VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD APRIL 7 - APRIL 20, 2021

Under Village of Pinehurst Ordinance #20-03, the Village Council grants the Budget Officer, or Village Manager, the ability to transfer appropriations under specific conditions. These conditions allow transfers between departments (including contingency) of the same fund to increase an appropriation up to $25,000 in a single budget amendment for the FY 2021 Budget. The Budget Officer may not transfer monies between funds at any time.

According to Section 159-15 of The Local Government Budget and Fiscal Control Act, "any such transfers shall be reported to the governing board at its next regular meeting and shall be entered in the minutes." Listed below are the amendments authorized by the Budget Officer for the period specified above.

Note: Since appropriations are made at the department level, line item adjustments within the same department may be made without limit and do not require a report since they do not actually amend the adopted budget ordinance.

	ACCOUNT NUMBER	DESCRIPTION	DEBIT	CREDIT	APPROVED DATE
1	10-10-310-7510	Police - Capital Outlay: Fleet Vehicle Charges	$ 4,000		4/12/2021
	10-30-510-7510	Solid Waste - Capital Outlay: Fleet Vehicle Charges		$ 4,000	
		Adjust Fleet capital outlay departmental allocations to cover minor overage for Police vehicle replacements and related vehicle upfitting.			

Council Member to Report	Partners & Collaborators
John Strickland	Moore County Transportation Committee
	Neighborhood Advisory Committee
	Pinehurst Resort
Judy Davis	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
	FirstHealth
	Moore County
Lydia Boesch	Convention and Visitors Bureau
	Bicycle and Pedestrian Advisory Committee
Kevin Drum	Triangle J. COG
	Partners in Progress
	NCDOT/TARPO
Jane Hogeman	Beautification Committee
	Moore County Schools
	Pinehurst Business Partners

RESOLUTION #21-07:

A RESOLUTION ADOPTING A PUBLIC COMMENT POLICY FOR THE VILLAGE OF PINEHURST.

WHEREAS, the Village Council of Pinehurst, North Carolina, is desirous of creating a process for allowing members of the public an opportunity to offer comments and suggestions to the Village Council for the efficient and effective administration of government; and

WHEREAS, the Public Comment Policy is in accordance with North Carolina General Statute 160A-81.1;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 27th day of April, 2021 as follows:

SECTION 1. That the Public Comment Policy is hereby adopted; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 27th day of April, 2021.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

_____
Kelly Chance, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

SUMMARY FOR THE MONTH OF MARCH 2021

SUMMARY OF INCIDENT CALLS

TYPE OF INCIDENT	*NUMBER THIS MONTH*	*NUMBER FYTD*	*NUMBER THIS MONTH LAST YEAR*	*NUMBER FYTD LAST YEAR*	*PERCENTAGE YTD*
Fire	14	56	6	38	47%
Overpressure Rupture, Explosion, Overheat - no fire	1	6	1	5	20%
Rescue & EMS Incidents	79	518	42	425	22%
Hazardous Conditions - no fire	3	72	8	119	-39%
Service Call	28	270	22	259	4%
Good Intent Call	30	204	23	228	-11%
False Alarm & False Call	44	300	27	258	16%
Severe Weather & Natural Disaster	1	6	0	7	-14%
Special Incident Type	0	0	0	1	-100%
TOTAL INCIDENTS	**200**	**1432**	**129**	**1340**	**7%**

SUMMARY OF INSPECTION

TYPE OF INSPECTIONS	*NUMBER THIS MONTH*	*NUMBER FYTD*	*NUMBER THIS MONTH LAST YEAR*	*NUMBER FYTD LAST YEAR*	*PERCENTAGE YTD*
Residential	14	129	11	103	25%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	5	37	3	3	3200%
Commercial	68	336	28	104	223%
Plan Review/Site Inspections	19	156	5	20	680%
Reinspection	7	182	10	109	67%
Occupancy Certificates	0	28	1	9	211%
TOTAL INSPECTIONS	**113**	**868**	**58**	**348**	**149%**
Violations Found:	62	418	18	131	219%
YTD Violations to be Corrected:		356		113	
YTD Violations Corrected:		349		83	
Correction Percentage:		98%		73%	

April 7, 2021

J. Carlton Cole, Fire Chief

PINEHURST FIRE DEPARTMENT

By The Numbers - March 2021

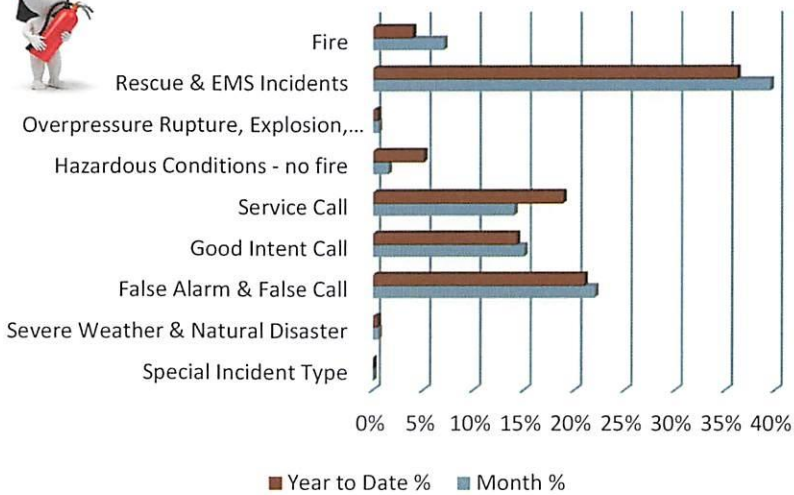
Month

Calls for Service	200
% Overlapping Incidents	19.50%
Busiest Day of Week	MON
Busiest Hour of Day	11AM
# of Times Staff Recalled	3

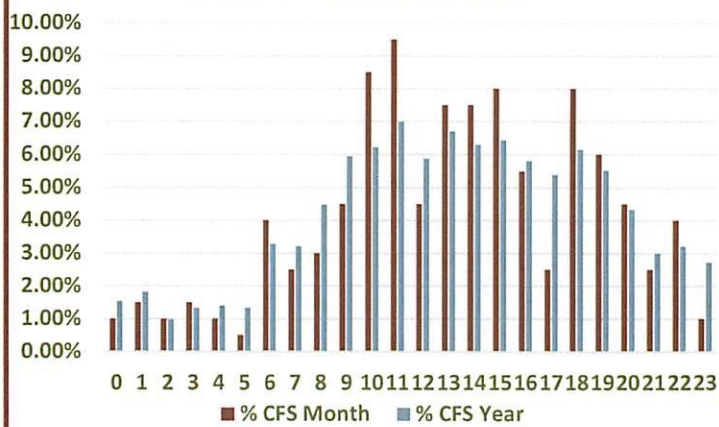
Year

Calls for Service	1432
% Overalpping Incidents	16.55%
Busiest day of Week	WED
Busiest Hour of Day	11AM
# of Times Staff Recalled	11

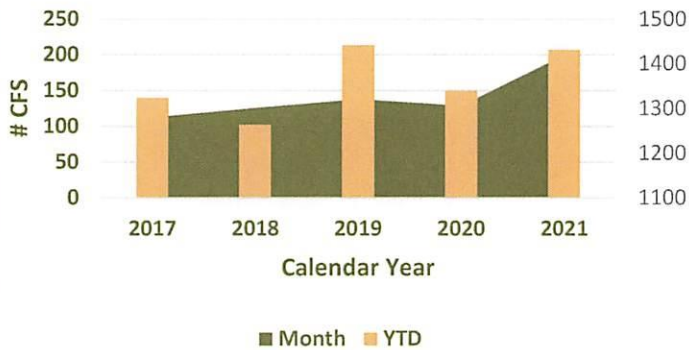
% of Calls for Service (CFS)



% CFS BY HOUR OF DAY

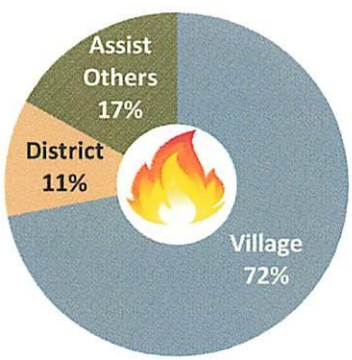


5 Year Comparison Through this Month of Year



LOCATION OF CFS

FOR FY20



Inspections Completed this

MONTH	113
YEAR	868

Code Violations Found this

MONTH	62
YEAR	418

Percentage of Violations

Corrected YTD	98%

Days Since Last Lost Time Accident in FD 412

YTD Training Hours

IN HOUSE	4888
OUTSIDE	1999

Public Awareness Contacts

MONTH	6,634
YTD	101,420

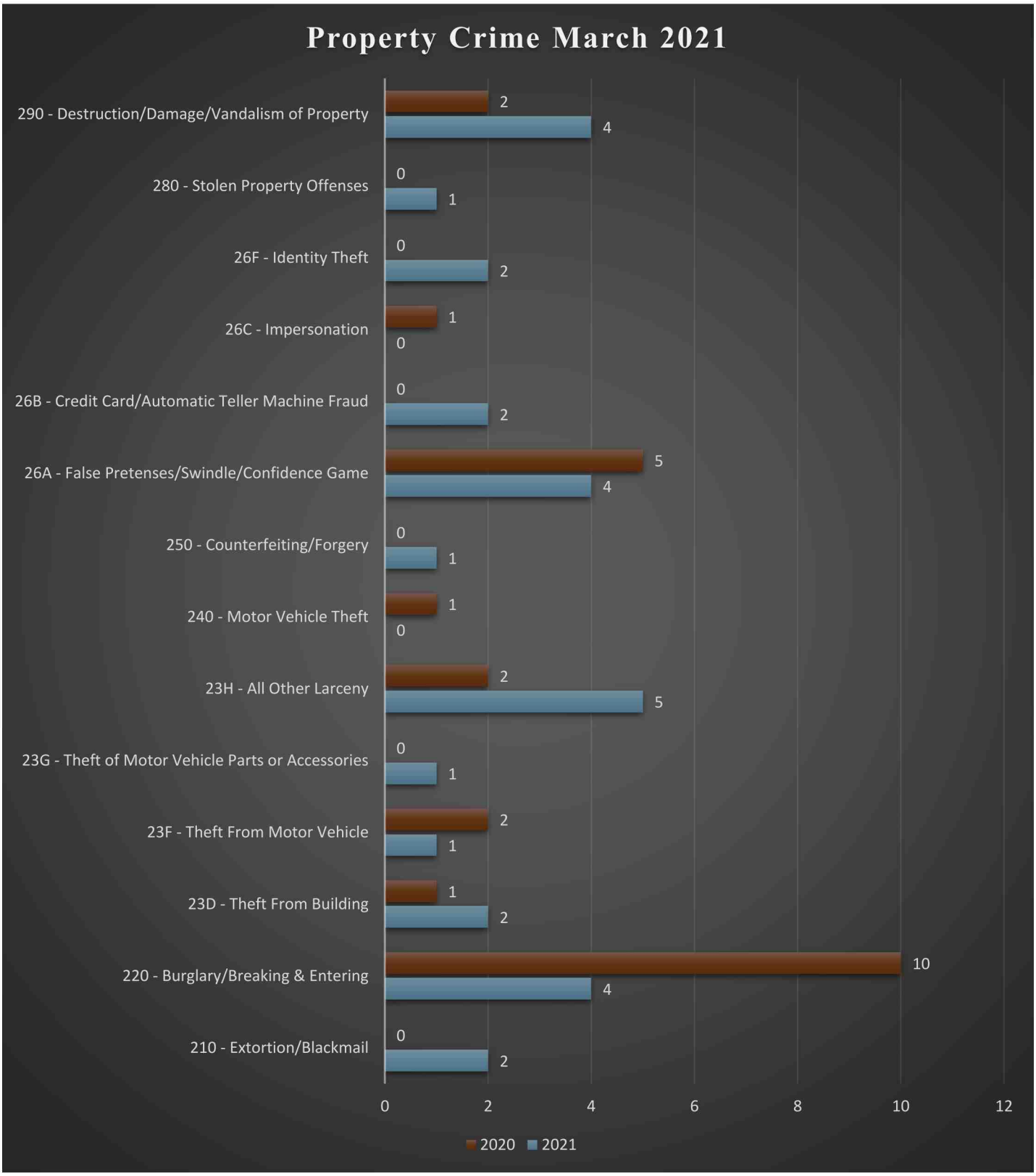
Police Department Monthly Report to Council
March 2021

Prepared by

Chief Glen Webb

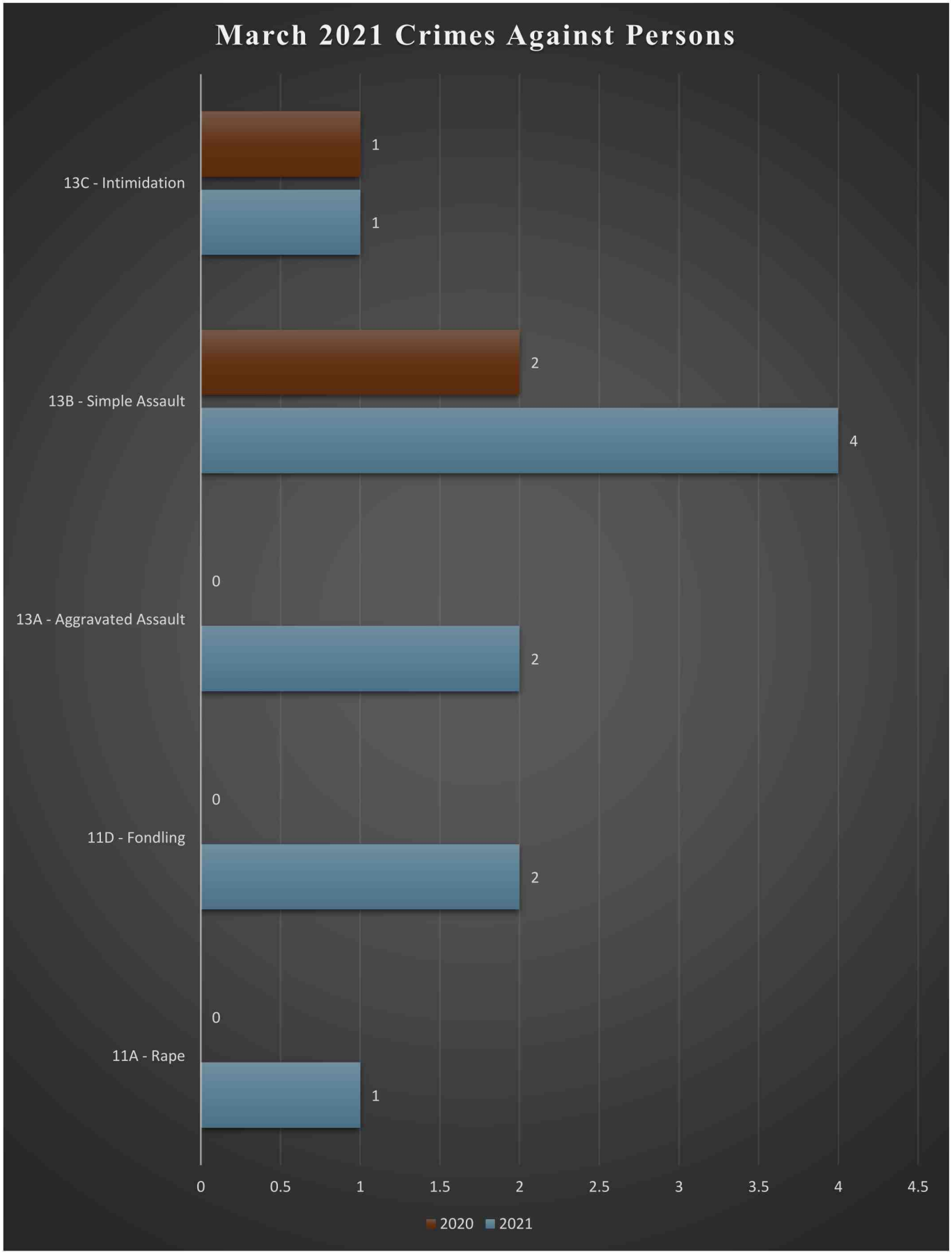
4.7.2021

Monthly Report March 2021 (With Previous Year / Same Month Range)



