



**PLANNING AND ZONING BOARD
REGULAR MEETING
THURSDAY, MARCH 5, 2020
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM**

Board Members Present:

Leo Santowasso, Chair
David Kelley, Vice-Chair
Sonja Rothstein
Cyndie Burnett
Phillip Shumaker
Jeramy Hooper
Julia Latham

Board Members Absent:

Joel Shriberg
Paul Roberts

Staff Present:

Alex Cameron, Senior Planner
Kelly Brown, Administrative
Specialist

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. February 6, 2020 Regular Meeting Minutes

Motion: Ms. Rothstein moved to approve the February 6, 2020 regular meeting minutes. Seconded by Ms. Burnett. Carried by a vote of 5-0.

Mr. Kelley abstained from voting as he was not present during the February 6, 2020 meeting. Ms. Latham arrived after the vote.

III. General Business

A. Update on Future Planning and Zoning Board Items

Mr. Santowasso stated the Board would not hold the scheduled work session after the regular meeting to discuss potential development in the Pinehurst South Area as the applicant withdrew their development proposal.

Senior Planner Alex Cameron reported that staff is drafting a tree preservation ordinance for review by the Board. Staff is also working on a request for qualifications for small area plans for the Pinehurst South/Highway 5 Commercial Area and Village Place/Rattlesnake Trail.

B. Planning and Zoning Board Training

The Board viewed and discussed a training module from the UNC School of Government On-Demand Board Training Library on "Adopting and Amending the Ordinance."

IV. Next Meeting Date

A. Regular Meeting on April 2, 2020

V.

Motion to Adjourn

Motion: Ms. Burnett moved to adjourn the regular meeting. Seconded by Ms. Rothstein. Carried by a vote of 7-0 at 5:12 pm.

Respectfully Submitted,

Kelly Brown
Administrative Specialist
Village of Pinehurst

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

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.



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Planning and Zoning Board
From: Alex Cameron, Senior Planner
Cc: Darryn Burich, Planning & Inspections Director
Date: May 28, 2020
Subject: Staff Report for the Proposed Conditional District Rezoning of Parcel ID# 00029674 addressed as 10 Azalea Rd.

Applicant:	Pete Bogle, AIA The Bogle Firm Architecture, PLLC
Owner:	The Village Chapel, Inc.
Current Zoning	PC (Public Conservation District) is established as a district in which the primary use of the land is reserved for the general public for recreation, parks, natural or man-made bodies of water, forests and other similar open space uses, and other government uses that provide public services to the residents of Pinehurst. This district is intended to preserve and protect environmentally sensitive lands (e.g. floodways, wetlands) and/or properties otherwise restricted for public recreational use.
Proposed Zoning:	PC-CD (Public Conservation – Conditional District) is established as a district in which the primary use of the land is reserved for the general public for recreation, parks, natural or man-made bodies of water, forests and other similar open space uses, and other government uses that provide public services to the residents of Pinehurst. This district is intended to preserve and protect environmentally sensitive lands (e.g. floodways, wetlands) and/or properties otherwise restricted for public recreational use.
Current Land Use:	Religious Institution
Proposed Land Use:	Religious Institution

Request:

The applicant requests an official zoning map amendment for a conditional district zoning of one parcel of land currently zoned PC (Public Conservation District) to PC-CD (Public Conservation – Conditional District). The proposed use of the area would remain as a religious institution with the addition of an approximate 7,197 square foot Christian education building on the Village Chapel campus with associated features including access, parking and a playground. The proposed rezoning would only change the existing zoning of the property to a Conditional Zoning District. A General Concept Plan is required as part of a Conditional District rezoning application. If the Conditional District rezoning and General Concept Plan is approved, the plan then becomes a site-specific zoning plan and a condition of the rezoning. Any substantial changes to an approved General Concept Plan as stated in Section 6.2.3 (B) of the Pinehurst Development Ordinance (PDO) shall be reviewed by the Planning and Zoning Board and approved or denied by the Village Council. All other changes to an approved General Concept Plan that are not substantial and do not alter the basic development concept may be approved by the Village Planner.

The main goal for the applicant to pursue a conditional district rezoning is to request a condition to allow for a maximum impervious coverage of 35% for the property. The PC Zoning District allows for a maximum of 12% impervious coverage. The existing site has an impervious coverage of 22.3% making the site non-conforming to this regulation. The buildings and related site features were constructed prior to the PC Zoning being placed on the property after the incorporation of the Village of Pinehurst and adopting of zoning and development regulations. Therefore the property is “grandfathered” and this creates a legal non-conformity. However, the non-conformity would not be allowed to increase which would limit the site from any future development that would increase the impervious coverage on the lot. The development as depicted on the General Concept Plan indicates a proposed new impervious surface of 29.6%. If the proposed Conditional District Rezoning and associated General Concept Plan were to be approved with the proposed conditions, development could occur on the property on the basic concept of the General Concept Plan and also allow future development up to the 35% impervious threshold.

Included with this conditional district rezoning request are an application, General Concept Plan, project narrative, floor plans, elevations, renderings, neighborhood meeting summary, trip generation, hydrant flow test, ISO calculations and a biological assessment for red-cockaded woodpecker impacts from the United States Fish and Wildlife Service.

The applicant is asking for the following conditions:

	Type	Requested Condition	PDO Requirement	PDO Section No.
1	Maximum impervious coverage	35%	12% (22.3% existing)	9.2a
2	Installation of sidewalks along existing street frontage of the development	Not be required	Required	9.16.1.8(a) (4)
3	Allowable Uses and SR's (Special Requirements)	Limit to: Religious Institution (waive SR-18) Parking Lot Playgrounds with SR-107 Cemetery with SR-101 Concealed Wireless with SR-103 Accessory Buildings with SR-108 Accessory Structures with SR-110 All Temporary Uses with all SR's	All uses allowed per Table 8.5 with applicable SR's and all Temporary Uses	8.5, 8.6, 8.7 & 8.8

Surrounding properties contain multiple zoning designations and land uses. See the table below and attached "Area Zoning Map".

Adjacent Land Uses and Zoning		
Area	Existing Uses	Zoning
North	Government – Public/Recreational (Village Green)	PC and LHD (Local Historic Preservation Overlay)
South	Single Family Residential, Sandhills Women's Exchange and Pinehurst Resort Clubhouse, Tennis and Pool Facility	R-10 , RD and LHD
East	Single Family Residential	R10 and LHD
West	Bank and Pinehurst Resort Clubhouse, Tennis and Pool Facility	OP, RD and LHD
Comprehensive Plan Land Use Designation		
Parcel ID # 00029674	Non-Residential "Village Core"	

Analysis:

The subject property is defined as being Moore County Parcel ID# 00029674, is addressed as 10 Azalea Rd. and totals approximately 4.5 acres in size. It is currently within the Village's corporate limits and within the Local Historic Preservation Overlay District (LHD) and the National Historic Landmark District.

As mentioned previously, the property is the site of The Village Chapel campus. The Village Chapel is a historic structure and was first established in 1898 by James Walker Tufts. The main chapel was constructed in 1924 and is approximately 6,800 square feet. Two additional buildings were constructed on the property. In 1961 the Administration building consisting of approximately 3,844 square feet was built and the Chapel Hall was constructed in 1991 containing approximately 7,558 square feet.

The applicant indicates that the proposed addition of the "Heritage Hall" on the east side of the site will provide for needed space for the church and will be primarily used as a children's Christian education center. The proposed building is a 1 ½ story building with an approximate footprint of 7,317 square feet with approximately 3,238 square feet of unfinished second story which can be used as storage space and potential future classroom or meeting space if needed. The proposed height of the building is just under 33 feet, meeting the maximum height requirement of 35 feet. The Heritage Hall will be roughly seven feet shorter than the ridge line of the main sanctuary and compatible with the height of the other structures on the site. The applicant has designed the roofline to reflect similar elements found in the other buildings on the site. The exterior materials and features (brick, roof, windows, doors and other details) will also match those found on the other buildings on the site. There are no physical connections to the existing sanctuary. The Heritage Hall is setback about 70 feet from the sanctuary and aligning with the front façade of the Chapel Hall building. This placement creates a more balanced site and keeps the original chapel as the focal point of the property. An approximate 1,400 square foot playground is also proposed and shown on the east (right) side of the Heritage Hall. The playground will be fenced with a wrought-iron style fence and is indicated to be four feet in height. Any fencing will need to meet the requirements of the PDO. Due to the site being located within the Local Historic District, a Certificate of Appropriateness (COA) will need to be issued by the Historic Preservation Commission (HPC) for the proposed additions to the site. The HPC decided to grant the request for a COA in a public hearing held at its regular meeting on May 28th.

A neighborhood meeting was required of the applicant prior to submitting the conditional rezoning request. The applicant notified all adjacent property owners. However, due to the current COVID-19 pandemic, absentee property owners and one property being a corporation, no one attended. One adjacent property owner requested information on the proposal to be sent via email. According to the applicant, materials were sent via email and acknowledged by the neighbor. Please find the results of that meeting as reported by the applicant including an affidavit of other contacts from neighbors on this request included with the applicant's submitted materials.

This site contains no floodplains, wetlands or active partition cluster or impacts for red-cockaded woodpeckers (RCW) as stated in the submitted letter from the United States Fish and Wildlife Service (USFW). A majority of the site is located within the WS-II Watershed Protection District which limits non-residential development to 12% built-upon area unless a Special Intensity Allocation (SIA) is granted by Village Council. This proposal includes the addition approximately 7.3 % of built-upon or impervious area. Therefore, due to existing development prior to June 21, 1993 and the proposed new development not exceeding 12% a Special Intensity Allocation will not be required for this proposal.

A planted landscape buffer will be required with this proposal where development is occurring along the property edge abutting the adjacent properties across Village Green Rd. E. Parking area landscaping will also be provided in accordance with Section 9.5.1.4 of the PDO. The submitted General Concept Plan is only required to show the general location and dimensions of the required landscaping while the construction documents will have the total required number, sizes and species of plant material.

The site contains many mature trees native to the Sandhills and typical of the Longleaf Pine Ecosystem. A survey indicates there are roughly 430 trees across the 4.5 acre site. This proposal indicates that 47 trees, 40 of which are pines, will need to be removed to allow for the proposed structure and associated site features. The applicant indicates that the required landscaping will be met by installing longleaf pines, dogwoods, redbuds, camellias, azaleas and holly varieties. These species are both required and recommended in the PDO. Existing healthy trees can also be met to meet the required number of plantings.

The proposed access to the site will remain as a one-way ingress off Village Green Rd. W. The existing exit off Village Green Rd. E is proposed to be removed while providing a new exit off Village Green Rd. E. slightly to the north of the existing exit. A new, slightly reconfigured parking area is being proposed containing a total of 18 spaces resulting in a net gain of 5 parking spaces. All paved areas will be paved with heavy duty asphalt in order to support a fire apparatus. The PC District does not have an off-street parking requirement. A trip generation based on ITE standards was completed and included with this submittal. Based on the use, Village staff does not feel that this proposal will necessitate a Traffic Impact Analysis (TIA) or any additional roadway or signal improvements.

