PLANNING AND ZONING BOARD
JULY 9, 2020
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:00 PM

I. Call to Order

II. Approval of Minutes

A. 06-04-2020 Regular Meeting Minutes

III. Public Hearing

A. Public Hearing No. 1

The purpose of the public hearing is to consider a request by DGH Management, LLC for a Major Subdivision Review for an 11 lot single family subdivision. This property is identified as Moore County PID# 00052077 and is located at Floyd Way an unimproved road that intersects with Diamondhead Dr. South and Starlit Ln.

IV. General Business

A. Draft Changes to PDO to Implement Electronic Permitting

This is a discussion item only and no action will be taken regarding proposed text amendments to the Pinehurst Development Ordinance to implement required use of the Village's electronic permit system when applying for building and development related permits. This item is a carryover from the June meeting.

B. Election of Vice-Chairs

V. Next Meeting Date

C. Regular Meeting on August 6, 2020

VI. 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.

06-04-2020 REGULAR MEETING MINUTES
ADDITIONAL AGENDA DETAILS:

FROM:
Kelly Brown

CC:
Darryn Burich & Alex Cameron

DATE OF MEMO:
7/1/2020

MEMO DETAILS:
The draft minutes of the 06-04-2020 regular meeting are attached for your review.

ATTACHMENTS:

	Description
🗋	06-04-2020 Regular Meeting Minutes

PLANNING AND ZONING BOARD
REGULAR MEETING
THURSDAY, JUNE 4, 2020
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM

Board Members Present:	**Board Members Absent:**	**Staff Present:**
Leo Santowasso, Chair	Julia Latham	Darryn Burich, Planning and Inspections Director
Sonja Rothstein		Alex Cameron, Senior Planner
Cyndie Burnett		Kelly Brown, Administrative Assistant
Phillip Shumaker		
Paul Roberts		
Joel Shriberg		
Jeramy Hooper		
David Alzamora		

I. Call to Order

Mr. Santowasso confirmed a quorum was present and called the meeting to order at 4:00 pm.

II. Approval of Minutes

A. March 5, 2020 Regular Meeting Minutes

Ms. Burnett moved to approve the March 5, 2020 regular meeting minutes. Seconded by Ms. Rothstein. Carried by unanimously vote of 8-0.

III. Public Hearing

A. Public Hearing No. 1

Mr. Hooper moved to recess the public meeting and enter into Public Hearing No. 1. Seconded by Ms. Rothstein. Carried unanimously by a vote of 8-0

Alex Cameron, Senior Planner, stated the purpose of the public hearing was to consider an Official Zoning Map Amendment. This map amendment includes one parcel of land consisting of approximately 4.5 acres further identified as Moore County PID # 00029674 and would zone the property PC-CD (Public Conservation – Conditional District). The property is currently zoned PC (Public Conservation District). The proposed rezoning will allow for the addition of an approximately 7,317 square foot building that will be used primarily for educational use. The applicant and property owner is the Village Chapel Inc. Mr. Cameron provided background on the rezoning request from the staff report. On June 4th, the applicant submitted a revised application package based on staff technical review comments, which was distributed to the Board. This material is located in the docket file at Village Hall.

Pastor John Jacobs, senior pastor of Village Chapel, discussed the church's need for an additional building for educational purposes. The name of the proposed building is Heritage Hall.

Jack Wood, project manager at Village Chapel, discussed how the church arrived at the proposed design and site plan for Heritage Hall. He gave an estimated timeline for the project: Village Council approval by July, site plan approval by October, construction drawings by November, contractor bids by December, selection of a contractor by January, and begin construction in March 2021, with a six-month construction window.

Pete Bogle, applicant and owner/architect at Bogle Firm, discussed the application package and revisions made to the original application Revisions included:

- Deleting cemetery use as a requested allowable use
- Deleting playground equipment as an accessory use. They are not proposing permanent playground structures
- Requesting an impervious surface limit increase of 33%, instead of 35%. The change was based on staff technical review comments that 35% seemed a little large based on proposed expansion area of almost 11,000 square feet
- Adding a landscape buffer to Village Green East
- Adding sight triangles placed along pavement edge & existing tree noted to be trimmed up to required clearance height
- Showing public sewer lines with easements, existing and proposed fire hydrants, proposed new fire line, and survey metes and bounds

Mr. Bogle stated they are requesting conditional district rezoning to "produce a customized zoning district that adjusts the current base zone to become more fitting to the owner's intent and to the public's expectations for the use of that site." He discussed fencing material options for the play area. He stated the Village Chapel had no interest in a daily preschool. They are requesting to waive the requirement for sidewalks because they are not fitting and out of character for the historic area. Mr. Bogle and the Board discussed the use of sand paths.

Brian Welborn of Neal Smith Engineering stated the submitted trip generation was not generated from a traffic study. Mr. Santowasso expressed the need for peak hour traffic and special event traffic numbers.

Ralph Newman, community liaison for the Village Chapel, discussed the neighborhood meeting held on April 2, 2020.

John Hoffman of Pinehurst provided public comment not in support of the proposal.

Pope Dylan provided public comment in support of the proposal.

Mr. Santowasso discussed imposing a condition to require one-for-one plantings to replace the predicted removal of 47 trees.

Mr. Wood stated the PDO would only require the church to install sidewalks along the proposed site and they would not terminate anywhere. He stated installing more landscaping than required would be an expense. Mr. Bogle stated the church was amenable to adding sidewalks.

Ashley Smith, associate pastor of the Village Chapel, provided public comment in support of the Heritage Hall proposal.

Nancy Smith of Pinehurst provided public comment on sidewalks and storm water runoff.

DRAFT

Motion: Mr. Shriberg moved to close the public hearing and return to the regular meeting. Seconded by Ms. Burnett. Carried unanimously by a vote of 8-0.

The Board discussed potential conditions related to the approval of the conditional rezoning: installation of sidewalks, landscaping around the play area, and one-for-one tree replacement.

Mr. Hooper moved that the Planning & Zoning Board recommend approval to the Pinehurst Village Council of the proposed zoning map amendment as submitted by the applicant, with the following conditions:

1. *One-for-one replacement of each tree removed*
2. *Landscape buffer around playground area*

Seconded by Mr. Shumaker. Carried unanimously by a vote of 8-0.

Roll Call

Mr. Roberts	Aye
Ms. Rothstein	Aye
Mr. Alzamora	Aye
Mr. Hooper	Aye
Ms. Burnett	Aye
Mr. Shriberg	Aye
Mr. Shumaker	Aye
Mr. Santowasso	Aye

IV. New Business

A. Draft Changes to PDO to Implement Electronic Permitting

The Board moved the discussion on the draft changes to the PDO to the July meeting agenda.

V. Next Meeting Date

A. Regular Meeting on July 2, 2020

VI. Motion to Adjourn

Ms. Burnett moved to adjourn the regular meeting. Seconded by Ms. Rothstein. Carried by a vote of 8-0 at 7:08 pm.

Respectfully Submitted,

Kelly Brown
Administrative Specialist
Village of Pinehurst

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

DRAFT

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.

DRAFT

PUBLIC HEARING NO. 1

ADDITIONAL AGENDA DETAILS:

The purpose of the public hearing is to consider a request by DGH Management, LLC for a Major Subdivision Review for an 11 lot single family subdivision. This property is identified as Moore County PID# 00052077 and is located at Floyd Way an unimproved road that intersects with Diamondhead Dr. South and Starlit Ln.

FROM:
Alex Cameron

CC:
Darryn Burich & Kelly Brown

DATE OF MEMO:
7/2/2020

MEMO DETAILS:
The applicant is requesting approval of a Major Subdivision in the Village's extra-territorial jurisdiction (ETJ) that would allow for development of 11 new single family lots and the related infrastructure.

Please see the attached items related to this public hearing.

ATTACHMENTS:

	Description
🗋	Staff Report
🗋	Application
🗋	Preliminary Plat
🗋	General Concept Plan
🗋	USFW RCW Letter
🗋	Hydrant Flow Test Report

PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Planning and Zoning Board
From: Alex Cameron, Senior Planner
Cc: Darryn Burich, Director of Planning and Inspections
Kelly Brown, Planning Administrative Specialist and Clerk to the Board
Date: July 2, 2020
Subject: Staff Report for Proposed Floyd Way Major Subdivision

Applicant:	DGH Management, LLC
Owner:	DGH Management, LLC
Property Location:	Floyd Way/Diamondhead Dr. S/Starlit Ln.
Zoning:	R-20 Residential District is established as a district in which the principal use of land is for medium-density residential uses. This district is further intended to discourage any use which would be detrimental to the predominately medium-density residential nature of the areas included within the district.
Land Area	± 11.38 Acres
Current Land Use:	Mostly vacant with one residential dwelling according to Moore County Tax records indicate was built around 1948.
Proposed Land Use:	Medium Density Residential with proposed development of an 11 lot single family residential subdivision.

Background and Analysis

The applicant requests a Major Subdivision approval to allow for an 11 lot single family subdivision located in the Village's extraterritorial jurisdiction (ETJ). In accordance with Section 9.17.1.3 of the Pinehurst Development Ordinance (PDO), all proposed major subdivisions are reviewed by the Planning & Zoning Board and a public hearing is to be held. The Planning & Zoning Board must then submit a recommendation on the proposed major subdivision to the Village Council.

The parent tract of this proposed subdivision is identified as Moore County PID# 00052077 and is located off Floyd Way, an unimproved private road near Lake Pinehurst and Diamondhead Dr. S near Starlit Ln. The subject area is located just outside of the Village's corporate limits and within the Village's ETJ. The proposed subdivision is adjacent to a previously platted and developed single family subdivision by Pinehurst, Inc. in 1973 with lots fronting on Starlit Ln. and Diamondhead Dr. S. The subject property is currently landlocked, however, the developer is proposing access through an adjacent property (via an easement), owned by Pinehurst LLC, that fronts along Diamondhead Dr. S which is currently within the Village's corporate limits.

The proposed subdivision would create 11 new single family lots. The smallest lot is shown to be 21,053 square feet in size which exceeds the minimum lot size requirement of 20,000 square feet in the R-20 zoning district. The largest lot shown is 52,504 square feet in size. The property is located within the WS-II Drowning Creek – Lumber River BW watershed protection area. This limits the proposal to a development intensity of one lot per acre. Due to this more stringent requirement, the applicant is not seeking to develop the subdivision following the open space reduction which would then provide a minimum of 15% open space within the subdivision and would then allow for smaller lot sizes (16,000 square feet) and reduced setbacks. The proposal does however include three areas of open space totaling approximately 90,852 square feet or 2.08 acres which is approximately 18% of the total area of the proposed subdivision. Each lot will meet the dimensional criteria of the R-20 zoning district as shown in the table below.

R20 Zoning District Dimensional Requirements	
Minimum Lot Size	20,000 sq. ft.
Maximum Building Height	35'
Maximum Lot Covered by Impervious Surface	35%
Building Setbacks	
Principal Building Front Setback	40'
Principal Building Side Setback	15'
Principal Building Side Street Setback	20'
Principal Building Rear Setback	30'
Accessory Building Side Setback	10'
Accessory Building Side Street Setback	20'
Accessory Building Rear Setback	10'

A similar subdivision and layout was scheduled to be reviewed by the Planning and Zoning Board at their regular scheduled meeting in November of 2018. Due to changes in development intensity, errors and omissions with the submitted material, the applicant withdrew the item from the agenda and no action was taken. Since then staff has worked with the applicant and their design team to address those items before scheduling this request before the Planning and Zoning Board.

Subdivision Standards

Subdivision layout and design are reviewed for compliance with Section 9.17.1.12 of the PDO. The proposed subdivision has been reviewed by the Technical Review Committee (TRC) and deemed it to be compliant with the standards of review for a Major Subdivision.

The applicant is proposing internal streets with a 50' right of way, 24' street width and a 45' cul-de-sac radius. The approximate total length of all the internal streets is 837 feet. The streets will connect to Diamondhead Dr. S, a Village owned right-of-way, by crossing an adjacent private property currently owned by Pinehurst, LLC. Pinehurst, LLC has granted an easement to the applicant allowing for the placement of the infrastructure on their property. All streets will be required to be constructed in accordance with the Village of Pinehurst Engineering Standards and Specifications Manual (ESSM) as well as meet the requirements for emergency services vehicles.

Street trees will be required at a rate of one large hardwood or pine per 40 linear feet of road frontage minus driveways. The applicant has shown the approximate location of the street trees and are proposing to use a mix of Red "Blaze" Maples and Sugar Maples. Other than the required street trees, there are no other landscaping requirements including planted buffers.

Sidewalks are required to be installed along one side of all new streets and are being shown on the submitted plans. A mail kiosk or cluster mailbox unit is shown at the southwest corner of the subject property to provide a centralized mail service for the proposed lots.

The proposal includes public water and sewer to the lots that will be served by Moore County Public Works. Some individual lots may require the use of individual grinder pumps for sanitary sewer service. The current plan indicates stormwater control measures on-site. The stormwater system will be designed and constructed in accordance with the Village's Engineering Standards and Specifications Manual and may be subject to change to meet those requirements. The applicant indicates that a homeowners association will be formed and will be responsible for maintaining all drainage pipes and structures located outside of the street right of ways.

