PLANNING AND ZONING BOARD
SPECIAL MEETING
WEDNESDAY, APRIL 21, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM

Board Members Present:	**Board Members Absent:**	**Staff Present:**
Cyndie Burnett, Chair	Paul Roberts	Darryn Burich, Planning Director
Jeramy Hooper, 1st Vice		Alex Cameron, Principal Planner
Julia Latham, 2nd Vice		Jill Lazusky, Acting Clerk of the Board
Matt Jones		
Phillip Shumaker		
Jack Farrell		
David Alzamora		
Sonja Rothstein		

Approximately 29 people were in attendance plus 6 staff

I. Call to Order

Ms. Burnett outlined the order of meeting. 1st staff would present their report; 2nd the Resort would give their presentation; 3rd there would be a public comment period (limited to 3 minutes each); and finally we will hear from board members (questions, clarity, etc). Then we will close the public hearing and the board will begin deliberations.

II. New Business

A. Public Hearing No. 1

The purpose of the public hearing is to consider an Official Zoning Map Amendment for approximately 2.68 acres and a portion of Moore County PID#s 00025800, 87000262, and 00024972. The proposal would zone the property H-CD (Hotel-Conditional District) from RD (Recreation Development District) and OP (Office Professional Development District). The proposed rezoning and associated General Concept Plan would allow for development of a 34 room lodge with meeting space and associated site features. The applicant is Bob Koontz, with Koontz Jones Design and the property owner is the Resorts of Pinehurst Inc.

Mr. Alzamora made a motion move to go into the Public Hearing
Mr. Hooper seconded the motion
All board members were in favor and the Board moved into the Public Hearing.

Mr. Cameron provided background on the property from the staff report. He entered the following evidence into the record: staff report, presentation, application, applicant's materials, photos/site plans, and findings of fact.

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Applicant Presentation was done by Bob Koontz of Koontz Design and Tom Pashley, President of Pinehurst Resort & Country Club. Mr. Pashley indicated that they have received a COA from HPC. People wonder why the Resort is considering building a lodge when we have three already. Though the Resort continually maintains and renovates them many people pass over our resort for ones with more lavish rooms. PH Resort will be the US Open anchor site and the lodge will be a hotel with golf views and offer a locker room for USGA players with direct access to facilities.

Mr. Koontz gave the site presentation. Lodge will be located where the two croquet lawns are currently. There is already a piece of the Resort Property that is zoned Hotel and they are asking to move the Hotel zoned space to the suggested location where they want to build the lodge. The hotel will have a bar, event lawn, a circle drop off in front. Mr. Koontz indicated possible future locations for the croquet lawns. All guest rooms will face out toward The Cradle. There would be outdoor seating and fire pits in rear. Locker rooms, fitness rooms, and meeting rooms are primarily designed with the USGA in mind. Mr. Koontz pointed out the wider path in the rear is to provide appropriate fire access. He briefly discussed utilities that would be served by Moore County Public Utilities. The Lodge will be approximately 64,000 feet in size. They are asking for rear setback to be reduced to zero and increase the building height from 50 to 55 feet.

Manny Dominguez of Cooper Carry discussed design and the need for height requirement increase request. They wanted to follow the idea of the roof line at the clubhouse and to break up the roof lines thus needing more height. Has more to do with how it sits on the site because of the topography. They are trying to correlate with the height of the Clubhouse as seen side by side. The arches and columns were inspired by the Carolina and the Clubhouse and other buildings in Pinehurst.

Mr. Koontz discussed parking scenario. Pedestrian circulation would remain as is today as well as golf cart access. Parking spaces were pointed out. He described some of the challenges. The Resort has valet parking which can be much more efficient. Additionally, the Resort has golf shuttles which helps alleviate some of the potential parking needs. The PDO doesn't take that into account. The most challenging time for parking will be during construction. The Resort will need remote parking for employees and resort guests. Long term lodge parking options include new on-site surface parking, off-site parking, additional shuttles, etc. The PDO requires 94 spaces, and the applicant is asking for a reduction to 73.

Mr. Hooper asked if there were any plans to improve other parking, such as the railroad area. Mr. Koontz said yes, there will be some focus on that. He was asked about off-site parking for construction workers; where would remote parking be? Mr Koontz said that it would be outside Village Center.

Ms. Latham asked for more info about the signage request. The applicant has asked for 50% more which they may or may not need. Request is for an increase in size not the number of signs.