New internal brick paver sidewalks/access isles are proposed across the property to allow for pedestrian connectivity within the campus itself. A new brick paver patio is also shown near the back corner of the new structure and adjacent to the new parking area. No new sidewalks are proposed along the existing street frontage of the development as required by the PDO. The applicant is asking that this requirement be waived and is included as a proposed condition of the rezoning. Currently there are sidewalks along both sides of Village Green Rd. W up to the Village Chapel property. The sidewalk on the opposite side of Village Green Rd. W continues to Azalea Rd. and heads west toward the small traffic circle. Also, there is existing sand paths along the Village Green property currently owned by the Village which provides pedestrian movement around the Village Green and Village Core.

The applicant is proposing a few drywells on site to manage the post-development stormwater. The proposed approximate location of the drywells are indicated on the General Concept Plan. Per the Village's Engineering Standards and Specifications Manual (ESSM), the proposed drywells shall be designed such that the post-development runoff does not exceed the pre-development runoff rate for a 10-year storm event. If the rezoning and General Concept Plan are ultimately approved, calculations demonstrating this requirement will be met will be required at the time of construction document submittal.

Public water and sewer are available and will be provided by Moore County Public Utilities (MCPU). MCPU have reviewed the General Concept Plan and deemed it be satisfactory at the conceptual stage of review and approval with more details to be worked out during the construction document phase. A hydrant flow test was also performed to determine what the current available flow nearby would be. The flow test resulted in a theoretical fire flow of 1,988 gallons per minute (GPM). This would meet the required fire flow for the building. A new hydrant will have to be installed and located closer to the site, within 300 feet within

all portions of the building and within 50 feet of the FDC connection, before final approval of the site plans during the construction document phase. This will necessitate a new water line extension to the site. A full hydraulic model of the water system will need to be performed at that stage as well to ensure there is adequate flow to the site after this extension.

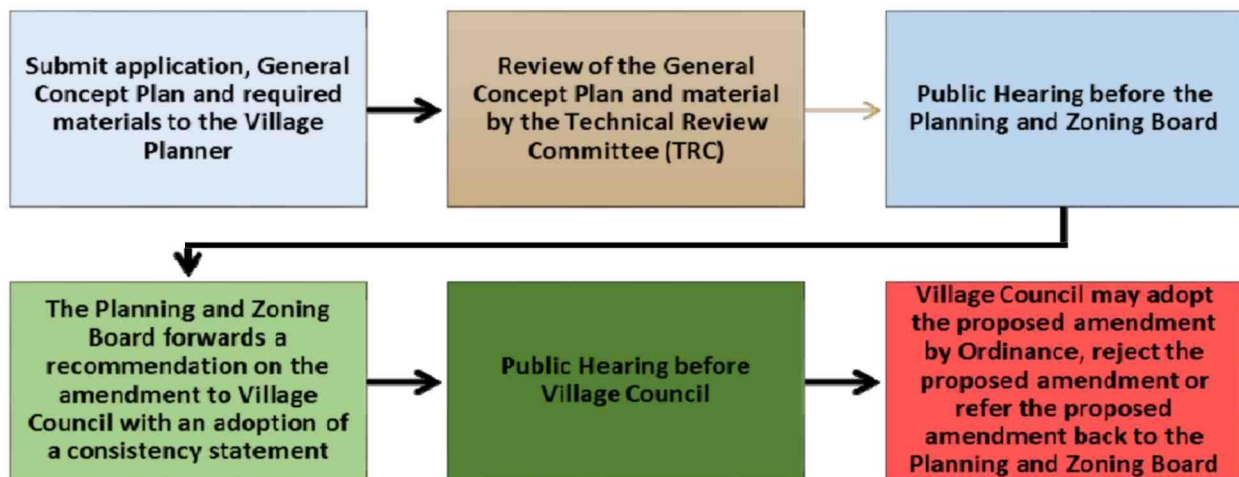
The Technical Review Committee (TRC) has reviewed the application and General Concept Plan and have issued comments to the applicant. Most of the comments can will need to be addressed at the construction document phase of the project. The TRC is comfortable with the General Concept Plan moving forward to review and consideration of the Planning and Zoning Board.

Planning and Zoning Board Action and Conditional District Rezoning Process:

After holding a public hearing on the proposed zoning map amendment, the Planning and Zoning Board must adopt a consistency statement describing how the proposed amendment is or is not consistent with the Long Range Comprehensive Plan and may recommend approval or denial of the proposed map amendment to Village Council. If the board recommends approval of the proposed amendment but adopts a statement of inconsistency with the Long Range Comprehensive Plan, then the plan is deemed to be amended.

The Planning and Zoning Board can ask to impose more restrictive conditions that are not included with proposal but the applicant must consider and agree to any additional or different conditions. However, no changes can be made to the proposed conditions that are less restrictive than those stipulated in the proposal.

If there are more questions or concerns that need to be addressed, the Planning and Zoning Board can continue the public hearing to a specific date, place and time but a recommendation to Village Council must be made within 30 days of the first scheduled public hearing of this board.



Plan Consistency:

The base zoning of the property will not change with this proposed amendment. The use that is proposed as part of this project is consistent with the existing use as a religious institution and is a permitted use in the PDO. The only deviation from the requirements of the PDO is the increase in impervious surface. The property is currently not compliant with the impervious surface limitation of the PC Zoning District. The proposed condition to allow the lot's maximum impervious surface coverage to reach 35%, a 12.7% increase, would allow the church to expand and continue providing its service to the residents of Pinehurst.

The proposed zoning district is consistent with the recommended land use for the subject area as identified on the Conservation and Growth Map on page 62 of the 2019 Comprehensive Plan which identifies the area as "Village Core". Due to the fact that the base zoning and proposed use is not changing with this request, the proposed amendment is consistent with the "Village Core" designation on the Conservation and Growth Map in the 2019 Comprehensive Plan.

Guiding Principle #1 on page 30 of the 2019 Comprehensive Plan under Village Character and Authenticity states that the Village should retain the small-town charm, scale, and character of the community to ensure a high quality of life. As stated on page 31 of the Comprehensive Plan, the three most distinctful physical factors contributing to character in Pinehurst are its 1) well-maintained landscaping and natural environment, 2) architecture, and 3) curvilinear streets. These all are vitally important to the overall appearance of the Village especially along major roads and gateways to the Village. This proposal creates a more bi-lateral and balanced site and will provide for all the required landscaping requirements of the PDO and minimize the removal of mature, specimen trees on the site. The design and architecture of the proposed building will also match other buildings on the site which will preserve the existing character of the property and the area. Implementation Strategy 1.1 identified on page 45 is to promote private preservation efforts in the historic Village Center and support the efforts of the Historic Preservation Commission. The Historic Preservation Commission issued a Certificate of Appropriateness for the proposed building in its regular meeting held on May 28, 2020.

The Village's vision is to "Promote, enhance, and sustain the quality of life for residents, businesses, and visitors." page 32 identifies means that the Village can maintain and enhance quality of life including preserving the historic character of the Village Center, expanding arts, culture and entertainment in Pinehurst and adapting to change as residents become more diverse in age, interests and backgrounds and as their needs are expected to change as the composition of the community changes. This request would allow the church to expand services to a growing community and could help enhance the quality of life for residents and visitors.

Staff Recommendation:

Planning staff recommends approval of the rezoning request for PID # 00029674 to PC-CD (Public Conservation – Conditional District) as submitted and recommends the Board adopt the consistency statement below.

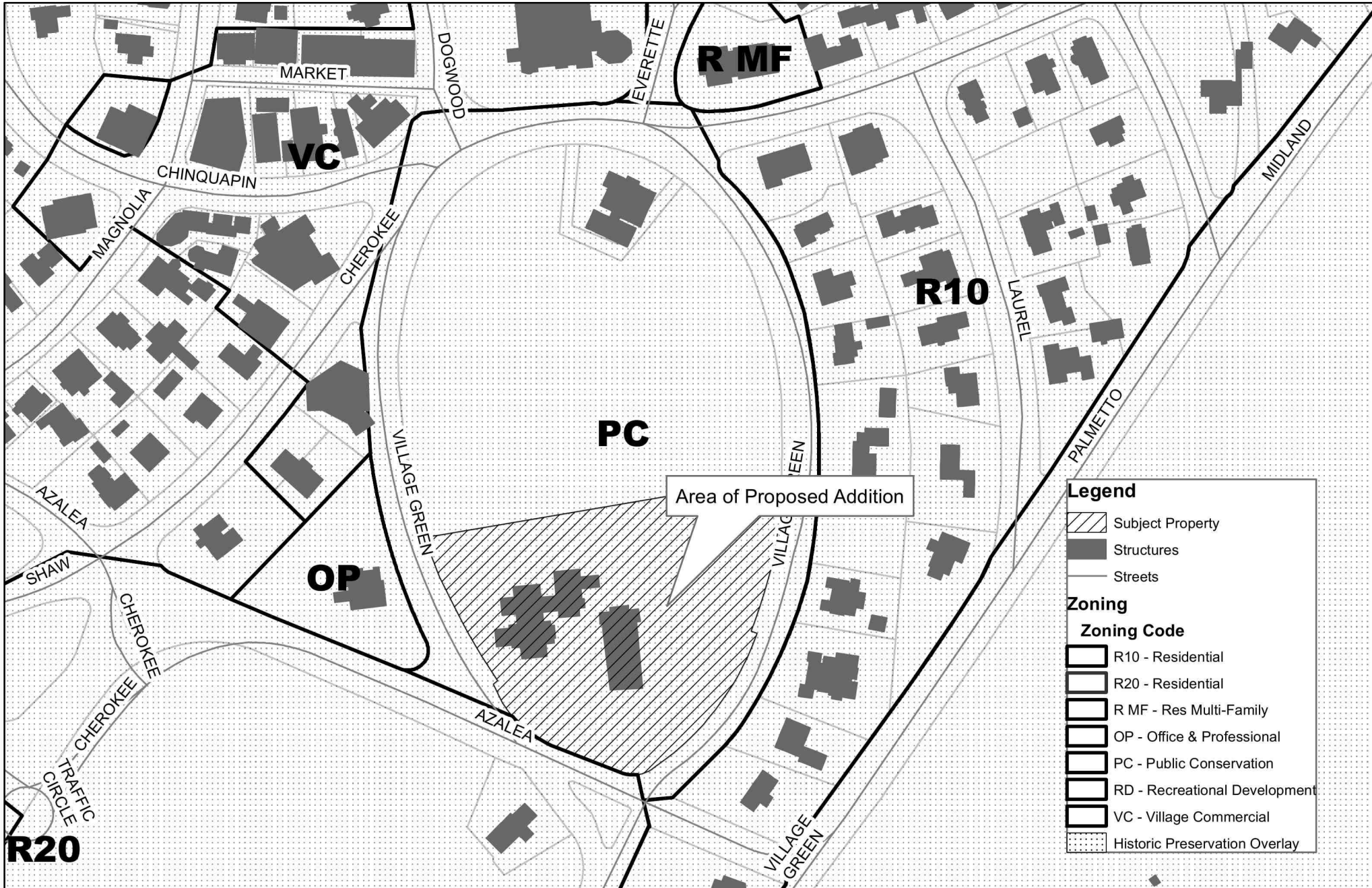
Comprehensive Plan Consistency Statement:

The proposed rezoning is consistent with the Conservation and Growth Map on page 62 of the 2019 Comprehensive Plan which identifies the area as “Village Core” and that the proposed zoning district of PC-CD is consistent with “Village Core” designation as the base zoning and permitted use will not change. Additionally, the proposed rezoning will help enhance quality of life for Village of Pinehurst by expanding religious services to residents and visitors and preserving the Village’s Character and Authenticity as stated on pages 31, 32 and 45 of the 2019 Comprehensive Plan. Therefore, this amendment is consistent with the goals of the 2019 Comprehensive Plan and achieving goals in accordance with the Comprehensive Plan and other planning documents of the Village is considered reasonable and in the best interest of the public.

