst and its extraterritorial zoning jurisdiction be and the same hereby is amended by adding the following text amendment to Section 9.5.1.2 “Planted Buffers”:

Amend Section 9.5.1.2 “Planted Buffers” to read as follows:

(D) Application:

(1) These standards apply to all non-residential and multi-family uses (including townhouse unit development) located within the Village of Pinehurst and its extraterritorial jurisdiction except for properties containing only museums and/or libraries as the primary use and located within the PC zoning district. Additionally, the Village Council may waive some or all of these standards for developments and uses located within the **NC, OP**, VC, VMU, VCP and VR Zoning Districts when determined to be in the best interest of the public. In waiving these standards, the Village Council may require an alternate means of buffering if agreed upon by the property owner. When nonresidential and multi-family uses submit a site plan for locations next to property zoned for primarily residential use, planted buffers shall be provided near the perimeter of the nonresidential or multi-family property. One half of the planted buffers requirements shall apply when a public street or railroad right-of-way separates a nonresidential or multi-family uses from a residential property. If a greenway passes through a landscape buffer the area of the greenway shall be subtracted from the total buffer area for plant count purposes.

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

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

THIS ORDINANCE passed and adopted this 14th day of August, 2018.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

ORDINANCE #18-18 (Option 2 – IS NOT Consistent):

AN ORDINANCE AMENDING THE PINEHURST DEVELOPMENT ORDINANCE AS IT PERTAINS TO SECTION 9.5.1.2 FOR PLANTED BUFFERS.

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted a new Pinehurst Development Ordinance on the 8th day of October, 2014, for the purpose of regulating planning and development in the Village of Pinehurst and the extraterritorial area over which it has jurisdiction; and

WHEREAS, said Ordinance may be amended from time to time as circumstances and the best interests of the community have required; and

WHEREAS, a public hearing was held at 4:30 p.m. on August 14, 2018, in the Assembly Hall of the Pinehurst Village Hall, Pinehurst, North Carolina after due notice in the Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Village of Pinehurst, and its extraterritorial jurisdiction, for the purpose of considering proposed amendments to the Pinehurst Development Ordinance, at which time all interested citizens, residents and property owners in the Village of Pinehurst and its extraterritorial jurisdiction were given an opportunity to be heard as to whether they favored or opposed the proposed text amendments; and

WHEREAS, the Planning and Zoning Board has recommended the Village Council amend Section 9.5.1.2 of the Pinehurst Development Ordinance; and

WHEREAS, after considering all of the facts and circumstances, the Village Council has determined it is reasonable and in the best interest of the public to approve the proposed amendment to Section 9.5.1.2 of the Pinehurst Development Ordinance in order to allow .

WHEREAS, after considering all of the facts and circumstances, the Village Council has determined the proposed amendment to Section 9.5.1.2 of the Pinehurst Development Ordinance is not consistent with the goals of the 2010 Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 14th day of August, 2018, as follows:

SECTION 1. That the Pinehurst Development Ordinance of the Village of Pinehurst and its extraterritorial zoning jurisdiction be and the same hereby is amended by adding the following text amendments to Section 9.5.1.2 “Planted Buffers”:

Amend Section 9.5.1.2 “Planted Buffers” to read as follows:

(D) Application:

(1) These standards apply to all non-residential and multi-family uses (including townhouse unit development) located within the Village of Pinehurst and its extraterritorial jurisdiction except for properties containing only museums and/or libraries as the primary use and located within the PC zoning district. Additionally, the Village Council may waive some or all of these standards for developments and uses located within the **NC, OP**, VC, VMU, VCP and VR Zoning Districts when determined to be in the best interest of the public. In waiving these standards, the Village Council may require an alternate means of buffering if agreed upon by the property owner. When nonresidential and multi-family uses submit a site plan for locations next to property zoned for primarily residential use, planted buffers shall be provided near the perimeter of the nonresidential or multi-family property. One half of the planted buffers requirements shall apply when a public street or railroad right-of-way separates a nonresidential or multi-family uses from a residential property. If a greenway passes through a landscape buffer the area of the greenway shall be subtracted from the total buffer area for plant count purposes.