Mr. Farrell indicated there is no hotel where it is currently zoned HD. He asked for clarification on the yards. Asked about seeing a large sign on the hotel. Mr. Koontz said no there would not be a large sign on hotel and P&Z could make it a condition. Mr. Farrell asked about use of the facility. Will this facility be open to outside people, not just hotel guests and USGA? Mr. Dick Higginbotham (PH Resort) indicated that it would be only for use of guests of the lodge and there would not be outside events such as weddings. Ms. Latham wanted clarification that the intent is for the space (meeting space, bar, etc) to be for lodge operations and guests only. Mr. Farrell wanted to know if bar would be open to public? As currently planned, the bar would only be for use of guests of resort, but not members necessarily. Ms. Burnett asked if a wedding party was staying at Resort could they use facilities? Mr. Higginbotham said that the intent is that you need to be using the lodge to use the meeting facilities and other space. Space is not meant to be for outside catering or events. Ms. Burnett was thinking about the impact of parking.

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Mr. Farrell wanted to know if it would be limited to 34 guest rooms. Concerned because different submissions showed higher numbers. Some of the rooms are double-wide (meaning they are suites). So no it can't be made into two different rooms and increase the total number. Questioned the emergency access to the back of the building. The Fire Department has said it is okay. Mr. Farrell asked about building up the property for the parking. Mr. Koontz indicated that they would be building retaining walls. Asked if there would be propane tanks on the property and the answer was no. Mr. Farrell asked about screening the hotel from the road. Mr. Koontz indicated that there are existing trees. Applicant showed a short video with a 360 rendition of the property which showed a view from Highway 5. They superimposed the model next to the clubhouse. There will be additional enhancements to try to screen the building. Mr. Farrell asked about storm water and clarified that it is all going to be handled on site. He is concerned about the large swale at end of parking lot. Storm water will flow toward Cradle Golf Course for this facility so there will be no storm water heading north. Ms. Latham mentioned that under the railroad trestle floods out during heavy rains. This will be addressed. Mr. Farrell asked if there would be solar panels. No.

Mr. Farrell asked if there would be any electric car charging in the parking area. That hasn't been discussed yet but something that will be considered. How are they going to address the construction traffic and increased traffic overall? The contractor working on the Lodge and USGA projects spoke and they are looking to have all contractors on an offsite location with shuttles. Also, planning to have scheduled deliveries be facilitated so they will be staged offsite and brought in on a schedule. No location has been determined yet but they are in the process of looking.

Ms. Burnett suggested going to public comments before deliberating further.

Public Comments

Craig Annis, USGA – Speaking on behalf of project they have a lot of respect for the P&Z Board. They feel the Lodge facility will lend to successful events in the future. Feels the player space and hospitality would be unrivaled in other major championships and feel it is a vital part of the USGA's future here.

Collette Kolinski, Queens Court – Read a statement about the contributions of the Resort to the community. Feels in recent years, the resort hasn't shown respect for future of PH. It is hoped that the resort will take into consideration desires of residents.

Leo Santowasso – Handed out a sketch to the P&Z Board member and Mr. Koontz addressing tree preservation in the SW corner of the property which involves the fire lane. There are two tree which are specimen trees and they have diameters of approximately 21 & 23 inches. Based on the PDO specifications, these are specimen trees and should be preserved. Proposed development must be designed to preserve specimen trees and Leo recommends relocating the fire lane to do this.

John Hoffmann, Lake Forest Drive - He is a member of Pinehurst and wants to express his support of this project.

John Webster, West McKenzie Road - Regarding aligning the height, the building does have an extra level from the south side. He doesn't see any analysis of the combined impact of the Lodge and the USGA building. How do we know that the sewer can handle the storm water from this project and the USGA? He is concerned about the parking and feels it should be worked out before going forward. His request is that this hotel and conference center be reduced in size and that a more complete analysis of traffic and parking is done first to see how it will impact the people who live here.

End of Public Comments

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Ms. Burnett offered each board member an opportunity to ask questions. Ms. Rothstein said it is advertised as lodging for the famous golfers. Why do we need this? The resort just re-did the Manor. There are no parking answers. Shuttle sounds good in theory but they speed through village. Wants to know more about the USGA facility. How are both facilities going to impact the members? What else is going to be taken away from members? The building is 64,000 sf and the USGA will be 135,000 sf.