Attachments:

- Area Zoning Map
- Aerial Map
- Adjacent Property Owner Notification
- Labels of Adjacent Property Owners Notified
- Map of Adjacent Property Owners Notified
- Comprehensive Plan Consistency Statement

Area Zoning Map



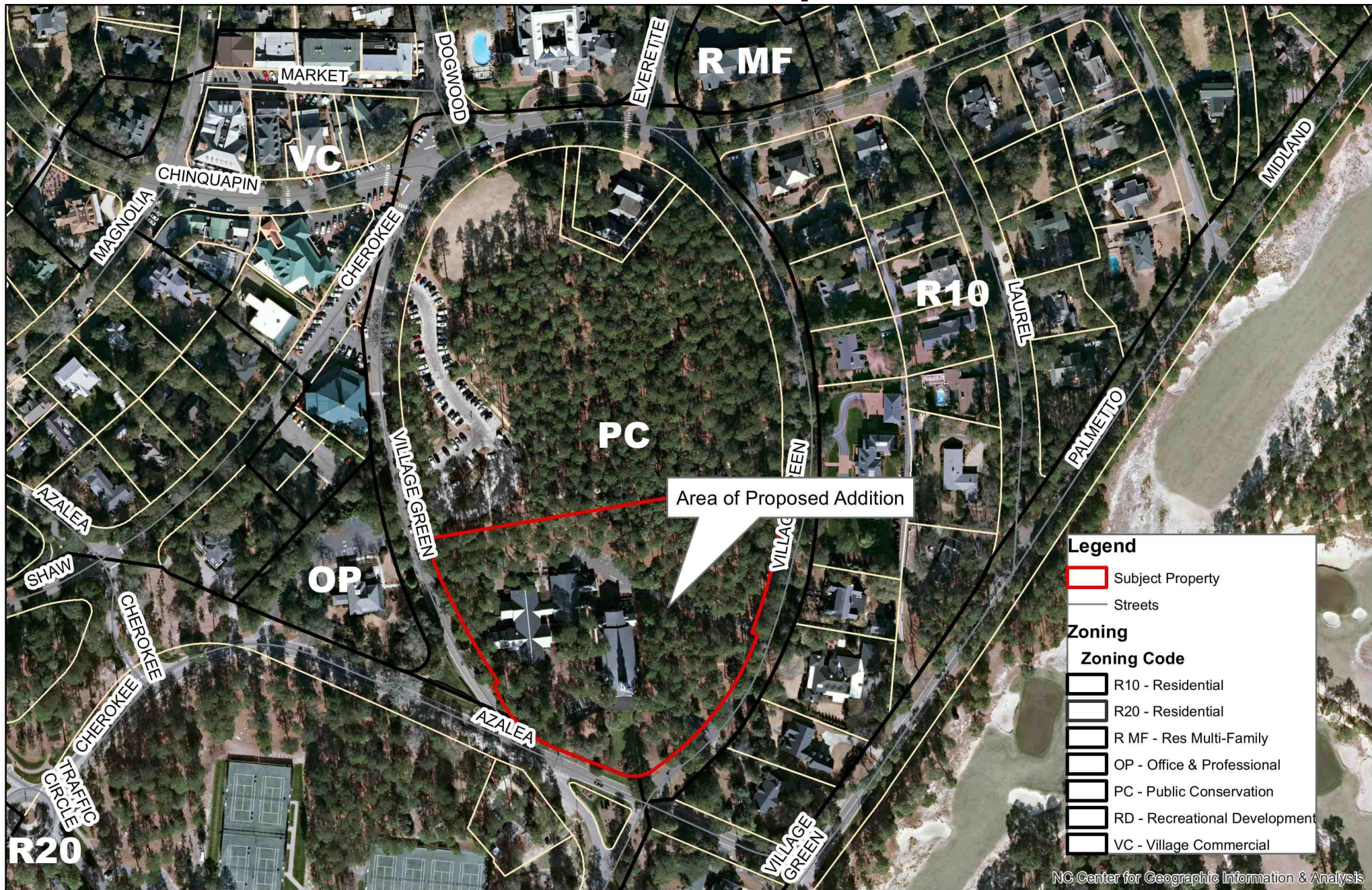
0 65 130 260 390 520 Feet

Village of Pinehurst Disclaimer: It is understood that the data contained herein is subject to constant change and that its accuracy cannot be guaranteed. The maps have been created from information provided by various government and private sources at various levels of accuracy. The data is provided to you "as is" with no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the information provided herein. It is the responsibility of the user of the data to be aware of the data's limitations and to utilize the data in an appropriate manner. 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). PineHurstBase Map for Boards.mxd 5/28/2020

June 4, 2020
 Planning and Zoning Board
 Public Hearing for Conditional Rezoning



Aerial Map



0 65 130 260 390 520 Feet

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June 4, 2020
Planning and Zoning Board
Public Hearing for Conditional Rezoning





HISTORY, CHARM, AND SOUTHERN HOSPITALITY

**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, June 4, 2020

4:00 PM

Pinehurst Village Assembly Hall
395 Magnolia Rd. Pinehurst, NC 28374

The purpose of the public hearing is 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 Learning Center. The applicant and property owner is the Village Chapel Inc.

As the owner of said property, an adjacent property owner or as the applicant, 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 with the exception of holidays. Information on this request will also be made available the week of the meeting on the Village of Pinehurst's Novus Agenda website at <https://pinehurst.novusagenda.com/agendapublic/>.

ORION VENTURE BOA, LLC C/O BANK
OF AMERICA
NC1-001-03-81
CHARLOTTE NC 28255

ARTHUR, DION J
15 HERON ST
WRIGHTSVILLE BEACH NC 28480

VILLAGE OF PINEHURST
395 MAGNOLIA RD
PINEHURST NC 28374

VILLAGE OF PINEHURST
395 MAGNOLIA RD
PINEHURST NC 28374

VILLAGE GREEN EAST LLC
352 COURTYARD LN
FAYETTEVILLE NC 28303

SANDHILLS WOMAN'S EXCHANGE
PO BOX 215
PINEHURST NC 28370

ANDERSON, ROBERT C JR & ANNE M
40 VILLAGE GREEN RD
PINEHURST NC 28374

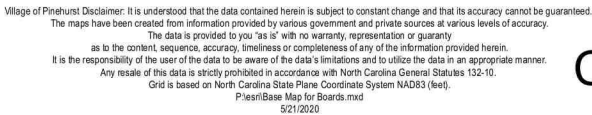
FOWNES COTTAGE, LP
5956 SHERRY LANE SUITE 1800
DALLAS TX 75225

PAUL, STUART WATSON & ALISON
JANE 8/2 GREAT STUART STREET
EDINBURGH EH3 7TN

VILLAGE CHAPEL INC
10 AZALEA RD
PINEHURST NC 28374

GOODSON, G ROYDEN GOODSON,
MARTHA W
102 RIVERSIDE DRIVE
NEWPORT NEWS VA 23606

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

[illegible]

1895
VILLAGE OF
PINEHURST





HISTORY, CHARM, AND SOUTHERN HOSPITALITY_____

**PLANNING AND ZONING BOARD STATEMENT OF CONSISTENCY
WITH THE 2019 COMPREHENSIVE PLAN
JUNE 4, 2020 REGULAR MEETING**

**Conditional District Rezoning Request
PC (Public Conservation District) to
PC-CD (Public Conservation – Conditional District)**

Property Location: 10 Azalea Rd.
Parcel ID#’s: 00029674

The Village of Pinehurst Planning and Zoning Board finds that:

The proposed conditional rezoning **IS** consistent with the 2019 Comprehensive Plan:

The proposed rezoning is consistent with the Conservation and Growth Map on page 62 of the 2019 Comprehensive Plan which identifies the area as “Village Core” and that the proposed zoning district of PC-CD is consistent with “Village Core” designation as the base zoning and permitted use will not change. Additionally, the proposed rezoning will help enhance quality of life for Village of Pinehurst by expanding religious services to residents and visitors and preserving the Village’s Character and Authenticity as stated on pages 31, 32 and 45 of the 2019 Comprehensive Plan. Achieving goals in accordance with the Comprehensive Plan and other planning documents of the Village is considered reasonable and in the best interest of the public.

Therefore, the Village of Pinehurst Planning and Zoning Board recommends **APPROVAL** of the conditional rezoning from PC (Public Conservation District) to PC – CD (Public Conservation Conditional District) with conditions.



HISTORY, CHARM, AND SOUTHERN HOSPITALITY_____

This is the _____ day of _____, 20____

Chair of the Planning and Zoning Board

Ruling filed with the Village of Pinehurst:

DATE

Kelly Brown
Clerk to the Planning and Zoning Board

Cc: Darryn Burich
Alex Cameron
Kelly Brown



PLANNING AND INSPECTIONS DEPARTMENT MEMO

To: Planning and Zoning Board
From: Darryn Burich
CC: Darryn Burich, Planning & Inspections Director
Date: June 4, 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 July 2nd.