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

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

THIS ORDINANCE passed and adopted this 14th day of August, 2018.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Mayor Fiorillo and Village Council

From: Alex Cameron, Senior Planner

Cc: Jeff Sanborn, Village Manager
Will Deaton, Director of Planning and Inspections
Beth Dunn, Village Clerk

Date: August 6, 2018

Subject: **Public hearing, staff report and statement of text amendment consistency with the 2010 Comprehensive Long-Range Village Plan. Requirements for Planted Buffers**

SECTION 9.5.1.2 Planted Buffers (D) Application (1):

Vincent Wade is proposing this text amendment to the Pinehurst Development Ordinance (PDO). This amendment will add the **OP** (Office Professional Development District) and **NC** (Neighborhood Commercial District) to the already included districts in which Village Council can waive some or all of the required planted buffer requirements.

Proposed text:

These standards apply to all non-residential and multi-family uses (including townhouse unit development) located within the Village of Pinehurst and its extraterritorial jurisdiction except for properties containing only museums and/or libraries as the primary use and located within the PC zoning district. Additionally, the Village Council may waive some or all of these standards for developments and uses located within the **OP, NC, VC, VMU, VCP and VR Zoning Districts** when determined to be in the best interest of the public. In waiving these standards, the Village Council may require an alternate means of buffering if agreed upon by the property owner. When nonresidential and multi-family

uses submit a site plan for locations next to property zoned for primarily residential use, planted buffers shall be provided near the perimeter of the nonresidential or multi-family property. One half of the planted buffers requirements shall apply when a public street or railroad right-of-way separates a nonresidential or multi-family uses from a residential property. If a greenway passes through a landscape buffer the area of the greenway shall be subtracted from the total buffer area for plant count purposes.

Recommendation

The Planning & Zoning Board held a public hearing on July 5, 2018 to hear and discuss the proposed amendment. Perry Harrison, PLA with LKC Engineering and representing Mr. Wade presented points for the proposed amendment. Following the discussion the P&Z board voted unanimously to recommend to the Village Council that the proposed amendment be approved.

Comprehensive Plan Consistency Statement/Conclusion

Pages 18-21 of the 2010 Village of Pinehurst Comprehensive Plan states the importance of landscaping and vegetation to the overall appearance of Pinehurst and the perception of community character. To achieve the comprehensive goal stated on page 18 to “maintain and enhance the overall character and ambience of Pinehurst,” several strategies to “enhance landscaping” and “shield/buffer/screen” areas are identified. “In the future, we must make sure that appropriate landscaping is a high priority on any projects undertaken within the Village or its extra-territorial areas,” states the 2010 Village of Pinehurst Comprehensive Plan.