Mr. Shumaker is concerned about parking as there is not enough as it is. Mr. Koontz said The Carolina is looking to add some more parking and there is overflow parking available. To Mr. Cameron and Mr. Burich, does the PDO allow "shared" parking areas? Yes, if applicant can meet the criteria.

Mr. Jones is trying to get handle on the parking for the mixed use. Mr. Koontz tried to look at overall parking area and add just for the lodge instead of having to add to existing space. 12 spaces will be lost in the construction and were not added back into the proposed spaces. In order to not lose spaces, we may need to add that as a condition. Alex responded that in the staff report, that parking condition was addressed. Mr. Jones asked if there is any impact on the RR right-of-way. Mr. Koontz indicated that the building is set back 51 feet. Asked about any additional TRC comments which according to staff will be addressed when the more detailed design and plans are submitted. Are there any other Hotel Conditional districts? Alex verified that the change would be solely for this project. Facilities that are to be relocated was mentioned in application and Mr. Jones wanted more information about that. Mr, Koontz said they were referring to the parking which may be moved in the future if other facilities changed, but nothing specific at this time.

Ms. Latham asked if the parking facilities are sufficient for the club and other facilities? The parking analysis has not been completed. Mr. Farrell went through the facilities and indicated how overwhelming the whole idea is of having sufficient parking.

Mr. Jones asked if there were other existing trees that are proposed to be moved. Mr. Koontz said that most of the trees that are due to be removed are in the parking lot. But they will be adding more.

Mr. Hooper asked about specimen trees and if the resort is willing to make changes to save as many trees as possible. Mr. Koontz indicated that they will try to save both trees and would agree to it being a condition to approval. Will the sewer line down route 5 handle all of this? Alex responded and has heard from County Engineer who would like a more complete analysis to ensure it can be accommodated. LKC Engineering addressed some of the issues and have not gotten any indication from MC Public Utilities that there is a capacity issue. Would there be a willingness to establish a construction route through our Village? The contractor responded that they will have a route set up and penalties imposed if they don't follow it. This will be communicated to Planning Group when time comes. What is the timeline for addressing the issues of the Lodge and the USGA. Mr. Koontz indicated they are two separate issues and they have no commitments to what signage will look like at this time. But signs will have to go through HPC.

Mr. Alzamora'c concerns have mostly been addressed. How is it going to impact traffic? Is a little short sighted to think that only one project is going to affect traffic but all development in Pinehurst as a whole will. He supports the resort and believes they have improved the quality of life in Pinehurst.

Mr. Farrell brought up the USGA building which goes before HPC tomorrow. He is concerned about the interrelated projects not being considered together, particularly with regard to parking. He asked about continuing the approval to wait to see what the USGA is doing. Ms. Burnett indicated that we have to look at the proposal in front of us and asked staff. Staff responded indicating that a singular request was presented today and that is what is to be considered. Mr. Farrell is concerned about parking being lost when the tennis courts go away because of the USGA. Mr. Koontz said they will be considered when the USGA

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is. Mr. Farrell is concerned about where the shuttles and employees will park and also concerned about the downstream implications of both being built.

Ms. Burnett polled the board as to whether this should be continued.

- Mr. Alzamora views it as two separate projects and feels we can go forward. Board is not supposed to view them together.
- Ms. Rothstein is not going to make a comment but said we don't have answers to all the questions.
- Mr. Farrell feels we should postpone until we see whole picture, meaning both project.
- Ms. Latham feels that the decision they make today will impact how to review and approve the USGA project. So okay at looking at this tonight.
- Mr. Hooper feels that we should consider both of them separately and as whole. He feels it's not about the zoning but on the conditions.

  Mr. Koontz interjected that the reason to put projects separately is because of all the other major projects going on in VOP was overwhelming and it would be easier time wise to deal with them separately and address the needs.
- Mr. Jones asked if there will be conditional rezoning requests for USGA. Per staff, yes but conditions can be placed. Mr. Jones is willing to go forward with the Lodge tonight.
- Mr. Shumaker is comfortable with what we have to go forward tonight.

Result: Three people want to wait and 5 are willing to go forward.

Mr. Cameron said that after the deliberation, conditions can be defined.

Mr. Shumaker made a motion to close Public Hearing and Mr. Jones Seconded. Public Hearing is closed.

Deliberations will begin after a 5 minute break.