Other Review Requirements

There is an active red-cockaded woodpecker cluster at the northwest tip of the subject parcel however, a letter provided by the applicant from the United States Fish and Wildlife Service indicates that this proposal will have no negative impact on the habitat. The area in question is also shown as open space as indicated on the submitted material. A Soil and Erosion Control Permit will need to be obtained by the North Carolina Department of Environmental Quality (NCDEQ) prior to any development due to the area of disturbance exceeding one acre.

Adjacent Land Uses and Zoning		
Area	Existing Uses	Zoning
North	Single Family Residential	R10
South	Single Family Residential and Vacant	R20
East	Single Family Residential and Vacant	R5
West	Single Family Residential and Recreation	R10 & RD
Comprehensive Plan Land Use Designation		
Suburban Neighborhood		

(See attached map)

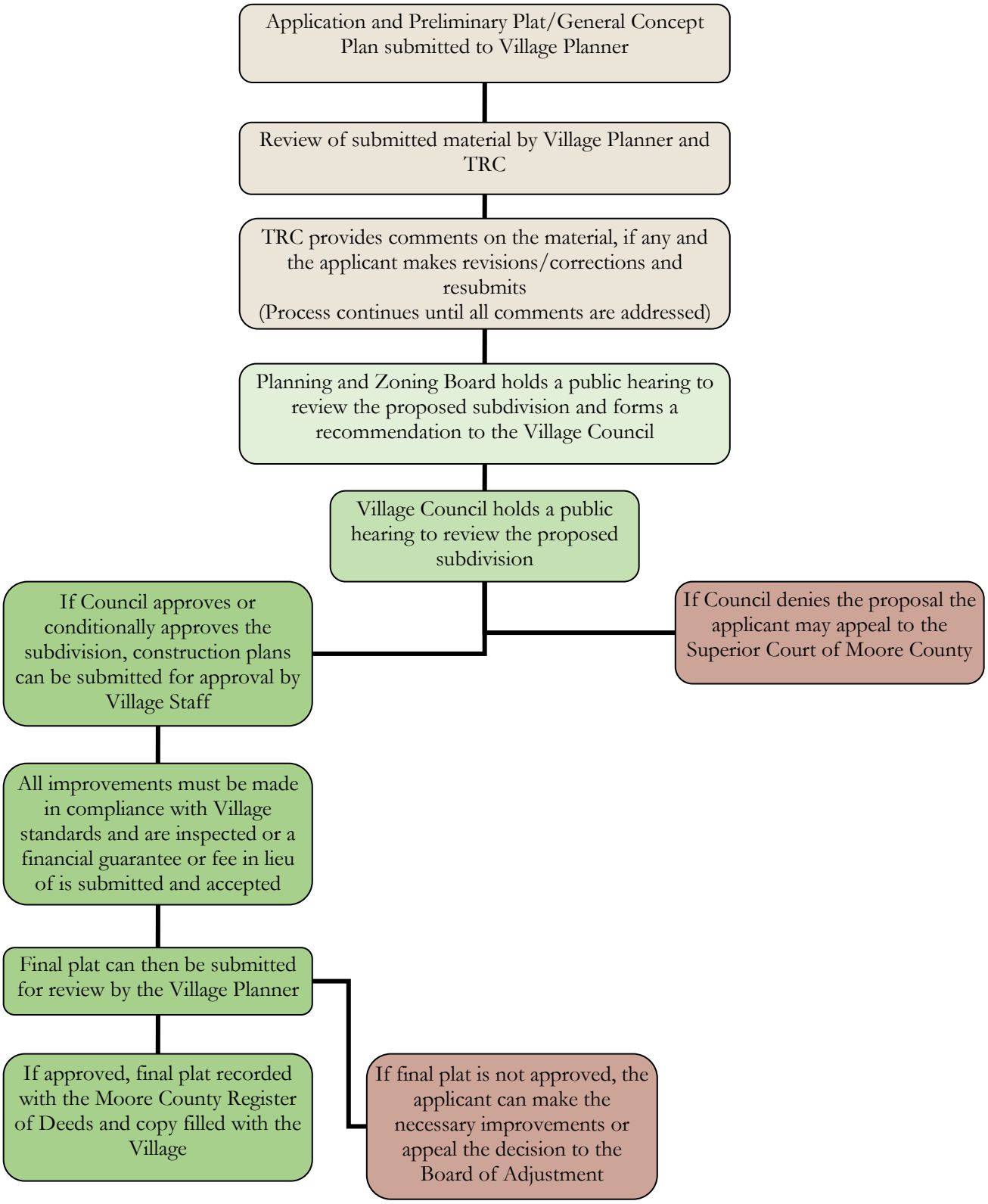
Review Process of Major Subdivisions

The approval of plats for Major Subdivisions is a multi-step process. An application, subdivision plat and other supplementary material is first submitted to the Village Planner. The Planner then distributes the material to the TRC for review. The TRC is made up of staff from the Village's Planning and Inspections Department, Administration Department, Public Services and Engineering Department, Fire Department and Moore County Public Works. If there are any errors, omissions or other items that need to be addressed, the TRC provides comments to the applicant for revisions or clarification. The applicant then makes revisions and corrections to the material and resubmits. This process repeats until all items are addressed and the Village Planner schedules the subdivision for review by the Planning and Zoning Board. Public hearing notices are sent to adjacent property owners, sign(s) notifying the public hearing are posted on the subject property, and a public hearing notice is published in the newspaper.

The Planning and Zoning Board conducts a public hearing and reviews the proposed subdivision. The Planning and Zoning Board reviews the preliminary plat, the recommendations of the TRC (if any), and the requirements of the Ordinance and shall make a recommendation to the Village Council for appropriate action on the preliminary plat. The Planning and Zoning Board may request the applicant to revise the preliminary plat before it is submitted to the Village Council for approval.

Village Council will then conduct a public hearing and review the proposal along with the recommendation of the Planning and Zoning Board. Village Council can then approve, conditionally approve or reject the preliminary plat, along with recommendations for ways to revise the preliminary plat so that is could be approved. The Village Council must take action on the preliminary plat within 90 days of the first Village Council meeting which the application is placed on an agenda. Failure to act within 90 days is deemed an approval of the preliminary plat.

If approved, the applicant can then submit full construction drawings to the TRC for review and approval. Once approved, the applicant can begin to install the necessary improvements. A final plat will not be approved until the applicant has installed all the necessary improvements and such improvements have been inspected and ensured to be compliant or a financial guarantee has been put in place for the remaining items. After approval and recording of the final plat with the Moore County Register of Deeds, building permits may be issued for the individual lots.


Application and Preliminary Plat/General Concept Plan submitted to Village Planner
Review of submitted material by Village Planner and TRC
TRC provides comments on the material, if any and the applicant makes revisions/corrections and resubmits
(Process continues until all comments are addressed)
Planning and Zoning Board holds a public hearing to review the proposed subdivision and forms a recommendation to the Village Council
Village Council holds a public hearing to review the proposed subdivision
If Council approves or conditionally approves the subdivision, construction plans can be submitted for approval by Village Staff
If Council denies the proposal the applicant may appeal to the Superior Court of Moore County
All improvements must be made in compliance with Village standards and are inspected or a financial guarantee or fee in lieu of is submitted and accepted
Final plat can then be submitted for review by the Village Planner
If approved, final plat recorded with the Moore County Register of Deeds and copy filled with the Village
If final plat is not approved, the applicant can make the necessary improvements or appeal the decision to the Board of Adjustment

Planning and Zoning Board Review and Action

The Village Planner will forward the submitted material on the proposed Major Subdivision along with the recommendation of the TRC to the Planning and Zoning Board. The Planning and Zoning Board shall conduct a public hearing on the proposal and review the material along with the recommendation of the TRC and the requirements of the PDO. The Planning and Zoning Board shall formulate a recommendation to the Village Council for action on the proposed subdivision. The Planning and Zoning Board may request the applicant revise the preliminary plat before it is submitted to Village Council for review.

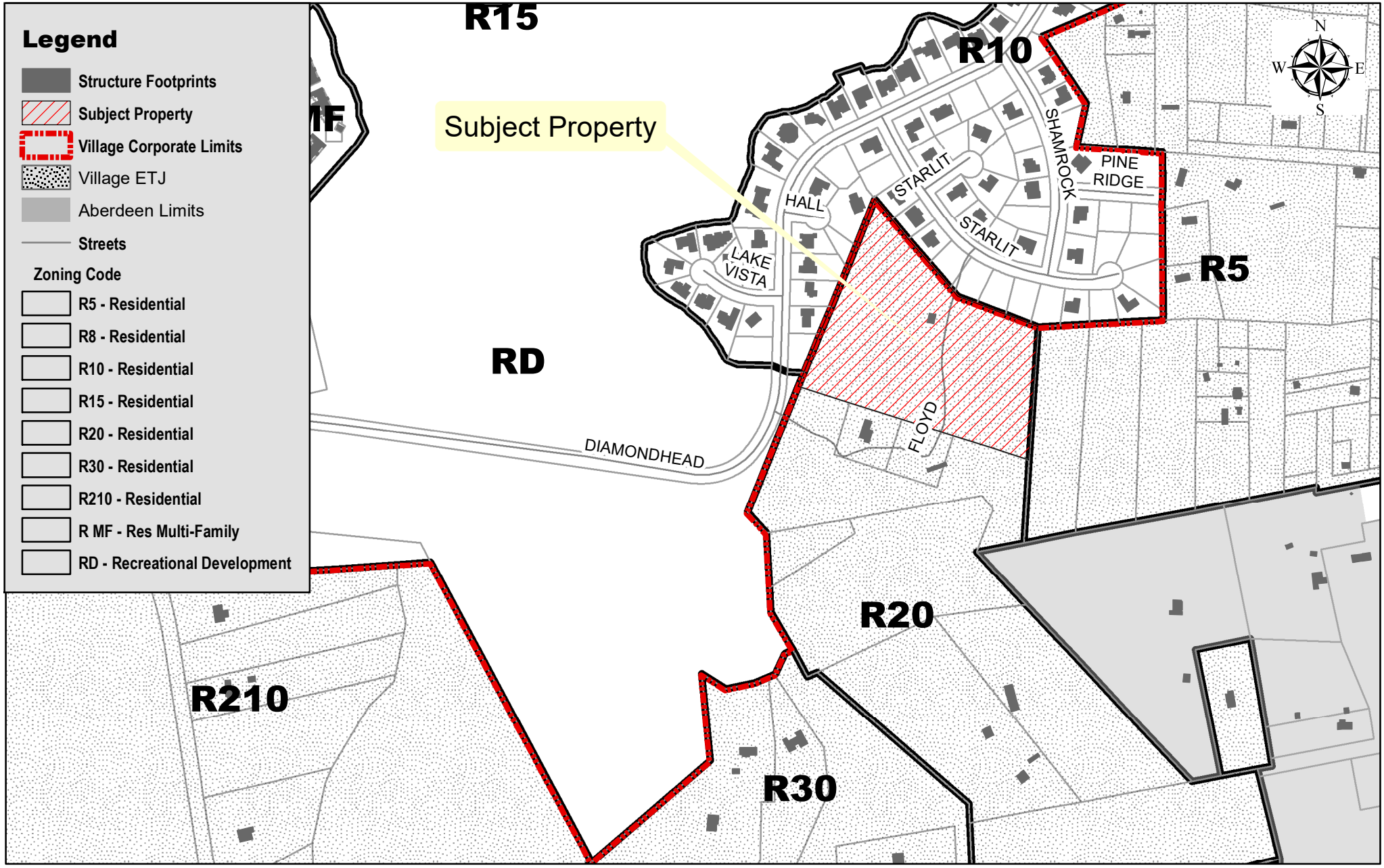
Staff and TRC Recommendation

The TRC has reviewed the proposed Major Subdivision and have deemed it to be compliant at this stage as well as meet all the dimensional requirements and standards in the PDO. Therefore, staff recommends approval of this subdivision with no other conditions at this time.