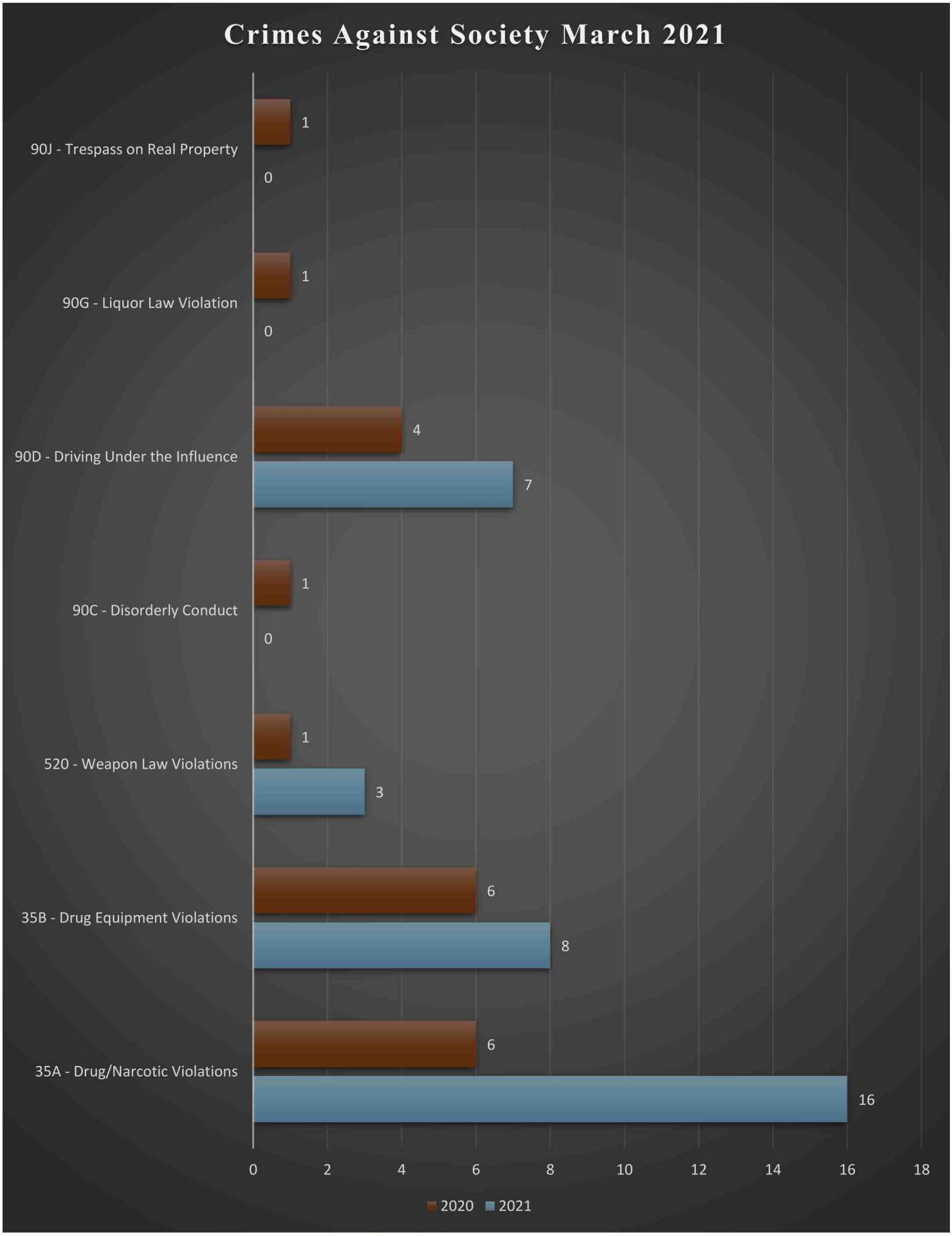
March 2020 Total Property Crime: 24

March 2021 Total Property Crime: 29



March 2020 Total Crimes Against Persons: 3

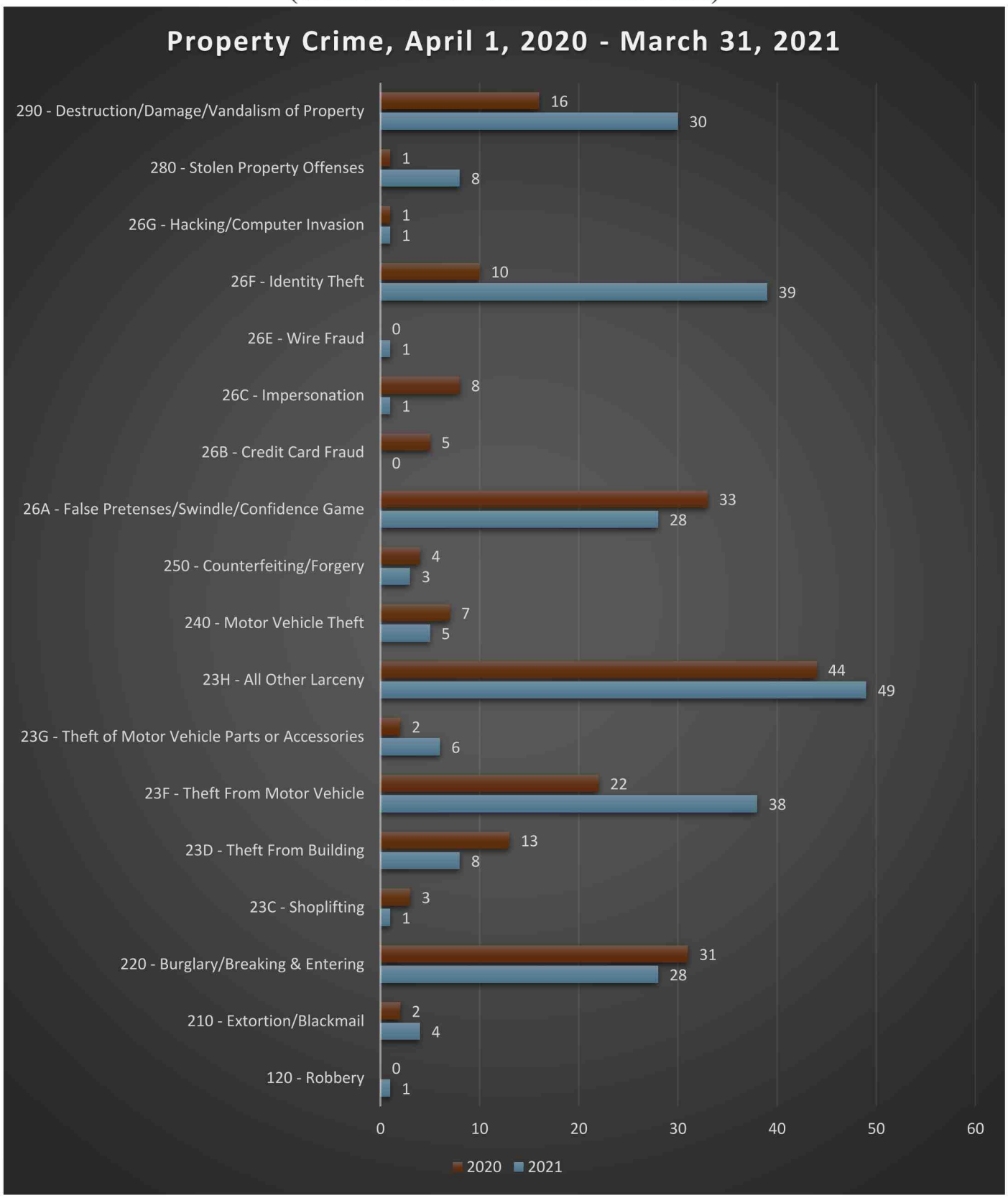
March 2021 Total Crimes Against Persons: 10



March 2020 Total Crimes Against Society: 20

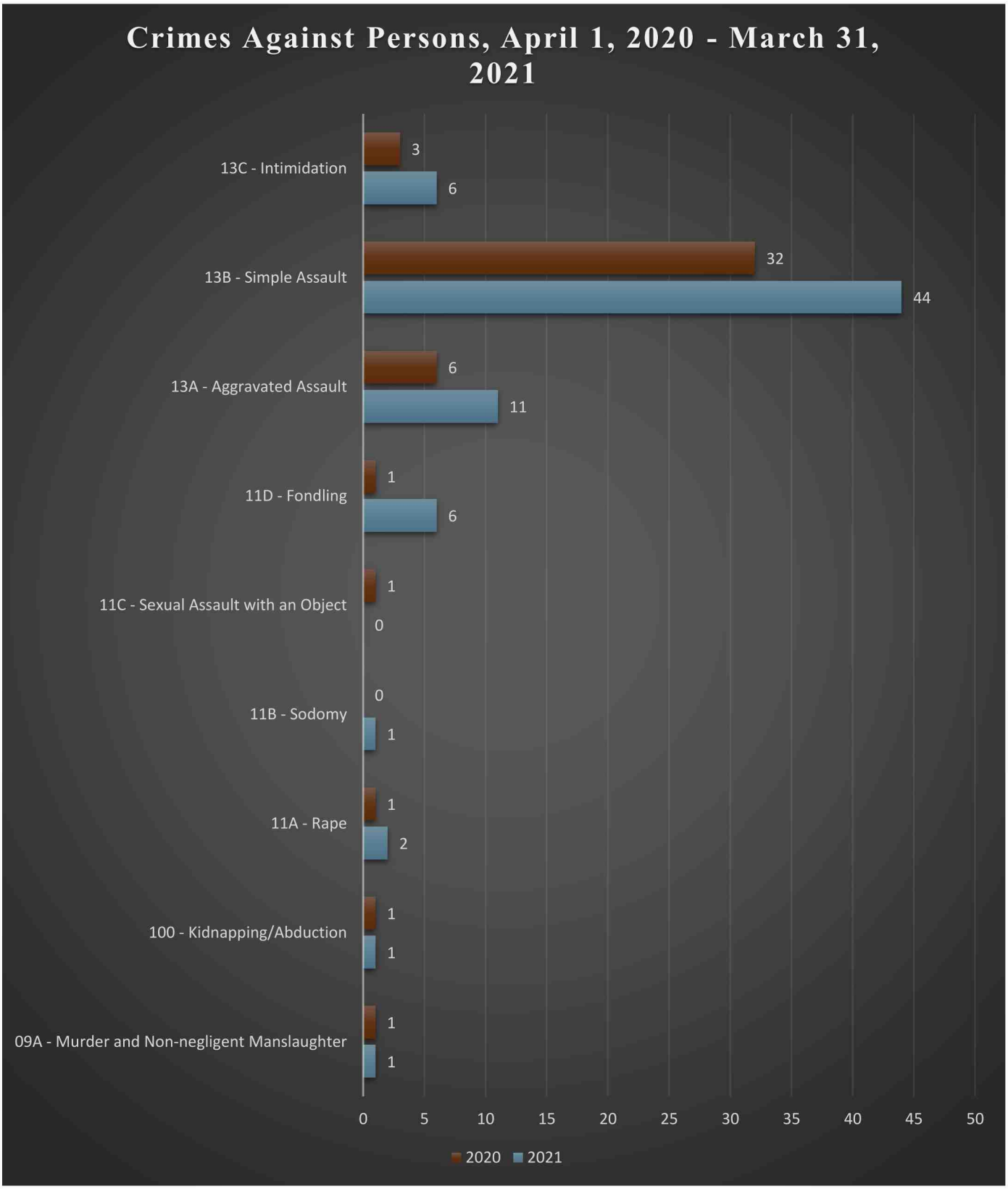
March 2021 Total Crimes Against Society: 34

Rolling 12 Month Crimes Reported, April 1, 2020- March 31, 2021
(With Previous Year 12 Month Total)



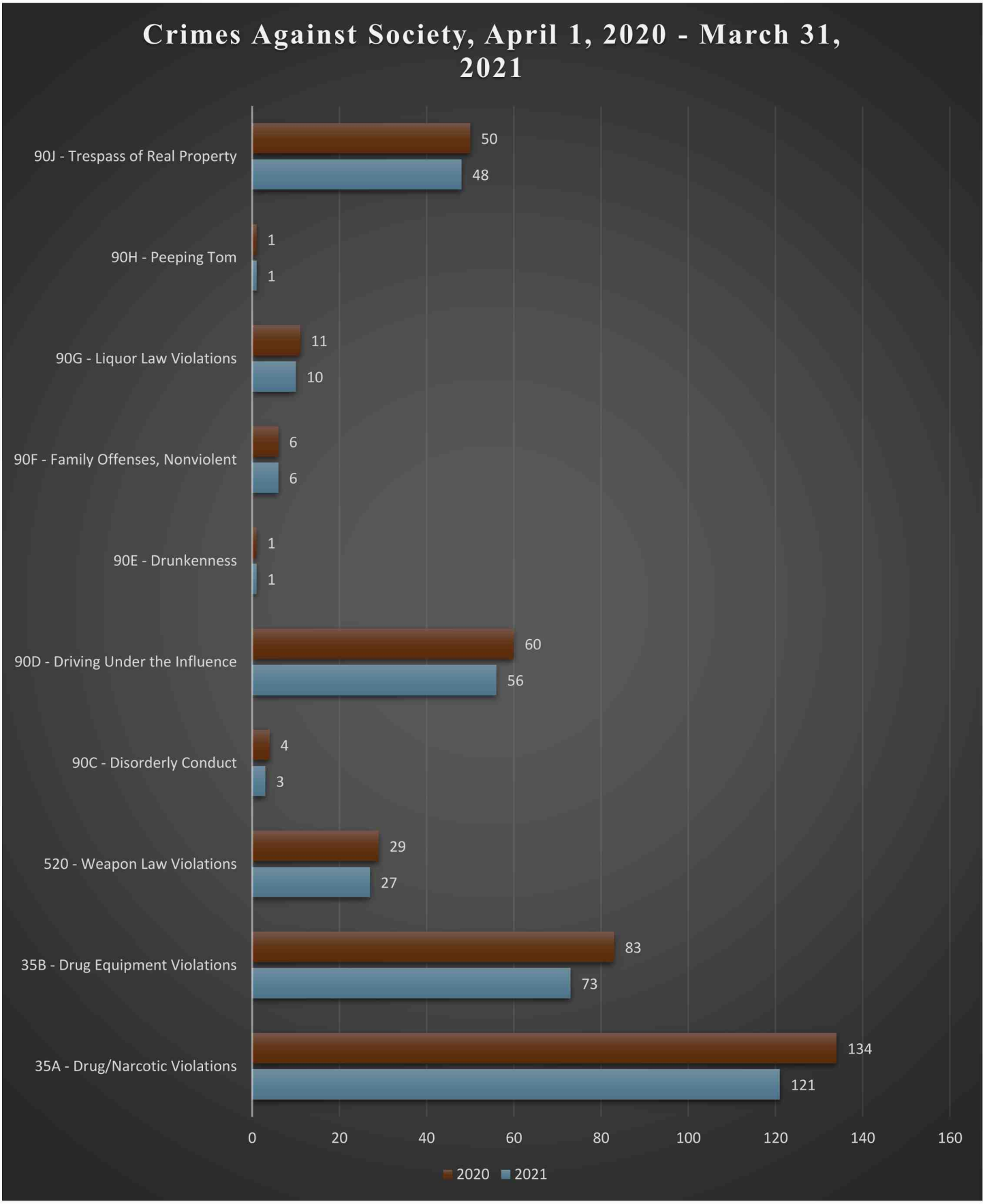
Rolling 12 Month Total Crimes Against Property 2020: 202