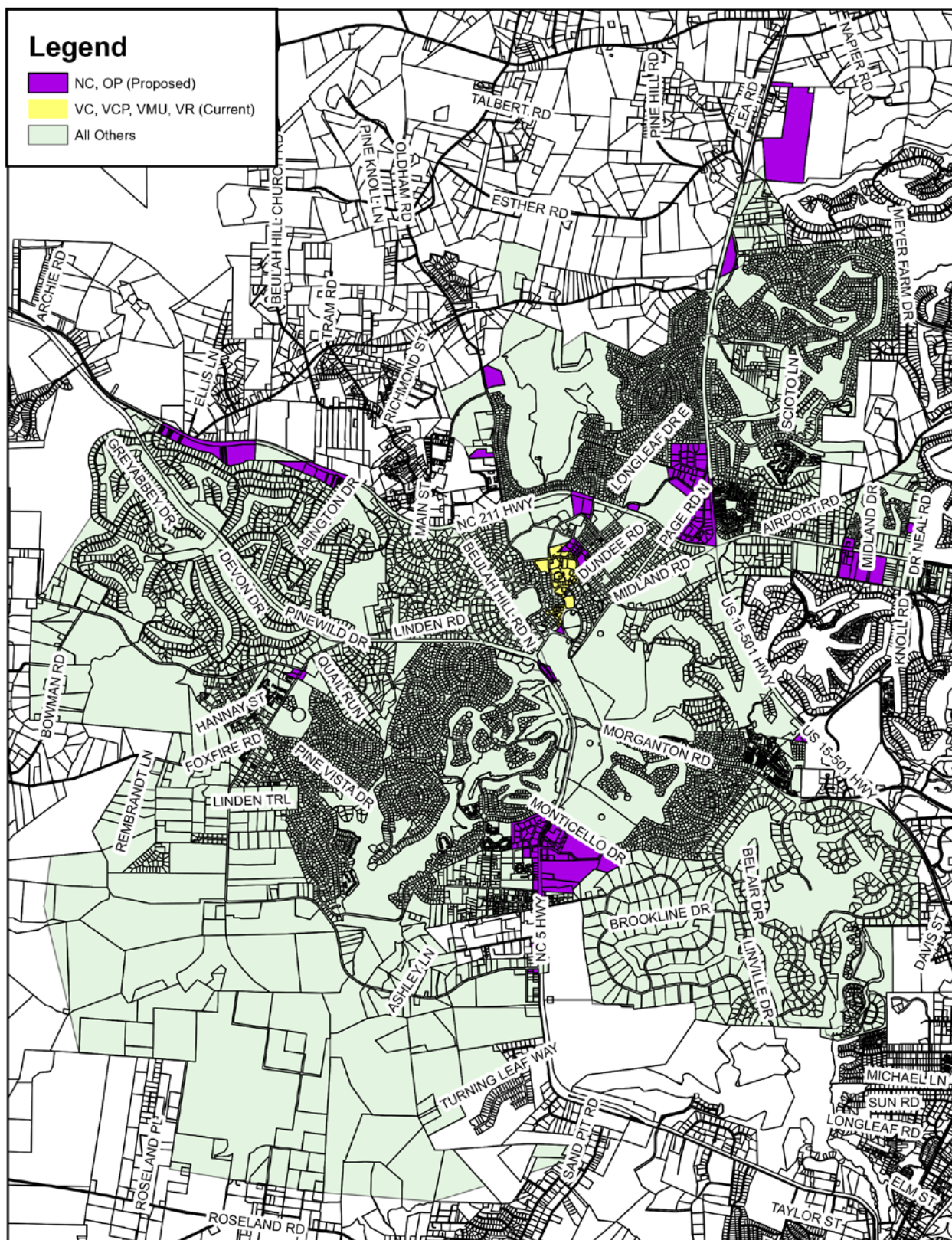
Staff concludes this amendment may be consistent with the above mentioned goal and strategies detailed in the Comprehensive Plan and the proposed amendment may be considered reasonable and in the best interest of the public. Existing regulations in the PDO allow the Village Council to waive landscape buffer standards in certain zoning districts. This amendment would allow the Council to grant waivers of landscape buffer requirements in the OP and NC non-residential zoning districts, which are located mainly on highway corridors.

(Map attached)

 NC, OP (Proposed)

VC, VCP, VMU, VR (Current)

 All Others





**DISCUSS AND CONSIDER ORDINANCE 18-18 AMENDING THE
PINEHURST DEVELOPMENT ORDINANCE FOR REQUIREMENTS FOR
PLANTED BUFFERS.
ADDITIONAL AGENDA DETAILS:**

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

8/9/2018

MEMO DETAILS:

Should Council determine to take action on the public hearing regarding the PDO text amendment for planted buffers, attached is an ordinance for consideration.

ATTACHMENTS:

Description

- ☐ Ordinance 18-18 - Option 1
- ☐ Ordinance 18-18 - Option 2

ORDINANCE #18-18 (OPTION 1 – IS Consistent):

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WHEREAS, said Ordinance may be amended from time to time as circumstances and the best interests of the community have required; and

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WHEREAS, the Planning and Zoning Board has recommended the Village Council amend Section 9.5.1.2 of the Pinehurst Development Ordinance; and

WHEREAS, after considering all of the facts and circumstances, the Village Council has determined it is reasonable and in the best interest of the public to approve the proposed amendment to Section 9.5.1.2 of the Pinehurst Development Ordinance.

WHEREAS, after considering all of the facts and circumstances, the Village Council has determined the proposed amendment to Section 9.5.1.2 of the Pinehurst Development Ordinance is consistent with the goals of the 2010 Comprehensive Plan.

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THIS ORDINANCE passed and adopted this 14th day of August, 2018.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

ORDINANCE #18-18 (Option 2 – IS NOT Consistent):

AN ORDINANCE AMENDING THE PINEHURST DEVELOPMENT ORDINANCE AS IT PERTAINS TO SECTION 9.5.1.2 FOR PLANTED BUFFERS.

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THIS ORDINANCE passed and adopted this 14th day of August, 2018.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**UPDATE ON THE STATUS OF THE FY 2018 STRATEGIC OPERATING
PLAN IMPLEMENTATION.
ADDITIONAL AGENDA DETAILS:**

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

8/9/2018

MEMO DETAILS:

This agenda item is to review the update on the status of implementing the FY 2018 Strategic Operating Plan. Staff will provide the Council with an update on the implementation of the FY 2018 Initiative Action Plans (IAPs) through June 30, 2018.