Ms. Burnett indicated we were back in the regular part of the Special Meeting. In looking at the conditions:

Building height – Ms. Latham is concerned about the height and would be a massive wall of white. It gives her pause and is concerned about screening. Mr. Jones indicated that if weren't to allow it, it wouldn't change the view from Hwy 5.

Setbacks - no major concerns from any of the board members

Signage – Ms. Burnett says PDO allows for the increase in signage. Mr. Farrell and Mr. Jones asked why this is necessary. Since we are not obtaining evidence, the board can still ask questions. Ms. Latham asked for some clarification. Alex responded that board can consider certain types and sizes. Mr. Farrell wants to know why it is necessary in the first place to have a 50% increase in size. Mr. Koontz indicated The Manor Inn just went through this. For the Lodge, they would like to do it now, and not do it after the fact. Ms, Latham said that for the Manor and the Brewery, they saw specific mockups, etc so now it feels like if they approve this, it will be carte blanche. Mr. Koontz indicated it's mostly internal on the property inside the club. This is only specific to the 2.6 acres that is under consideration. Adding a condition about locations of the signs would be agreeable. Mr. Hooper wondered if they know what they want or not. Mr. Koontz said no. They don't even know what the final name of the Lodge will be. Mr. Burich and Mr. Cameron responded that they could do this at a future date but it would be more complex and it would be better to do it tonight. Alex indicates that the staff report outlines the conditions that will be allowed. Ms. Latham would like to have the condition to have no increase in signage to face the Cradle and possibly over the awnings facing the cradle. Ms. Burnett says that PDO allows that permission may be granted for up to

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50%. Applicant asked to increase the signage. Mr. Farrell said maybe we should condition it based on the side of the building. Mr. Cameron said his interpretation of PDO allows size of signs to be increased by 50%. Alex said only one street front sign would face Hwy 5 but Darryn's interpretation is that the street side would be Carolina Vista. Mr. Farrell asked why the number of signs is an issue and Mr. Koontz responded that size is the issue, not the number of signs. Mr. Cameron said it is allowed for them to have one facing each street front. Mr. Farrell says that he believes Resort will do the right thing. Mr. Farrell wants to add the condition that the sign 50% increase condition will only apply to north and east facing elevation. Ms Rothstein asked about the length of the building and how big the sign would be. That would be the largest sign that was allowed. Mr. Koontz agreed to add a condition that the 50% increase only applies to East and North sides of building.

Parking Condition 4: Mr. Farrell doesn't feel 73 spaces is adequate at all. Compared to a convention held at hotel where everyone is parking all over the place. Mr. Shumaker says that there can be a cross pollination of parking for all the Resort facilities. But Mr. Farrell feels there is still way too few spaces. Ms. Latham also has concern over parking. From a members perspective, is concerned that it is unrealistic to expect members not to want to use the facility and there won't be enough parking. Mr. Koontz indicated that the additional promise for parking after the US Open would actually be on the campus of the Lodge and not part of the general Country Club parking.

Mr. Koontz said there are options for surface parking or maybe a parking garage. Mr. Burich said there is room around campus to find spaces. The intent of the agreement is that they agree to make sure the spaces are created. Mr. Hooper asked about the improvements to the gravel parking near railroad tracks. Based on the fire code some improvements will need to be made.

Traffic consultant from Kimley Horn, provided some information based on data collected nationwide. Parking takes into account rooms, services in the hotel, restaurants, meeting rooms. Generally you need about 9 spaces per 1000sf. This was treated as a stand-alone analysis and didn't take into consideration other parking on Resort property. Koontz agreed that they could add a condition to add another 12 spaces back.

Poll to identify yes or no for 73 or 85 or 94 parking spaces for this space.

Alzamora – 73 or higher
Rothstein – 85
Farrell – 85 (would prefer 94)
Latham - 85
Burnett -85
Hooper - 85
Jones - 85
Shumaker – 85

Unanimous to change condition to 85 parking spaces for standard size vehicles, not golf carts.

Parking Condition 5: Mr. Jones had minor concern of wording to change it to condition parking on subject property (the parcel). Mr. Hooper asked for an overall parking analysis for entire resort/campus or add a stipulation about requiring a full campus analysis to be reviewed in future. Staff feel that is addressed in Condition 7. Mr. Farrell says parking places are all over the place and we should have a comprehensive study done. Mr. Hooper feels strongly about getting this study done for future. Mr. Koontz said the additional spaces would just be for lodge. Can the conditional zoning be changed in the future? Only if it is requested by property owner. Mr. Higginbotham said that they are working with the Village to look at parking issues but are not willing to commit to a study that may require them to spend more money on

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creating parking. It is not in the Resort's best interest. Mr. Alzamora feels resort is addressing the issues appropriately. Mr. Hooper wants a PDO study of the PRCC campus. Changing wording from "campus" to "subject property".