Rolling 12 Month Total Crimes Against Property 2021: 251



Rolling 12 Month 2020 Total Crimes Against Persons: 46

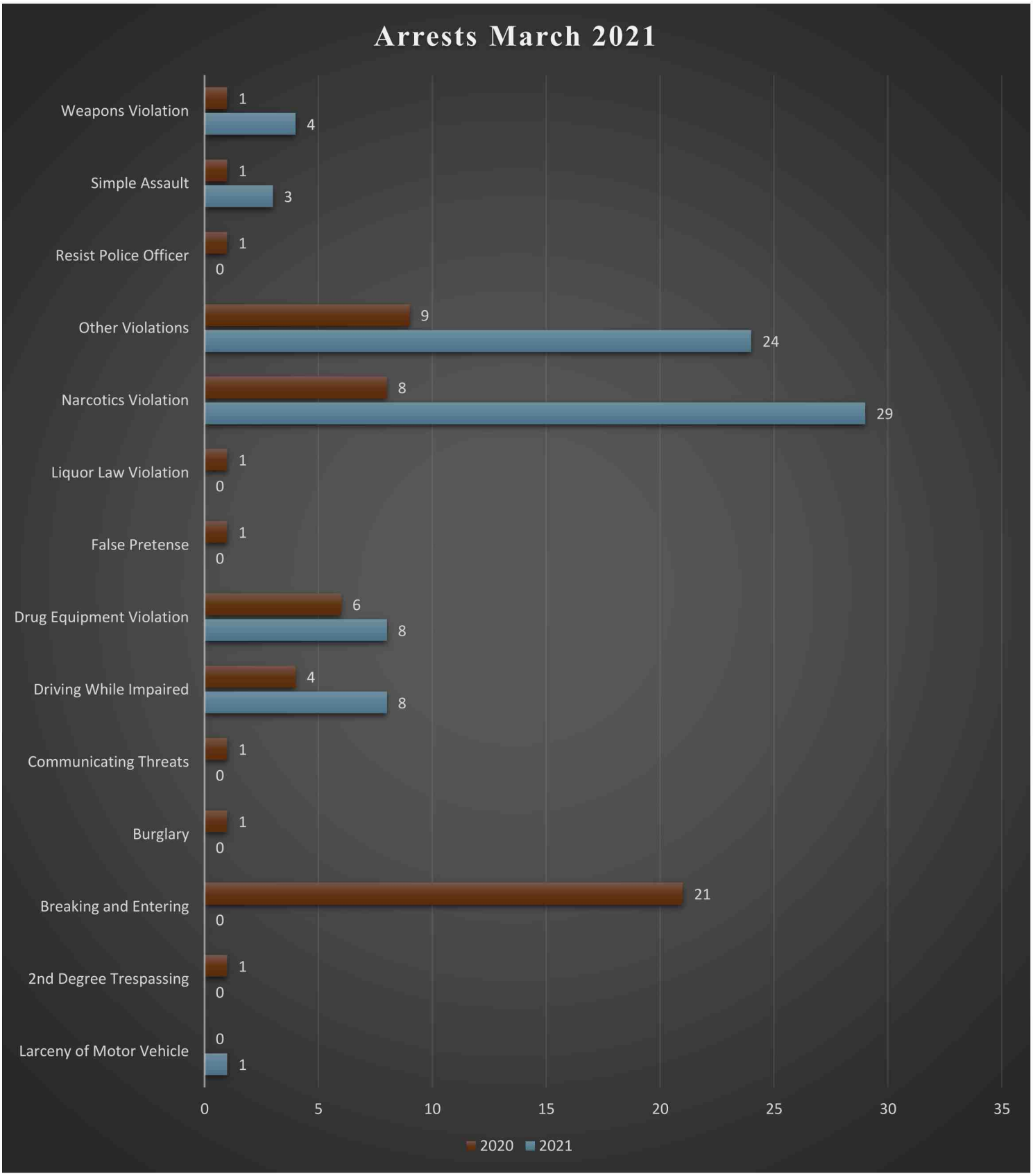
Rolling 12 Month 2021 Total Crimes Against Persons: 72



Rolling 12 Month Total Crimes Against Society 2020: 379

Rolling 12 Month Total Crimes Against Society 2021: 346

Arrest Totals March 2021 (With Previous Year / Same Month Range)

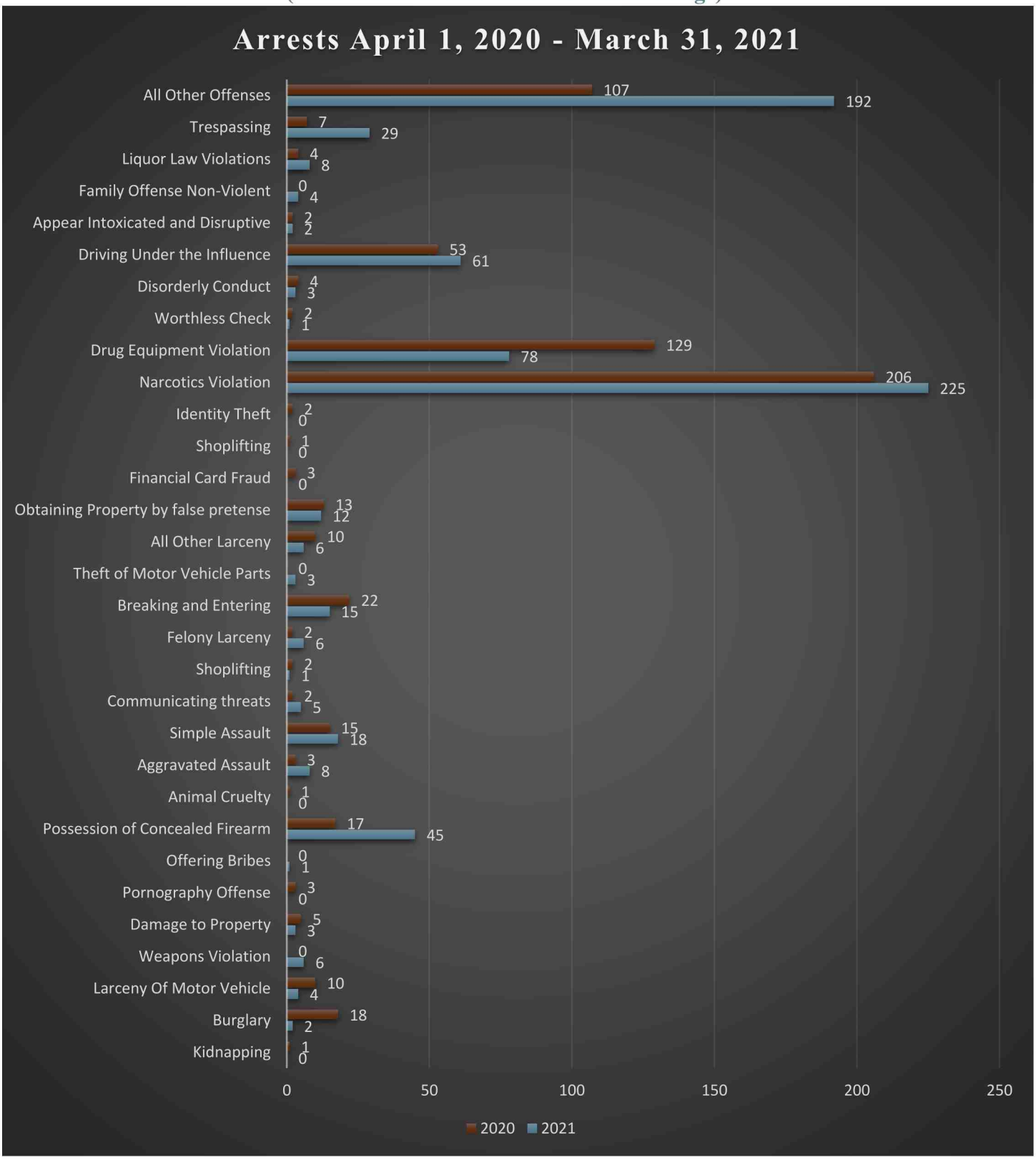


March 2020 Total Arrests: 56

March 2021 Total Arrests: 77

Rolling 12 Month Arrest Totals: April 1, 2020-March 31, 2021

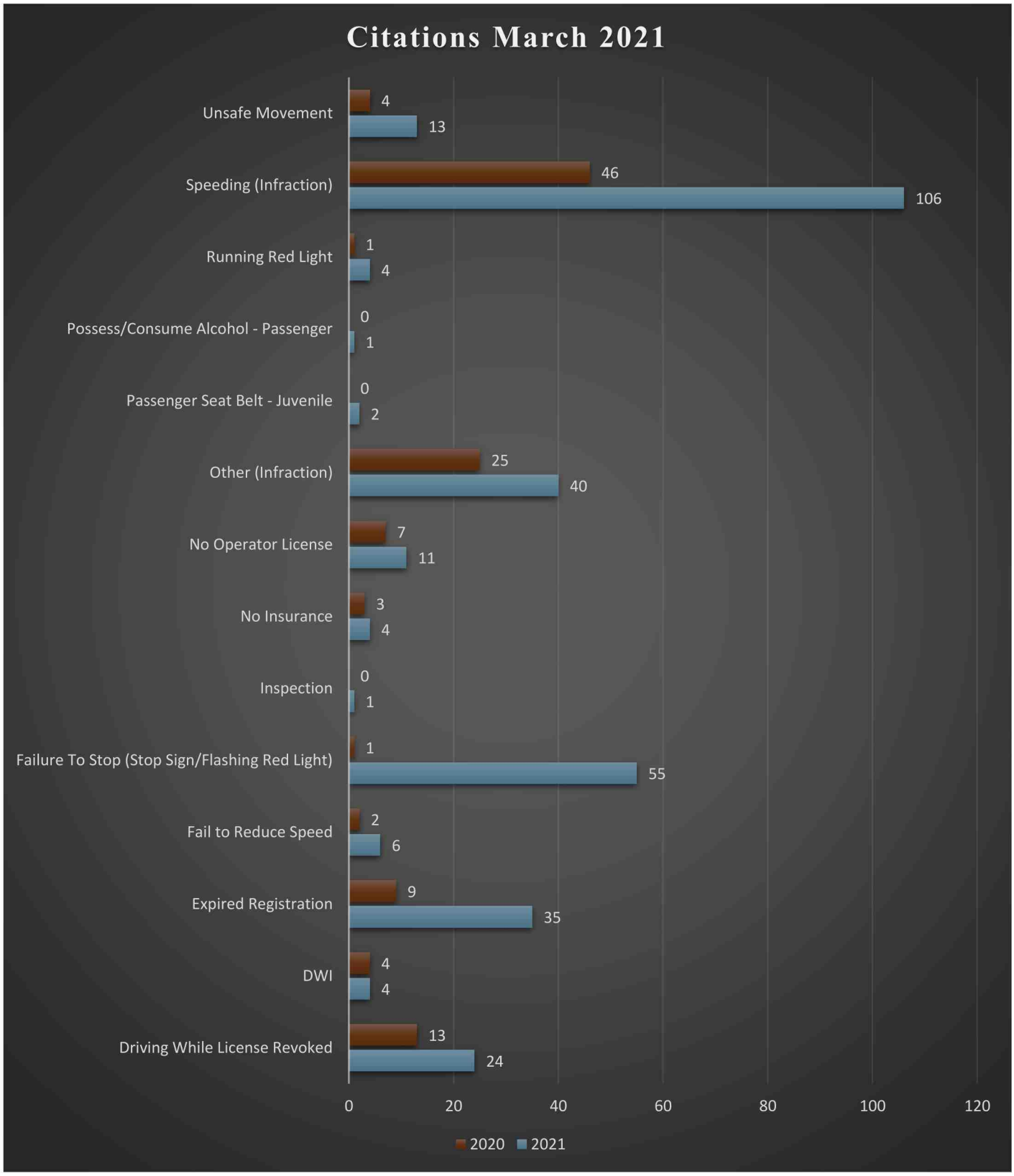
(With Previous Year Same 12 Month Range):



Rolling 12 Month Arrest Totals 2020: 644

Rolling 12 Month Arrest Totals 2021: 738

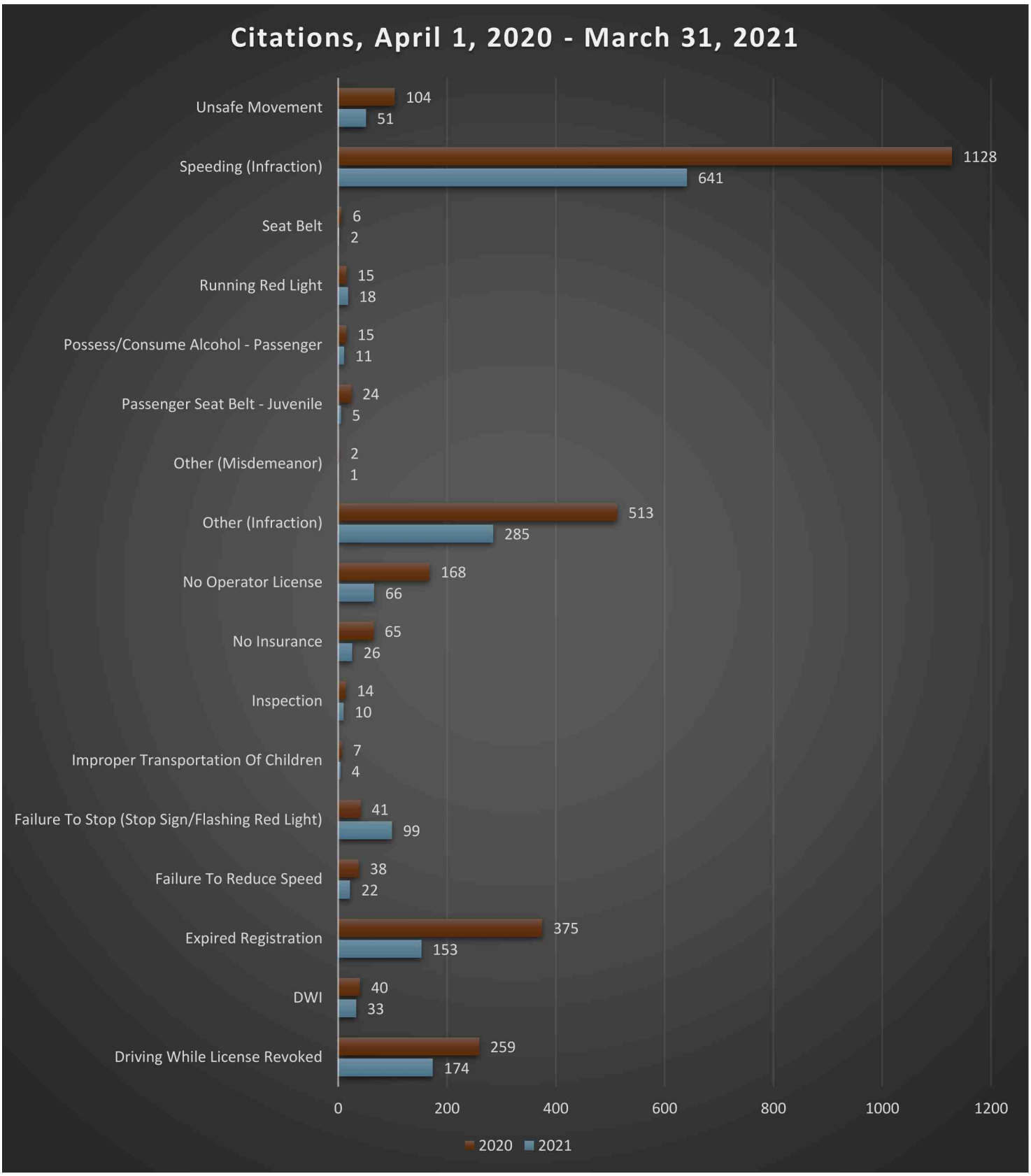
Citation Totals March 2021 (With Previous Year / Same Month Range)



March 2020 Total Citations: 115

March 2021 Total Citations: 306

Rolling 12 Month Citation Totals: April 1, 2020- March 31, 2021
(With Previous Year Same 12 Month Range):



Rolling 12 Month 2020 Total Citations: 2814
Rolling 12 Month 2021 Total Citations: 1601

Notes

Property Crimes: Generally flat with property crimes. As discussed last month the one noticeable increase was reports of identity theft. This is connected to the Chase Card frauds that are occurring.