Attachments:

- Area Zoning Map
- Aerial Map
- Adjacent Property Owner Notification of Public Hearing
- Labels of Adjacent Property Owners Notified
- Map of Adjacent Property Owners Notified

Area Zoning Map



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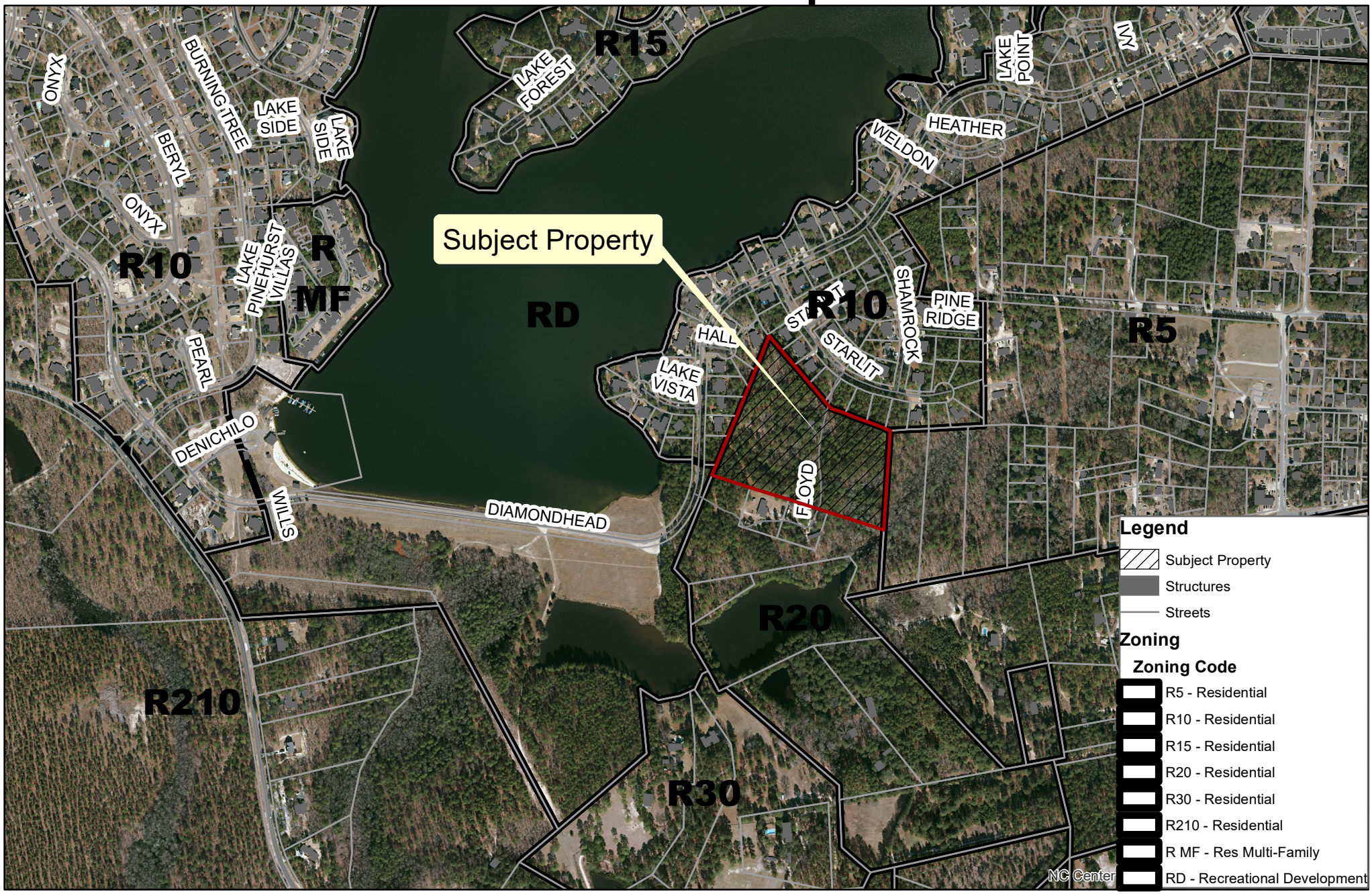
7/2/2020

July 9, 2020
Planning and Zoning Board
Public Hearing for Major Subdivision Review

1895 Village of Pinehurst

Aerial Map



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6/24/2020

July 9, 2020
Planning and Zoning Board
Public Hearing for Major Subdivision Review

1895 Village of Pinehurst

N W E S

NOTICE OF PUBLIC HEARING
VILLAGE OF PINEHURST

Dear Property Owner:

The Village of Pinehurst Planning and Zoning Board will be holding a Public Hearing on:

Thursday, July 9, 2020
4:00 PM
Village Assembly Hall
395 Magnolia Road, Pinehurst, N.C.
Livestreamed at: www.vopnc.org/live

The purpose of the public hearing is to consider a request by DGH Management, LLC for a Major Subdivision Review for an 11 lot single family subdivision. This property is identified as Moore County PID# 00052077 and is located at Floyd Way an unimproved road that intersects with Diamondhead Dr. South and Starlit Ln.

As the owner of said property, or an owner of adjacent property, you are receiving formal notification of this Public Hearing. Information on this request is available for public review at the Planning and Inspections Department, Village Hall, 395 Magnolia Road, Pinehurst, North Carolina, Monday through Friday from 8:30 AM to 5:00 PM **OR** will be available online the week of the meeting at: https://pinehurst.novusagenda.com/agendapublic/. For more information, please call (910) 295- 2581.

BISCEQLIE, MICHAEL D & DOROTHY
10 ROBERTS DR #1
MOUNT HOLLY, NJ 08060-4400

DENKER, RICKY CHARLES & SANDRA GAIL
630 DIAMONDHEAD DR
PINEHURST, NC 28374

BROWN, MYRTITH A JR BROWN, SHIRLEY A
8 SUNSET LANE
JACKSON SPRINGS, NC 27281

GILTZOW, FRED & CAROLYN
680 DIAMONDHEAD DR
PINEHURST, NC 28374

DICKSON, TIMOTHY ANDREW DICKSON, NANCY LEA
PO BOX 3365
PINEHURST, NC 28374

GAINES, KIRT L & REELS, MARTHA E
956 WARREN AVE APT 5
BROCKTON, MA 02301

QUATELLA, ALEXANDER A & CAROLANNE E
620 DIAMONDHEAD DR
PINEHURST, NC 28374-9768

RAY, DANETTE L
4 STARLIT LANE
PINEHURST, NC 28374

SPRINGER, KALEB SPRINGER, AMANDA
10 STARLIT LANE
PINEHURST, NC 28374

GROEGER, JAMES
6 STARLIT LN
PINEHURST, NC 28374

POTTER, SHIRLEY E
3 PIN CHERRY LN
PINEHURST, NC 28374-9232

SMITH, JOEL TRUSTEE SMITH, SYLVIA TRUSTEE
8 STARLIT LANE
PINEHURST, NC 28374

BAIRD, SCOTT BRYAN & BAIRD, BRIDGETT LASHEA
16 STARLIT LANE
PINEHURST, NC 28374

KERCHEVAL, CARY FRANCIS KERCHEVAL, BRITTANY ANN
14 STARLIT LANE
PINEHURST, NC 28374

DGH MANAGEMENT, LLC
335 FIELDS DR
ABERDEEN, NC 28315

ROBINSON, LAURA HRS C/O WILLIS C PICKENS
47 MT ZION CH RD
GARFIELD, GA 30425

RICHESON, DENICE E TRUSTEE
610 DIAMONDHEAD DRIVE SOUTH
PINEHURST, NC 28374

ANTON-VALDEZ, LIZA
304 OTTAWA AVE
HASBROUCK HEIGHTS, NJ 07604

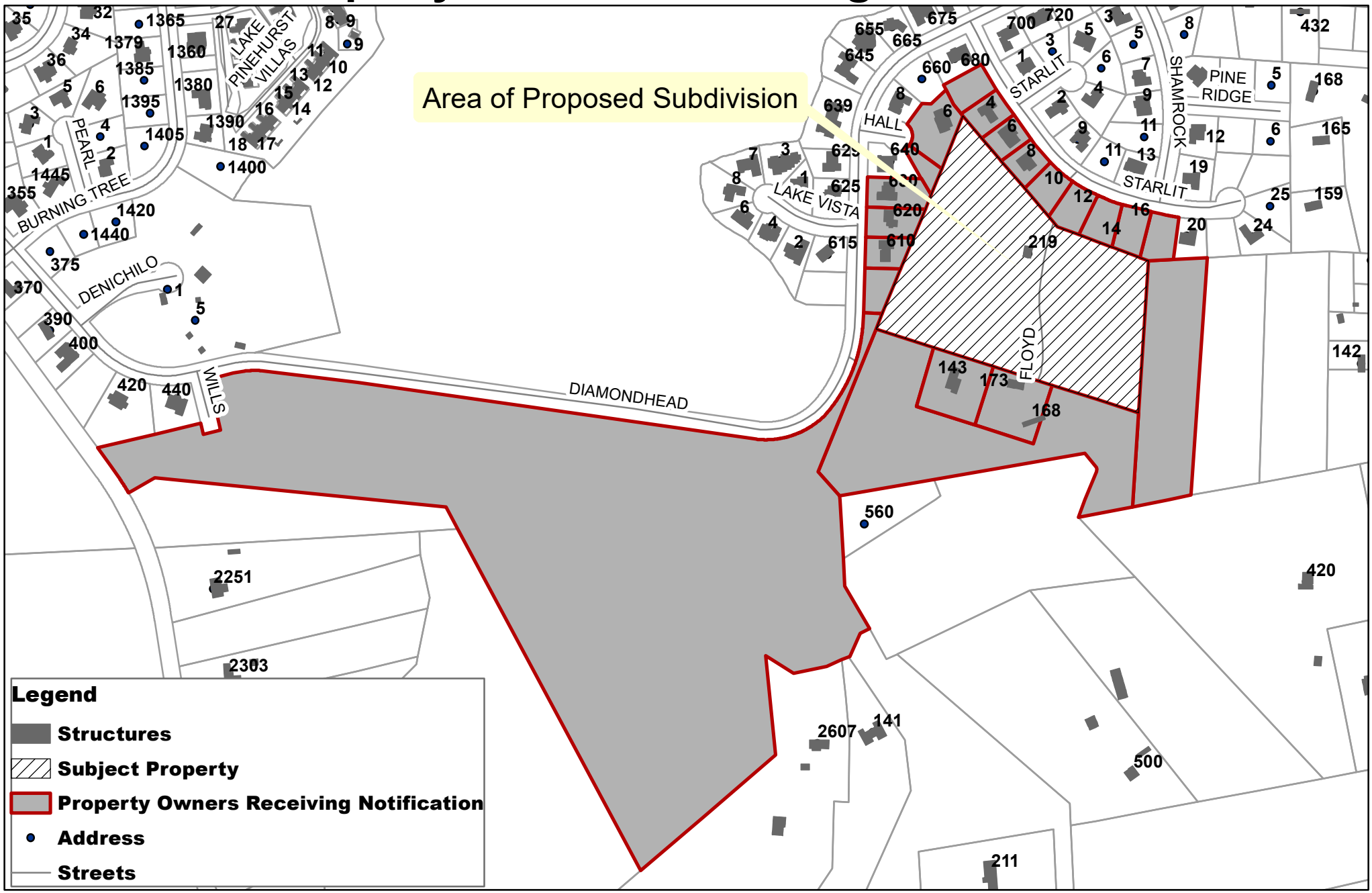
MCLEOD, SHARON THOMPSON
PO BOX 3084
PINEHURST, NC 28374

RYAN, THOMAS W & JEAN E
640 DIAMONDHEAD SR S
PINEHURST, NC 28374

DGH MANAGEMENT, LLC
335 FIELDS DR
ABERDEEN, NC 28315

RESORTS OF PINEHURST ATTN: RICHARD HIGGINBOTHAM
PO BOX 4000
PINEHURST, NC 28374

Property Owners Receiving Notification



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July 9, 2020
Planning and Zoning Board
Public Hearing for Major Subdivision Review

1895 Village of Pinehurst

N W E S

Subdivision – Major and Minor

Fee: $1400 – Minor
Fee: $4500 – Major
(Revised 09/2019)

☒ Major Subdivision	☐ Minor Subdivision

Subdivision Information

Per Section 9.17.1.1 of the Pinehurst Development Ordinance (PDO), a Minor Subdivision is a subdivision that does not involve any of the following: (a) creation of more than three (3) lots from any one (1) tract of land (as the tract existed on October 23, 1995) whether such lots are created at one time or over a period of ten (10) years, thereafter; and (b) dedication or improvement of any new street other than widening approved existing streets. Minor subdivision applications are reviewed by the Village Planner and approved by the Village Manager. A Major Subdivision is any subdivision other than an Exempt Subdivision or Minor Subdivision. See Section 9.17.1.1 of the PDO for a description of an Exempt Subdivision. Major Subdivisions are approved by the Village Council.

This application must be completed in full and submitted with the associated fee listed in the Village's Fees and Charges Schedule, which can be accessed at www.vopnc.org/Home/ShowDocument?id=10100.