ATTACHMENTS:

Description

- FY 2018 Strategic Operating Plan Update

Village of Pinehurst Strategic Operating Plan Update FY 2018



VILLAGE OF PINEHURST | www.vopnc.org



FY 2018 Strategic Operating Plan Overview

Village Council

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

Vision, Mission, and Values

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



Balanced Scorecard

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

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

FY 2018 Balanced Scorecard

FY 2018 Goals

The FY 2018 Balanced Scorecard contains 9 strategic goals in the four perspectives.



FY 2018 Areas of Focus

Each balanced scorecard goal has one or more strategic objectives. Strategic objectives indicate how we will achieve the Village goals. In FY 2018, the Village Council identified four strategic objectives as Areas of Focus AOF:

1. Guide appropriate growth and redevelopment,
2. Provide interconnected greenway trails, bike paths, and sidewalks,
3. Maintain high quality streets, and
4. Provide recreation programs, leisure activities, and cultural arts events for all ages.

FY 2018 Initiative Action Plans (IAPs)

Status of FY 2018 Initiative Action Plans at June 30, 2018

The 2018 Strategic Operating Plan originally included 13 Initiative Action Plans (IAPs) for FY 2018. Initiative Action Plans are those defined and measurable activities needed to accomplish our strategic objectives that involve a significant amount of financial and/or staff resources or have a significant community impact over the five-year period. The status of the 10 remaining IAPs for FY 2018 and an indication if metrics projections were achieved are indicated in the table below:

	Goal	IAP Description	FY 2018 IAP Status		
			IAP Status	Q4 Comments	Metrics Proj. Met
Customer	Safeguard the community	Traffic Pre-emption Program		NCDOT district office is working with the vendor to determine a timeframe to complete installation of pre-emption devices. VOP submitted letter to NCDOT requesting traffic devices at all remaining intersections in FY19.	
	Ensure an attractive residential community	Community Aesthetics		Although the project was on schedule, tree planting for Hwy 211 was intentionally delayed until Fall FY19 for better planting season and funds have been rolled forward to FY19 to finish project.	
		Long Range Comprehensive Plan and Land Use Analysis (Combined) AOF		Envision the Village was launched in FY18 with a community kickoff in June 2018. Additional public input meetings are scheduled for Fall 2018 with a draft plan expected in Spring 2019.	
	Ensure a thriving business community	Commercial Streetscape Enhancements		Completed streetscape enhancements on Magnolia and McIntyre Roads as scheduled.	
	Provide multi-modal transportation systems	Transportation Improvements		Collaborated with NCDOT on Moore County Comprehensive Transportation Plan and discussed priorities for funding transportation projects in Southern Moore County.	
	Maintain an active, healthy community	Recreation Facilities AOF		Community Center design was completed and presented to Village Council in June 2018 and Council approved the site plan. Construction is planned to commence in Fall 2018 with opening scheduled for Fall 2019.	
Internal	Professionally manage a high performing organization	Transparent Operations		Due to staff workloads and higher priority initiatives, this IAP to post public performance dashboards on the Village website was postponed to FY19 and is on schedule to be completed in FY19.	
		Permitting & Inspections Process Improvements		Completed and presented BIRDIE team recommendations to Council with implementation of new software scheduled for January 2019.	
		Civic Engagement (CARRYFORWARD)		Created and published four Learning Guides: Roles of Mayor and Village Council, Planning and Zoning, Decision Making in the Village, and Council-Appointed Boards.	
Workforce	Attract & retain an engaged workforce	Workforce Learning and Development		Managers confirmed key knowledge, skills, and abilities needed for Department Head positions; Supervisors met with direct reports to discuss short and long term career aspirations; Department Heads conducted a skills assessment for all candidates who expressed interest in a Department Head position and discussed with Managers.	

In FY 2018, the Village Council eliminated three Initiative Action Plans during the year:

1. Pedestrian Connectivity- removed in Q2 based on Council direction received at the December 2017 Strategic Planning Retreat
2. Street Lighting- removed in Q2 based on Council direction received at the December 2017 Strategic Planning Retreat
3. Incentive Reward- removed in Q3 based on discussion with Council and decision to reevaluate in FY 2019

The only IAP that was not completed in FY 2018 as planned is the Traffic Pre-emption Program. This IAP was not completed due to a delay by NC Department of Transportation (NCDOT) responding to the Village's request to install the remaining traffic pre-emption devices. The FY 2019 Budget anticipates NCDOT completing installation of devices at all 13 intersections within the Village.