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;

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
 - o Sedimentation and Erosion Control Plan (NCDEQ)
 - o Driveway Permit (NCDOT)
 - o Right-of-way Encroachment (NCDOT)
 - o On-site Wastewater Disposal Permit (Moore County Environmental Health)
 - o Well Permit (Moore County Environmental Health)
 - o 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. All work prepared by a surveyor shall be signed and sealed , tied to NC grid and include precision ratio.
 - b. The present and proposed zoning classification(s) of the tract;
 - c. Adjoining property lines;
 - d. The height, size and location of existing and proposed structure(s);
 - e. A table showing proposed use of land and structures, zoning classification, and dimensional requirements;
 - f. Building elevation drawings;
 - g. Proposed planting areas including walls and fences and the treatment of any existing natural features;
 - h. The owner names, addresses, LRK #, zoning and deed references of adjoining property;
 - i. All existing and proposed easements, reservations, rights-of-way lines and width and all setbacks required for the zoning district;

- j. 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;
- k. General location and type of existing and proposed stormwater facilities;
- l. Delineation of the 100-year flood plain;
- m. 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,
- n. Parking and circulation plan, showing location, arrangement and number of existing and proposed parking spaces. Parking calculations shall also be shown;
- o. Ingress and egress to adjacent areas;
- p. Proposed dimension and number of signs and their locations;
- q. Proposed phasing and approximate completion time of the project;
- r. 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.
- s. Trip generation based on ITE standards and the Village's Engineering Standards and Specifications Manual for the proposed uses.
- t. Roadway/signal improvements for the development proposal.
- u. Proposed pedestrian improvements including sidewalks, greenways, etc.
- v. ISO computations based on the approximate/proposed square footages for each type of use.
- w. 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.
- x. 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 a title block showing the name, address, telephone, email and fax numbers of the developer and designer, North arrow, scale of drawings, and revision block with "bubbles" or "clouds" to show changes with date;
2. A 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;
3. 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;
4. 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;
5. Indicate front, side, and rear setbacks for all existing and proposed structures;
6. Provide a Development Data Block or Chart listing of the following data:
 - a. Owner of the tract;
 - 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;
7. Indicate the owner, address, current zoning and present use of all contiguous properties (including property on opposite side of adjoining streets);
8. Show locations, size and configuration of common open space for residential development, if applicable.
9. Location of permanent dumpsters and service areas.
10. 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;
11. Vicinity map showing location of tract at scale of not less than one (1) inch equals five hundred (500) feet;
12. Proposed location of all stormwater facilities and appropriate calculations in accordance with the Engineering Standards and Specification Manual by a qualified design professional;
13. 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;

14. 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.
15. 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;
16. Plan of each floor of parking garage, if applicable;
17. 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;
18. Show all road improvements required in conformance with thoroughfare plan, including any right-of-way dedications and traffic control devices;
19. Submit a plan showing the location and specifications for all outdoor lighting with calculations showing compliance with section 9.8.
20. 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;
21. 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.
22. 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.
23. Approved street names and property numbers;
24. A statement on whether the site is in a watershed and, if so, which watershed.
25. Delineate area and boundary of floodplains, floodways, wetlands, and watershed areas.
26. ISO calculations based on the approximate square footage of each type of use.
27. Proposed fire hydrant and fire lane locations.
28. Documentation from public utility provider concerning ability to serve the proposed development with water and sanitary sewer.
29. Plan approval signature block on all pages of submittal sheets.
30. Indicate driveway connections on adjacent properties along and across adjacent rights-of-way.
31. Site plan drawings shall include all information required in Section 1.03b. Site Plans of the Village of Pinehurst Engineering Standards and Specifications Manual.
32. 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;
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, lot numbers, and lot dimensions. 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”



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.

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



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

**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

**Conditional District Rezoning Submittal
to the Planning and Zoning Board
of the Village of Pinehurst**



**The Village Chapel
Heritage Hall**
Proposed New Construction at
The Village Chapel, Pinehurst, NC

May 6, 2020

The Bogle Firm Architecture, PLLC
110 N. Main Street, Suite 200
Salisbury, NC 28144 • 704.638.2015

Index

- 1) Application for Rezoning / Conditional District
- 2) Description of Project
- 3) Attachments:
 1. CD-1: General Concept Plan
 2. CD-2: Impervious Calculations and ISO Calcs
 3. Floor Plans
 4. Building Elevations
 5. Renderings
 6. US Fish and Wildlife Letter
 7. Neighborhood Meeting Documents
 - a. Letter to Adjacent Property Owners
 - b. List of Adjacent Property Owners
 - c. Affidavit of Responses



Rezoning/Rezoning – Conditional

Fee: \$1300 - Rezoning

Fee: \$5000 – Conditional Rezoning

(Revised 09/2019)

Permit Information

Section 6.1 of the Pinehurst Development Ordinance (PDO) describes the process and requirements to amend the Official Zoning Map, or re-zone property. Applications for rezoning to a conditional district may only be initiated by the owner(s) of the property (or their representatives) and includes proposed conditions and/or use limitations that are more restrictive than would otherwise be allowed in the corresponding general use district.

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	10 Azalea Road
City, State, Zip Code	Pinehurst, NC 28374
Parcel ID #	00029674

Owner Information	
Name	The Village Chapel
Street Address	10 Azalea Road
City, State, Zip Code	Pinehurst, NC 28374
Mobile Phone #	-
Business Phone #	910.295.6003
Other Phone #	-
Email	jwood008@nc.rr.com

Applicant	
Name	Pete Bogle, AIA
Street Address	110 N. Main Street, Ste. 200
City, State, Zip Code	Salisbury, NC 28144
Mobile Phone #	704.213.4553
Other Phone #	704.638.2015
Email	pete@boglefirm.com



Rezoning/Rezoning – Conditional

Fee: \$1300 - Rezoning

Fee: \$5000 – Conditional Rezoning

(Revised 09/2019)

General Information

☐ Rezoning ☒ Conditional District Rezoning			
Project Description	New Construction of 1-1/2 story Christian Education Building on the campus of The Village Chapel, with associated adjustments to parking, landscaping, hardscaping, storm water management, and tree removal		
Current Zoning District	PC		
Proposed Zoning District	PC		
Reason for Rezoning Request	Request is to increase allowable impervious surfaces to 35%		
Legal Basis for Application	☒ Property Owner in Village Planning Jurisdiction (Required for Conditional Rezoning) ☐ Agent, Lessee, or Contract Purchaser Authorized by Property Owner(s) ☐ Owner of a Legal Equitable Interest in Property in Village Planning Jurisdiction		
Number of Parcels to be Rezoned	1	Number of Acres to be Rezoned	4.5
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 Church		☒ Institutional Church	
☐ Medical		☐ Medical	
☐ Industrial		☐ Industrial	
☐ Services Church		☐ Services Church	
Conditions of Rezoning - Requested (If Any)	1) Increase allowable impervious surfaces to 35% 2) Delete required sidewalk along Village Green East.		
Rezoning Results in an Increase in Density or Intensity of Uses	☒ Yes ☐ No	Date of Adjacent Property Owner Meeting (If Increased Density/Intensity of Uses)	April 2, 2020
Other Information			



Rezoning/Rezoning – Conditional

Fee: \$1300 - Rezoning

Fee: \$5000 – Conditional Rezoning

(Revised 09/2019)

Planning and Inspections Department

395 Magnolia Rd - Pinehurst, North Carolina 28374

(910) 295-8660 - Fax (910) 295-1396 – www.vopnc.org



Rezoning/Rezoning – Conditional

Fee: \$1300 - Rezoning

Fee: \$5000 – Conditional Rezoning

(Revised 09/2019)

Location Information

Overlay District	☒ Historic Preservation Overlay District ☐ N/A ☐ Pinehurst South Overlay District
Roads	☐ Public ☐ Private
Water Provider	Moore County
Sewer Provider	Moore County

Required Documents

- ☒ Summary Report of Meeting with Adjacent Property Owners (If Increased Density/Intensity of Uses)
- ☒ General Concept Plan Application, with Required Documents (If a Conditional District Rezoning)
- ☒ Written authorization of property owner (If submitted by an owner's representative)

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 in order to obtain approval for a rezoning.

Applicant Signature: _____

Date: 5.6.2020

GOALS FOR CONDITIONAL DISTRICT REZONING

The existing PC zoning district allows a maximum of 12% impervious area. The existing campus has a total impervious area of 22.3%, making the site non-conforming. The existing buildings, pavement, and sidewalks preceded the impervious area limitations that were applied when the site was zoned PC by the Village.

- The main goal of this Conditional District Rezoning is to request an impervious limit of 35% for the site.
- A secondary and minor goal is to also request that the sidewalk required by PDO 9.16.1.8(a)(4) not be required as it is not in keeping with the historic nature of the Village Green.

Project Background

The proposed "Heritage Hall" addition to the Village Chapel will provide much needed space for The Village Chapel congregation. Bogle Firm Architecture, of Salisbury, utilized the Village's Historic District Design Standards as a central guide and consulted with Village Planning Department staff throughout the design process to ensure compliance with the Pinehurst Development Ordinance Review Criteria for Certificates of Appropriateness. As proposed, the Heritage Hall addition is in congruity with the Village of Pinehurst Historic District and the existing Village Chapel campus.

The Village Chapel was constructed in 1924, approximately thirty years after the Village Green was laid out. New York architect, Hobart Upjohn, designed the original 6,800 square foot brick Colonial Revival structure. Over the years two additional buildings were added to the Chapel campus: the Administration Building built on the west side of the chapel in 1961; and the Chapel Hall, constructed in 1991. The 1961 and 1991 buildings contain 3,844 square feet and 7,558 square feet, respectively.

The design presented in the attached plans and documents preserves the status of the 1924 Village Chapel sanctuary as the focal point of the complex.

Heritage Hall will be a 1 ½ story building with a footprint of 7,317 square feet and an unfinished second floor of 3,238 square feet. The second floor will be used as storage space until a point in the future when additional classroom or meeting spaces may be needed.

Massing and Building Placement

Using a matching roof pitch to other secondary campus buildings, the Heritage Hall will measure 32 feet, 8 inches in height at the roof ridge. Its height is close to that of the 1961 and 1991 buildings (± 30 feet). The highest point of Heritage Hall will be roughly 7 feet lower than the ridgeline of the 1924 sanctuary, and considerably lower than its steeple. The multi-gabled roofline of the proposed Heritage Hall reflects similar elements found in the Administration and Chapel Hall buildings.

Site layout will preserve the sanctuary building as the primary focal point and will add symmetry to the overall campus. The front of the proposed Heritage Hall is set back 70 feet from the front steps of the sanctuary and aligns with the front facade of the existing Chapel Hall building on the west side of the campus. The western wing of the proposed building is sited 42 feet away from the nearest existing wing of the sanctuary building. This provides a clear distance of roughly 58 feet from the main body of the sanctuary to the main body of the proposed building. No physical connections will be made to the existing sanctuary and no work is planned on any of the existing buildings. This also provides a clear distance of nearly 100 feet to from the closest point of the building to Village Green Road East.

The overall result is a bilaterally balanced plan with all of the additions (1961, 1991 and proposed 2020) in subservient positions to Upjohn's original design.

Architectural Detailing

The exterior brickwork and other architectural details proposed for the Heritage Hall will be similar to those used on the Administration Building and Chapel Hall in order to maintain the established architectural language of the entire site. Architectural details compliment, but do not replicate, the 1924 sanctuary, as the historic Chapel needs to stand out as the focal point of the complex. The exterior of the Heritage Hall will be Flemish bond pattern brick with jack arches over the door and window openings. Brick size, color, and mortar color will closely match the 1961 and 1991 buildings. Details such as the cast stone windowsills and eave trim will be replicated, although contemporary materials may be used (painted fiber cement). A slate roof will be installed. New clad wood windows will match the construction and style of the Administration and Chapel Hall buildings. Proportions of window opening dimensions and grid configurations will be similar.

Site Configuration & Landscaping

The Village Chapel sits on a 4.5-acre parcel at the south end of the Village Green. The oval-shaped Village Green is characterized by an abundance of tall, evergreen Longleaf Pines and has long-served as the central open space to the Village of Pinehurst. Together, the lands of The Village Chapel, The Village Green, and the Given Memorial Library parcels comprise a contiguous area of 12 ¼ acres. When viewed from various vantage points, the Chapel campus is seen through a filter of pines, hollies, dogwoods and other plantings. Pinehurst's evergreen setting is a character defining feature of the village.