Crimes Against Persons: No notable trends. The aggravated assaults were not major injury assaults but some type of assault either on law enforcement or hospital staff.

Crimes Against Society: Officers continue to be proactive. Most of these charges are connected to traffic stops or someone at the hospital.

Arrests: Arrests are generally flat. Our officers are doing a good job discerning when to make a physical arrest. Overall number have increased.

Citations: Officers have written over 1600 citations in the past twelve months. I expect as the weather get nicer and COVID restrictions continue to be relaxed, this will increase.

ATTACHMENT A

	VILLAGE OF PINEHURST **STANDARD POLICY**		
SUBJECT:	**Policy on Administration of the Position Classification and Pay Plan**	Effective Date:	11/17/2009
Department:	Human Resources	Policy No.:	HR-416
Prepared by:	Human Resources	Revised:	4/27/2021
Approved by:	Village Council	# of Pages:	5

PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:

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

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

GENERAL PROVISIONS OF THE PLAN:

Administration and Maintenance

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

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

Starting Salaries

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

Merit Pay

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

Lump Sum Payment

Employees who are at the maximum of the salary range for their position classification may be eligible for a lump sum payment at performance evaluation time. Lump sum payments are awarded based on the employee's performance and will also be between zero and three percent. Lump sum payments do not become part of base pay. The lump sum payment range will be the same as the merit increase range and is subject to change during the Strategic Operating Plan process, which begins in February and ends in June each year.

Cost of Living Adjustments (COLA)

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

Employees, including the Village Manager, may also receive a cost of living adjustment (COLA) based on the annual average consumer price index percentage for the prior calendar year. Employees hired by December 31st will be eligible for the cost of living adjustment. The COLA will be effective the following July 1st.

Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions – When an employee is promoted, the employee's salary may be increased. The purpose of the promotion pay increase is to recognize and compensate the employee for taking

on increased responsibility. The amount of the pay increase depends on performance, degree of increased responsibility, time since the last salary adjustment, budget and other factors. Promoted employees are still eligible for a performance-based merit increase the following October; however, the merit increase will be prorated from the promotion date.

Demotions – When an employee is demoted, the salary normally should be set at the rate in the lower pay range, which provides a minimal decrease in pay if action is not the result of corrective action. If the current salary is within the new range, the employee's salary may be retained at the previous rate. If the demotion is the result of corrective action, the salary may be decreased.

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

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

Transition to a New Salary Grade

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

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

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

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

If the position is reclassified to a lower salary grade, the employee's salary should remain the same. If the employee's salary is above the maximum established for the new range, the salary

of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of that pay period or at such specific date as may be established pursuant to procedures approved by the Village Manager. Salary adjustments recommended as a result of the annual salary study are effective July 1st once approved by council.

Payroll Deduction

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

Composition of the Plan

The Plan should consist of:

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

Use of the Plan

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

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

Authorization of the Plan

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

Request for Reclassification

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

a) be familiar with the Position Classification and Pay Plan;
b) make sure they are informed about the job duties performed by each employee under their supervision;
c) advise the Human Resources Director of any permanent changes in job duties;
d) make recommendations for changes in position classifications. These recommendations should be based on significant changes in the duties associated with a position and/or in the structure of a department that will continue to exist on a long-term basis.

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

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

Approved by:

_____	4/27/2021
John Strickland, Mayor	Date
#21-08	4/27/2021
Village Council, Resolution	Date

[redacted]

Village of Pinehurst
Position Classification and Pay Plan
FY 2020-2021

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	9		25,000	31,250	37,500
	10		26,250	32,813	39,375
	11	Streets & Grounds Maintenance Worker I	27,563	34,453	41,344
	12	Streets & Grounds Maintenance Worker II	28,941	36,176	43,411
	13	Parks Maintenance Specialist I Solid Waste Equipment Operator Track Specialist Welcome Center Coordinator	30,388	37,984	45,581
	14	Customer Service Representative Parks Maintenance Specialist II Telecommunications Specialist I Track Crew Leader	31,907	39,884	47,861
	15	Administrative Assistant Grounds Maintenance Crew Leader Events Assistant Firefighter (Non-EMT, Reserve) Street Maintenance Crew Leader Telecommunications Specialist II	33,502	41,878	50,254
	16	Administrative Specialist Assistant Solid Waste Superintendent Firefighter EMT (2nd Class, 1st Class) Fleet Service Technician I Facilities Maintenance Technician Human Resources Technician	35,178	43,972	52,766
	17	Financial Services Technician Fleet Service Techinician II Grounds Maintenance Supervisor Parks Maintenance Supervisor	36,936	46,171	55,405
	18	Administrative Coordinator Fair Barn Coordinator Fire and Life Safety Educator IT Technician Planning and Zoning Specialist Police Officer Senior Firefighter (Fire Engineer) Street Maintenance Supervisor	38,783	48,479	58,175
E	19	Fire Lieutenant Senior Police Officer Track Superintendent	40,722	50,903	61,084
	20	Athletic Coordinator Code Compliance Specialist Master Police Officer Police Investigator Program Coordinator Special Events Coordinator	42,758	53,448	64,138
	21	Engineering Technician	44,896	56,121	67,345

E=Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)
5%=Spread between grades
50%=Spread within the grade
1.8%=Grade adjustment from previous year

Village of Pinehurst
Position Classification and Pay Plan
FY 2020-2021

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	22	Building Inspector-Level I	47,141	58,927	70,712
E		Communications Specialist			
E		Financial Services Supervisor			
		Fire Captain (Senior Fire Captain)			
E		Planner			
		Police Sergeant			
E		Recreation Superintendent			
	23	Building Inspector- Level II	49,498	61,873	74,247
E		Human Resources Generalist			
		Information Technology Systems Specialist			
E		Solid Waste Superintendent			
	24	Battalion Chief	51,973	64,967	77,960
		Building Inspector-Level III			
		Detective Lieutenant			
E		Buildings and Grounds Superintendent			
		Police Lieutenant			
E		Senior Planner			
E		Transportation Planner			
		Village Clerk			
E	25	Assistant Financial Services Director	54,572	68,215	81,858
E		Assistant Public Services Director			
E		GIS Analyst			
E		IT Business Analyst			
E		Network Administrator			
E		Principal Planner			
	26	Building Code Official	57,300	71,626	85,951
E		Deputy Fire Chief			
E		Police Captain			
E	27	Fleet Maintenance Director	60,165	75,207	90,248
E	28	Deputy Police Chief	63,174	78,967	94,761
	29		66,332	82,916	99,499
E	30	Organizational Performance Director	69,649	87,062	104,474
E	31	Fire Chief	73,132	91,414	109,697
E		Human Resources Director			
E		Parks and Recreation Director			
E		Planning and Inspections Director			
E	32	Chief Information Officer	76,788	95,985	115,182
E		Public Services and Engineering Director			
E		Financial Services Director			
E		Police Chief			
	33		80,627	100,784	120,941
E	34	Assistant Village Manager for Administration	84,659	105,823	126,988
E		Assistant Village Manager for Operations			

E=Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)
5%=Spread between grades
50%=Spread within the grade
1.8%=Grade adjustment from previous year

1895

VILLAGE OF

PINEHURST

PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Mayor Strickland and Village Council
From: Darryn Burich, Planning & Inspections Director
CC: Natalie Hawkins, Assistant Village Manager
Date: April 22, 2021
Subject: Request for Special Intensity Allocation of 0.85 acres (37,000 square feet) for Highway 5 Retail Development (Huynh) (PIDs # 855112879054, 855112879144).

Background

Council is being asked to approve a Special Intensity Allocation (SIA) of .85 acres (37,000 square feet) to permit construction of a 7,500 square foot commercial building with associated surface parking with underground stormwater management. The undeveloped subject property is located in the Pinehurst South area along the west side of NC Hwy 5 between 1460 and 1490 NC Hwy 5. The proposed impervious area for the development is 52% or 19,372 square feet. The Neighborhood Commercial (NC) zoning district currently permits a maximum of 70% impervious area.

The .85 acre subject property is located in the WS II Drowning Creek – Lumber River Balance of Watershed that limits non-residential development to not exceed 12% built upon area without receiving a SIA authorized by Village Council pursuant to Section 8.3.3.5(B) of the Pinehurst Development Ordinance (PDO).

Section 8.3.3.5(B)(2) of the PDO states that up to ten (10%) percent of the balance of the watershed may be developed for nonresidential and multi-family uses, allowing up to seventy (70%) percent built-upon area on a project by project basis. The Technical Review Committee is currently reviewing the proposed improvements as a Minor Site Plan and this SIA allocation needs to be granted prior to issuing building and development permits for construction.

Property Owner	Property Location	Moore County PID#	Project Area
Tuanson Huynh	TBD NC Highway 5	855112879054, 855112879144	.85

Zoning and Proposed Use

Current Zoning	NC-Neighborhood Commercial
Watershed Protection District	WS II Drowning Creek-Lumber River BW
Within Corporate Limits	Yes
Existing Use	Vacant Lot
Proposed Use	Commercial with related surface improvements.
Proposed Imperious Area	19,372 square feet or approximately 52.3% (up to 70% permitted)

Project Analysis

The proposed development project involves a .85 acre tract of land with impervious improvements totaling approximately 19,372 square feet or approximately 52.3%. Total imperious improvements generally include a new one-story commercial building of 7,500 square feet and a 25 space surface parking lot. The proposed development meets all other PDO requirements.

This SIA would grant relief from the WS-II BW Watershed Protection District maximum impervious built upon area of twelve percent (12%) identified in Section 8.3.3.5(B)(1) of the PDO, which is permitted up to 70% impervious coverage for non-residential uses. Per Section 8.3.3.5(B)(2)(a) the total acreage of the tract involved in the request will be counted in the SIA which also includes pervious surfaces, which totals .85 acres in this case.

In accordance with Section 8.3.3.5(B)(2) of the PDO, ten percent (10%) of the WS-II BW Watershed Protection District can be granted a Special Intensity Allocation (SIA). This yields a total area of 819.84 acres eligible to receive a Special Intensity Allocation in the WS-II BW Watershed Protection District. **The Village has allocated approximately 64.413 acres since 1993 leaving 755.424 acres of intensity allocation remaining for other future projects in the WS-II BW Watershed.**

The property is located within the corporate limits of the Village of Pinehurst and complies with the Village Council's Watershed Intensity Allocation Policy contained in Resolution 13-13 that states, "It shall be the policy of the Village of Pinehurst to only allocate special intensity allocations to properties that are located within the corporate limits of Pinehurst or to properties which have an active voluntary annexation petition to the Village of Pinehurst."

The table below outlines activity in the WS-II Watershed Protection District since 1996.

Date of Council Action	Project	Area Approved by Council for SIA (Acres)	Balance of WS-II (Acres)
6/21/1993	Creation of WS-II (Drowning Creek)	N/A	198.300
12/16/1996	MOWASA (Moore County Water and Sewer Authority)	0.150	198.150
1/21/1997	Love Grove Freewill Baptist Church	0.060	198.090
2/17/1997	Moore County Landfill	2.580	195.510
6/16/1997	Quail Haven Village	6.700	188.810
7/21/1997	Deep Creek Baptist Church	0.260	188.550
7/21/1997	Pinehurst Resort Parking Lot	0.500	188.050
8/18/1997	Boles Funeral Home	0.690	187.360
3/16/1998	Quail Haven	0.000	187.360
6/15/1998	Quail Haven	0.006	187.354
8/17/1998	Golf Course #1 Restrooms	0.017	187.337
10/26/1998	Congregational Church	0.870	186.467
10/26/1998	Pinehurst Resort Improvements	12.830	173.637
10/26/1998	Pinehurst Resort Golf Learning Center	1.860	171.777
10/26/1998	Moore County Landfill	0.150	171.627
3/15/1999	Congregational Church	0.023	171.604
3/15/1999	Harness Track	2.290	169.314
4/19/1999	Pinehurst Track Restaurant	0.010	169.304
6/21/1999	Quail Haven Village	0.010	169.294
5/30/2000	Pinehurst Resort Green House	0.870	168.424
1/23/2001	The Pinehurst Company	0.020	168.404
1/23/2001	The Pinehurst Company	0.590	167.814
1/23/2001	Bretton Woods Pool Pavillion	0.598	167.216
5/22/2001	Quail Haven Village	0.022	167.194
7/24/2001	Trotter Hills Development	1.560	165.634
10/8/2001	Pinehurst Hardware	0.350	165.284
1/16/2004	Moore County ABC Store	0.377	164.907
8/2/2004	Rudd Office Building	0.340	164.567
12/16/2008	Community One Bank	1.440	163.127
5/5/2011	Village Chapel	1.440	161.687
1/10/2012	Quality Care Pharmacy	1.440	160.247
6/12/2012	Moore County Transfer of WS-II Acreage	+ 621.537	781.784

1/8/2013	Village Green	6.630	775.154
11/18/2013	Terry Riney Office	1.140	774.014
9/8/2015	Sandhills Alliance Church	1.540	772.474
6/28/2016	Kirkpatrick Office Building	1.000	771.474
8/13/2019	LaForet Townhomes	6.950	764.524
8/13/2019	Pinehurst Coin Exchange	1.440	763.084
1/14/2020	Pinehurst Resort Beach Club Improvements	5.810	757.274
9/8/2020	Huntley Office Building	1.000	756.274
4/27/2021	Hwy 5 Retail Development*	0.850	755.424