The 5 IAPs that were still in progress at June 30, 2018 will carryforward into FY 2019 and are currently proceeding according to schedule.

IAP Status at 06/30/18		# of IAPs	% of IAPs
In progress; NOT on schedule		1	10%
In progress; on schedule		5	50%
Completed		4	40%
TOTAL		10	100%
Metrics Projections Met at 06/30/18		# of IAPs	% of IAPs
Achieved projected performance		9	90%
Did not achieve projected performance		1	10%
TOTAL		10	100%

Initiative Action Plans Metrics at June 30, 2018

The Village achieved the metric goals for nine out of the ten IAPs at June, 30 2018. Only one IAP, Traffic Pre-emption Program did not meet expected results as shown below.

IAP Description	IAP Metric	FY18 Projection	FY18 Actual
Traffic Pre-emption Program	% of signalized intersections with preemption controls	46%	23%
	% of emergency calls with a response time of 6 minutes and 30 seconds for first due apparatus	71%	68%

Upon review of the FY 2018 IAPs and metrics, the Performance Management Director noted the following observations from FY 2018:

1. The one IAP not on schedule at the end of FY 2018 is due to a delay with NCDOT. The Village has taken appropriate measures and asked NCDOT to install the devices at the remaining intersections in FY 2019.
2. The lag in Fire Department response times was primarily due to longer response times in December and January as a result of winter weather.
3. Overall, the Village ended FY 2018 very well, with 90% of Initiative Action Plans achieving targeted results. This is a significant improvement from last year's 77% achievement rate.



**DISCUSS AND CONSIDER CHANGES TO THE POSITION
CLASSIFICATION AND PAY PLAN.
ADDITIONAL AGENDA DETAILS:**

FROM:

Angie Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

8/9/2018

MEMO DETAILS:

The Human Resources Department contracted with The MAPS Group Inc. in FY 17-18 to perform a partial classification and pay study. The study included:

- Evaluating all regular full-time and part-time positions in the following departments: Information Technology, Planning and Police;
- Conducting a salary survey of comparable organizations in the public sector;
- Updating class specifications (position descriptions) for each position; and
- Making recommendations for position classification changes and policy changes.

The study began this spring with employees in the selected departments completing position description questionnaires outlining current job responsibilities. Employees, supervisors, department directors and managers were interviewed to clarify responsibilities for each position.

The group conducted a salary survey to determine the competitiveness of our salary grades for each position. We selected areas to survey based on geography, job similarities, and direct competitors for recruiting. The following towns were surveyed: Aberdeen, Carrboro, Clayton, Hope Mills, Laurinburg, Morrisville, Rockingham, Sanford, and Southern Pines.

Based on the information collected and reviewed, we are recommending the following changes:

- Increase the pay grades by 2.1% based on the Consumer Price Index (CPI) for calendar year 2017.
- Move Administrative Coordinator, Police Department from pay grade 16 to pay grade 18. This supports the responsibility changes for this position over the last year.
- Change the title for the Planning Technician to Planning and Zoning Specialist and move from pay grade 16 to pay grade 18. These changes more appropriately reflect the responsibilities for the position.
- Change the title for the Code Enforcement Officer to Code Compliance Specialist and move from pay grade 19 to pay grade 20. These changes more appropriately reflect the responsibilities for the position.
- Move Planner from pay grade 21 to pay grade 22. This is more appropriate for the position and more

in line with our peers.

- Move Sergeant from pay grade 21 to pay grade 22. This is more appropriate for the position and more in line with our peers.
- Move Senior Planner from pay grade 23 to pay grade 24. This is more appropriate for the position and more in line with our peers.
- Move Police Captain from pay grade 25 to pay grade 26. This is more appropriate for the position and more in line with our peers.
- Move Deputy Police Chief from pay grade 27 to pay grade 28. This is more appropriate for the position and more in line with our peers.
- Move Planning and Inspections Director from pay grade 30 to pay grade 31. This is more appropriate for the position and more in line with our peers.
- Move Chief Information Officer from pay grade 31 to pay grade 32. This is more appropriate for the position and more in line with our peers.
- Move Police Chief from pay grade 31 to pay grade 32. This is more appropriate for the position and more in line with our peers.