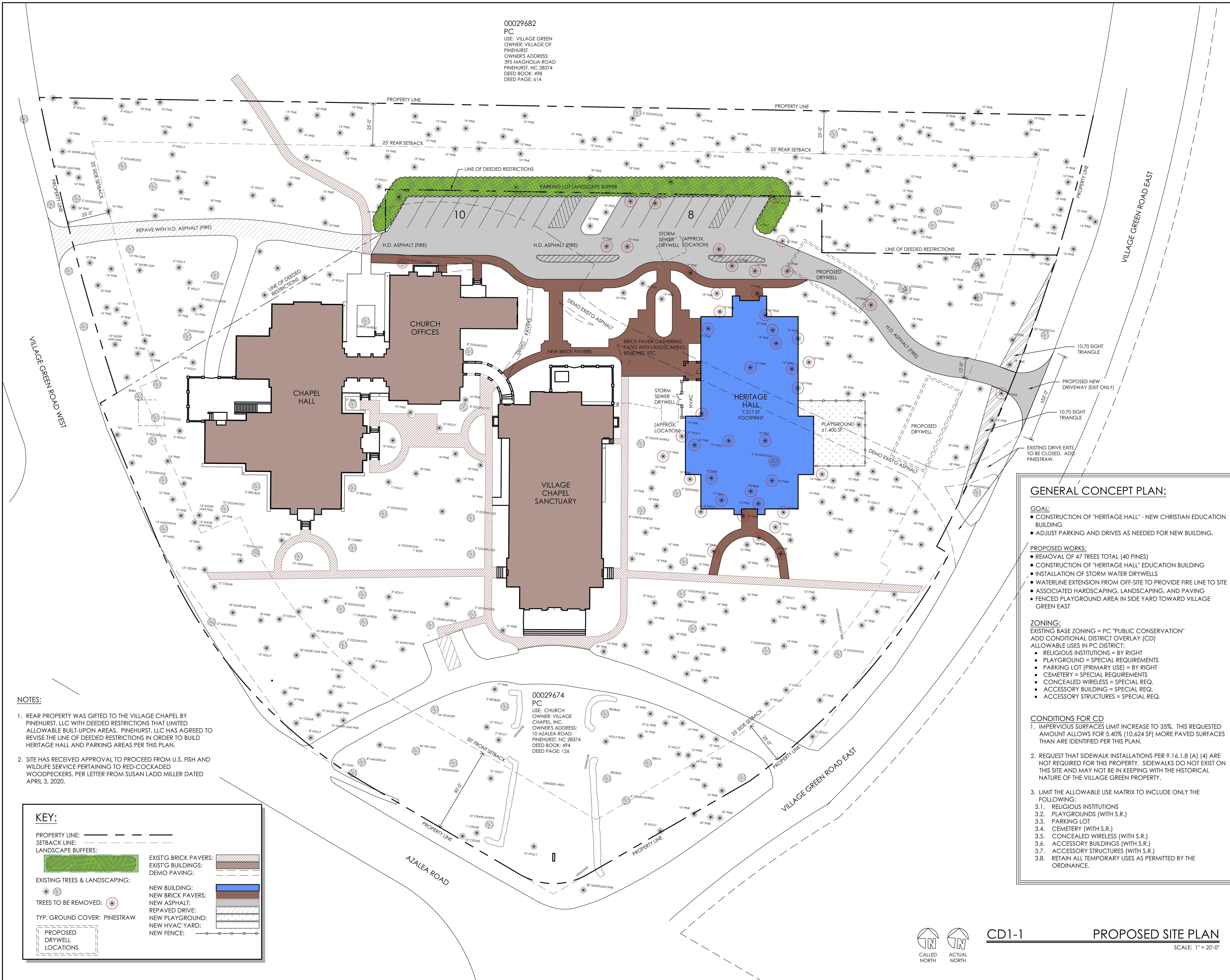
The 1-1/2 story proposed design for the Heritage Hall minimizes the addition's footprint to 7,317 square feet, and is designed to meet the church's immediate and future Christian education space needs. The building, hardscaping, underground drywells, and parking/driveways have been carefully designed to limit necessary tree removal. As proposed, 47 trees (40 pines) will be required to be removed. The total campus has roughly 430 trees across the 4.5 acres.

Landscaping will be designed to meet PDO buffering standards along the parking lot. Other landscaping design will be ornamental around the building foundations and within the rear courtyard areas. Historically appropriate flora selections will include Long Leaf Pines, Dogwoods, Redbuds, Camellias, Azaleas, and Holly Varieties that are of common use on the site and in the Old Town portion of the Village.

The proposed playground for small kids on the east side of the building will be enclosed with a wrought-iron picket style fence to meet PDO standards. Fencing will likely be aluminum construction and 4 feet tall to keep young kids from wandering off of the play yard.

The parking area will be slightly reconfigured to generate a net gain of five (5) parking spaces, for a total of eighteen (18) parking spaces without significantly altering the appearance of the property. The existing traffic pattern will remain as one-way flow with a driveway entrance from Village Green West. Traffic will continue to use the existing driveway located on the western side of the property and exit the property on the east. The proposed driveway exiting the site is designed with two bends to minimize the loss of pine trees and to create a visual break when looking into the campus from Village Green East.

00029682
PC
USE: VILLAGE GREEN
OWNER: VILLAGE OF
PINEHURST
OWNER'S ADDRESS:
395 MAGNOLIA ROAD
PINEHURST, NC 28374
DEED BOOK: 498
DEED PAGE: 614



NOTES:

1. REAR PROPERTY WAS GIFTED TO THE VILLAGE CHAPEL BY PINEHURST, LLC WITH DEEDED RESTRICTIONS THAT LIMITED ALLOWABLE BUILT-UPON AREAS. PINEHURST, LLC HAS AGREED TO REVISE THE LINE OF DEEDED RESTRICTIONS IN ORDER TO BUILD HERITAGE HALL AND PARKING AREAS PER THIS PLAN.
2. SITE HAS RECEIVED APPROVAL TO PROCEED FROM U.S. FISH AND WILDLIFE SERVICE PERTAINING TO RED-COCKADED WOODPECKERS, PER LETTER FROM SUSAN LADD MILLER DATED APRIL 3, 2020.

KEY:

PROPERTY LINE: ---
SETBACK LINE: ---
LANDSCAPE BUFFERS: ---

EXISTING TREES & LANDSCAPING:

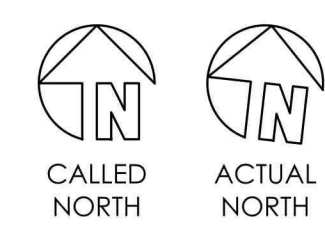
TREES TO BE REMOVED: *

TYP. GROUND COVER: PINESTRAW

PROPOSED DRYWELL LOCATIONS

EXIST'G BRICK PAVERS:
EXIST'G BUILDINGS:
DEMO PAVING:
NEW BUILDING:
NEW BRICK PAVERS:
NEW ASPHALT:
REPAVED DRIVE:
NEW PLAYGROUND:
NEW HVAC YARD:
NEW FENCE:

00029674
PC
USE: CHURCH
OWNER: VILLAGE
CHAPEL, INC.
OWNER'S ADDRESS:
10 AZALEA ROAD
PINEHURST, NC 28374
DEED BOOK: 494
DEED PAGE: 126



CD1-1

PROPOSED SITE PLAN

SCALE: 1" = 20'-0"

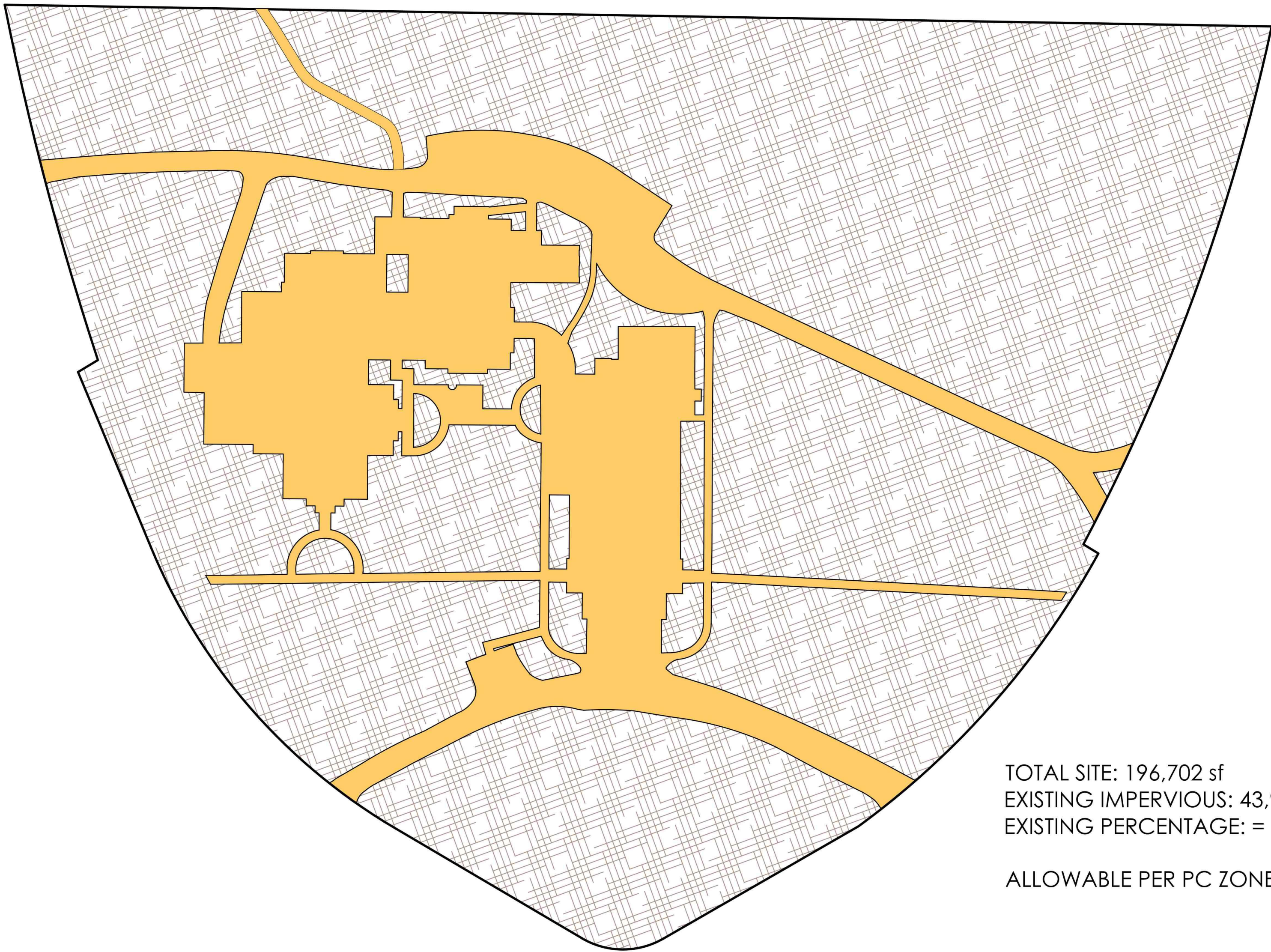
**CONDITIONAL
DISTRICT
SITE PLAN**

GENERAL CONCEPT PLAN
PROPOSED SITE MASTER PLAN

**HERITAGE
HALL**
THE VILLAGE CHAPEL
PINEHURST, NC

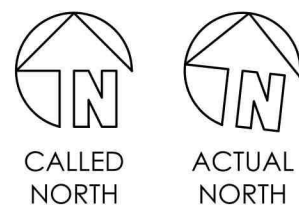
DRAWN BY: DRB
CHECKED BY: DRB
DATE: 5.5.20
PROJECT #: XX