Intake Information

Property Address	
Street Address	219 Floyd Way
City, State, Zip Code	Pinehurst, NC 28374
Parcel ID #	Parcel ID Short:00052077 PIN:855100457732

Owner Information			
Name	DGH MANAGEMENT, LLC	Home Phone #	
Street Address	335 FIELDS DR	Mobile Phone #	
City, State, Zip Code	ABERDEEN, NC 28315	Business Phone #	910-944-7453
Email	homeforyoutoday@hotmail.com		

Licensed Professionals (License #s must include all letters and numbers as filed with the NC Licensing Board)	
	Surveyor (Required)
License #	L-3031
Name	Benny L. Brown
Street Address	5318 NC Highway 211,P.O. Box 307
City, State, Zip	West End, NC 27376
Phone #	910-673-1446
Email	brownsurveyors@gmail.com

Subdivision – Major and Minor

Fee: $1400 – Minor
Fee: $4500 – Major
(Revised 09/2019)

Applicant			
Name	DeAnna Burgess	Other Phone #	910-944-7453
Email	homeforyoutoday@hotmail.com	Street Address	335 FIELDS DR
Mobile Phone #		City, State, Zip Code	ABERDEEN, NC 28315

General Information

Project Description	
Name of Subdivision	

Existing Use	Proposed Use
☒ Vacant	☐ Vacant
☐ Single Family Low Density	☒ Single Family Low Density
☐ Single Family Medium Density	☐ Single Family Medium Density
☐ Single Family High Density	☐ Single Family High Density
☐ Multi-Family Development	☐ Multi-Family Development
☐ Office	☐ Office
☐ Retail	☐ Retail
☐ Lodging	☐ Lodging
☐ Recreational	☐ Recreational
☐ Institutional	☐ Institutional
☐ Medical	☐ Medical
☐ Industrial	☐ Industrial
☐ Services	☐ Services

Project Information

Total Acres of Project Area	11.384	Number of Acres Disturbed	8
Number of Acres of Dedicated Open Space	2.26	Square Footage of Smallest Lot	21,842
Number of Lots - Existing	1	Number of Lots - Proposed	11
Number of Residential Units - Existing	0	Number of Residential Units - Proposed	11
Number of Non- Residential Units - Existing	0	Number of Non- Residential Units - Proposed	0
Impervious Surface % - Existing	<1%	Impervious Surface % - Proposed	17%
Total Number of Phases	1		

Special Conditions (If Any)	

Location Information

Zoning District	r-20
Overlay District	☐ Historic Preservation Overlay District ☐ N/A ☐ Pinehurst South Overlay District
Watershed Protection Overlay District	☒ WS-II ☐ WS-III ☐ N/A
Project Requires a Special Intensity Allocation	☒ Yes ☐ No
In a Flood Zone	☐ Yes ☒ No
Site Contains Wetlands	☐ Yes ☒ No
Red Cockaded Woodpecker on Site	☐ Yes ☒ No
Roads	☒ Public ☐ Private
Water Provider	Moore County Public Utilities--Pinehurst
Sewer Provider	Moore County Public Utilities--Pinehurst

Required Documents (See Appendix E of the PDO for Requirements)

☒ General Concept Plan (If Conditional District Rezoning)	☒ Preliminary Plat
☒ Trip Generation Calculations	

Other Agency Permits/Approvals (As Applicable) - Per Section 4.2.6 of PDO

☐ Erosion Control Plan (State of North Carolina)	☐ Septic Tank/Well Permit (Moore County)
☐ Driveway Permit – State Roads (NCDOT)	☐ Right of Way Encroachment
☒ US Fish and Wildlife Approval	☐ Other

Pending

Certification

I hereby certify that the information contained in this application is accurate and complete. I also confirm that I have read and understand the requirements that must be met for a Major Subdivision or Minor Subdivision approval.

Applicant Signature: DeLuna Burgess Date: 2/3/2020

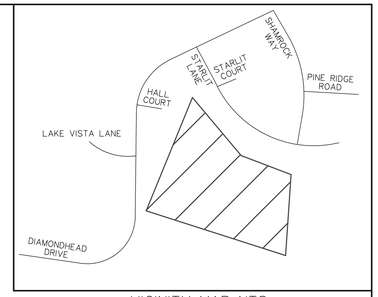
FLOYD WAY SUBDIVISION
PRELIMINARY PLAT

MINERAL SPRINGS TWP., MOORE COUNTY, N.C.

OWNER: DGH MANAGEMENT, LLC

DEED REFERENCE: DEED BOOK 5219, PAGE 202

MAP REFERENCE: PLAT CABINET 1, SLIDE 63B



VICINITY MAP NTS

CERTIFICATE OF SURVEY AND ACCURACY
I, BENNY L. BROWN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DEED DESCRIPTION RECORDED AS SHOWN ON MAP, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56. 1600). THIS 9th DAY OF JUNE, 2020

THIS DOCUMENT ORIGINALLY ISSUED AND SEALED BY BENNY L. BROWN, L-3031, ON 6/09/20. THIS MEDIUM SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT.

PROFESSIONAL LAND SURVEYOR
REGISTRATION NUMBER L.3031

NOTE:

- LOT CONTAINS 11.384 ACRES
- AREA BY COORDINATE METHOD
- PROPERTY IS NOT IN A SPECIAL FLOOD HAZARD AREA ACCORDING TO MAP NUMBER 3710854000J OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY. EFFECTIVE DATE: OCTOBER 17, 2006
- PIN 855100457732, PARID 00052077
- ZONED R20
- 2.08 ACRES OF OPEN SPACE
- 11 PROPOSED LOTS
- SMALLEST LOT 21,053 SQ. FT. (0.483 ACRES)
- TOTAL LINEAR FEET IN STREETS ALONG CENTERLINE: 837.78'
- IMPERVIOUS AREA:
  4,778 SQ. FT. SIDEWALKS & KIOSK + 27,749 SQ. FT. + (5,000 SQ. FT. / LOT X 11) = 87,527 SQ. FT./2.01 ACRES(17%)
- BUILDING SETBACKS:
  FRONT – 40'
  SIDE – 15'
  SIDE STREET – 20'
  REAR 30'
- TREE SURVEY AND RED-COCKADED WOODPECKER LETTER PROVIDED SEPARATELY.
- STREET NAMES TO BE COORDINATED WITH COUNTY 911. ALL STREETS TO BE PUBLIC AND SHALL FOLLOW VOP STANDARDS INCLUDING 24 FT BOC TO BOC WIDTH AND 32' RADIUS TO BOC ON CUL-DE-SACS. ROWS ARE 50' FOR STREETS AND 45' RADIUS FOR CUL-DE-SACS.
- THERE ARE NO BUFFER REQUIREMENTS, STREETSCAPE, OR OTHER REQUIRED LANDSCAPING.

MAJOR PRELIMINARY SUBDIVISION PLAT ASSOCIATED WITH AN APPROVED GENERAL CONCEPT PLAN.

I HEREBY CERTIFY THAT THIS MAJOR PRELIMINARY SUBDIVISION PLAT IS IN ACCORDANCE WITH THE APPROVED GENERAL CONCEPT PLAN AND THEREFORE DEEMED APPROVED.

VILLAGE MANAGER _____ DATE _____

NC GRID NORTH NAD 83(NSRS 2011)

LOT 178 BISCEGLIE DB 423, PG 360 PC 1, S 63B ZONED R10

LOT 179 RAY DB 4431, PG 206 PC 1, S 63B ZONED R10

LOT GROGER DB 3584, PG 265 PC 1, S 63B ZONED R10

LOT 181 SMITH DB 488 PG 103 PC 1, S 63B ZONED R10

LOT 182 SPRINKER DB 5216, PG 589 PC 1, S 63B ZONED R10

LOT 183 HALADY DB 5285, PG 148 PC 1, S 63B ZONED R10

LOT 184 KERCHEVAL DB 5060, PG 117 PC 1, S 63B ZONED R10

LOT 185 BAIRD DB 5101, PG 286 PC 1, S 63B ZONED R10

LOT 186 POTTER DB 2534, PG 333 PC 1, S 63B ZONED R10

LOT 187 SCHURR DB 2504, PG 111 PC 1, S 63B ZONED R10

DICKSON DB 4475, PG 354 PC 10, S 288 ZONED R10

RYAN DB 1204, PG 332 ZONED R10

LOT 171 DENKER DB 2719, PG 364 PC 1, S 63B ZONED R10

LOT 170 QUATELLA DB 2383, PG 416 PC 1, S 63B ZONED R10

LOT 169 RICHESON DB 5127, PG 171 PC 1, S 63B ZONED R10

LOT 168 ANTON-VALDEZ DB 4567, PG 436 PC 1, S 63B ZONED R10

ACCESS & UTILITY EASEMENT FROM PINEHURST, LLC TO DGH MANAGEMENT, LLC DB 5339, PG 424

RESORTS OF PINEHURST DB 523, PG 469 ZONED RD

MCLEOD 2018 E, 688 DB 277, PG 599 ZONED R20

BROWN DB 4621, PG 68 ZONED R20

ROBINSON DB 161, PG 145 ZONED R20

GAINES & REELS DB 1220, PG 182 ZONED R5

DIAMONDHEAD DRIVE SOUTH PUBLIC ROAD

LOT 1 30,971 SQ. FT.

LOT 2 21,053 SQ. FT.

LOT 3 31,071 SQ. FT.

LOT 4 34,571 SQ. FT.

LOT 5 25,359 SQ. FT.

LOT 6 22,435 SQ. FT.

LOT 7 30,729 SQ. FT.

LOT 8 52,504 SQ. FT. 1.205 ACRES

LOT 9 35,998 SQ. FT.

LOT 10 33,770 SQ. FT.

LOT 11 40,010 SQ. FT.

OPEN SPACE 17,507 SQ. FT.

OPEN SPACE 10,800 SQ. FT.

OPEN SPACE 23,991 SQ. FT.

OPEN SPACE 38,153 SQ. FT.

FENCE ENCROACHES

UTILITY EASEMENTS

10' UTILITY EASEMENT

20' UTILITY EASEMENT

20' ACCESS EASEMENT

OVERHEAD UTILITY LINE

EDGE PAVEMENT

18" RCP

SSMH

FOUND NO. 5 REBAR

FIP 1" 0.14' OFFLINE

FIP 1" 0.19' OFFLINE

FIP 1" 0.18' OFFLINE

FIP 1" 0.49' OFFLINE

FIP 1" 0.01' OFFLINE

FIP 1" 0.03' OFFLINE

FIP 1" 0.26' OFFLINE

FIP 1" 0.06' OFFLINE

FIP 1" 0.34' OFFLINE

FIP 1" 0.09' OFFLINE

FCM 4" X 4"

FIP 1"

PP

CP

TP

949.48' (GROUND) 949.36' (GRID) S 73°13'40"W

NCGS "VISTA" NC GRID COORDINATES: N: 515,304.39' E: 1,853,338.11' COMBINED FACTOR: 0.99987374 NAD83 (2011)

FIP 1" NC GRID COORDINATES: N: 515,578.34' E: 1,854,247.09' NAD 83 (2011)

Arc=39.76'
Delta Angle=50°37'39"
Chord=38.48'
Ch Bearing=N 56°30'45"E
Radius=45.00'
Tangent=21.28'

CURVE	Arc	Delta Angle	Chord	Ch Bearing	Radius	Tangent
C1	22.04'	02°34'04"	22.04'	N 03°22'50"E	491.83'	11.02'
C2	41.89'	13°42'57"	41.79'	N 84°35'56"E	175.00'	21.05'
C3	46.44'	88°41'08"	41.94'	N 33°23'53"E	30.00'	29.32'
C4	56.51'	14°23'25"	56.36'	N 03°44'58"W	225.00'	28.40'
C5	47.65'	12°07'59"	47.56'	N 09°30'44"E	225.00'	23.91'
C6	17.19'	39°23'43"	16.85'	N 04°07'08"W	25.00'	8.95'
C7	43.21'	55°00'55"	41.57'	N 03°41'28"E	45.00'	23.43'
C8	42.35'	53°55'32"	40.81'	N 58°09'41"E	45.00'	22.89'
C9	42.35'	53°55'32"	40.81'	S 67°54'48"E	45.00'	22.89'
C10	42.35'	53°55'32"	40.81'	S 13°59'16"E	45.00'	22.89'
C11	40.35'	51°22'46"	39.01'	S 38°39'53"W	45.00'	21.65'
C12	22.65'	51°50'06"	21.89'	S 38°23'43"W	25.00'	12.17'
C13	68.96'	22°34'35"	68.51'	N 01°08'53"E	175.00'	34.93'
C14	46.38'	88°34'21"	41.89'	S 54°25'35"E	30.00'	29.26'
C15	101.80'	25°55'24"	100.94'	S 85°45'03"E	225.00'	51.79'
C16	19.38'	44°24'55"	18.90'	N 85°00'12"E	25.00'	10.21'
C17	52.31'	66°36'16"	49.42'	S 83°54'08"E	45.00'	29.56'
C18	42.35'	53°55'32"	40.81'	S 23°38'14"E	45.00'	22.89'
C19	42.35'	53°55'32"	40.81'	S 30°17'18"W	45.00'	22.89'
C20	74.12'	94°22'31"	66.02'	N 75°33'41"W	45.00'	48.57'
C21	19.38'	44°24'55"	18.90'	S 50°34'53"E	25.00'	10.21'
C22	90.01'	29°28'12"	89.02'	N 87°31'27"W	175.00'	46.02'
C23	53.86'	13°42'57"	53.73'	S 84°35'56"W	225.00'	27.06'

LINE	BEARING	DISTANCE
L1	S 87°07'55"E	62.29'
L2	N 02°05'48"E	40.84'
L3	S 87°06'04"W	79.75'
L4	S 87°07'55"E	39.58'
L5	S 88°32'36"E	14.72'
L6	N 88°32'36"W	33.90'
L7	S 72°47'21"E	27.23'
L8	S 72°47'21"E	28.14'

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60' 30' 0' 60' 120'

LEGEND

O	FIP	FOUND IRON PIPE
O	SIP	SET IRON PIPE
O	FCM	FOUND CONCRETE MONUMENT
O	SCMS	SET COTTON MILL SPINDLE
O	EMN	EXISTING MAG NAIL
O	NMN	NEW MAG NAIL
O	CP	COMPUTED POINT
O	CBL	CABLEVISION EQUIPMENT
O	TP	TELEPHONE PEDESTAL
□	ET	ELECTRICAL TRANSFORMER
O	PP	POWER POLE
□	WM	WATER METER
O	SCO	SEWER CLEANOUT

SURVEY FOR:
QUALITY BUILT HOMES
335 FIELDS DRIVE
ABERDEEN, NC 28315

DATE 11/05/19
FILE NO. 23619
SCALE 1" = 60'