We not only review positions and pay grades during this process, but we also review the policy outlining the administration of our pay plan. After thoughtful review of our policy and the information available from CPI, our peers, and the MAPS Group, we are making the following key recommendations to the policy:

- Offer a cost of living adjustment to all employees based on the CPI annual average for the previous calendar year with an effective date of July 1st. This year the increase would be 2.1%. This will also help prevent pay compression issues.
- Continue to offer merit pay based on performance for the fiscal year. Merit increases would continue to be effective October 1st. The amount of merit pay available would be discussed during budget preparations. This year the merit range is 0%-3%. Those who earn 3% must demonstrate truly extraordinary performance.
- If a position is reclassified to a higher pay grade, employees in the position who earn less than the midpoint of the new grade would receive a 5% increase per grade up to 10% or the midpoint of the new grade whichever is lower. These increases would be offset by cost of living adjustments which would be applied first. This will impact six employees whose positions were evaluated this year.

I have attached the Resolution that will amend the Policy on the Administration of the Position Classification and Pay Plan based on the recommendations above. I have also attached the policy and the FY 2018-2019 Position Classification and Pay Plan table for your approval. Thank you for your consideration.

ATTACHMENTS:

Description

- ☐ Resolution 18-18 Pay Plan Changes
- ☐ Policy on the Administration of the Position Classification and Pay Plan
- ☐ Position Classification and Pay Plan FY 2018-2019

RESOLUTION #18-18:

A RESOLUTION AMENDING THE POLICY ON ADMINISTRATION OF THE POSITION CLASSIFICATION AND PAY PLAN FOR THE VILLAGE OF PINEHURST.

THAT WHEREAS, the Village Council of Pinehurst, North Carolina, adopted the Policy on Administration of the Position Classification and Pay Plan on November 17, 2009; and

WHEREAS, the Village Council of Pinehurst, North Carolina, amended the Policy on Administration of the Position Classification and Pay Plan on January 23, 2018; and

WHEREAS, changes in the organization infrastructure and guiding policies and procedures must be made as personnel needs of the Village change;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 14th day of August 2018 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective July 1, 2018; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the pay ranges in the Position Classification and Pay Plan for the Village of Pinehurst are hereby amended by 2.1 percent; said Pay Plan attached hereto as part of Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 14th day of August 2018.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney

ATTACHMENT A

		VILLAGE OF PINEHURST STANDARD POLICY	
SUBJECT:	Policy on Administration of the Position Classification and Pay Plan	Effective Date:	11/17/2009
Department:	Human Resources	Policy No.:	HR-416
Prepared by:	Human Resources	Revised:	7/1/2018
Approved by:	Jeffrey Sanborn and Village Council	# of Pages:	5

PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:

The Position Classification and Pay Plan (attached as Exhibit A) is aimed at providing a complete inventory of all authorized positions in the Village service and an accurate description and specification for each class of employment. The Plan standardizes job titles, each of which is indicative of a range of duties and responsibilities.

The Plan also includes the basic salary ranges for each regular full-time and part-time position approved by Council. These ranges are market-based pay grades consisting of minimum, mid-point and maximum pay rates.

GENERAL PROVISIONS OF THE PLAN:

Administration and Maintenance

The Village Manager, assisted by the Human Resources Director, is responsible for the administration and maintenance of the Plan. The Human Resources Director should periodically review portions of the Plan and recommend appropriate changes to the Village Manager. All employees covered by the Plan should be paid at a rate listed within the salary range established for the respective position.

The Plan is intended to provide equitable compensation for all employees, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the impacts of inflation, the financial conditions of the Village, and other factors. The Human Resources Director will be responsible for making comparative studies of all factors affecting the level of salary ranges and for recommending changes to the Village Manager. The Human Resources Director will also conduct a competitive and comparative salary study for each position at least every three years. Any changes increasing or decreasing the assigned salary grade for a position, must be approved by Village Council. Any changes modifying the salary ranges in the Plan must also be approved by Village Council.

Starting Salaries

As a general rule, applicants who are in positions approved in the Plan shall be employed within the salary range for that particular position classification.