SHEET NUMBER
CD1
OF: 2

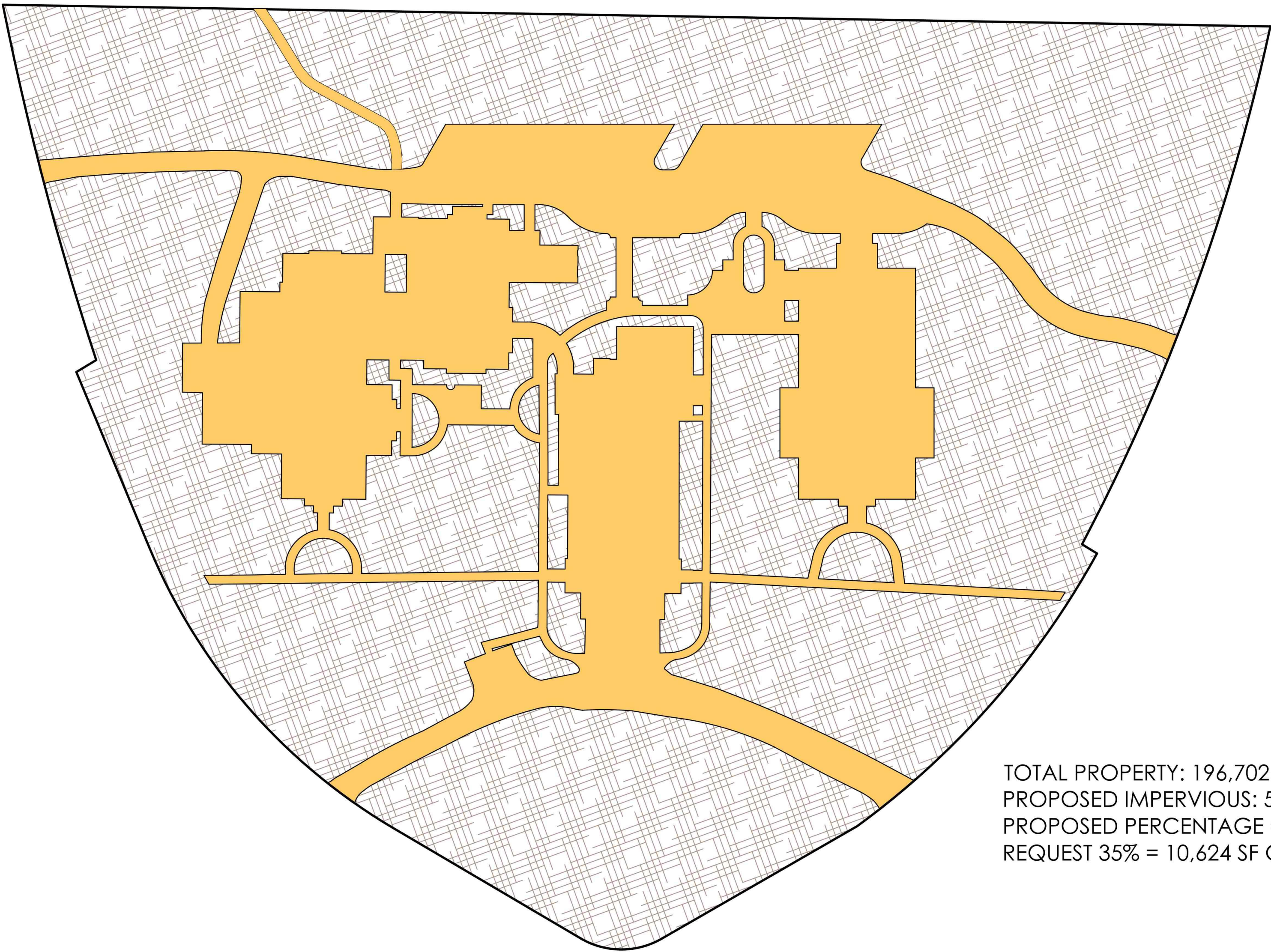


TOTAL SITE: 196,702 sf
EXISTING IMPERVIOUS: 43,928 sf
EXISTING PERCENTAGE: = 22.3%

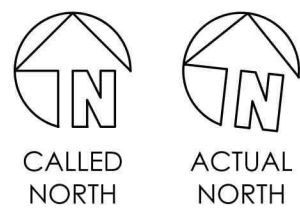
ALLOWABLE PER PC ZONE = 12%



CD2-1 EXISTING IMPERVIOUS SITE
SCALE: 1" = 40'-0"



TOTAL PROPERTY: 196,702 sf
PROPOSED IMPERVIOUS: 58,222 SF
PROPOSED PERCENTAGE = 29.6%
REQUEST 35% = 10,624 SF GROWTH



CD2-2 PROPOSED IMPERVIOUS SITE
SCALE: 1" = 40'-0"

CONDITIONAL
DISTRICT
SITE PLAN
GENERAL CONCEPT PLAN
IMPERVIOUS CALCS

FIRE & RESCUE			Page 1/3
ISO Fire Flow Worksheet			
Needed Fire Flow Work Sheet (ISO formulas)			$NFF = (C)(O)(I)(X+P)$ $C = 1.8F(A)^{0.5}$
Address:	10 Azalea Road		
Project Name:	Heritage Hall at the Village Chapel	Occupancy Type:	Church
Construction Type:	Ordinary	Number of Stories:	2
STEP 1			
Take the area, which is 100% sq. ft. of the first floor plus the following percentage of the total area of the other floors.			
First Floor Area in Sq. Ft	7197	Sq. Ft. @ 100%	
Additional Floors			
Enter total area in sq. ft for all other floors	3238		
Total Area Entire Building	8816		
STEP 2			
F = Coefficient related to the class of construction as determined by using the construction type found in SBCCI			
Construction Type	Class	F Value	
Frame	1	1.5	
Joist Masonry	2	1	
Non-combustible	3	0.8	
Heavy Timber	4	0.8	
Modified fire resistance	5	0.6	
Fire resistive	6	0.6	
Construction Class	3		
Square Root of the Area x F x 18	1250	= C Value	

FIRE & RESCUE			Page 2/3
ISO Fire Flow Worksheet			
Needed Fire Flow Work Sheet (ISO formulas)			
STEP 3	Multiply result of rounded off GPM by the Occupancy Factor (OI)	Occupancy Factor	
Noncombustible (C-1) = No active fuel loads such as storage of asbestos, clay, glass, marble, stone, or metal products.		0.75	
Limited - Combustible (C-2) = Limited fuel loads such as airports, apartments, art studios, auto repair, auto showroom, aviaries, banks, barber shops, beauty shops, churches, clubs, cold storage warehouses, day care center, educational occupancies, gas stations, green houses, health clubs, hospitals, jails, libraries, medical labs, motels, museums, nursing homes, offices, radio stations, recreation centers, and rooming houses.		0.85	
Combustible (C-3) = Moderate fuel loads such as auto part stores, auto repair training center, bakery, bookstores, bowling centers, casinos, commercial laundries, contractor equipment storage, dry cleaners with no flammable fluids, leather processing, municipal storage buildings, nursery sales stores, pavilions, pet shops, photographic supplies, printers, restaurants, shoe repair, supermarkets, theaters, vacant buildings, and most wholesale & retail sales occupancies.		1.0	
Free-Burning (C-4) = Active fuel loads such as aircraft hangers, cabinet making, combustible metals, dry cleaners using flammable fluids, feed stores, furniture stores, kennels, lumber, packaging and crating, paper products manufacturing, petroleum bulk distribution centers, tire manufacturers, tire recapping or retreading, wax products, and wood working shops.		1.15	
Rapid-Burning (C-5) = Contents that burn with great intensity, spontaneously ignite, have flammable or explosive vapors, or large quantities of dust such as ammunition, feed mills, fireworks, flammable compressed gases, flammable liquids, flour mills, highly flammable solids, matches, mattress factories, nitrocellulose-based products, rag storage, upholstery shops, & waste paper storage.		1.25	
Occupancy Class Selected (1 thru 5)	2		
GPM x OI	1062.5		

FIRE & RESCUE			Page 3/3
ISO Fire Flow Worksheet			
Needed Fire Flow Work Sheet (ISO formulas)			
STEP 4	Now consider the exposure factor (XI) - (Separation between buildings)		
Distance (feet to the exposed building)	XI	>3 stories	
0-10	0.22	0.47	
11-30	0.18	0.43	
31-60	0.13	0.38	
61-100	0.09	0.34	
Distance, in feet, to the exposed building	42		
XI (from table)	0.13		
Multiply GPM from step 4 by (1+XI)			
Total From Step 4	1201		
STEP 5	Approved Fire Sprinkler System? (Y or N)	y	
Take fire flow from step 5 and multiply by sprinkler credit of 0.25			
Sprinkler credit	300		
Now subtract sprinkler credit from fire flow in step 4			
NEEDED FIRE FLOW	1000 GPM		