BENNY L. BROWN
Professional Surveyor
5318 NC HWY 211
P.O. BOX 307
WEST END, N.C. 27376
(910) 673-1446

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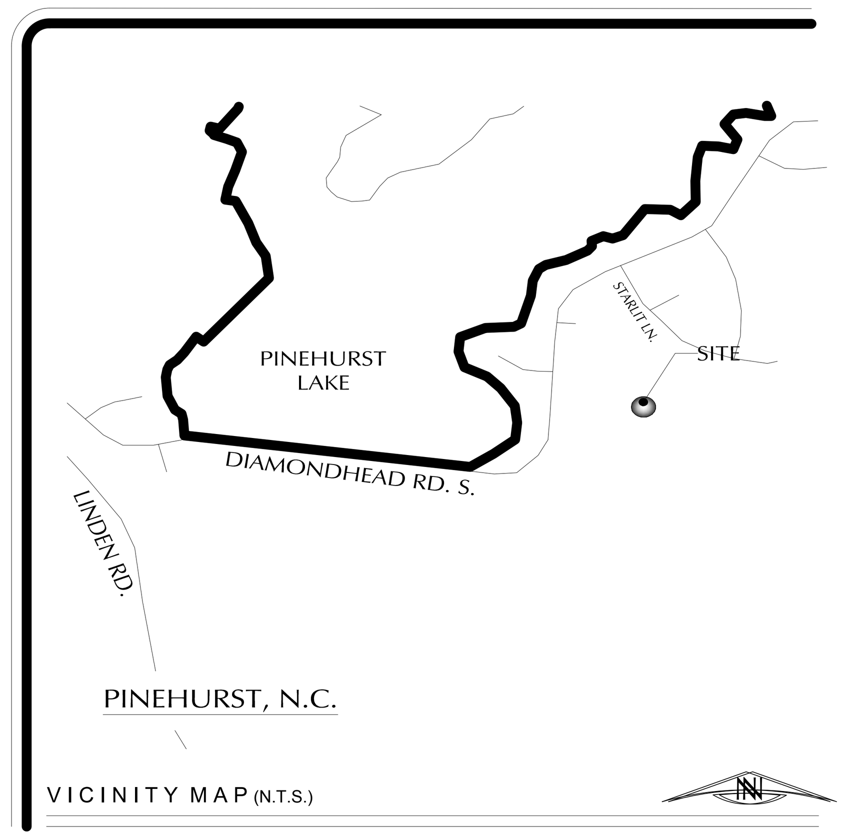


EXISTING CONDITIONS SURVEY NOTES

1. ZONE: R20
2. OPEN SPACE REQUIRED: NONE, OPEN SPACE PROVIDED: 90,852 SF.
3. MINIMUM LOT SIZE 20,000 SF.
4. SETBACKS: FRONT-40', SIDE-15', REAR-30', SIDE STREET-20'.
5. RIGHT-OF-WAY 50'. STREET WIDTH 24' (BOC-BOC), CUL-DE-SAC RADIUS 45'
6. PROJECT OWNED BY DGH MANAGEMENT, LLC DB 5219, PG 202 11.384 ACRES.
7. PROPERTY IS NOT IN 100-YEAR FLOOD PLAIN REFERENCED ON FEMA MAP 8710854000J DATED: 10-17-2006
8. BOUNDARY SURVEY BY BENNY L. BROWN PROFESSIONAL SURVEYOR. EXISTING CONTOURS FROM MOORE COUNTY GIS.
9. EXCEPTIONS REQUESTED: NONE
10. AS PER APPENDIX B, STATE FIRE CODE, FIRE FLOW FOR RESIDENTIAL UNITS UNDER 3,600SF IS 1,000 GPM. AN ENGINEERS REPORT WILL BE PROVIDED TO THE VILLAGE BY A LICENSED PROFESSIONAL PRIOR TO CONSTRUCTION OF ANY UNITS LARGER THAN 3,599 SQUARE FEET.
11. CURB AND GUTTER & STORM PIPE SHALL BE USED TO DIRECT RUNOFF TO DRY-PONDS TO MAINTAIN 10-YEAR PEAK FLOWS TO CURRENT FLOW RATES.
12. RED-COCKADED WOODPECKER: A 1-23-20 LETTER FROM US FISH AND WILDLIFE STATES: BASED UPON THE SITE VISIT, THERE ARE NO RED-COCKADED WOODPECKER CAVITY TREES ON THIS PROPERTY WHICH LIES OUTSIDE ANY KNOWN RED-COCKADED WOODPECKER CLUSTERS.
14. LOCATIONS OF EXISTING UTILITY LINES HAVE BEEN TAKEN FROM UTILITY RECORDS SUPPLEMENTED BY SURVEY AND FIELD INSPECTIONS AND SHOULD INDICATE IN GENERAL THE TYPE OF UNDERGROUND FACILITIES NOW IN SERVICE. HOWEVER, LOCATIONS SHOWN ARE NOT GUARANTEED AND ANY FURTHER DEVELOPERS OR CONTRACTORS SHOULD NOT ONLY MAKE SUBSURFACE INVESTIGATIONS BUT SHOULD ALSO ALLOW FOR CONTINGENCIES WHICH MIGHT ARISE BY REASON OF ENCOUNTERING UNRECORDED LINES OR LINES BEING IN DIFFERENT LOCATIONS THAN INDICATED ON THIS PLAT.
15. THE VERTICAL DATUM FOR THIS SURVEY IS NAVD 88.
16. HORIZONTAL DATUM FOR THIS SURVEY IS NAD 83.
17. PROPERTY OWNERS ASSOCIATIONSHALL BE RESPONSIBLE FOR MAINTAINING ALL DRAINAGE PIPES AND STRUCTURES OUTSIDE OF THE STREETS RIGHTS-OF-WAY.
18. NO FENCES, TREES OR STRUCTURES ARE ALLOWED TO BE WITHIN THE UTILITY EASEMENT.
19. WATER AND SEWER SERVICES ADJACENT TO SIDEWALKS SHALL BE PLACED OUTSIDE ROW IN 5'x5' MIN UTILITY EASEMENT

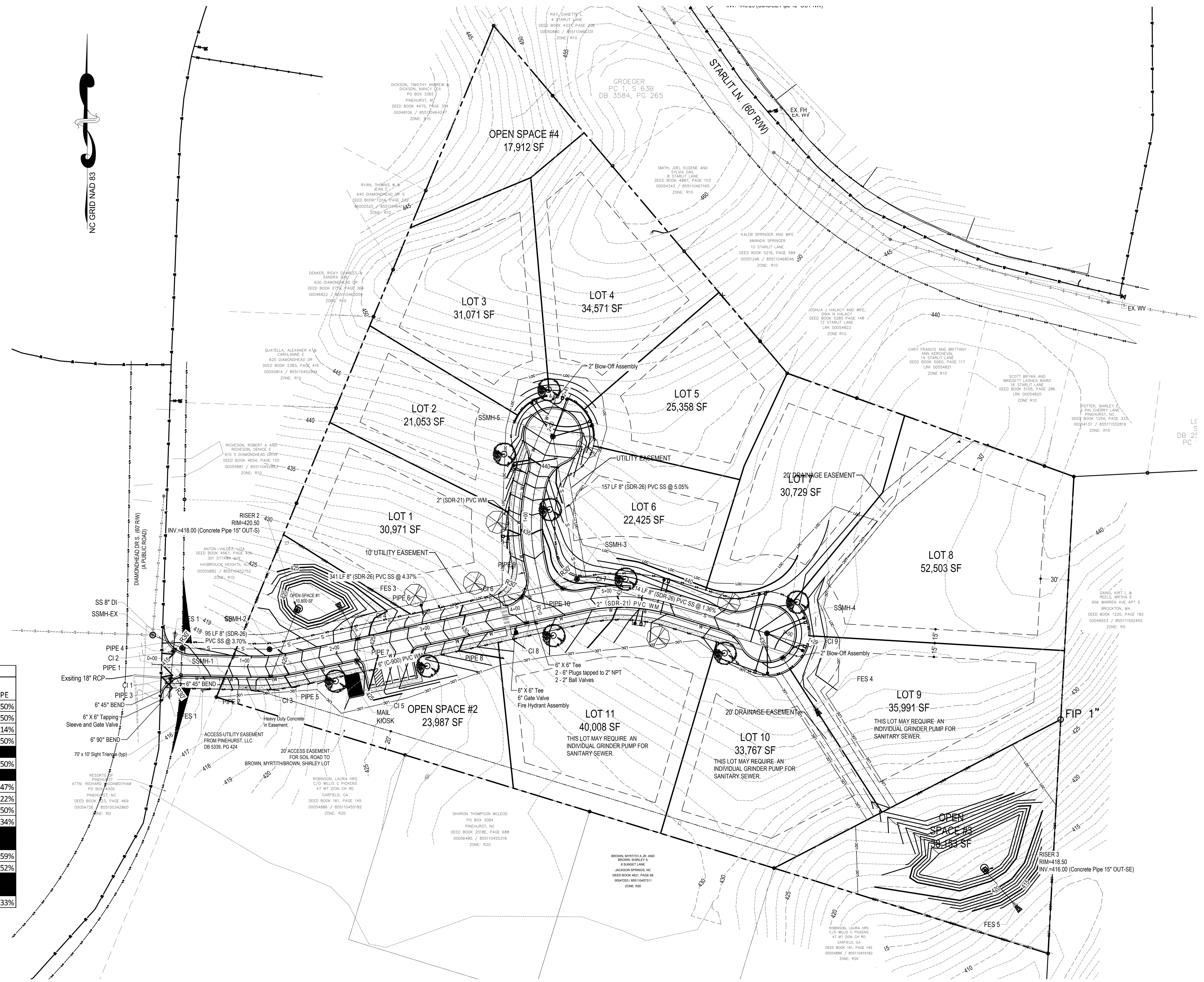
PARCEL / TAX IDENTIFICATION NUMBER(S):
- 855100457732

DEED / PLAT BOOK(S) & PAGE(S):
- DB 5219 PG 202

PROPOSED SANITARY SEWER
PROPOSED WATER LINE

STORM DRAINAGE STRUCTURE AND PIPE TABLE

Structure		INV. ELEV. (FT)	RIM EL (FT)	H (FT)	PIPE	LENTH (FT)	SIZE (IN)	TO STRUCTURE	ELEV. (FT)	SLOPE
CI1	OUT	412.36	415.00	2.64	EX	36	18	EX OUT	411.46	2.50%
	IN N	412.36			1	30	18	CI2	412.51	0.50%
	IN E	412.61			2	108	15	CI3	416.00	3.14%
	IN S	412.61			3	20	15	FES 1	412.71	0.50%
CI2	OUT	412.51	415.72	3.21	1					
	IN N	412.76			4	20	15	FES2	412.86	0.50%
CI 3	OUT	416.00	419.00	3.00	2					
	IN N	416.00			5	68	15	SCM-1	417.00	1.47%
CI 4	OUT	420.88	424.10	3.22	6	36	15	FES-3	419.00	5.22%
	IN S	420.88			7	24	15	CI 5	421.00	0.50%
	IN E	420.88			8	341	15	CI 6	428.85	2.34%
CI 5	OUT	421.00	424.00	3.00	7					
CI6	OUT	428.85	432.80	3.95	8					
	IN S	428.85			9	46	15	CI 7	430.50	3.59%
	IN E	428.85			10	29	15	CI 8	429.00	0.52%
CI 7	OUT	430.50	433.50	3.00	9					
CI 8	OUT	429.00	432.00	3.00	10					
CI 9	OUT	436.20	439.20	3.00	11	66	15	FES-4	434.00	3.33%



INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

This is to advise you that the Village of Pinehurst is now requiring a **minimum** of Forty-eight (48) hours of notice when requesting an Engineering Inspection. Inspection requests may be made by calling the Public Services Department at 295-5021. *Items requiring an Engineering Inspection include, but are not limited to:*

1. Subgrade inspection/proof rolling (streets, sidewalks, firelanes, etc.) Density tests from an approved geotechnical engineering firm may be required.
2. Placement and inspection of base course materials including proof-rolling. Density tests from a Village-approved geotechnical engineering firm may be required/accepted by the Village.
3. Placement and compaction of pavement materials including concrete and asphalt surface courses. Includes stringlines/grade control, paving & rolling operations, material inspections.
4. Installation of water and sewer mains and services including pressure testing, pipe laying, chlorination of water mains, bacterial testing, mandrel pulls, etc. necessary to meet the Village's Utility ordinances. NOTE: The Contractor shall also contact Moore County Public Utilities Department Engineering Division at 947-6315 to schedule utility inspections as required by MCPUD.
5. Installation of formwork and placement of concrete (sidewalks, curb & gutter, etc.) within the public right of way.
6. Installation of storm drainage systems (pipes, trenches, catch basins, frames/grates, outlet protection. etc.)

Failure to schedule the required inspections shall be grounds for rejection of all work not inspected and issuance of a stop-work order until the project is in compliance

Village of Pinehurst Construction Plan Approval

All Construction Methods and Materials shall be in accordance with the Village of Pinehurst, Moore County Public Utilities, and NCDOT Standards and Specifications. In the event of a conflict between standards, the more stringent shall govern unless a written waiver is issued by the Village Engineer. Utility Installations and other Public Facilities, including streets, side-walks, and handicap ramps, have been approved by the Village of Pinehurst and shall be so installed unless a change is authorized by prior written approval. Public Sanitary Sewer and Utility Easements shall be recorded prior to final acceptance and/or issuance of a Certificate of Occupancy by the Village.