* Tentative until approved by Village Council

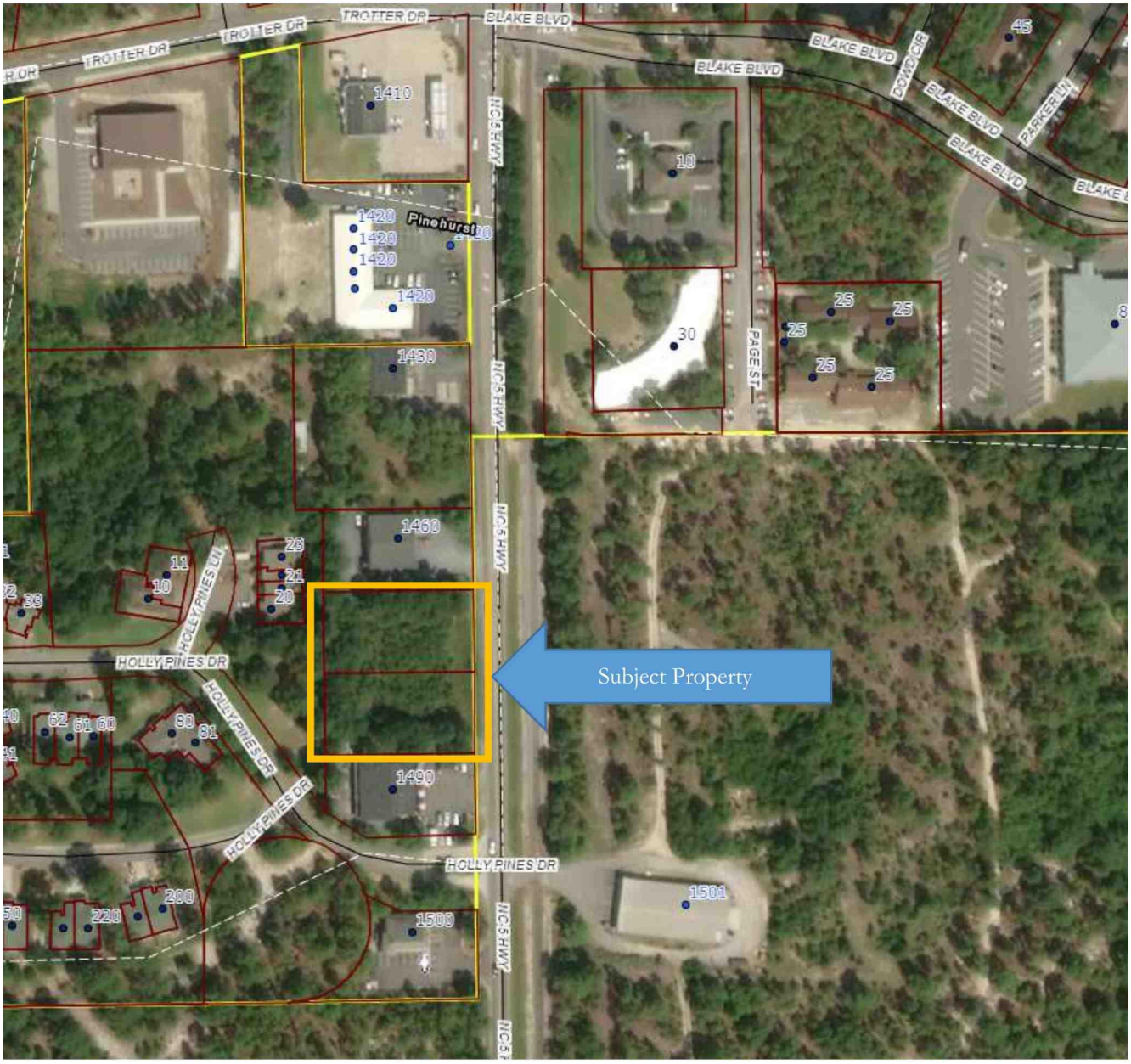
Associated Approvals

The proposed project is currently undergoing Minor Site Plan review through the Technical Review Committee as the Highway 5 Retail Development project. Section 8.3.3.5 (C)(2)(c) of the PDO requires the use of Best Management Practices (BMP) to minimize water quality impacts which in this case the development will be utilizing and underground stormwater basin under the parking lot to accommodate runoff.

Staff Recommendation

Village staff recommends approval of the SIA from the WS-II Watershed Protection District of .85 acres for the Highway 5 Retail Development project as proposed, which Council can approve by motion. Approval of this .85 acre SIA as requested would leave approximately 755.424 acres of special intensity allocation remaining in the WS-II BW Watershed Protection District for other future SIAs.

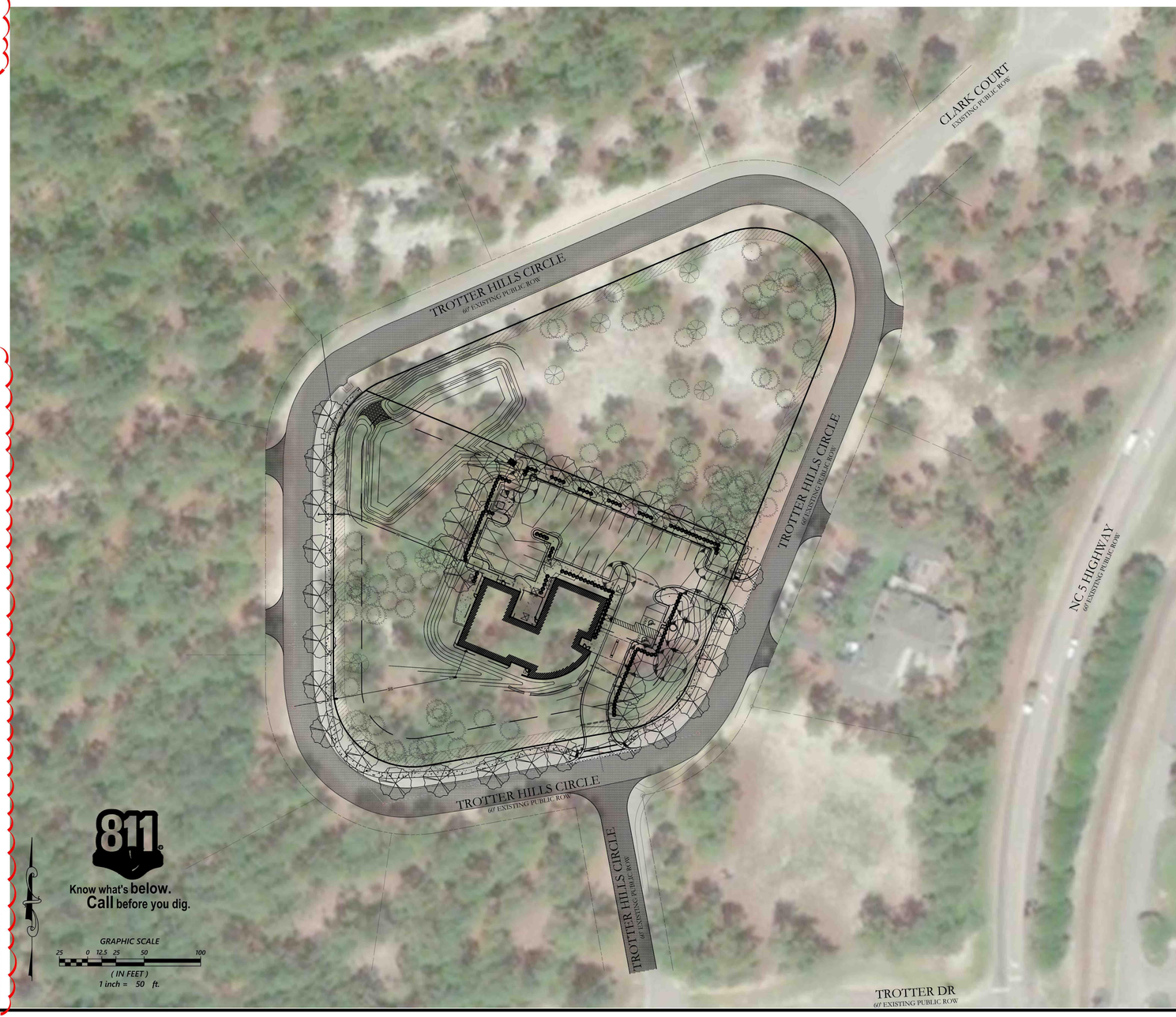
Vicinity Map



VIETA DERMATOLOGY
10 TROTTER HILLS CIRCLE
PINEHURST, NC 28374
PLN 2020-000161

DRAWING INDEX

COVER SHEET	C-1.0
EXISTING CONDITIONS	C-1.1
DEMOLITION & EROSION CONTROL PHASE I PLAN	C-1.2
EROSION CONTROL PHASE II PLAN	C-1.3
SITE & UTILITY PLAN	C-1.4
GRADING & STORM DRAINAGE PLAN	C-1.5 A
DELINEATION AND DRAINAGE PLAN	C-1.5 B
LANDSCAPE PLAN	C-1.6
SITE DETAILS	C-2.1-1
SITE & UTILITY DETAILS	C-2.1-2
UTILITY DETAILS	C-2.1-3
EROSION CONTROL DETAILS	C-2.2
EROSION CONTROL DETAILS	C-2.3
EROSION CONTROL DETAILS	C-2.4
EROSION CONTROL DETAILS	C-2.5
DRY DETENTION BASIN DETAILS	C-2.6
SITE LIGHTING PLAN	L-1



Village of Pinehurst Construction Plan Approval

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

Plan Approval Number _____

Engineering _____

Fire Department _____

Planning _____

Moore Co. Public Utilities _____

These improvements shall be constructed in accordance with the following drawings and with the Standard specifications of the Village of Pinehurst.

I, _____, certify that the Standard Specifications of the Village of Pinehurst have been thoroughly checked and found to be applicable to this project. All exceptions to the applicable Village standards have been previously approved by the Village of Pinehurst and said exceptions are shown on Sheet(s)_____ of these drawings.

PROFESSIONAL SEAL

By:_____

Date:_____

INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

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

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

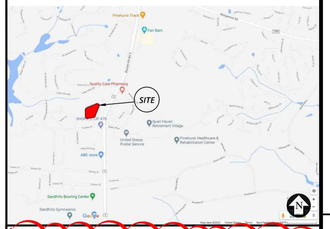
Failure to schedule the required inspections shall be grounds for rejection of all work not inspected and issuance of a stop-work order until the project is in compliance

AUTHORIZATION TO CONSTRUCT IMPROVEMENTS

PART 1 - Record of Permits Issued by Other Regulatory Agencies

Water System Extension:	Permit #_____	Issue Date:_____
Wastewater Collection System Extension:	Permit #_____	Issue Date:_____
Land Disturbing Permit:	Permit #_____	Issue Date:_____

VICINITY MAP



SITE INFORMATION

CURRENT OWNER: T-REX AND ASSOCIATES, LLC
OWNER ADDRESS: 35 APAWAMIS CIRCLE, PINEHURST, NC 28374
APPLICANT: VIETA DERMATOLOGY
APPLICANT ADDRESS: 289 OLMSTED BLVD, SUITE 5, PINEHURST, NC 28374
PROPERTY ADDRESS: 10 TROTTER HILLS CIRCLE
PARCEL PIN(S): 1) 855108886264, 2) 855108885346, 3) 855108887466
JURISDICTION: VILLAGE OF PINEHURST
CITY: PINEHURST
COUNTY: MOORE
STATE: NORTH CAROLINA
WATERSHED: DROWNING CREEK (WS-II-BW)
RIVER BASIN: LUMBER
FEEM FLOOD MAP: 3710854000J
FEMA FLOOD ZONE: X (OUTSIDE FLOOD PLAIN)
REFERENCE: DB 5056 / PG 123

EXISTING ZONING: OP
ADJACENT ZONING: OP (ALL SIDES)
EXISTING USE: VACANT / UNDEVELOPED
PROPOSED USE: MEDICAL CLINIC (DERMATOLOGY)

EXISTING PROPERTY SIZE: 1) 1.05 AC 2) 1.14 AC 3) 1.16 AC
PROPOSED PROPERTY SIZE: ±1.94 ACRES (±84,477 SF)

SETBACKS	REQUIRED	PROVIDED
• FRONT:	25' MIN.	93.86'
• SIDE:	15' MIN.	61.32'/90.40'
• REAR	20' MIN.	109.82'
BLDG. HEIGHT	35' MAX.	25'

REQUIRED PARKING SPACES: 1 SPACE / 200SF FLOOR AREA = 37 SPACES
2 ADA SPACES / 26-50 TOTAL SPACES
TOTAL PARKING PROVIDED: 37 SPACES (35 STANDARD, 2 ADA)

TRIP GENERATION: CODE 630 "CLINIC" - 228 TOTAL DAILY TRIPS/38 PEAK PM HOUR

MAX. ALLOWED IMPERVIOUS AREA: 59,134 SF / 1.36 AC (70.00%)

EXISTING IMPERVIOUS AREA: ± 0 SF / 0 AC (0%)
PROPOSED IMPERVIOUS AREA:
BUILDING: ± 7,100 SF
CANOPY ± 809 SF
ASPHALT (DRIVES/PARKING): ± 15,800 SF
CONCRETE (SIDEWALKS/DUMPSTER): ± 5,531 SF
TOTAL IMPERVIOUS AREA: ± 29,240 SF / 0.67 AC (35%)

PROPOSED WATER SUPPLY: MOORE COUNTY
PROPOSED SEWAGE TREATMENT: MOORE COUNTY

AVAILABLE FIRE FLOW (JUNE 2020): 1,943 GPM
REQUIRED FIRE FLOW (PER ISO): TYPE III-B, 7,200 SF = 1,750 GPM

PROJECT CONTACTS

CIVIL ENGINEER: C-3 DESIGN & ENGINEERING, PLLC
CHAD E. ABBOTT, PE
P.O. BOX 361
CREEDMOOR, NC 27565
919-625-7368 / chad@c3designeng.com

ARCHITECT : JIM SPENCER ARCHITECTS, PA
109-A BREWER LANE
CARRBORO, NC 27510
919-960-6680 / jspencerjsa@gmail.com

SURVEYOR: BENNY L. BROWN, PLS
5318 NC HWY 211
PO BOX 307
WEST END, NC 27376
910-673-1446

PM&E ENGINEER: BURKE DESIGN GROUP, PA
3305-109 DURHAM DRIVE
RALEIGH, NC 27603
919-771-1916 / benburke@nc.rr.com

PLANNING: VILLAGE OF PINEHURST - ALEX CAMERON
395 MAGNOLIA ROAD
PINEHURST, NC 28374
910-295-8664
acameron@vopnc.org