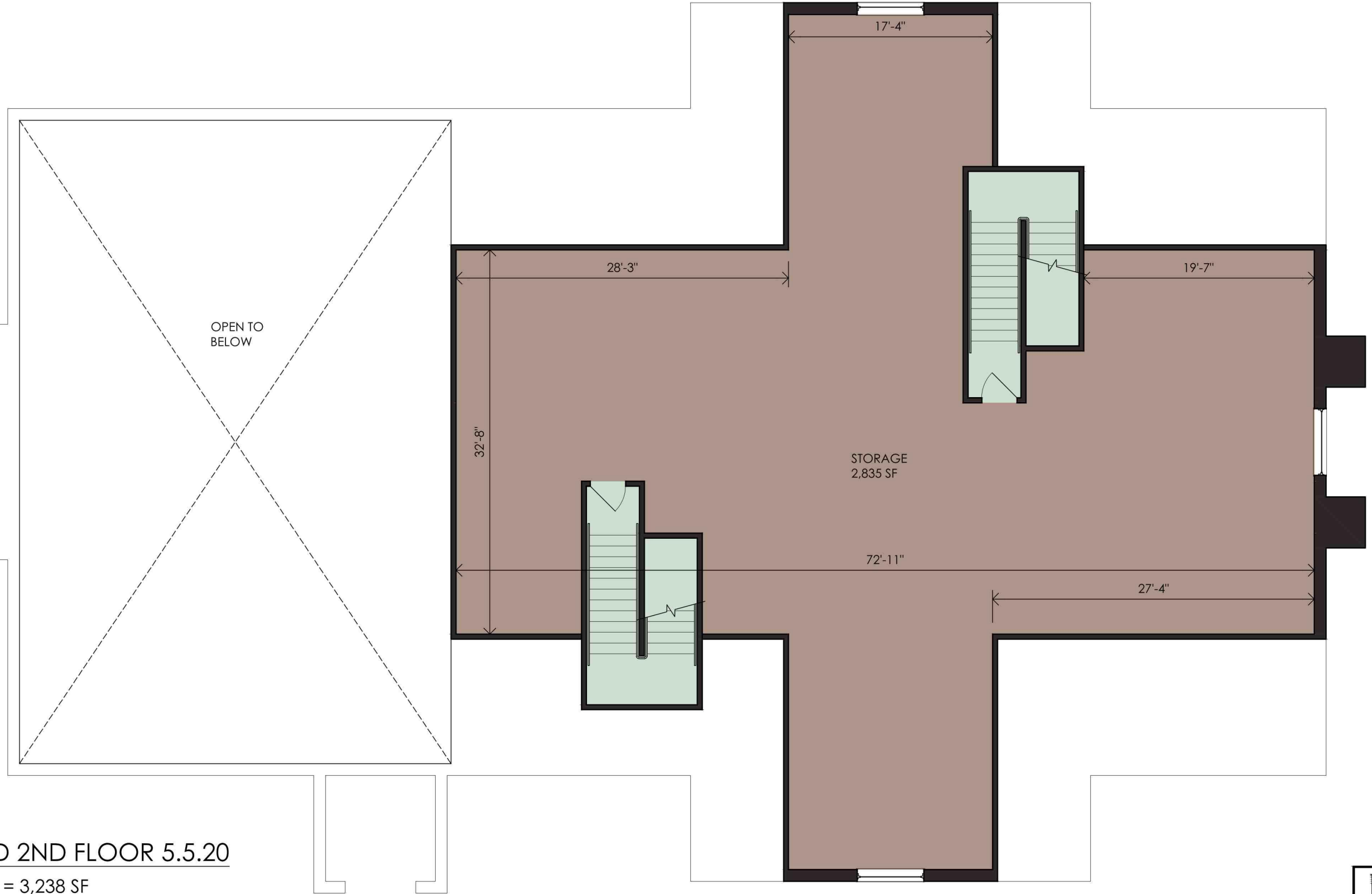
MINIMUM ALLOWABLE PER NCFC = 1,500 GPM

HERITAGE
HALL
THE VILLAGE CHAPEL
PINEHURST, NC



FIRST FLOOR PLAN 5.5.20

1ST FLOOR = 7,197 SF
FULLY SPRINKLERED
ASSEMBLY SPACE, NURSERY,
5 CLASSROOMS, TOILETS,
STORAGE.



UNFINISHED 2ND FLOOR 5.5.20

2ND FLOOR = 3,238 SF
FULLY SPRINKLERED
STORAGE



FUTURE FINISHED 2ND FLOOR 5.5.20

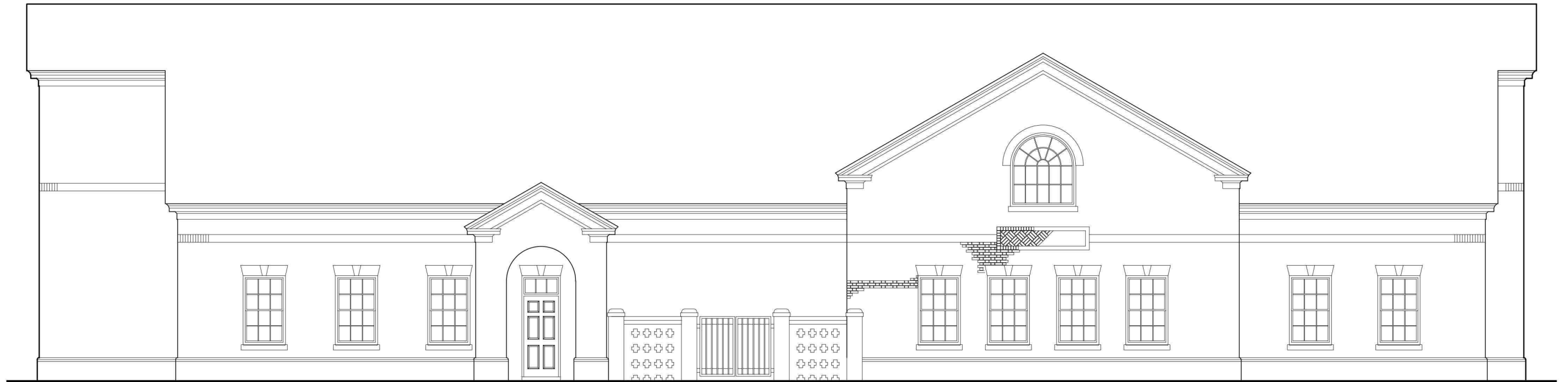
2ND FLOOR = 3,238 SF
FULLY SPRINKLERED
4 CLASSROOMS, TOILETS,
STORAGE.