Merit Pay

Merit increases will be based on employee performance from July 1st through June 30th and will be effective October 1st for all eligible employees. Merit increases will range from zero to three percent, with three percent being reserved for truly extraordinary performance. Employees will receive a performance review, with no salary adjustment, after six months in a new position and then annually thereafter immediately following the end of the fiscal year. Employees hired between July and December are eligible for a performance-based, prorated merit increase the following October. Employees hired between January 1st and June 30th will be eligible for a prorated merit increase, based on the budgeted merit percentage, in the year hired. Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related reasons and other factors. All performance reviews are based on an employee's demonstration of the Village's core values and the behavioral and technical competencies listed in their position description as well as the completion of goals. Employees in supervisory roles are also evaluated on leadership attributes. Guidelines for determining performance levels and performance pay increases or other performance-related movement within the pay grade may be established in procedures approved by the Village Manager.

Lump Sum Payment

Employees who are at the maximum of the salary range for their position classification may be eligible for a lump sum payment at performance evaluation time. Lump sum payments are awarded based on the employee's performance and will also be between zero and three percent. Lump sum payments do not become part of base pay.

Cost of Living Adjustments (COLA)

Each year, the position classification and pay plan grades may be adjusted by the annual average consumer price index percentage change for the prior calendar year. Adjustments to pay grades will be effective July 1st.

Employees may also receive a cost of living adjustment (COLA) based on the annual average consumer price index percentage for the prior calendar year. Employees hired by June 30th will be eligible for the cost of living adjustment. The COLA will be effective July 1st.

Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions – When an employee is promoted, the employee's salary may be increased. The purpose of the promotion pay increase is to recognize and compensate the employee for taking on increased responsibility. The amount of the pay increase depends on performance, degree of increased responsibility, time since the last salary adjustment, budget and other factors.

Demotions – When an employee is demoted, the salary normally should be set at the rate in the lower pay range, which provides a minimal decrease in pay if action is not the result of corrective

action. If the current salary is within the new range, the employee's salary may be retained at the previous rate. If the demotion is the result of corrective action, the salary may be decreased.

Transfers – The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary grade should not be changed by the reassignment. However, employees transferred to a position in a lower salary grade may receive a decrease in pay.

Reclassifications – An employee whose position is reclassified to a position having a higher salary grade may receive a pay increase if the employee's current pay rate is less than the midpoint of the new salary grade.

Transition to a New Salary Grade

If the position is reclassified to a higher salary grade and employees in that position earn salaries below the midpoint of the higher salary grade, employees in that position may receive a 5% increase for each grade up to 10% or the midpoint of the new salary grade whichever is lower. There may be exceptions if the changes in the job responsibilities are significant enough to warrant a greater increase or the employee's salary remains below the minimum of the new grade after the 10% adjustment. These increases may be offset by cost of living adjustments, if any, which will be applied first.

Employees whose salaries are above the midpoint of the new grade would not receive a salary increase if the grade change was based only on prevailing labor market rates. If the position reclassification is due to an increase and change in responsibilities, the Village Manager may grant a salary increase and document the reasons for this increase.

The Village Manager may delay implementation of a pay increase for any employee who has recently documented corrective actions and who is not currently meeting all job requirements until such time the employee is fully meeting all job requirements. Otherwise, all employees will be treated consistently in the implementation.

Regardless of the position in the new salary grade, employees who have been hired or promoted to a position within the past year are not automatically eligible for salary increases due to changes in position reclassifications.

If the position is reclassified to a lower salary grade, the employee's salary should remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of that pay period or at such specific date as may be established pursuant to

procedures approved by the Village Manager. Salary adjustments recommended as a result of the annual salary study are effective July 1st once approved by council.

Payroll Deduction

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made up on the request of the employee on determination by the Village Manager as to capability of payroll equipment and appropriateness of the deduction.

Composition of the Plan

The Plan should consist of:

- a) a grouping of positions in classes which are approximately equal in difficulty and responsibility which call for the same general qualifications, and which can be equitably compensated within the range of pay under similar working conditions;
- b) class titles descriptive of the work of the class; and
- c) the appropriate pay grade associated with the position.

Use of the Plan

Class specifications should be descriptive of the type and scope of work performed. The Plan is to be used:

- a) as a guide in recruiting and examining applicants for employment;
- b) in determining lines of promotion and developing employee training programs; and
- c) in determining salary to be paid for various types of work;

Authorization of the Plan

The Plan shall be approved by the Village Council and should be maintained on file with the Human Resources Director. Copies will be available to all Village employees for review. New positions shall be established upon recommendation of the Village Manager and approval of the Village Council, after which the Human Resources Director is responsible for either allocating the new position into the appropriate existing class, or revising the Plan to establish a new class to which the position may be allocated. The Village Manager may approve changes to existing positions that do not require a change in pay grade or a change in title.