Plan Approval Number ______________________

Engineering ______________________
Fire Department ______________________
Planning ______________________
Moore Co. Public Utilities ______________________

SANITARY SEWER MH & PIPE TABLE

MH	RIM	INV OUT	INV IN	H (RIM-INV IN)	LENGTH TO NEXT	SLOPE	DIAM. & MAT	NOTE
EX	416.69	409.66	409.76	6.93	35	0.40%	8 DI	TO MH 1
	NEW INV IN=		410.16	6.53				
1	416.00	410.30	410.40	5.60	95	3.26%	8 PVC	TO MH 2
2	419.50	413.5	413.60	5.90	341	4.37%	8 PVC	TO MH 3
3	436.50	428.5	428.60	7.90	214	1.36%	8 PVC	TO MH 4
					157	5.03%	8 PVC	TO MH 5
4	437.50	431.5	TERM. MH					
5	442.50	436.5	TERM. MH					

LANDSCAPE REQUIREMENTS

STREET TREES

TREES REQUIRED: 1 PER 40LF OF FRONTAGE LESS DRIVEWAYS
590LF/40 = 14.75 STREET TREES REQUIRED

TREES PROVIDED: 15 HARDWOOD CANOPY TREES
LESS ANY CREDIT UPON COMPLETION OF TREE SURVEY

RED 'BLAZE' MAPLE (8)

SUGAR MAPLE (7)

Description/ITE Code	Units	Expected Units	Generated Trips: Daily In	Daily Out	AM Hour	PM Hour	Peak AM In	Peak AM Out	Peak PM In	Peak PM Out
Single Family Homes 210	DU	11	53	53	8	11	2	6	7	4

Crawford design Company
LANDSCAPE ARCHITECTURE · ENGINEERING · PLANNING
Landscape Architecture ¨ Fayetteville, NC
Civil Engineering ¨ Southern Pines, NC
230C W. Pennsylvania Ave. ¨ Southern Pines, NC 28387
Voice: 910-725-1107
www.crawforddsn.com

PRELIMINARY
NOT FOR SALE OR CONSTRUCTION

SEALS

PRELIMINARY
NOT FOR SALE OR CONSTRUCTION

[PLAN PHASE]

SURVEYING
Benny L. Brown
5318 NC HWY 211
PO Box 307
West End NC 27374
Ph: (910) 673-1446

REVISIONS

0	---	mm-dd-yy	Description

DGH MANAGEMENT, LLC
FLOYD WAY SUBDIVISION
PINEHURST, NC
MINERAL SPRINGS TOWNSHIP

GENERAL CONCEPT PLAN

PROJECT DETAILS

Project Manager:	Kevin S. Lindsay, P.E.
CAD Technician:	RFN/GER
Reviewed / Approved By:	KSL
Project Number:	18014

SCALE 0 60 120
Full Scale: Horiz.: 1" = 60'
Half Scale: Horiz.: 1" = 120'

ISSUE DATE 02/03/2020

SHEET NUMBER
C2.1

S:\Jackson, Ron\18014 Floyd Way Subdivision\CAD\18014\DWG\Plan Set_Current Plan Set\18014a_C2.1 GENERAL CONCEPT PLAN.dwg, CONCEPT, Jun. 19, 2020 - 8:52:16 AM

United States Department of the Interior

FISH AND WILDLIFE SERVICE
Sandhills Sub Office
Post Office Box 119
Southern Pines, N. C. 28388

January 23, 2020

Matthew Wimberly
Forest Land Resource Consultants, PLLC
P.O. Box 7
West End, NC 27376

Re: undeveloped 11.29 acres SE of Lake Pinehurst (LRK: 52077), Pinehurst, Moore County, North Carolina

Dear Mr. Wimberly:

This is in response to your request for an assessment of any potential impacts to red-cockaded woodpeckers (*Dryobates borealis* = *Picoides borealis*) associated with the development of the subject property. The U.S. Fish and Wildlife Service (Service) offers the following comments in support of Section 9 of the Endangered Species Act of 1973 (16 U.S.C. 1531-1543) (Act) and the Service's Private Lands Guidelines found in Appendix 5 of the Service's Recovery plan for the red-cockaded woodpecker (*Picoides borealis*): second revision (U.S. Fish and Wildlife Service 2003). A site visit was conducted by Matthew L. Wimberly of Forest Land Resource Consultants, PLLC on January 21, 2020.

Based upon the site visit there were no red-cockaded woodpecker (RCW) cavity trees or suitable foraging habitat found on this property. A small portion of this property lies within a half-mile of active red-cockaded woodpecker cluster SOPI 68.

Recovery efforts for this species are underway and may result in groups becoming reestablished in areas currently unoccupied by this species. The cumulative loss of foraging and nesting habitat caused by residential and commercial construction is one of the primary threats to the continued existence of the red-cockaded woodpecker in the Pinehurst/Southern Pines area. Therefore, as plans are made to develop this property, I encourage your client to minimize the removal of mature longleaf pine trees greater than 8 inches in diameter, take measures to prevent damage to the bole and root system of the remaining longleaf pines and to landscape with plant species native to the Sandhills ecosystem.

The results of this finding are valid for a period of 1 year from the date this letter was issued. However, this determination must be reconsidered if the project design is subsequently modified or if new information becomes available. Please use this letter as necessary to inform all potentially affected parties of this finding. If you have any comments or questions, please don't hesitate to contact me at (910) 695-3323 ext 10.

Sincerely,

Susan Ladd Miller

Susan Ladd Miller
Fish and Wildlife Biologist

HYDRANT FLOW TEST REPORT

LOCATION: Diamondhead S and Hall Ct
DATE: 9/4/2019
TIME: 9:15am

TEST MADE BY: Robbie Baker
REPRESENTATIVE OF: MOORE COUNTY PUBLIC UTILITIES
WITNESS: Chris Fuller

PURPOSE OF TEST: Fire Flow

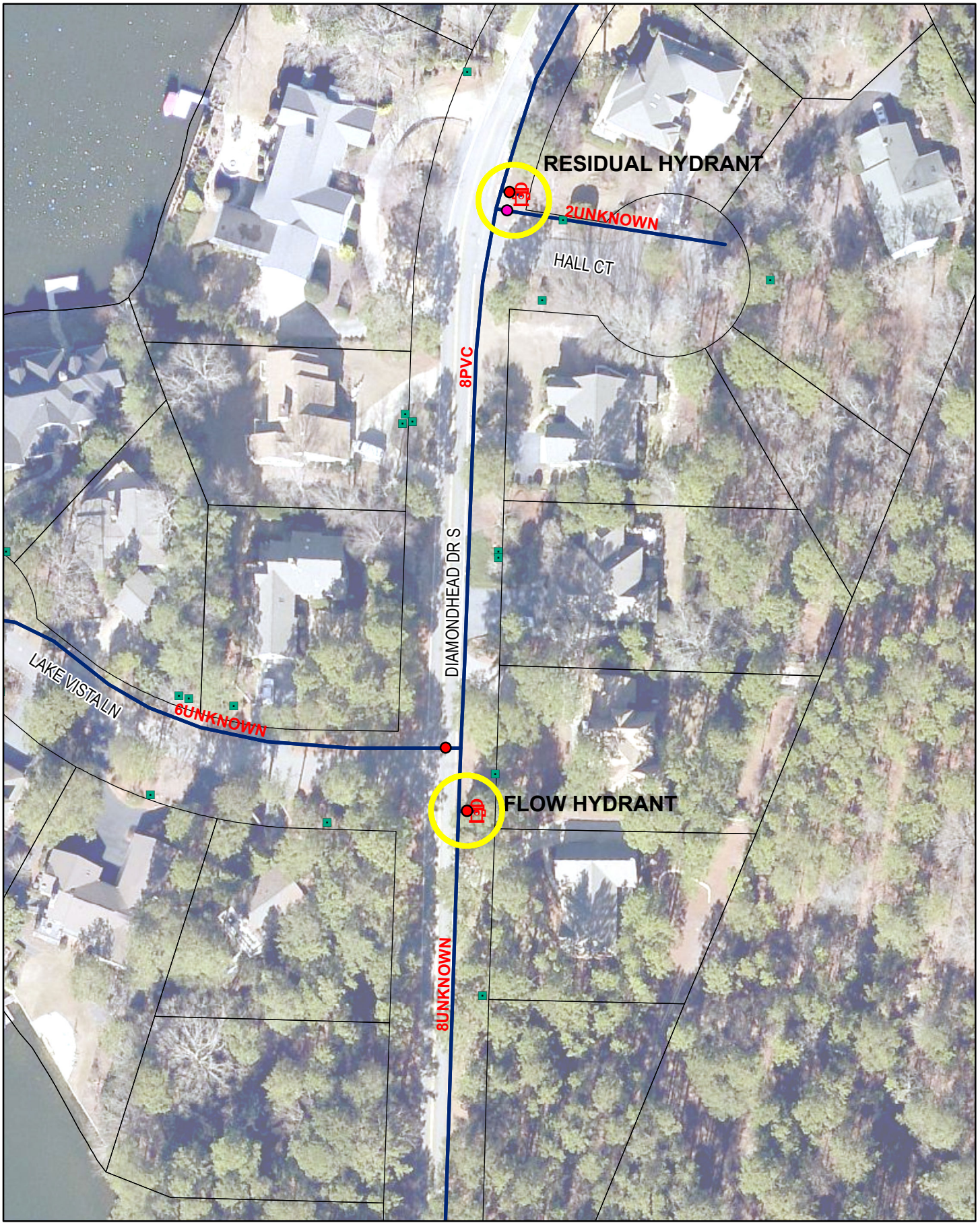
CONSUMPTION RATE DURING TEST: _____ GPM
IF PUMPS AFFECT TEST, INDICATE PUMPS OPERATING:

FLOW HYDRANT #s	A^1	A^2	A^3
	3-249		
SIZE NOZZLE:	2 1/2 IN		
PITOT READING:	58 PSI		
TOTAL GPM:	1280 GPM		

RESIDUAL HYDRANT # 3-251
STATIC $_B$ 102 **PSI**
RESIDUAL $_B$ 82 **PSI**

PROJECTED RESULTS AT 20 **PSI** **RESIDUAL** 2742 **GPM**

REMARKS: Cannon Park Tank at 30.4', Monticello Tank at 16.7'
All BPS running and Pinehurst wells running.



1 inch = 80 feet

Moore County Public Utilities

Hydrant Flow Test - Diamondhead Dr S

Moore County GIS Disclaimer
All the information contained on this media is prepared for the inventory of real property found within Moore County. All data is compiled from recorded deeds, plats, and other public records and data. Users of this data are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information. All information contained herein was created for the County's internal use. MOORE COUNTY, ITS OFFICIALS, AGENTS AND EMPLOYEES MAKE NO WARRANTY AS TO THE CORRECTNESS OR ACCURACY OF THE INFORMATION SET FORTH ON THIS MEDIA WHETHER EXPRESS OR IMPLIED, IN FACT OR IN LAW, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE. Any resale of this data is strictly prohibited in accordance with North Carolina General Statutes 132-10.
Grid is based on North Carolina State Plane Coordinate System NAD83 (feet).

DRAFT CHANGES TO PDO TO IMPLEMENT ELECTRONIC PERMITTING

ADDITIONAL AGENDA DETAILS:

This is a discussion item only and no action will be taken regarding proposed text amendments to the Pinehurst Development Ordinance to implement required use of the Village's electronic permit system when applying for building and development related permits. This item is a carryover from the June meeting.

FROM:
Darryn Burich

CC:
Alex Cameron

DATE OF MEMO:
7/2/2020

ATTACHMENTS:

Description

- Cover Memo
- Staff Report
- Proposed Text Amendments Exhibit
- Summary List of PDO Changes
- Comp Plan Consistency Statement

1895

VILLAGE OF

PINEHURST

PLANNING AND INSPECTIONS DEPARTMENT MEMO

To: Planning and Zoning Board
From: Darryn Burich
CC: Darryn Burich, Planning & Inspections Director
Date: July 2, 2020
Subject: **Proposed Text Amendments to the PDO to require use of the Village's Online Permit Center for building and planning applications.**

Enclosed please find several documents related to PDO text amendments that the Planning and Zoning Board will be discussing at its June 4th meeting. These documents include:

- Draft Staff Report on the proposed changes by Senior Planner Kathy Liles
- Document consolidating all the proposed changes to the PDO being proposed by section.
- Summary identifying specific code numbers and appendices proposed to be changed.

The PDO currently includes references to Village forms, numbers of copies and types of submittals. These references need to be amended so applicants are directed to the Village of Pinehurst's website and Online Permit Center. Multiple copies of documents would no longer be required and documents can be reproduced at appropriate scales in the event the Village needs to print them.

The intent behind the PDO changes are to implement use of the Village's Online Permit Center to require use of the Village's Online Permit System for building and planning applications. Moving to digital allows for more efficient staff reviews of projects and eases storage, retention, processing and archiving of those materials. Currently, building permits are destroyed after 7 years which often leaves a gap in the history of a property record that now with online storage a property record will be kept permanently in digital storage. It also allows applicants to obtain "real time" updates on plan review status and reduces their cost to produce multiple copies of application materials.