EAST ELEVATION 5.5.20



NORTH ELEVATION 5.5.20



WEST ELEVATION 5.5.20



SOUTH ELEVATION 5.5.20



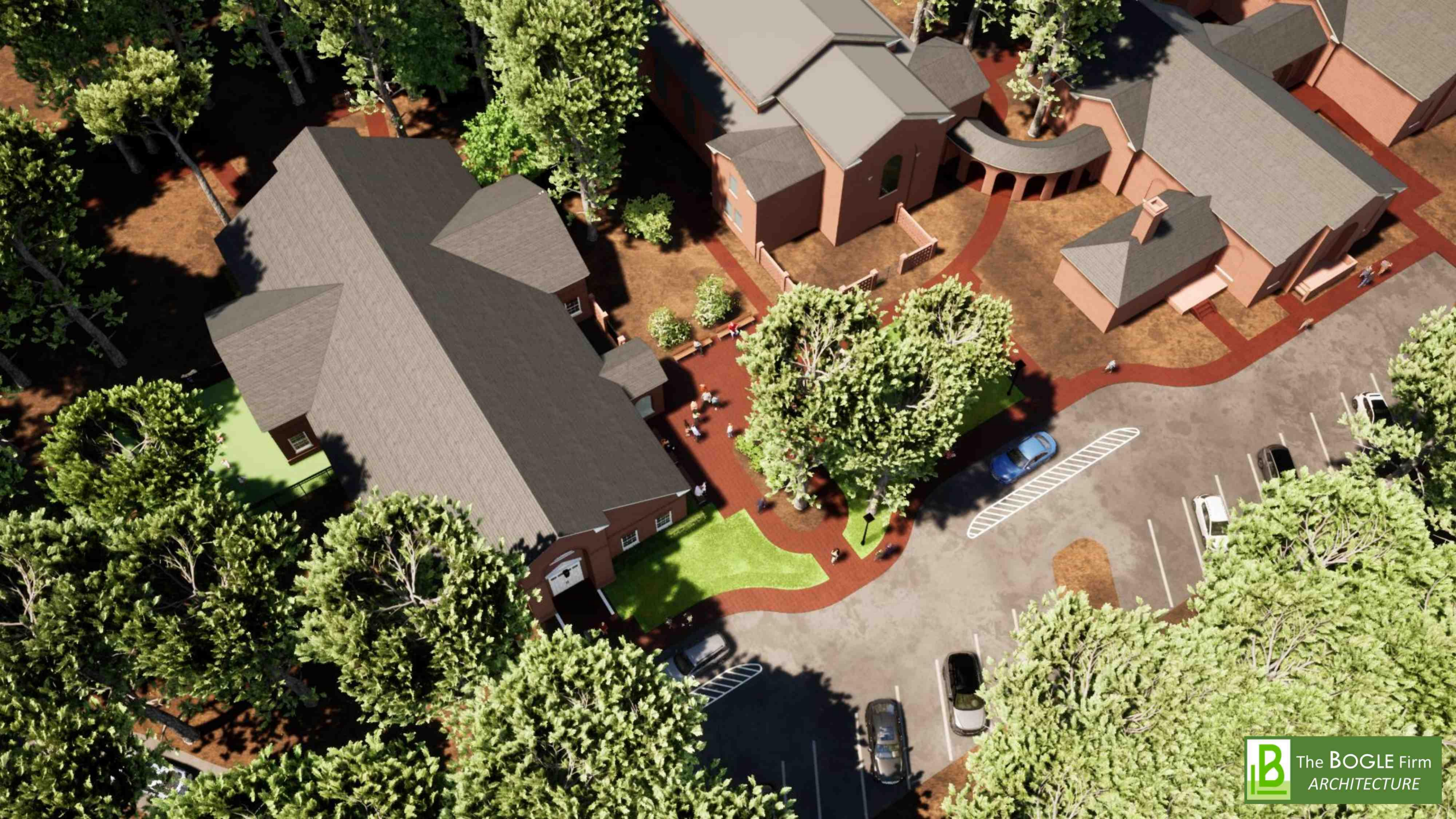
CHAPEL HALL

ADMINISTRATION BUILDING

VILLAGE CHAPEL SANCTUARY

HERITAGE HALL









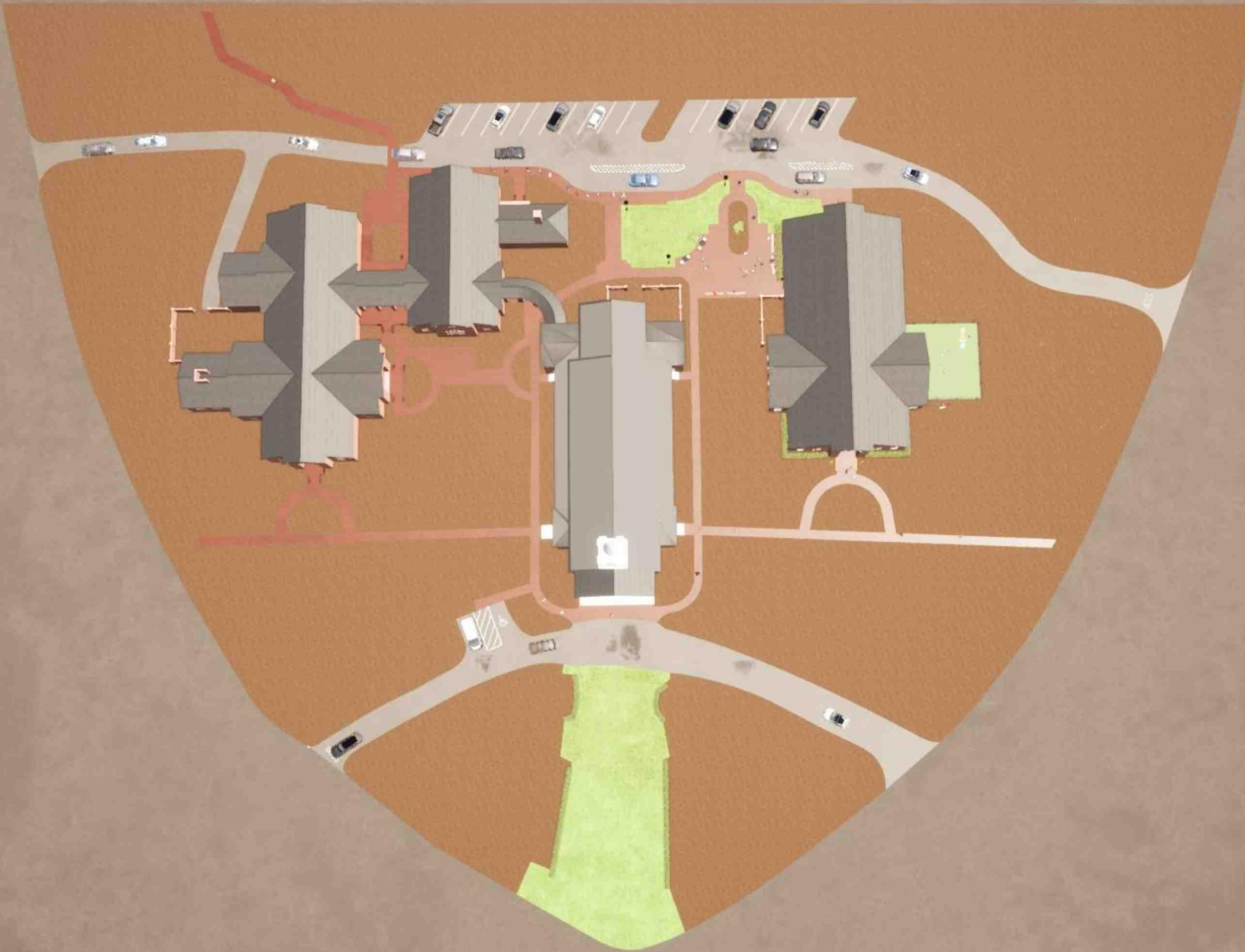








The BOGLE Firm
ARCHITECTURE













The BOGLE Firm
ARCHITECTURE





The BOGLE Firm
ARCHITECTURE



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Sandhills Sub Office
Post Office Box 119
Southern Pines, N. C. 28388

April 3, 2020

Jeanette Sabo
Dr. J.H. Carter III & Associates, Inc.
P.O. Box 891
Southern Pines, North Carolina 28388

Re: Village Chapel Heritage Hall Project, Pinehurst, Moore County, North Carolina

Dear Ms. Sabo:

This is in response to your request on behalf of your client for an assessment of any potential impacts to red-cockaded woodpeckers (*Dryobates borealis* = *Picoides borealis*) associated with the construction of the Heritage Hall building and attached playground. 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).

The purpose of the proposed project is to construct a 7,317 square foot building with an attached 1,400 square foot playground, small mechanical area, associated access roads and parking area on the 4.5 acre Village Chapel grounds located south of the Village Green and north of Azalea Road in Pinehurst, Moore County, North Carolina.

Based upon a survey completed by staff of Dr. J.H. Carter and Associates Inc. in March of 2020 there were no red-cockaded woodpecker cavity trees found on the project site. The project will remove approximately 37 pines ≥ 10 inches in diameter at breast height (dbh). The project site is located outside of any known red-cockaded woodpecker clusters therefore no impacts to red-cockaded woodpeckers are anticipated.

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 pine trees greater than 8 inches in diameter, take measures to prevent damage to the bole and root system of the remaining pines and to landscape with plant species native to the Sandhills ecosystem.

While the Service has determined that the project, as proposed, is not likely to result in a "take" of red-cockaded woodpecker habitat, this determination must be reconsidered if the project design is subsequently modified in a manner which was not addressed in this report, or if new information becomes available. Therefore, based on the information provided, you

have satisfied Fish and Wildlife Service guidelines related to red-cockaded woodpecker responsibilities under the Endangered Species Act. If you have any questions regarding the comments in this letter, please contact me at (910) 695-3323 ext. 10.

Sincerely,

A handwritten signature in blue ink that reads "Susan Ladd Miller". The signature is written in a cursive, flowing style.

Susan Ladd Miller
Fish and Wildlife Biologist



The Village Chapel

10 Azalea Road
Pinehurst, North Carolina 28374

March 18, 2020

Dear Neighbor,

The Village Chapel is in the process of submitting an application to various regulatory agencies in the Village for a permit to construct an additional building on the east side of our campus at 10 Azalea Road in Pinehurst. As required by the Pinehurst Municipal Code we are advising you about our application.

Pinehurst demographics have evolved and changed over the years. Every institution in the Village is affected by these changes. The Village Chapel congregation is now much younger and serves many more families with younger children. Our educational programs and our physical space requirements are impacted by this significant change.

The Village Chapel and its predecessor, The Pinehurst Religious Association founded in 1898, have occupied a unique role as an interdenominational church in the history of the Village. Today we are the spiritual home to not only our members, the majority of whom reside in Pinehurst, but also to thousands of visitors from all over the world. In addition to our primary spiritual role, our resources are a centerpiece in the Pinehurst cultural, educational and civic community. We are a well-known venue to a wide variety of well-attended secular and religious events throughout the year.

The Village Chapel is funded solely by membership contributions. To continue to be spiritually relevant to our membership and financially viable, we need the resources to meet their needs. Our existing campus does not provide the appropriate space to permit us to do that. Our planned addition is in response to that need.

Our sanctuary, built in 1924, is on the register of National Historic Places. It has long been recognized for its excellence in architecture and design. Responding to changes within the church as members became increasingly full-time rather than seasonal residents, the Chapel added architecturally compatible space in 1961 and again in 1991. Our proposed addition, Heritage Hall, continues in that historic design tradition. When completed and landscaped it will look like it has always been here.

We have scheduled a meeting to give you an opportunity to learn more about our plans and ask questions, and for us to listen to any issues or concerns you might have. Illustrative drawings and video models will be available at the meeting which will be held at:

Chapel Hall

The Village Chapel

10 Azalea Road

Thursday, April 2, 2020

2 PM

You or a designated representative are invited to attend. No prior acknowledgement is necessary.

Realizing that this meeting schedule may not work for some of you, we will be pleased to arrange a mutually convenient time to meet with you individually. We must, however, have those discussions not later than April 15, 2020.

For more information or to arrange an alternative individual meeting time please contact LuAnn Kinney, our church administrator, at the Village Chapel offices between 9AM and 4PM weekdays. Her phone number is (910) 295-6003 and her email is luann@tvcpinehurst.com. An appropriate representative will respond to your inquiry or request.

Sincerely yours,

The Village Chapel

A handwritten signature in black ink, appearing to read "John Rowerdink". The signature is written in a cursive, flowing style.

John Rowerdink

Chairman

Board of Trustees

The Village Chapel - Adjacent Property

[illegible]

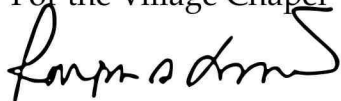
AFFIDAVIT

May 4, 2020

In conjunction with the permit application of The Village Chapel submitted to the Village of Pinehurst regarding its property at 10 Azalea Road, the following actions were taken as prescribed in § 6.1.3 of the Development Ordinance:

- With ten days written advance notice, a letter was sent by US mail to all adjacent property owners (excluding the Village of Pinehurst) announcing an informative meeting at 2PM April 2, 2020 regarding a presentation about our plans and application. A copy of the letter is enclosed as Appendix A. A list of the adjacent property owners is included as Appendix B. The letter was sent to the address of record of each adjacent property owner as it appeared in Moore County records. In addition to the meeting, interested parties were advised in the letter that upon request individual meetings could also be arranged.
- On April 2, 2020 the meeting was conducted as scheduled. No invited adjacent property owner or their representative attended. After one hour from the announced start time, the meeting was adjourned.
- Prior to the meeting Stuart Paul, an out of town adjacent property owner, requested additional information by email. The requested information was promptly sent by return email and acknowledged by the recipient. In our reply to that inquiry an offer was made to answer any questions. We have received and answered additional questions from Mr. Paul and a neighbor but not adjacent property owner, James Spoonhour. Information provided consisted of architectural rendering, site plans, and answers to specific questions. There has been no response to our last communication providing these materials.
- After more than month from the date of our initial letter, other than the contacts noted, there has been no other communication to us initiated by any adjacent property owner or their representative.

For the Village Chapel



Ralph S. Newman, Jr
Coordinator
Community Liaison

HYDRANT FLOW TEST REPORT

LOCATION: Village Chapel

DATE: 5/15/2020

TIME: _____

TEST MADE BY: CF & JL

REPRESENTATIVE OF: MOORE COUNTY PUBLIC UTILITIES

WITNESS: N/A

PURPOSE OF TEST: Fire Flow

CONSUMPTION RATE DURING TEST: _____ N/A GPM

IF PUMPS AFFECT TEST, INDICATE PUMPS OPERATING: _____

FLOW HYDRANT #s	A ¹	A ²	A ³
	2-56		
SIZE NOZZLE:	2 1/2	IN	
PITOT READING:	30	PSI	
TOTAL GPM:	920	GPM	

RESIDUAL HYDRANT #	2-51	
STATIC _B	45	PSI
RESIDUAL _B	39	PSI

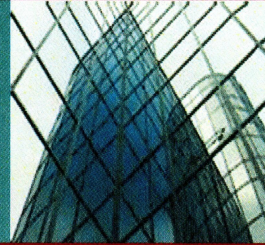
PROJECTED RESULTS AT _____ 20 _____ PSI RESIDUAL _____ 1988 _____ GPM

REMARKS: Cannon Park at 33.5'



Neal Smith Engineering, Inc.

139 Pinehurst Avenue – Suite C
Southern Pines, NC 28387
Phone: (910) 695-8825
Fax: (910) 695-8832
www.nseengineering.com
Firm License No. C-1425



May 20, 2020

Pete Bogle
The Bogle Firm Architecture
100 W. Innes St. Suite 200A
Salisbury, NC 28144

Subject: Trip Generation
Village Chapel 7,317 SF Heritage Hall
Pinehurst, North Carolina
NSE Project #2000550

Dear Mr. Bogle:

NSE has determined the following anticipated trip generation for the above-mentioned project.

ITE Code: 560 Church

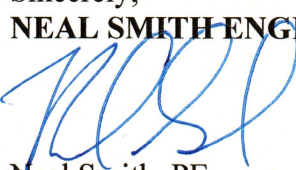
1st Floor Usable Space = 4602 ft²
2nd Floor Usable Space = 2082 ft²
Total = 6.7 KSF

Weekday 9.11 per KSF
Total Generated Trips: 62

Peak (Sunday) 27.63 per KSF
Total Generated Trips: 186

The trip generations were based on ITE rates and not a traffic study. Thank you for this opportunity to serve you. Please contact Neal Smith Engineering, Inc. for any further information.

Sincerely,
NEAL SMITH ENGINEERING, INC.


Neal Smith, PE
President