Poll of Board:

Alzamora – yes
Rothstein – yes
Farrell – yes
Latham - yes
Burnett - yes
Hooper - yes
Jones - yes
Shumaker – yes

Parking 6. Change "73" to "85", Jack Farrell wants tennis court parking (west of Carolina Vista) removed from parking (18) amount. Ms. Burnett's concern is that they want to use the PDO which dictates how many spaces you don't need, but not for the ones you do need. Ms. Latham suggested to add a condition that says the number to be reduced determined in the future and approved at a number no greater than the amount required by the PDO and excluding parking removed from tennis course West of Carolina Vista.

Alzamora – yes
Rothstein – yes
Farrell – yes
Latham - yes
Burnett - yes
Hooper - yes
Jones - yes
Shumaker – yes

Discussion to create a condition. Ms. Burnett and Mr. Farrell want to create a condition to protect the two specimen trees at the SW corner in the Fire Lane. However, Mr. Koontz said that the problem is that the Fire Marshall's decision about the needs for the fire lane based on requirements, the Resort may not be able to provide that guarantee. The other option is to provide a caveat about replacement if we were to lose trees. Resort willing to commit to best effort and staff can oversee when they review final plans. Everyone agreed.

Staff proposed condition: Changed word structure to lodge. Mr. Jones asked if we have had development agreements before. No, but it is legal and feel it is important. Everyone agreed to that condition.

Mr. Farrell said the only condition that they could impose to control construction traffic is to have some security presence there. Ms. Rothstein suggested getting deliveries to site at night. Mr. Koontz said the importance is to minimize traffic. It is to their benefit, the resort, as well as the Village.

Consistency Statement – Ms. Latham made a motion to that the Planning and Zoning Board adopt the Statement of Consistency and authorize its Chair to execute the document as the proposed zoning map amendment is consistent with the Village of Pinehurst 2019 Comprehensive Long Range Plan, as described in the staff report prepared by Alex Cameron dated April 15, 2021. Achieving goals in accordance with the Comprehensive Plan is considered reasonable and in the best interest of the public. It was seconded by Mr. Hooper. All board members were in favor. None opposed.

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Ms. Latham made a motion that the Planning and Zoning Board recommend approval to the Pinehurst Village Council of the conditional rezoning of 2.68 acres of Parcel ID# 00025800 from the RD (Recreation Development District) to H-CD (Hotel-Conditional District) with the following added conditions:

1. Maximum building height of 55 feet;
2. Front yard setback of 40' minimum; side yard setback of 20' minimum; side street setback of 30' minimum; rear yard setback of 0' minimum;
3. Increase in allowed signage size and amount by 50% for the north and east sides of the building only;
4. Provide 85 standard size parking spaces on the subject property;
5. PRCC will provide parking required for the Lodge facility on the subject property. This parking may be accommodated with surface parking, parking deck(s), or other means on the subject property, to be determined. This parking will be designed, and plans submitted to the Village of Pinehurst within three months after the 2024 US Open Golf Tournament to be held at PRCC course #2 from June 13-16, 2024. Once plans are approved by all Village boards and administration, PRCC will begin implementation of the new parking area(s);
6. PRCC, as stated above, will consider construction of a parking structure on the subject property and/or additional surface parking areas, bringing plans forward to the Village at the specified date. If existing facilities, requiring parking by the PDO, within the subject property are removed/relocated from the subject property excluding the tennis courts west of Carolina Vista, the required lodge parking, quantified above in conjunction with staff, will be reduced by no more than the amount defined in the PDO for the removed/relocated facilities. The new parking area to accommodate the lodge will be reduced from 85 spaces by the amount no longer required.
7. PRCC and Village of Pinehurst enter into a development agreement for PRCC to provide the required parking spaces per conditions 4, 5, and 6. Development agreement to be approved by the Village prior to issuance of a building permit for the new structure.
8. Efforts will be made to preserve 2 specimen trees on either side of the proposed emergency fire access along the west property line.