The other stakeholder group that is significantly benefiting from going online are those submitting for general planning applications like submissions for site plans and subdivisions where currently a large amount and number of paper copies have to be submitted. The PDO

amendments as proposed reduce the need to submit multiple copies of various documents in favor of one digital file.

The Village has experienced a significant uptick in electronic applications since the start of the Covid-19 pandemic and the closure of Village Hall for walk in business. From April 1 through May 22 approximately 52% of the permits were applied for online. General contractors have taken the most advantage of use of the online system and we are seeing many more new single family dwelling permits coming in on line. Permits for things like fences and decks still see a high level of mail or walk in applications. As we move to 100% online submissions, staff understands that some people may not have the ability to use the system. These will generally be one time or infrequent users and in those cases staff will work directly with the applicant to get the applicant's information put into the system in order to process the permit or planning application. This should be an insignificant number that will drop to single digits over time as the world becomes more digital.

If the Planning & Zoning Board does not have significant issues with the amendments as proposed, a public hearing will be scheduled at the next regularly scheduled P&Z meeting on August 6, 2020.

PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Planning and Zoning Board
From: Katherine Liles, Senior Planner
CC: Darryn Burich, Planning & Inspections Director
Date: May 29, 2020
Subject: **Proposed Text Amendment to the Pinehurst Development Ordinance to Provide for Electronic Submittal of Applications and Supplemental Materials and Statement of Text Amendment Consistency with the 2019 Comprehensive Long-Range Village Plan.**

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

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

Planning and Zoning Board Action:

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

Staff Recommendation and Comprehensive Plan Consistency Statement:

Planning Staff recommends that the Planning and Zoning Board recommend approval of the proposed text amendment and adopt the consistency statement below.

Envision the Village, the adopted 2019 Comprehensive Long Range Plan, identifies 10 Strategic Opportunities for the Village. Strategic Opportunity 3 directs the Village to "Become a Digital Village and a premiere Destination to Live and Work from Home" Destination. Included in the Implementation Strategies on page 192 is Strategy 6.6 in which the Village should "Evaluate the capacity of Village Hall to meet the increased service needs and demands of residents."

The proposed text amendment will move more operations to a digital platform. This will ease storage, retention, processing and archiving of materials for Planning, Engineering and Public Works while allowing the development community and residents to interact with staff from any location. This will extend the work capacity of Village Hall staff and could result in reduction of processing time for projects by speeding communication, submittals and requests for additional information.

This amendment is consistent with the Strategy 6.6 outlined in the 2019 Comprehensive Long Range Plan. Achieving this goal is considered reasonable and in the best interest of the public.

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

Redline/~~Strikethrough~~ Revisions

4.2.2 Development Permit Application

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

5.1.3 Application Requirements; Determination of Completeness

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

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

5.3.4 Filing of Appeal

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

6.1.3 Filing and Content of Applications

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

6.2.1 Application Procedures

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

8.3.2.4 Certificate of Appropriateness Procedure

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

9.14.2 Design Criteria and Review Procedures

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

Section 9.14.7 Single-Family Dwelling Development Review Process

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

9.17.1.1 Plat Approval Required; Major Subdivisions and Minor Subdivisions

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

9.17.1.5 Preliminary Plat Approval

(A) Application Requirements:

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

9.17.1.6 Final Plat Approval

(A) Applicable Requirements: Within the time limit stated in subsection (C) below, the applicant shall file an application using the Village's Online Permit Center along with the associated fee for final plat approval, for that portion of the approved preliminary plat which the applicant proposes to record and develop at the time, with the Village Planner on a form prescribed by the Village, along with the prescribed fee, and shall include the information shown on the preliminary plat and the information listed in Appendix E , as it may be amended from time to time by the Village Council;

Appendix A of the Pinehurst Development Ordinance

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

Appendix B of the Pinehurst Development Ordinance

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

Single-Family Dwelling Development Review Process
Checklist for Single-Family Development Review Applications

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

- Application
- Site Plan/Topographic Survey including driveway connections
- Elevation Drawings
- Floor Plans
- Roof Framing Plan
- Truss System if applicable
- Exterior Material Form and Samples if application is also associated with a Certificate of Appropriateness.
- Driveway Permit Application

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

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

1. Indicate existing and proposed topographic elevations and finished floor elevation on site plan. Contour lines shall be indicated with no larger than two foot intervals for existing and proposed (LIDAR data may be utilized);
2. Show scale and North arrow;
3. All plans and drawings shall be drawn to a scale that is easily legible. Site plans shall be prepared by a licensed surveyor or engineer.
4. Vicinity Map - must be legible and lot easily located;
5. Title block with site name and location;
6. Indicate zoning classification of property on plan;
7. Show total acreage including area and dimensions of the entire tract;
8. Provide developer/builder name, address and telephone number on plans;
9. Provide designer's name, address and telephone number on plans;
10. Indicate adjoining lot lines, lot number and subdivision name on plans;
11. Indicate by note, minimum dwelling size proposed for each floor;
12. Show front, side and rear building setbacks;
13. Show road frontage at the right-of-way and lot width at the building line;
14. Show all easements.
15. Clearly show the location of any additions/alterations (to scale);
16. Location of all proposed and existing accessory structures to include pet runs, fences, LPG tank(s), irrigation well, etc.;
17. Driveway and sidewalk locations;
18. Building elevation (front, rear, and sides) shown with finished grade, to scale;
19. Show location of silt fence;
20. Existing and proposed impervious areas including the calculations on new construction and additions/alterations;
21. Provide a tree survey that locates and identifies specimen trees within 100' of a development site, showing the critical root zone for each tree to be preserved or reflect this information on the landscaping plan;
22. Landscaping plans shall include plant location, plant name, gallon size, and indicate any HVAC unit or units, decks, patios, driveways, and sidewalks;
23. Floodplain and wetland delineation if applicable;
24. Location of septic, and/or existing drainage structures;
25. Floor plan;
26. Foundation plan;
27. Roof framing plan for stick-built only;
28. Framing plan for all floors;
29. Wall elevation including typical wall section.
30. Existing and proposed utility connections.
31. Any other information the Village Planner identifies as necessary.

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

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

1. No building hereafter erected, or structurally altered, or changed in use shall be used or occupied until approved by the Village Planner. Prior to issuance of a Certificate of Occupancy by the Village Planner the following shall be done:
   a. All plans and applications shall be modified to reflect as-built conditions.
   b. A final driveway inspection shall be made by public services and approved.
   c. A final survey prepared by a licensed surveyor or engineer shall be submitted if required.
   d. Fire Marshal shall conduct an inspection and approve.
   e. The Certificate of Occupancy shall be issued upon final building inspection.
2. Changes to original plans shall be reviewed and approved by the Village Planner.. All changes shall be submitted digitally using the Village's Online Permitting System to the Village Planner to ensure a successful final review of the project.

Appendix C of the Pinehurst Development Ordinance

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

General Concept Plan Information

General Concept Plan

1. Required information to be included on the general concept plan:
   a. Basic map information including title block with owner, applicant's name and contact information, designer's name and contact information, surveyor's name and contact information; north arrow, scale in text and graphics, vicinity map, and revision block. "Bubbles" or "clouds" shall show revisions with date.
   b. If the conceptual plan is based on a survey, provide a separate drawing of work product by surveyor signed, sealed and dated showing precision ratio and tied to NC grid.
   c. The present and proposed zoning classification(s) of the tract;
   d. Adjoining property lines;
   e. The height, size and location of existing and proposed structure(s);
   f. A table showing proposed use of land and structures, zoning classification, and dimensional requirements;
   g. Building elevation drawings;
   h. Proposed planting areas including walls and fences and the treatment of any existing natural features;
   i. The owner names, addresses, LRK #, zoning and deed references of adjoining property;
   j. All existing and proposed easements, reservations, rights-of-way lines and width and all setbacks required for the zoning district;

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

l. General location and type of existing and proposed stormwater facilities;

m. Delineation of the 100-year flood plain;

n. Development Intensity:

i. For residential uses this shall include number of units and outline of area within which structures will be located.

ii. For nonresidential uses, this shall include approximate square footage of structures and outline of area within which the structure(s) will be located;

iii. Existing and maximum proposed impervious coverage reflected in SF and acreage,

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

p. Ingress and egress to adjacent areas;

q. Proposed dimension and number of signs and their locations;

r. Proposed phasing and approximate completion time of the project;

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

t. Trip generation based on ITE standards and the Village's Engineering Standards and Specifications Manual for the proposed uses.

u. Roadway/signal improvements for the development proposal.

v. Proposed pedestrian improvements including sidewalks, greenways, etc.

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

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

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

Appendix D of the Pinehurst Development Ordinance

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

Site Plan Information
Major and Minor Site Plans
Information required for major and minor site plans:

A. Map size shall be digitally formatted to be reproducible at 24"x36"with a scale no less than one (1) inch equals fifty (50) feet for all major and minor site plans (an index plan shall be used if multiple sheets are needed).÷

1. Map requirements include , North arrow, scale of drawings, precision ratio, lot dimensions, setbacks, area in square feet and acres;

2. Revision blocks with date of revisions and "bubbles" or "clouds" to show changes on the map with date;

3. A signed and sealed map of the entire tract, including the boundary of the entire tract by metes and bounds tied to North Carolina grid and the location and dimension of all onsite and adjacent offsite easements, including but not limited to drainage, utility, public access, aerial utility, and permanent and temporary construction easements;

4. The location and dimension(s) of all existing and proposed building(s) on the site. Show the finished floor elevations for the existing building(s) and the proposed floor grades, including basement, for each floor of the proposed building(s), if applicable;

5. The location and dimension(s) of all proposed or existing impervious surfaces on the site, including but not limited to driveways, sidewalks, parking lots, loading and other vehicle use areas, and curb and median cuts;

6. Indicate front, side, and rear setbacks for all existing and proposed structures;

7. Provide a Title Block:
   a. Property owner's name; address, telephone number(s), email address;
   b. Applicant's name; address, telephone number(s), email address; and
   c. Designer's name, address, telephone number(s), email address;

8. Provide a Development Data Block or Chart listing of the following data:
   a.
   b. Zoning of the tract with dimensional requirements;
   c. Area of the tract;
   d. Existing and proposed gross square footage of buildings;
   e. Amount of square footage utilized in parking and loading areas (see landscape standards section 9.5);
   f. Number of parking spaces proposed and required;
   g. Number of handicapped parking spaces proposed and required;
   h. Required and proposed minimum landscape area square footages;
   i. Residential uses: indicate maximum density allowed and the proposed density;
   j. Indicate the amount of impervious area existing and proposed;
   k. Indicate the proposed linear footage of roads;
   l. The conditional zoning and special use conditions, if applicable;
   m. Existing and proposed built-upon area in square feet, acreage and as a percentage of site; Identify if any of the existing development predated the effective date of watershed regulations;

9. Indicate the current zoning and present use of all contiguous properties (including property on opposite side of adjoining streets);

10. Show locations, size and configuration of common open space for residential development, if applicable.

11. Location of permanent dumpsters and service areas.

12. Indicate location and method of screening of all existing and proposed propane tanks, HVAC, mechanical systems, dumpsters and any other structures or facilities that require screening as per section 9.5;

13. Vicinity map showing location of tract at scale of not less than one (1) inch equals five hundred (500) feet;

14. Proposed location of all stormwater facilities and appropriate calculations in accordance with the Engineering Standards and Specification Manual by a qualified design professional;

15. Submit drawings of building elevations showing the proposed exterior building materials and colors, height of proposed building, number of stories, and grade of each story, including basement, height and location;

16. Provide a topographic survey of the site certified by a registered land surveyor showing existing site features, existing contour lines at a minimum interval of two (2) feet that are field verified, and all proposed contours. All proposed contours shall be tied to North Carolina grid.

17. Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of or record of the last instrument in the chain of title;

18. Plan of each floor of parking garage, if applicable;

19. Utility plan showing the sizes, composition and location of all existing and proposed underground and overhead utilities such as water, sanitary sewer, gas, electric, and telephone cables, fire protection infrastructure, etc. both within the property and in adjacent streets, where practical;

20. Show all road improvements required in conformance with thoroughfare plan, including any right-of-way dedications, sight triangles (per Sect. 9.1.G and the Village of Pinehurst Engineering Standards and Specifications Manual) and traffic control devices (MUTCD 3B.16);

21. Submit a plan showing the location and specifications for all outdoor lighting with calculations showing compliance with section 9.8.

22. Submit a plan showing the location and design of all landscaping improvements and landscaped areas, include data relative to credits for existing trees and required and supplemental planting;

23. Provide a tree survey showing the location of any buffers and trees therein required under the provisions of this Ordinance and the location of any special environmentally sensitive areas affecting the property, including a foraging study for the Red-cockaded Woodpecker, wetlands, floodplains, and also showing specimen trees as defined in Section 9.5.1.8.