WATER/SEWER: MOORE COUNTY PUBLIC WORKS
BRIAN PATNODE
5227 US 15
PO BOX 1927
CARTHAGE, NC 28327
910-947-6315

EROSION CONTROL: NC DEMLR - FAYETTEVILLE OFFICE
225 GREEN STREET, SUITE 714
FAYETTEVILLE, NC 28301
910-433-3300

INSPECTIONS: VILLAGE OF PINEHURST
SCOTT THOMAS
395 MAGNOLIA ROAD
PINEHURST, NC 28374
910-295-8666 / sthomas@vopnc.org

FIRE: VILLAGE OF PINEHURST
CARLTON COLE
405 MAGNOLIA ROAD
PINEHURST, NC 28374
910-295-5575

PUBLIC SERVICES: VILLAGE OF PINEHURST
MIKE APKE
700 MCCASKILL ROAD E
PINEHURST, NC 28374
910-295-8667

PLANNING & INSPECTIONS: VILLAGE OF PINEHURST
DARRYN BURICH
395 MAGNOLIA ROAD
PINEHURST, NC 28374
910-295-8658 / dburich@vopnc.org

VIETA DERMATOLOGY
DR. SARAH VIETA
289 OLMSTED BLVD, SUITE 5
PINEHURST, NC 28374
910.420.1282

C3 DESIGN & ENGINEERING, PLLC
NC Firm License #: P-1764
2537 E LYON STATION RD. STE 102(PHYSICAL)
P.O. Box 361(MAILING)
Creedmoor, NC 27522-0361
info@c3designeng.com
919.230.0996

NOT FOR CONSTRUCTION

NORTH CAROLINA PROFESSIONAL SEAL 038242 ENGINEER CHAD E. ABBOTT 1/11/21

REVISIONS	DATE	BY
1 FIRST ISSUED		
2 SITE PLAN COMMENT #1	2/9/21	ABA
3		
4		
5		
6		

MINOR SITE PLAN
VIETA DERMATOLOGY
10 TROTTER HILLS CIRCLE
PINEHURST, NORTH CAROLINA 28374

COVER SHEET

C3 PROJECT #: 19-039

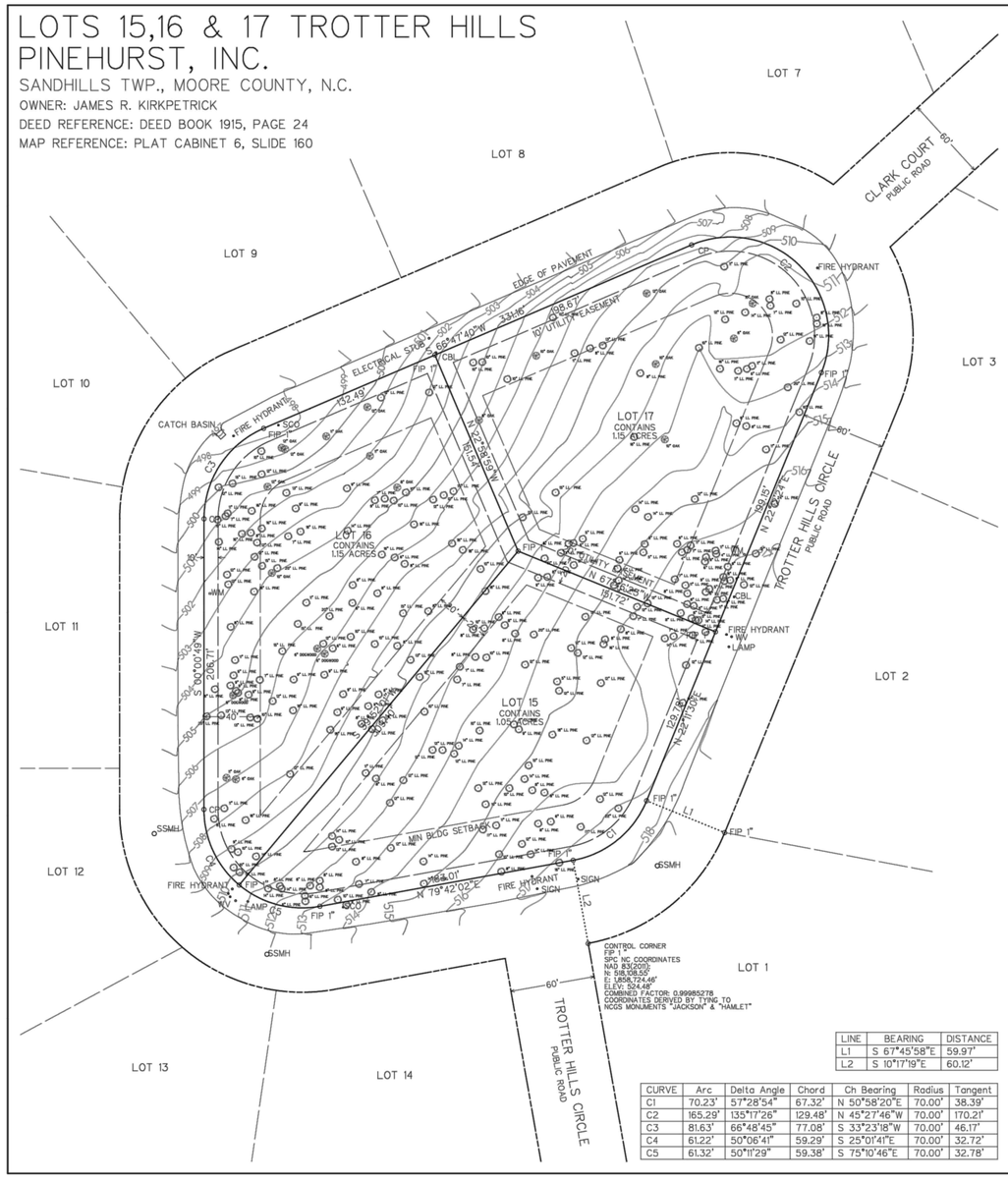
REVIEW PROJECT #: PLN 2020-000161

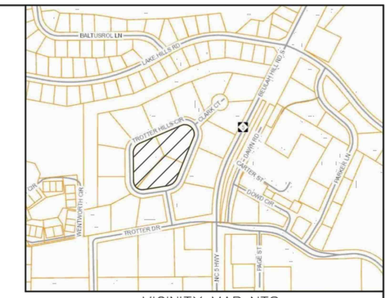
SHEET #: C-1.0

J:\Jobsheet\20-PROJECTS\2019\19-039\CD\19_-19-039Current Drawings\19-039_CS.dwg, 2/10/2021 8:30:35 AM, Allison Avenida, DWG To PDF.pc3, 1:1

LOTS 15,16 & 17 TROTTER HILLS
PINEHURST, INC.

SANDHILLS TWP., MOORE COUNTY, N.C.
OWNER: JAMES R. KIRKPETRICK
DEED REFERENCE: DEED BOOK 1915, PAGE 24
MAP REFERENCE: PLAT CABINET 6, SLIDE 160





VICINITY MAP NTS

NOTE:

AREA BY COORDINATE METHOD

PROPERTY IS NOT IN A SPECIAL FLOOD HAZARD AREA ACCORDING TO MAP NUMBER 3710854000J OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY. EFFECTIVE DATE: OCTOBER 17, 2006

PIN 855108886264, PARID 96000383 LOT 15
PIN 855108885346, PARID 96000384 LOT 16
PIN 855108887466, PARID 96000385 LOT 17

ZONED OP

DURING THE PERFORMANCE OF THIS SURVEY, I OBSERVED NO EVIDENCE OF ANY UTILITIES IN THE 20 FOOT UTILITY EASEMENT ALONG THE INTERIOR LOT LINES

CERTIFICATE OF SURVEY AND ACCURACY
I, BENNY L. BROWN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DEED DESCRIPTION RECORDED AS SHOWN ON MAP, THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56. 1600). THIS 5th DAY OF OCTOBER, 2018

THIS DOCUMENT ORIGINALLY ISSUED AND SEALED BY BENNY L. BROWN, L-3031. ON 10/05/18. THIS MEDIUM SHALL NOT BE CONSIDERED A CERTIFIED DOCUMENT.

PROFESSIONAL LAND SURVEYOR
REGISTRATION NUMBER L3031

LINE	BEARING	DISTANCE
L1	S 67°45'58"E	59.97'
L2	S 10°17'19"E	60.12'

CURVE	Arc	Delta Angle	Chord	Ch Bearing	Radius	Tangent
C1	70.23'	57°28'54"	67.32'	N 50°58'20"E	70.00'	38.39'
C2	165.29'	135°17'26"	129.48'	N 45°27'46"W	70.00'	170.21'
C3	81.63'	66°48'45"	77.08'	S 33°23'18"W	70.00'	46.17'
C4	61.22'	50°06'41"	59.29'	S 25°01'41"E	70.00'	32.72'
C5	61.32'	50°11'29"	59.38'	S 75°10'46"E	70.00'	32.78'

© 2018 BENNY L. BROWN, ALL RIGHTS RESERVED

50' 25' 0' 50' 100'

LEGEND

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

SURVEY FOR:
SARA VIETA
10 TROTTER HILLS CIRCLE
PINEHURST, NC 28374

DATE 10/05/18
FILE NO. 20318
SCALE 1" = 50'

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

Village of Pinehurst
Construction Plan Approval

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

Plan Approval Number _____

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

VIETA DERMATOLOGY
DR. SARAH VIETA
289 OLMSTED BLVD, SUITE 5
PINEHURST, NC 28374
910.420.1282

C3 DESIGN & ENGINEERING, PLLC
NC Firm License #: P-1764
2537 E LYON STATION RD. STE 102(PHYSICAL)
P.O. Box 361(MAILING)
Creedmoor, NC 27522-0361
info@c3design-engineering.com
919.230.0996

NOT FOR CONSTRUCTION

NORTH CAROLINA PROFESSIONAL SEAL 036242 ENGINEER CHAD E. ABBOTT 11/02/18

	DATE	BY
6		
5		
4		
3		
2		
1	FIRST ISSUED	

REVISIONS

MINOR SITE PLAN
VIETA DERMATOLOGY
10 TROTTER HILLS CIRCLE
PINEHURST, NORTH CAROLINA 28374

EXISTING CONDITIONS

C3 PROJECT #: 19-039
REVIEW PROJECT #: XX-XXX
SHEET #: C-1.1

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6. Installation of storm drainage systems (pipes, trenches, catch basins, frames/grates, outlet protection, etc.)

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

DEMOLITION NOTES:

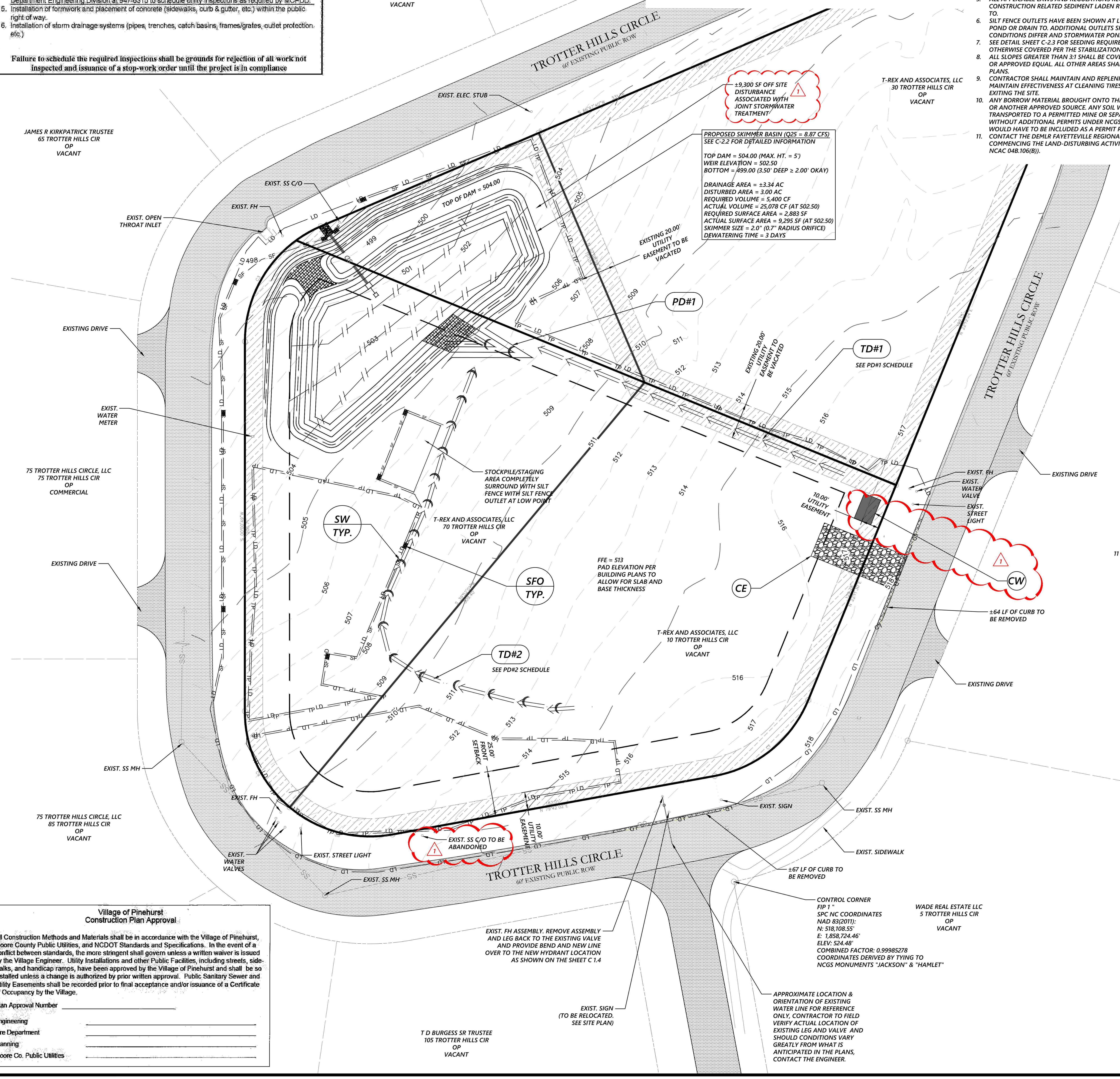
1. ALL DEMOLITION, TRANSPORT, AND DISPOSAL OF WASTE MATERIALS SHALL BE IN ACCORDANCE WITH ALL APPLICABLE TOWN, COUNTY, STATE, AND FEDERAL REGULATIONS.
2. REGULATED MATERIALS SUCH AS ASBESTOS, LEAD, ETC. MAY EXIST ON SITE AND SHALL BE IDENTIFIED AND A PLAN FOR DEMOLITION AND DISPOSAL PRESENTED TO AND APPROVED BY THE TOWN AND OWNERS PRIOR TO COMMENCING DEMOLITION ON CORRESPONDING STRUCTURES.
3. THE LOCATIONS OF ALL EXISTING FEATURES SHOWN ON THIS SHEET WERE PROVIDED AS PART OF THE SURVEYS BY BENNY L. BROWN. OTHER UNIDENTIFIED UTILITIES OR SITE FEATURES MAY EXIST AND SPECIAL CARE SHALL BE EXERCISED DURING ANY SUBGRADE WORK OR DEMOLITION.
4. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY PERMITS FOR WORK IN THE NCDOT OR VILLAGE OF PINEHURST RIGHTS-OF-WAY. ANY DAMAGED INFRASTRUCTURE IN THE RIGHTS-OF-WAY CAUSED BY CONSTRUCTION ACTIVITIES MUST BE REPAIRED TO NCDOT AND/OR VILLAGE OF PINEHURST STANDARDS. THIS INCLUDES, BUT IS NOT LIMITED TO UTILITIES, SIDEWALKS, CURB & GUTTER, AND PAVEMENT.
5. CONTRACTOR SHALL IMPLEMENT TRAFFIC CONTROL PLAN PRIOR TO ANY WORK WITHIN THE NCDOT RIGHT-OF-WAY.
6. ALL UTILITIES TO BE REMOVED, DISPOSED OF, AND/OR ABANDONED PER THE CORRESPONDING SERVICE PROVIDERS GUIDELINES.
7. CONSTRUCTION WASTE SHALL NOT BE BURIED ON SITE.