Mr. Hooper seconded the motion.

Alzamora – Yes
Rothstein – Yes
Farrell – Yes
Latham - Yes
Burnett - Yes
Hooper - Yes
Jones - Yes
Shumaker – Yes

It was a unanimous decision by the Planning and Zoning Board to approve with conditions.

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III. Next Meeting Date: 05/06/2021 Regular Meeting

IV. Motion to Adjourn

Mr. Farrell moved to adjourn. Mr. Jones seconded.

Respectfully Submitted,

Jill Lazusky
Acting Clerk to the Board
Village of Pinehurst

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

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PLANNING AND ZONING BOARD
REGULAR MEETING
THURSDAY, APRIL 8, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM

Board Members Present:	**Board Members Absent:**	**Staff Present:**
Cyndie Burnett, Chair	David Alzamora	Darryn Burich, Planning Director
Jeramy Hooper, 1st Vice	Sonja Rothstein	Alex Cameron, Senior Planner
Julia Latham, 2nd Vice	Paul Roberts	Kelly Brown, Clerk to the Board
Matt Jones		
Phillip Shumaker		
Jack Farrell		

And one member of the public in attendance.

I. Call to Order

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

II. Approval of Minutes

A. 03-04-2021 Regular Meeting Minutes

Ms. Latham moved to approve the minutes of the March 4, 2021 regular meeting. Seconded by Mr. Shumaker. Approved by a vote of 5-0.

III. General Business

A. Board Training

The Board viewed an online training video by the UNC School of Government and discussed a staff presentation on the topic of conditional rezoning.

B. Discuss Potential Updates to the Pinehurst Development Ordinance (PDO) to Develop Highway Corridor Standards

Planning Director Darryn Burich stated since January 2019 the municipalities of Pinehurst, Southern Pines, Aberdeen, and the Tri-Cities Group have been updating agreed upon minimum standards for mutually identified highway corridors: US 15-501, NC 5, US 1, Morganton Road, Airport Road and Midland Road. The group decided Morganton Road should not be included in the process as the Pinehurst corridor is built-out. An identified obstacle for Pinehurst is multiple zoning districts, specifically on Midland Road. Mr. Burich stated Pinehurst is potentially looking at 2-3 different highway corridor overlays. Mr. Farrell asked about Highway 211; Mr. Burich stated updating underlying district standards would better address issues on 211.

The Board discussed holding a work session and potentially breaking out into subcommittees. Ms. Latham was excused from the meeting at 6:00 pm.

IV. Next Meeting Date

A. Special Meeting on April 21, 2021 at 4:00 pm
B. Regular Meeting on May 6, 2021 at 4:00 pm

V. Motion to Adjourn

Mr. Farrell moved to adjourn the meeting. Seconded Mr. Hooper. Approved by a vote of 4-0 at 6:00 pm.

Respectfully Submitted,

Kelly Brown
Clerk to the Board & Administrative Specialist
Village of Pinehurst

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PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Planning and Zoning Board
From: Katherine Liles, Senior Planner
CC: Darryn Burich, Planning & Inspections Director
Date: May 28, 2021
Subject: **Proposed Text Amendment to the Pinehurst Development Ordinance to Provide for Electronic Submittal of Applications and Supplemental Materials and Statement of Text Amendment Consistency with the 2019 Comprehensive Long-Range Village Plan.**

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

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

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

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

Summary List of Amendment References for Electronic Submittal of Documents

May 6, 2021
Planning Board

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

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

Redline/~~Strikethrough~~ Revisions

4.2.2 Development Permit Application

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

5.1.3 Application Requirements; Determination of Completeness

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

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

5.3.4 Filing of Appeal

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

6.1.3 Filing and Content of Applications

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

6.2.1 Application Procedures

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

8.3.2.4 Certificate of Appropriateness Procedure

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

9.14.2 Design Criteria and Review Procedures

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

Section 9.14.7 Single-Family Dwelling Development Review Process

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

9.17.1.1 Plat Approval Required; Major Subdivisions and Minor Subdivisions

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

9.17.1.5 Preliminary Plat Approval

(A) Application Requirements:

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

9.17.1.6 Final Plat Approval

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

Appendix A of the Pinehurst Development Ordinance – Sketch Plan

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

~~Plot/Sketch Plan~~

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

Plot/Sketch Plan Required Information

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

Note: No foundation or final surveys are required.