Request for Reclassification

Department Heads may request that a position be reclassified into a different class or pay grade. Upon receipt of such request, the Human Resources Director may study the request, determine the merit of reclassification and if merited, recommend a reclassification and a new pay grade to the Village Manager. Modified positions also may be evaluated for proper position classification.

To assist the Village on this review process, Department Heads are expected to:

- a) be familiar with the Position Classification and Pay Plan;
- b) make sure they are informed about the job duties performed by each employee under their supervision;
- c) advise the Human Resources Director of any permanent changes in job duties;

- d) make recommendations for changes in position classifications. These recommendations should be based on significant changes in the duties associated with a position and/or in the structure of a department that will continue to exist on a long-term basis.

The Village Manager is responsible for approving any classification study and/or reclassification. The Village may contact outside consultants and other sources to assist in any reclassification decision.

Department Heads are responsible for reviewing positions annually as part of the budget process. Such review shall be to determine the most accurate classifications and the most equitable, effective, and efficient use of human resources.

Approved by:

Jeffrey Sanborn, Village Manager

8/14/2018
Date

#18-18
Village Council, Resolution

8/14/2018
Date

Village of Pinehurst
Position Classification and Pay Plan
FY 2018-2019

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	9		23,981	29,977	35,972
	10	Maintenance Worker	25,180	31,475	37,770
	11	Maintenance Worker, CDL	26,439	33,049	39,659
	12		27,761	34,702	41,642
	13	Customer Service Representative Grounds Specialist Human Resources Assistant Solid Waste Equipment Operator Track Specialist Welcome Center Coordinator	29,149	36,437	43,724
	14	Grounds Specialist II Telecommunications Specialist I	30,607	38,258	45,910
	15	Administrative Assistant Events Assistant Telecommunications Specialist II	32,137	40,171	48,205
	16	Firefighter Fleet Service Technician I Grounds Maintenance Crew Leader Maintenance Technician	33,744	42,180	50,616
E	17	Fair Barn Coordinator Financial Services Technician Fleet Service Technician II Street Maintenance Crew Leader	35,431	44,288	53,146
	18	Administrative Coordinator Fire and Life Safety Educator IT Technician Planning and Zoning Specialist Police Officer Senior Firefighter	37,202	46,503	55,804
E E E E	19	Athletic Coordinator Master Firefighter Program Coordinator Senior Police Officer Special Events Coordinator Track Superintendent	39,063	48,828	58,594
	20	Code Compliance Specialist Master Police Officer Police Investigator	41,016	51,269	61,523
	21	Communications Specialist	43,066	53,833	64,600
E E E	22	Buildings and Grounds Superintendent Fire Captain Human Resources Generalist Planner Police Sergeant	45,220	56,525	67,830

Village of Pinehurst
Position Classification and Pay Plan
FY 2018-2019

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E	23	Information Technology Systems Specialist Solid Waste Superintendent	47,481	59,351	71,221
E E	24	Battalion Chief Building Inspector Detective Lieutenant Infrastructure Superintendent Police Lieutenant Senior Planner Village Clerk	49,855	62,318	74,782
E E E E E	25	Assistant Financial Services Director Assistant Public Services Director IT Business Analyst Network Administrator Principal Planner	52,348	65,434	78,521
E E	26	Building Code Official Deputy Fire Chief Police Captain	54,965	68,706	82,447
E	27	Fleet Maintenance Director	57,713	72,142	86,570
E	28	Deputy Police Chief	60,599	75,748	90,898
	29		63,629	79,536	95,443
E E E E	30	Human Resources Director Parks and Recreation Director Performance Management Director Public Services Director	66,810	83,513	100,215
E E	31	Fire Chief Planning and Inspections Director	70,151	87,688	105,226
E E E	32	Chief Information Officer Financial Services Director Police Chief	73,658	92,073	110,487
	33		77,341	96,677	116,012
E E	34	Assistant Village Manager for Administration Assistant Village Manager for Operations	81,208	101,510	121,812

E = Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)

5% = Spread between grades

50% = Spread within the grade

2.1% = Grade adjustment from previous year