EROSION CONTROL NOTES:

1. THIS SITE IS SUBJECT TO ALL NCDENR EROSION AND STORMWATER REQUIREMENTS.
2. NOTE, IN ADDITION TO THE EROSION AND SEDIMENT CONTROL (E&SC) PERMIT, A CERTIFICATE OF COVERAGE (COC) MUST BE OBTAINED BEFORE AND LAND DISTURBING ACTIVITIES OCCUR. THE COC CAN BE OBTAINED BY FILLING OUT THE ELECTRONIC NOTICE OF INTENT (E-NOI) FORM AT DEQ.NC.GOV/NCG01. PLEASE NOTE, THE E-NOI FORM MAY ONLY BE FILLED OUT ONCE THE PLANS HAVE BEEN APPROVED. A COPY OF THE E&SC PERMIT, THE COC, AND A HARD COPY OF THE PLAN MUST BE KEPT ON SITE, PREFERABLY IN A PERMITS BOX, AND ACCESSIBLE DURING INSPECTION.
3. PLEASE NOTE THAT WHEN THE PROJECT IS COMPLETE, THE PERMITTEE SHALL CONTACT DEMLR TO CLOSE OUT THE E&SC PLAN. AFTER DEMLR INFORMS THE PERMITTEE OF THE PROJECT CLOSE OUT, VIA INSPECTION REPORT, THE PERMITTEE SHALL VISIT DEQ.NC.GOV/NCG01 TO SUBMIT AN ELECTRONIC NOTICE OF TERMINATION (E-NOT). A $100 ANNUAL GENERAL PERMIT FEE WILL BE CHARGED UNTIL THE E-NOT HAS BEEN FILLED OUT.
4. ALL EROSION CONTROL MEASURES SHALL BE PROVIDED IN ACCORDANCE WITH THE STANDARDS AND SPECIFICATIONS OF THE NORTH CAROLINA DEPT. OF ENVIRONMENTAL QUALITY OR VILLAGE OF PINEHURST STANDARDS. THE CURRENT STATE STANDARDS AND SPECIFICATIONS CAN BE FOUND AT: https://deq.nc.gov/about/divisions/energy-mineral-land-resources/energy-mineral-land-permit-guidance/erosion-sediment-control-planning-design-manual.
5. ALL APPLICABLE LAWS AND REGULATIONS REQUIRING DUE CARE AND TREATMENT OF CONSTRUCTION RELATED SEDIMENT LADEN RUNOFF SHALL APPLY AND BE STRICTLY ADHERED TO.
6. SILT FENCE OUTLETS HAVE BEEN SHOWN AT LOCATIONS WHERE IT APPEARS SITE RUNOFF WILL POND OR DRAIN TO. ADDITIONAL OUTLETS SHALL BE PROVIDED AS NEEDED WHERE SITE CONDITIONS DIFFER AND STORMWATER PONDS DURING CONSTRUCTION.
7. SEE DETAIL SHEET C-2.3 FOR SEEDING REQUIREMENTS. ALL AREAS SHALL BE MULCHED OR OTHERWISE COVERED PER THE STABILIZATION CHART ON C-2.4.
8. ALL SLOPES GREATER THAN 3:1 SHALL BE COVERED WITH NORTH AMERICAN GREEN (NAG) SC150 OR APPROVED EQUAL. ALL OTHER AREAS SHALL BE COVERED/MATTED AS SPECIFIED ON THE PLANS.
9. CONTRACTOR SHALL MAINTAIN AND REPLENISH THE CONSTRUCTION ENTRANCE AS NEEDED TO MAINTAIN EFFECTIVENESS AT CLEANING TIRES OF CONSTRUCTION EQUIPMENT PRIOR TO EXITING THE SITE.
10. ANY BORROW MATERIAL BROUGHT ONTO THIS SITE MUST BE FROM A LEGALLY OPERATED MINE OR ANOTHER APPROVED SOURCE. ANY SOIL WASTE THAT LEAVES THIS SITE CAN BE TRANSPORTED TO A PERMITTED MINE OR SEPARATELY PERMITTED CONSTRUCTION SITES WITHOUT ADDITIONAL PERMITS UNDER NCGS 74-49(7)(D). DISPOSAL AT ANY OTHER LOCATION WOULD HAVE TO BE INCLUDED AS A PERMIT REVISION FOR THIS APPROVAL.
11. CONTACT THE DEMLR FAYETTEVILLE REGIONAL OFFICE AT LEAST 48 HOURS PRIOR TO COMMENCING THE LAND-DISTURBING ACTIVITY. THE CONTACT NUMBER IS (910) 433-3300 (15A NCAC 04B.106(B)).

CONSTRUCTION SEQUENCE:

1. THE CONTRACTOR SHALL THOROUGHLY REVIEW PLAN AND "EROSION CONTROL NOTES" PRIOR TO STARTING WORK.
2. THE CONTRACTOR SHALL CONDUCT SELF-INSPECTIONS OF THE EROSION AND SEDIMENTATION CONTROL MEASURES AND COMPLETE THE FOLLOWING COMBINED SELF-INSPECTION FORM FOUND ON THE DEMLR WEBSITE (HTTP://DEQ.NC.GOV/ABOUT/DIVISIONS/ENERGY-MINERAL-LAND-RESOURCES/EROSION-SEDIMENT-CONTROL/FORMS). COMPLETE INSPECTION FORMS SHALL BE KEPT ON-SITE AND AVAILABLE FOR INSPECTION AT ALL TIMES. IT IS RECOMMENDED A COPY BE KEPT IN A PERMITS BOX." (GS113A- 54.1 (E), 15A NCAC 04B.0131, NCG01 SECTION IIB (3)).
3. EROSION AND SEDIMENT CONTROL (E&SC) PERMIT AND A CERTIFICATE OF COVERAGE (COC) MUST BE OBTAINED BEFORE ANY LAND DISTURBING ACTIVITIES OCCUR. A COPY OF THE E&SC PERMIT, THE COC, AND A HARD COPY OF THE PLAN MUST BE KEPT ON SITE, PREFERABLY IN A PERMITS BOX, AND ACCESSIBLE DURING INSPECTION." THE COC CAN BE OBTAINED BY FILLING OUT THE ELECTRONIC NOTICE OF INTENT (E- NOI) FORM AT DEQ.NC.GOV/NCG01. PLEASE NOTE, THE E-NOI FORM MAY ONLY BE FILLED OUT ONCE THE PLANS HAVE BEEN APPROVED.
4. SELF-INSPECTIONS FOR EROSION AND SEDIMENTATION CONTROL MEASURES ARE TO BE PERFORMED AT LEAST ONCE EVERY SEVEN CALENDAR DAYS AND WITHIN 24 HOURS OF EVERY RAIN EVENT OF GREATER THAN 1 INCH. ANY NEEDED REPAIRS SHALL BE MADE IMMEDIATELY TO MAINTAIN MEASURES AS DESIGNED. ALL ESC MEASURES SHALL BE MAINTAINED AS SPECIFIED IN THE CONSTRUCTION DETAILS ON THIS PLAN. A RAIN GAUGE SHALL BE INSTALLED AT THE PROJECT SITE FOR MONITORING.
5. OBTAIN ALL THE APPROVALS AND PERMITS NECESSARY TO BEGIN AND COMPLETE THE PROJECT. THESE APPROVALS AND PERMITS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: APPROVAL OF SITE DESIGN, ZONING, ETC.; APPROVAL OF DESIGNS FOR STREETS, UTILITIES, ETC.; EROSION CONTROL PLAN APPROVAL AND GRADING PERMIT; ZONING COMPLIANCE PERMIT; DRIVEWAY PERMIT FROM NCDOT. THE APPROVALS MUST BE OBTAINED BEFORE THE DISTURBANCE BEGINS SO THAT WORK WILL NOT BE INTERRUPTED DUE TO LACK OF APPROVED PLANS.
6. SUBMIT DOCUMENTATION REQUIRED UNDER THE SITE NPDES STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY (NCG010000) TO STORMWATER INSPECTIONS THROUGHOUT THE PROJECT.
7. SCHEDULE AND HOLD A PRE-CONSTRUCTION CONFERENCE BEFORE STARTING ANY DEMOLITION, TIMBERING, CLEARING, OR GRADING WITH THE OWNER (OR REPRESENTATIVE), THE CONTRACTOR(S) RESPONSIBLE FOR THE DISTURBANCE AND EROSION CONTROL, AND EROSION CONTROL PERSONNEL TO DISCUSS THE PROJECT AND THE EROSION CONTROL PLAN. DEMLR'S INSPECTOR IS TO BE NOTIFIED AT LEAST 48 HOURS PRIOR TO COMMENCEMENT OF LAND DISTURBING ACTIVITIES AT 910-433-3300.
8. LOCATE A JOB-SITE/INSPECTION BOX IN A SECURE PLACE ON SITE TO HOUSE THE GRADING PERMIT AND APPROVED EROSION CONTROL PLAN AND TO PROVIDE A PLACE FOR INSPECTORS TO LEAVE INSPECTION REPORTS, COMPLIANCE NOTICES, ETC. SITE PERSONNEL SHOULD CHECK THE BOX DAILY FOR THIS CORRESPONDENCE. PROVIDE CONTACT INFORMATION WITH NOTE TO "CONTACT C3 DESIGN & ENGINEERING @ 919-230-0996 SHOULD ANY ISSUES ARISE DURING CONSTRUCTION".
9. INSTALL SILT FENCE, SILT FENCE OUTLETS, CONSTRUCTION EXIT, BASIN, DIVERSIONS (INCLUDING MATTING) AS SHOWN ON THE PLANS. AS NOTED, CONTRACTOR SHALL INSTALL ADDITIONAL OUTLETS AS NEEDED WHERE LOW AREAS EXIST OR DEVELOPED SITE CONDITIONS CREATE PLACE FOR SITE RUNOFF TO COLLECT/POND. ONLY CLEARING AND GRUBBING REQUIRED TO INSTALL THE E&S CONTROL MEASURES SHALL BE CONDUCTED AT THIS TIME.
10. CALL FOR INSPECTION AT (910) 433-3300 IF REQUIRED BY THE PERMIT OR DISCUSSED AT THE PRE-CONSTRUCTION MEETING FOR INSPECTION OF INITIAL E&S CONTROL MEASURES.
11. UPON APPROVAL, BEGIN CLEARING AND DEMOLITION ACTIVITIES AS SHOWN.
12. BEGIN EARTHWORK AND EXCAVATION ACTIVITIES TO ACHIEVE THE BUILDING PAD AS SOON AS POSSIBLE.
13. ANY BORROW MATERIAL BROUGHT ONTO THIS SITE MUST BE FROM A LEGALLY OPERATED MINE OR ANOTHER APPROVED SOURCE. ANY SOIL WASTE THAT LEAVES THIS SITE CAN BE TRANSPORTED TO A PERMITTED MINE OR SEPARATELY PERMITTED CONSTRUCTION SITES WITHOUT ADDITIONAL PERMITS UNDER NCGS 74-49(7)(d). DISPOSAL AT ANY OTHER LOCATION WOULD HAVE TO BE INCLUDED AS A PERMIT REVISION FOR THIS APPROVAL.
14. ALL EROSION CONTROL MEASURES SHALL BE INSPECTED AND MAINTAINED AS NEEDED, AT LEAST ONCE PER WEEK AND AFTER EVERY 1" RAINFALL EVENT.
15. TEMPORARY SEED AND MULCH ALL AREAS DISTURBED WITHIN MINIMUM REQUIRED TIMEFRAME. SEE TEMPORARY SEEDING SCHEDULE AND THE STABILIZATION TIMEFRAME NOTED ON C-2.3 AND C-2.4. PER NPDES PERMIT, "GROUND STABILIZATION WILL BE APPLIED WITHIN 14 CALENDAR DAYS FROM LAST LAND DISTURBING ACTIVITY. FOR STEEP SLOPES, THAT AREA MUST BE STABILIZED WITHIN 7 CALENDAR DAYS".
16. INSPECT AND MAINTAIN THE EROSION CONTROL DEVICES SO THEY CONTINUE TO FUNCTION PROPERLY. REFER TO THE EROSION CONTROL DETAILS FOR SPECIFIC INSTRUCTIONS FOR EACH DEVICE. THE PERSON RESPONSIBLE FOR EROSION CONTROL IS ALSO RESPONSIBLE FOR TAKING THE INITIATIVE IN INSPECTING AND MAINTAINING THESE DEVICES; DO NOT WAIT FOR THE EROSION CONTROL INSPECTOR TO POINT OUT THE NEED FOR MAINTENANCE REPAIRS. KEEP MUD AND DEBRIS OFF THE PUBLIC STREET AT ALL TIMES. IF MUD OR DEBRIS IS TRACKED FROM THE SITE, USE A SHOVEL AND BROOM TO REMOVE IT IMMEDIATELY.
17. IF IT IS DETERMINED DURING THE COURSE OF CONSTRUCTION THAT SIGNIFICANT SEDIMENT IS LEAVING THE SITE DESPITE PROPER IMPLEMENTATION AND MAINTENANCE OF THE APPROVED EROSION CONTROL PLAN, THE PERSON RESPONSIBLE FOR THE LAND-DISTURBING ACTIVITY IS OBLIGATED TO TAKE ADDITIONAL PROTECTIVE ACTION AND NOTIFY ENGINEER OF THE NEED FOR ADDITIONAL MEASURES.
18. INSTALL SITE UTILITIES, CONDUIT AND STORM DRAINAGE AS CONSTRUCTION PERMITS.
19. SEAL INLETS OR OTHERWISE PREVENT STORMWATER FROM ENTERING THE STORMDRAINS UNLESS A MIN. OF 1,800 CF OF STORAGE HAS BEEN PROVIDED AROUND THE INLET TO PROPERLY TREAT AND FILTER SEDIMENT LADEN RUNOFF. IF INLETS ARE SEALED, MAINTAIN DIVERSIONS AND RUNOFF PATTERNS TO THE BASINS TO THE GREATEST EXTENT PRACTICAL UNTIL ADJACENT AREAS ARE SUFFICIENTLY STABILIZED.
20. ONCE SITE GRADING IS COMPLETE, PERMANENTLY STABILIZE ALL DISTURBED AREAS, INCLUDING THE REMOVAL OF THE CONSTRUCTION ENTRANCE TO INSTALL STONE BASE FOR PAVING.
21. PLACE TOPSOIL AND PERMANENTLY SEED OR OTHERWISE STABILIZE THE REMAINING LANDSCAPED AREAS PER THE PLANS.
22. ONCE STONE BASE IS APPLIED, CALL EROSION CONTROL INSPECTOR FOR APPROVAL TO DECOMMISSION AND REMOVE THE SEDIMENT BASIN PER DETAIL. CONTRACTOR SHALL USE A SILT BAG IF PUMPING OF WATER IS REQUIRED. IF SOILS ARE OVERLY WET AND UNABLE TO BE TRANSPORTED, CONTRACTOR SHALL PROVIDE A SUITABLE AREA ADJACENT TO THE BASIN WHERE THE SOUPY SOILS CAN BE PLACED AND COMPLETELY SURROUNDED WITH SILT FENCE. SOILS SHALL BE DEPOSITED HERE AND ALLOWED TO DRAIN/DRY UNTIL THEY CAN BE LOADED INTO A TRUCK AND HAULED AWAY OR USED ON-SITE.
23. REGRADE AREA FOR THE FINAL SURFACE TREATMENTS AND SITE IMPROVEMENTS SHOWN. SUITABLE FILL SHALL BE USED TO ACHIEVE PERMENANT GRADES AS SHOWN. SUITABLE FILL AND PIPE BACKFILL TO BE CONFIRMED AND TESTED BY THIRD PARTY CMT FIRM.
24. INSTALL STORMWATER CONTROL MEASURE (SCM) PER STORMWATER PLANS ONCE SKIMMER BASIN IS REMOVED.
25. SITE STABILIZATION IS REQUIRED PRIOR TO FINAL APPROVAL OF GRADING PERMIT AND ISSUANCE OF CERTIFICATE OF OCCUPANCY. GRASS UTILIZED AS PERMANENT GROUND COVER MUST BE AT A MOWABLE HEIGHT THAT GENERALLY PROVIDES AT LEAST 80% COVERAGE THROUGHOUT THE SITE, WITH NO LARGE BARE PATCHES OR EVIDENCE OF EROSION.
26. ONCE ALL AREAS ARE STABILIZED, CALL EROSION CONTROL OFFICER AT (910) 433-3300 FOR INSPECTION AND APPROVAL TO REMOVE SILT FENCE AND OTHER REMAINING EROSION CONTROL MEASURES.
27. PLACE TOPSOIL AND PERMANENTLY SEED OR OTHERWISE STABILIZE THE REMAINING DISTURBED AREAS PER THE PLANS.
28. WHEN THE PROJECT IS COMPLETE, THE PERMITTEES SHALL CONTACT DEMLR TO CLOSE OUT THE E&SC PLAN.
29. AFTER DLMR INFORMS THE PERMITTEE OF THE PROJECT CLOSE OUT, VIA INSPECTION REPORT, THE PERMITTEE SHALL VISIT DEQ.NC.GOV/NCG01 TO SUBMIT AN ELECTRONIC NOTICE OF TERMINATION (E-NOT). A $100 ANNUAL GENERAL PERMIT FEE WILL BE CHARGED UNTIL THE E-NOT HAS BEEN FILLED OUT.