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

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

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

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

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

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

- ☐ Application Form
- ☐ Site Plan/Topographic Survey including driveway connections (see below)
- ☐ Elevation Drawings
- ☐ Exterior Material Form and Samples, if application is associated with a Certificate of Appropriateness.
- ☐ Driveway Permit Application
- ☐ Building permit submittal requirements in accordance with the current edition of the North Carolina State Building Code;
- ☐ Other Agency Permits and Approvals, as required
  - ☐Sedimentation and Erosion Control Plan (NCDEQ)
  - ☐Driveway Permit (NCDOT)
  - ☐Right-of-way Encroachment (NCDOT)
  - ☐On-site Wastewater Disposal Permit (Moore County Environmental Health)
  - ☐Well Permit (Moore County Environmental Health)
  - ☐US Fish and Wildlife Approval (particularly for Red-cockaded Woodpeckers)

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

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

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

- ☐ All plans and drawings shall be drawn to a scale that is easily legible. Site plans shall be prepared by a licensed surveyor or engineer.
- ☐ Vicinity Map - must be legible and lot easily located;
- ☐ Title block with site name and location;

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

- ☐ Provide developer/builder name, address and telephone number on plans;

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

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

☐ Show front, side and rear building setbacks;

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

☐ Show all easements.☐ Clearly show the location of any additions/alterations (to scale);

☐ Location of all proposed and existing accessory structures to include pet runs, fences, LPG tank(s), irrigation well, etc.;

☐ Driveway and sidewalk locations;

☐ Building elevation (front, rear, and sides) shown with finished grade, to scale;

☐ Show location of silt fence;

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

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

☐ Landscaping plans shall include plant location, plant name, gallon size, and indicate any HVAC unit or units, decks, patios, driveways, and sidewalks;

☐ Floodplain and wetland delineation if applicable;

☐ Location of septic, and/or existing drainage structures;

☐ Existing and proposed utility connections.

☐ Any other information the Village Planner identifies as necessary.

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

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

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

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

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

Appendix C of the Pinehurst Development Ordinance – General Concept Plan

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

Required General Concept Plan Information

~~General Concept Plan~~

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

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

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

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

☐ Adjoining property lines;

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

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

☐ Building elevation drawings;

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

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

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

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

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

☐ Delineation of the 100-year floodplain;

Development Intensity:

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

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

☐Existing and maximum proposed impervious coverage reflected in square feet ~~SF~~ and acreage,

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

☐ Ingress and egress to adjacent areas;

☐ Proposed dimension and number of signs and their locations;

☐ Proposed phasing and approximate completion time of the project;

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

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

☐ Roadway/signal improvements for the development proposal.

☐ Proposed pedestrian improvements including sidewalks, greenways, etc.

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

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

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

Appendix D of the Pinehurst Development Ordinance – Site Plans

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

~~Site Plan Information~~

~~Major and Minor Site Plans~~

A. Information required for major and minor site plans:

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

☐ Show north arrow, scale of drawings, precision ratio, lot dimensions, setbacks, area in square feet and acres;

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

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

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

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

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

- ☐ Provide a Title Block:
  - ☐ Property owner's name; address, telephone number(s), email address;
  - ☐ Applicant's name; address, telephone number(s), email address; and
  - ☐ Designer's name, address, telephone number(s), email address;
  - ☐ Provide a Development Data Block or Chart listing of the following data;
  - ☐ Zoning of the tract with dimensional requirements.
- ☐ Existing and proposed gross square footage of buildings;
- ☐ Amount of square footage utilized in parking and loading areas (see landscape standards section 9.5);
- ☐ Number of parking spaces proposed and required;
- ☐ Number of handicapped parking spaces proposed and required;
- ☐ Required and proposed minimum landscape area square footages;
- ☐ Residential uses: indicate maximum density allowed and the proposed density;
- ☐ Proposed linear footage of roads;
- ☐ Conditional zoning and special use conditions, if applicable;
- ☐ Existing and proposed built-upon area in square feet, acreage and as a percentage of site; Identify any existing development predating the effective date of watershed regulations;
- ☐ Indicate the owner, address, current zoning and present use of all contiguous properties (including property on opposite side of adjoining streets);
- ☐ Show locations, size and configuration of common open space for residential development, if applicable.
- ☐ Location of permanent dumpsters and service areas.
- ☐ Indicate location and method of screening of all existing and proposed propane tanks, HVAC, mechanical systems, dumpsters and any other structures or facilities that require screening as per section 9.5;
- ☐ Vicinity map showing location of tract at scale of not less than one (1) inch equals five hundred (500) feet;
- ☐ Proposed location of all stormwater facilities and appropriate calculations in accordance with the Engineering Standards and Specification Manual by a qualified design professional;
- ☐ Submit drawings of building elevations showing the proposed exterior building materials and colors, height of proposed building, number of stories, and grade of each story, including basement, height and location;
- ☐ Provide a topographic survey of the site certified by a registered land surveyor showing existing site features, existing contour lines at a minimum interval of two (2) feet that are field verified, and all proposed contours. All proposed contours shall be tied to North Carolina grid.
- ☐ Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of or record of the last instrument in the chain of title;
- ☐ Plan of each floor of parking garage, if applicable;
- ☐ Utility plan showing the sizes, composition and location of all existing and proposed underground and overhead utilities such as water, sanitary sewer, gas, electric, and telephone cables, fire protection infrastructure, etc. both within the property and in adjacent streets, where practical;