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

25. Approved street names and property numbers;

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

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

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

29. Proposed fire hydrant and fire lane locations.

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

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

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

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

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

Appendix E of the Pinehurst Development Ordinance

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

Subdivision Plan Information

Subdivision Plans

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

A. General Rules for Mapping and Graphics:

1. All maps shall be drawn to scale and the scale shall be not less than 1"=200'. An index plan shall be used where the subdivision is shown on more than one sheet;
2. Map size shall be digitally formatted to be reproducible at 24"x36", except that final plats shall conform to the dimensional requirements of the Moore County Review Officer and Register of Deeds;
3. All preliminary and final plats shall be prepared by a registered land surveyor of the State of North Carolina or a licensed Engineer of the State of North Carolina in accordance with North Carolina General Statutes §47-30.

B. Information Required for Major and Minor Preliminary Subdivisions:

1. Title block containing the name of the subdivision. Include previous names for approved subdivisions (if any), date and revision date(s);
2. Name and owner of the tract, surveyor, engineer and/or land planner, their addresses, business telephone, and fax numbers, and professional registration numbers (if any);
3. North arrow and scale;
4. Zoning of the tract;
5. Acreage of tract;
6. Acreage of dedicated open space;
7. The total number of lots proposed;
8. Smallest lot;
9. Total linear feet in streets as measured along the center line;
10. Setbacks: Provide a table of minimum building setbacks, including:

a. Front yard setback;
b. Side yard setbacks;
c. Any required landscaped or watershed buffers and other required setbacks or buffers;
d. Rear yard setback;
e. Corner yard setback;

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

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

13. Area to be covered by impervious surface for the project;

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

15. Indicate the names of adjoining property owners or subdivisions;

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

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

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

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

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

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

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

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

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

25. Indicate driveway locations on adjacent properties along and across adjacent rights-of-way. 26. Any other information the Village Planner may deem reasonable and necessary to determine compliance with this Ordinance.

C. Information Required for Major and Minor Final Plats:

1. Title block containing subdivision names; vicinity map; legal description including township, county and state; the date of any revisions to the plat; a North arrow and deflection; scale in feet per inch and a bar graph; the name and address of the owner(s); and the name, address, registration number and seal of the engineer and/or surveyor;
2. Exact boundary lines of tract in heavy line, full dimensions of lengths and bearings, and intersecting boundaries of adjoining lands;
3. Street names, rights-of-way lines, pavement widths of tract and adjacent streets, and the location and dimensions of all easements;
4. Accurate descriptions and locations of all monuments, markers, and control points;
5. Location, purpose, and dimensions of areas to be used for other than residential purposes;
6. Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angles, radius, central angles, and tangent distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;
7. Boundaries of floodways and one hundred-year flood plains, wetlands and water supply watershed designation;
8. Lots numbered consecutively throughout the subdivision;
9. The names of owners of adjoining properties;
10. Building setbacks (both on plat and in table format);
11. Site calculations, including:
    a. Total acreage;
    b. Total number of lots;
    c. Acreage in lots;
    d. Acreage in street rights-of-way;
    e. Linear feet of each individual street.

D. Submittal of Exempt and Final Plats for Recordation

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

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

E. Plat Certificates

~~G~~.F. Information Required for Subdivision Construction Plans and “As Built” Plans”

Summary List of Amendment References for Electronic Submittal of Documents

June 4, 2020
Planning Board

Section 4.2.2

Section 5.1.3 (B), (C)

Section 5.3.4(A)

Section 6.1.3(A)

Section 6.2.1(D)

Section 8.3.2.4(A)

Section 9.14.2(C)

Section 9.14.7(A)

Section 9.17.1.1 (C)

Section 9.17.1.5 (A)(1)

Section 9.17.1.6 (A)

Appendices A-E

PLANNING AND ZONING BOARD STATEMENT OF CONSISTENCY
WITH THE LONG RANGE COMPREHENSIVE PLAN
JULY 4, 2020 REGULAR MEETING

TEXT AMENDMENT TO THE
PINEHURST DEVELOPMENT ORDINANCE to
Provide for Electronic Submittal of Applications and Supplemental Materials

The Village of Pinehurst Planning and Zoning Board finds that:

The proposed text amendment **IS** consistent with *Envision the Village,* the adopted 2019 Comprehensive Long Range Plan which identifies 10 Strategic Opportunities for the Village. Strategic Opportunity 3 directs the Village to "Become a Digital Village and a Premier Destination to Live and Work from Home" Destination. Included in the Implementation Strategies on page 192 is Strategy 6.6 in which the Village should "Evaluate the capacity of Village Hall to meet the increased service needs and demands of residents."

The proposed text amendment will move more operations to a digital platform. This will ease storage, retention, processing and archiving of materials for Planning, Engineering and Public Services while allowing the development community and residents to interact with staff from any location. A digital platform will extend the work capacity of Village Hall staff and result in reduction of processing time for projects by speeding communication, submittals and requests for additional information.

This amendment is consistent with the Strategy 6.6 outlined in the 2019 Comprehensive Long Range Plan. Achieving this goal is considered reasonable and in the best interest of the public.

Therefore, the Village of Pinehurst Planning and Zoning Board recommends **APPROVAL** of the text amendment to the Pinehurst Development Ordinance.

This is the _____ day of _____, 2020.

_____

Chair of the Planning and Zoning Board

_____

Kelly Brown
Clerk to the Planning and Zoning Board

Cc: D. Burich, A. Cameron, K. Brown

DRAFT

ELECTION OF VICE-CHAIRS
ADDITIONAL AGENDA DETAILS:

FROM:
Alex Cameron

CC:
Darryn Burich & Kelly Brown

DATE OF MEMO:
7/2/2020

MEMO DETAILS:
The Board's previous Vice-Chairs term limits have recently expired leaving the two vacancies. In accordance with the Board's Rules of Procedure, the Board shall elect two members to serve as Vice-Chairs with one being the Senior Vice-Chair.

The Rules of Procedure are attached for the Board's reference.

ATTACHMENTS:

	Description
🗋	Rules of Procedure

RULES OF PROCEDURE

PLANNING AND ZONING BOARD
VILLAGE OF PINEHURST, NORTH CAROLINA

I. GENERAL RULES

The Planning and Zoning Board shall be governed by the terms of Chapter 160A, Article 19, Part 3 of the General Statutes of North Carolina and the Village of Pinehurst Development Ordinance (the "PDO").

II. OFFICERS AND DUTIES

A. **Chairperson ("Chair").** A Chairperson shall be appointed by the Village Council. The Chair shall decide on all points of order and procedure, subject to the rules herein, unless directed otherwise by a majority of the Board in session at the time. The term of office for the Chair shall be as set by Village Council or until a new Chairperson is named by the Village Council. The Chair may make no motions or second motions made by others and will vote only when required to break a tie.

B. **Vice Chairperson(s) ("Vice Chairs").** Two Vice Chairpersons shall be elected by the Board from its members and subject to the same term limits as the Chair. The senior (first elected) Vice Chair present shall serve as Acting Chair in the Chairperson's absence and at such times shall have the same powers and duties as the Chair.

C. **Powers.** The presiding officer (Chair or Vice Chair) shall have the following powers:

1. With the Board's informal consent, to amend the meeting's agenda
2. To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
3. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
4. To entertain and answer questions of parliamentary law or procedure;
5. To call a brief recess at any time;
6. To continue a meeting to a future date and,
7. To adjourn in an emergency.

III. RULES OF CONDUCT FOR MEMBERS

A. The Chair may recommend to Village Council that members of the Board be removed for good cause shown, including violation of the rules stated below or in accordance with General Statues.

B. Faithful attendance at all Board meetings shall be considered a prerequisite of continuing membership on the Board. In the event a member is absent from two Board meetings in any contiguous twelve month span, the Chair will meet with the member to determine the member's continued commitment to the Board. Whenever possible, Board members will provide advance notice of a planned absence to both the Clerk and the Chair and, when known, the Chair will announce the status of non-attendees at the beginning of each meeting.

C. Annually all Board members are required to review and acknowledge by their signature the *Ethics Policy of the Village of Pinehurst* and to provide or update the information described in the attachments hereto labelled *Organizations in Which Volunteer Currently Serves, Directly or Indirectly* and *Declaration of Potential Conflicts of Interest.* A Board member must declare a potential conflict of interest when it exists and ask to be excused from the meeting while the conflicted matter is discussed and a vote is called. Conflicts of interest include, but are not limited to, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall by majority vote rule on the objection.

D. Every member must vote unless excused by the remaining members of the Board. A member who wishes to be excused from voting shall so inform the Chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Board or by law, or the member's official conduct, as defined by the Board. In all other cases, a failure to vote by a member who is physically present in the Board chamber, or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote. Generally, voting will be done by rollcall and when votes are not unanimous dissenting votes must be specifically noted in the meeting's minutes.

IV. MEETINGS

A. **Organization Meeting.** The regularly scheduled December meeting of the Planning and Zoning Board will serve as its annual organization meeting at which Vice Chairs will be nominated and elected to serve one year terms and any other governance/protocol matters will be considered.

B. **Regular Meetings.**

1. **Regular meetings** of the Board shall be held monthly on the first Thursday of the month at 4:00 PM at the Village Hall Assembly Room located at 395 Magnolia Rd., Pinehurst, NC; provided that meetings may be scheduled at or continued to another convenient place and time in the Village in any case where the Chair determines it is in the public interest to do so. As necessary, meetings may be continued to the second Thursday of the month in order to complete proceedings initiated in the prior week.

2. **Web Site Notice of Meetings**. The regular meeting schedule of the Planning Board shall be posted on the Village web site as will notice of any special or recessed meeting. If practicable, notice of any emergency meeting shall also be posted on the web site prior to the beginning of the meeting.

C. **Special and Emergency Meetings.** The Chair or a majority of the members may call special meetings of the Board at any time. A special meeting may also be called or scheduled by vote of the Board in open session during another duly called meeting. At least forty-eight (48) hours before a special meeting, written notice of the meeting stating its time and place and the subjects to be considered shall be given to each Board member, mailed, emailed or delivered to each media enterprise and person who has filed a written request for notice with the Village Clerk. Notice shall also be mailed, emailed or delivered at least forty-eight (48) hours before the meeting to each Board member who either did not call for the special meeting or was not present at the meeting at which the special meeting was called. Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless all members are present or have signed a written waiver of notice.

The Chair or a majority of the members may also at any time call an emergency meeting of the Board by signing a written notice stating the time and place of the meeting and the subjects to be considered. Written or oral notice of the meeting shall be given to each Board member and to each media enterprise that has filed a written emergency meeting notice request with the Village Clerk and whose request includes the telephone number of the media enterprise. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Board. Only business connected with the emergency may be considered at an emergency meeting.

D. **Cancellation of Meetings.** If there are no matters to be brought before the Board, or if so many members notify the Clerk and Chair that they cannot attend a meeting that a quorum will not be available, the Chair may cancel the meeting. The Chair or Clerk shall cause the notification of Board members of the cancellation.

E. **Quorum.** A quorum shall consist of five members of the Board and no action can be taken unless there are at least five members present and eligible to vote.

F. **Proposed Agenda.** The Planning Director or his/her designee shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least two (2) working days before the meeting. The Chair or Village Planner may waive this two-day requirement for any proposed agenda item. Any Board member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed agenda items, including attachments, shall be included with the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is necessary to a full understanding of the issue. Each Board member shall receive a copy of the proposed agenda and agenda package and they shall be available for public inspection when they are distributed to the Board members.

G. **Motions.** A Board member making a motion may revise the motion after discussion but the motion cannot be amended by another member. A second is required for all motions in order to call for a vote and only one motion can be considered at a time.

H. **Subcommittees.** Ad hoc subcommittees comprised of three Board members with a fourth serving as an alternate may be formed at any time to develop work product for consideration by the full Board.

I. **Public Hearings/Decorum.** When a meeting agenda includes more than one public hearing each hearing will be opened and closed before proceeding to the next. Before opening any public hearing, the Chair or presiding Vice Chair will review the Board's responsibilities with attending residents and guests as well as the expectations of them regarding their participation. Specifically, no person appearing before the Board shall make personal, impertinent, or slanderous remarks, nor shall any person appearing before the Board become boisterous or threatening. Any such person may be barred from the meeting room by the chair or the presiding officer. No signs or placards may be brought into the meeting.

The Chair shall have the authority either during or prior to the hearing to establish procedural rules for the hearing, provided that such rules may not conflict with these rules or any other applicable law. Procedural rules adopted may govern, but are not limited to, the following matters:

1. Rules fixing the maximum time allotted to each speaker or group;
2. Providing for the designation of spokespersons for groups of persons supporting or opposing the same positions;
3. Providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the meeting place of the Board (so long as

arrangements are made for those excluded from the meeting place to listen to the hearing);and,

4. Providing for the maintenance of order and decorum in the conduct of the hearing.

J. **Time of Recommendation.** The Board must issue its recommendations to Village Council within thirty (30) days of a public hearing. No recommendation set forth within that period will have the same effect as if a recommendation to approve had been made.

K. **Conduct of Meetings.** All meetings shall be open to the public and unless otherwise set forth herein, will be governed by Robert's Rules of Order.

VII. AMENDMENTS

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than a simple majority of the Board, provided that such amendment be presented in writing at a regular or special meeting before the meeting at which the vote is taken.

ADOPTED this the 11th day of July, 2019

VILLAGE OF PINEHURST PLANNING AND ZONING BOARD

Leo Santoriello, Chairman

Nancy Burns, Director of Planning and Inspections