- ☐ Show all road improvements required in conformance with thoroughfare plan, including any right-of-way dedications, sight triangles (per Sect. 9.1.G and the Village of Pinehurst Engineering Standards and Specifications Manual) and traffic control devices (MUTCD 3B.16);
- ☐ Submit a plan showing the location and specifications for all outdoor lighting with calculations showing compliance with section 9.8.
- ☐ Submit a plan showing the location and design of all landscaping improvements and landscaped areas, include data relative to credits for existing trees and required and supplemental planting;
- ☐ Provide a tree survey showing the location of any buffers and trees therein required under the provisions of this Ordinance and the location of any special environmentally sensitive areas affecting the property, including a foraging study for the Red-cockaded Woodpecker, wetlands, floodplains, and also showing specimen trees as defined in Section 9.5.1.8.
- ☐ Trip generation based on ITE Standards and the Village Engineering Standards and Specifications Manual for the proposed uses along with proposed roadways/signal improvements for the development proposal.
- ☐ Approved street names and property numbers;
- ☐ A statement on whether the site is in a watershed and, if so, which watershed.
- ☐ Delineate area and boundary of floodplains, floodways, wetlands, and watershed areas.
- ☐ ISO calculations based on the approximate square footage of each type of use.
- ☐ Proposed fire hydrant and fire lane locations.
- ☐ Documentation from public utility provider concerning ability to serve the proposed development with water and sanitary sewer.
- ☐ Plan approval signature block on all pages of submittal sheets.
- ☐ Indicate driveway connections on adjacent properties along and across adjacent rights-of-way.
- ☐ Site plan drawings shall include all information required in Section 1.03b. Site Plans of the Village of Pinehurst Engineering Standards and Specifications Manual.
- ☐ All building permit submittal requirements shall be in accordance with the current edition of the North Carolina State Building Code;
- ☐ Any other information the Village Planner may deem necessary to determine compliance with this Ordinance.

Appendix E of the Pinehurst Development Ordinance – Subdivision Plats

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

Subdivision Plat Information

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

A. General Rules for Mapping and Graphics:

☐ All maps shall be drawn to scale and the scale shall be not less than 1"=200'. An index plan shall be used where the subdivision is shown on more than one sheet;

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

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

B. Information Required for Major and Minor Preliminary Subdivisions:

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

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

☐ North arrow and scale;

☐ Zoning of the tract;

☐ Acreage of tract;

☐ Acreage of dedicated open space;

☐ The total number of lots proposed;

☐ Smallest lot;

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

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

☐ Front yard setback;

☐ Side yard setbacks;

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

☐ Rear yard setback;

☐ Corner yard setback;

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

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

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

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

☐ Indicate the names of adjoining property owners or subdivisions;

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

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

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

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

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

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

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

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

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

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

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

C. Information Required for Major and Minor Final Plats:

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

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

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

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

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

☐ Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angles, radius, central angles, and tangent distances for the centerline of curved streets and curved

property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;

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

☐ Lots numbered consecutively throughout the subdivision;

☐ The names of owners of adjoining properties;

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

☐ Site calculations, including:

☐Total acreage;

☐Total number of lots;

☐Acreage in lots;

☐Acreage in street rights-of-way;

☐Linear feet of each individual street.

D. Submittal of Exempt and Final Plats for Recordation

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

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

E. Plat Certificates