Village of Pinehurst Construction Plan Approval

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

Plan Approval Number ________

Engineering ________

Fire Department ________

Planning ________

Moore Co. Public Utilities ________

DISTURBED AREA:
ROW DISTURBANCE = 14,680 SF (0.34 AC)
SITE DISTURBANCE = 66,723 SF (1.53 AC)
OFF SITE DISTURBANCE ASSOCIATED WITH JOINT STORMWATER TREATMENT = 9,300 SF (0.21 AC)
TOTAL DISTURBED= 90,659 SF (2.08 AC)

Know what's **below.** **Call** before you dig.

GRAPHIC SCALE
15 0 7.5 15 30 60
(IN FEET)
1 inch = 30 ft.

LEGEND & NOMENCLATURE

SYMBOLS

Drainage inlet (w/ grate)	
Straw Wattle	
Silt Fence Outlet	
Inlet Protection (Block & Gravel or Hardware Cloth)	
Outlet Protection	

LINETYPES

Line	Meaning
X	Fence
SF	Silt Fence
LD	Limited disturbance
SD	Prop. storm drain
	Extents of Clearing/ New Tree Line
	Existing Tree Line
	Baffles
	Diversion

NOTES SYMBOLS

CE	Construction Entrance/Exit
DD	Temporary Diversion Ditch
PD	Permanent Diversion Ditch
IP	Inlet Protection
SB	Slope Blanket
SF	Silt Fence
SFO	Silt Fence Outlet
SW	Straw Wattle (12" see details)
TS	Temporary Seeding
PS	Permanent Seeding
TP	Tree Protection Fence
CW	Concrete Washout Area
DW	Silt Bag Dewatering
BM	Blanket Matting

ABBREVIATIONS

DB	Deed Book
PB or BM	Plat or Map Book
N/F	Now or formerly
PG.	Page
SF	Square feet
AC.	Acres
ROW	Right-of-way
NCSR	NC State Route
NCDOT	NC Dept. of Trans.
RWM	Right-of-way Monument
EX.	Existing
RCP	Reinforced concrete pipe
PVC	Polyvinyl chloride pipe
(M)	Measured
AG	Above ground
BG	Below ground

SURVEY LEGEND

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

VIETA DERMATOLOGY
DR. SARAH VIETA
289 OLMSTED BLVD, SUITE 5
PINEHURST, NC 28374
910.420.1282

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NC Firm License #: P-1764
2537 E LYON STATION RD, STE 102(PHYSICAL)
P.O. Box 361(MAILING)
Creedmoor, NC 27522-0361
chad@c3designeng.com
919.230.0996

NOT FOR CONSTRUCTION
NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 036242 CHAD E. ABBOTT 2/9/21

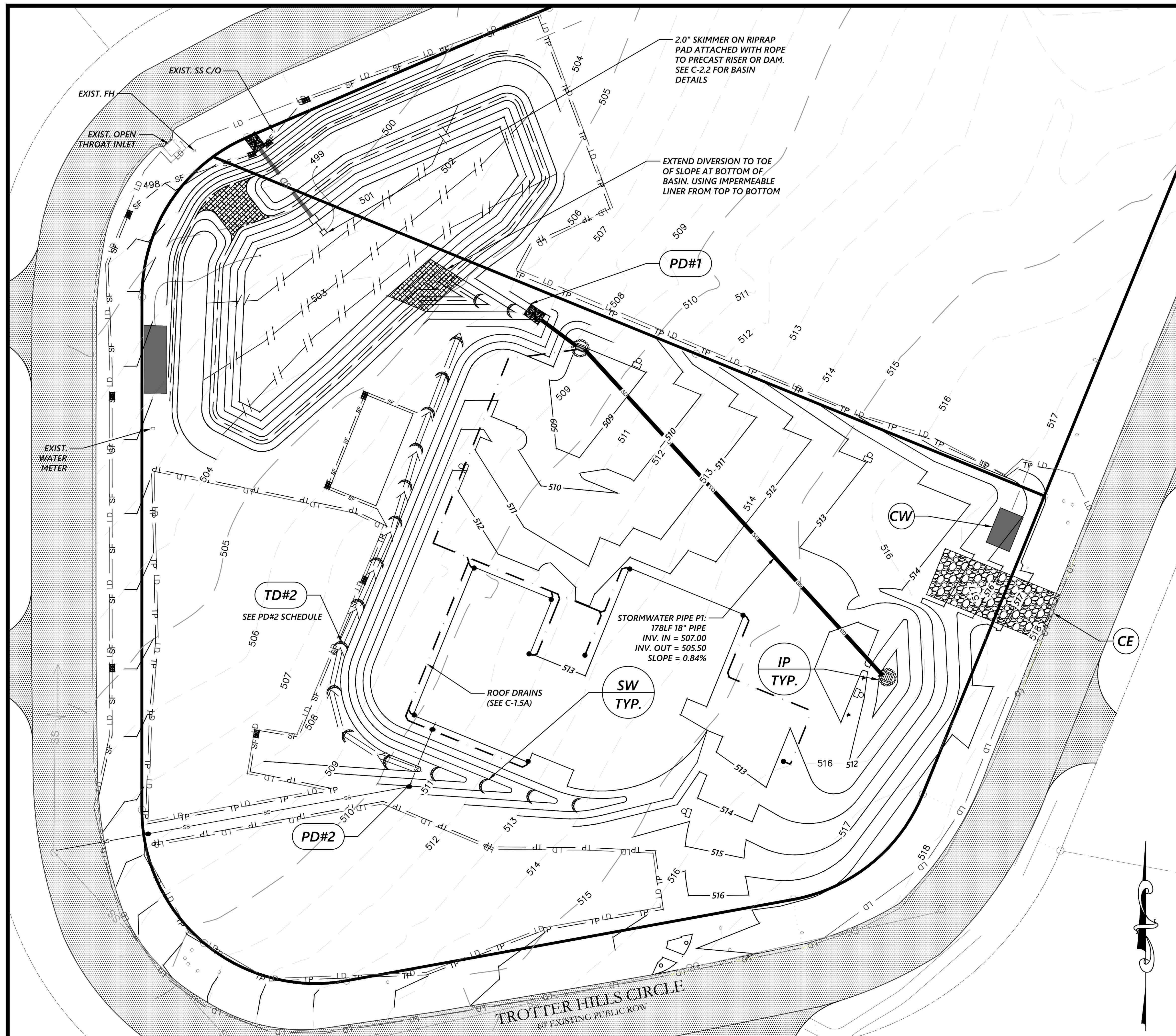
No.	REVISIONS	DATE	BY
6			
5			
4			
3			
2	FIRST ISSUED		
1	SITE PLAN COMMENT #1	2/9/21	ABA

MINOR SITE PLAN
VIETA DERMATOLOGY
10 TROTTER HILLS CIRCLE
PINEHURST, NORTH CAROLINA 28374

DEMOLITION & EROSION CONTROL PHASE I PLAN

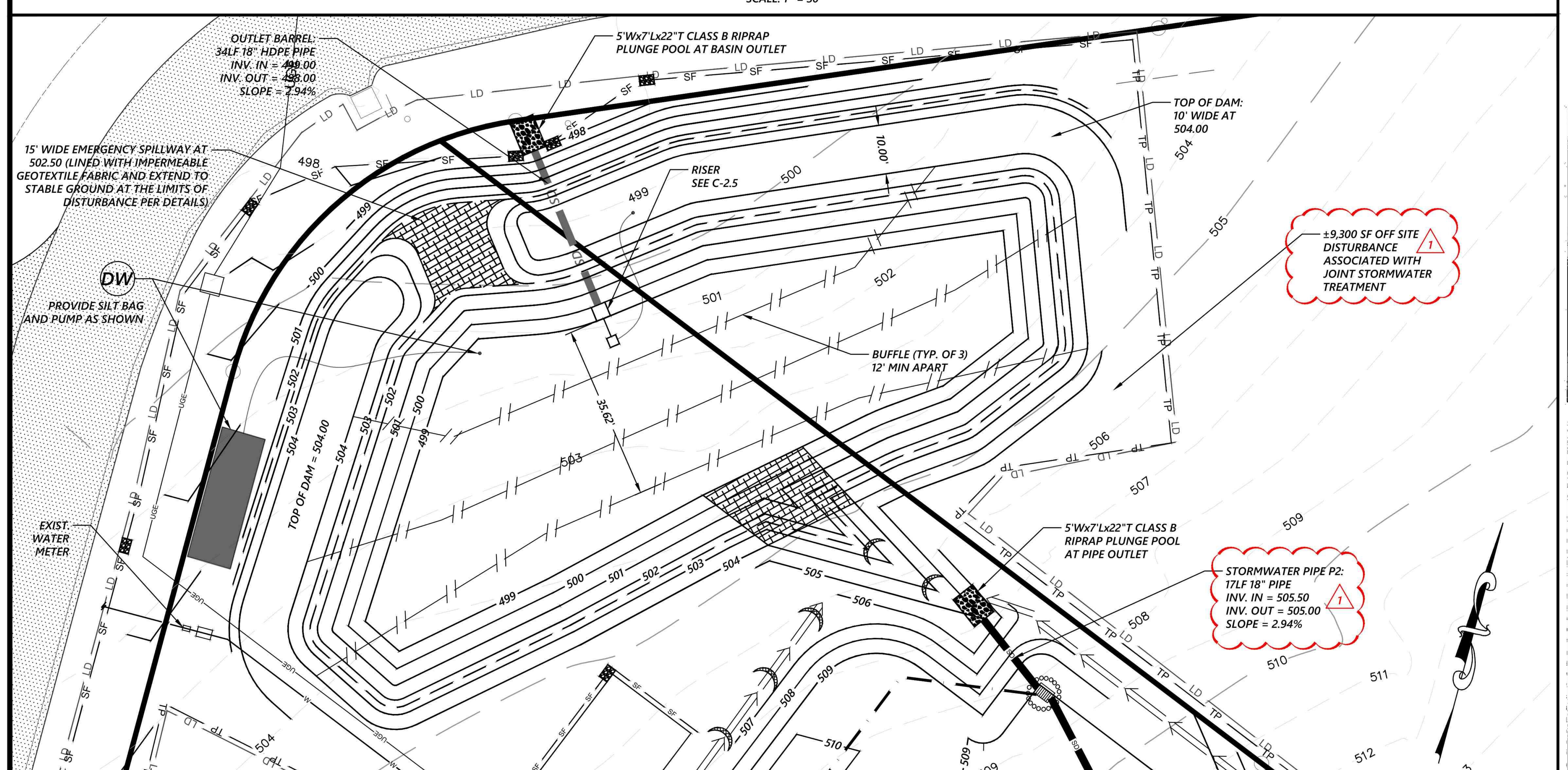
C3 PROJECT #: 19-039
REVIEW PROJECT #: PLN 2020-000161
SHEET #: C-1.2

J:\DD-PROJECTS\2019\19-039\CIVIL - 19-039\Current Drawings\19-039_EC.dwg, 2/10/2021 12:34:06, Joel Sain, DWG To PDF.pc3, 1:1



EROSION CONTROL PHASE II PLAN

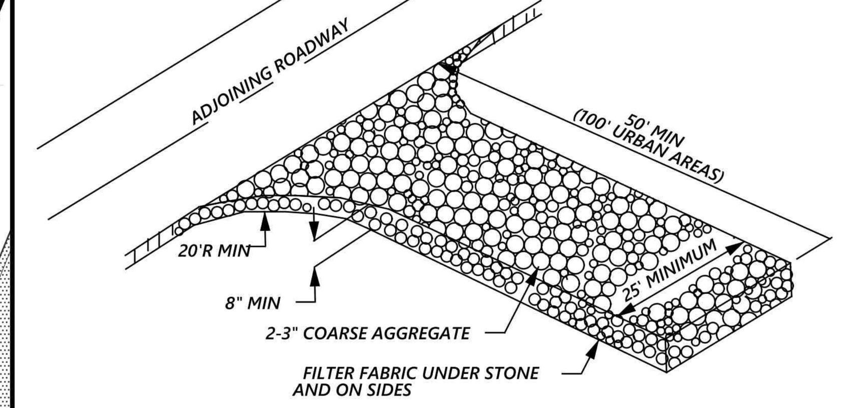
SCALE: 1" = 30'



SKIMMER BASIN PLAN

SCALE: 1" = 20'

NOTES:
APPLICABLE AT ALL POINTS OF INGRESS AND EGRESS UNTIL SITE IS STABILIZED. FREQUENT CHECKS OF THE DEVICE AND TIMELY MAINTENANCE MUST BE PROVIDED BY CONTRACTOR.



WASHED STONE PAD TO BE 50'L X 25'W X 6"TH MINIMUM (100'L MIN IN URBAN AREAS). IF THE ADJOINING ROADWAY IS WIDER THAN 25', THEN THE WASHED STONE SHALL BE AS WIDE AS THE ADJOINING ROADWAY.

TURNING RADIUS OF 20' MINIMUM TO ACCOMMODATE LARGE TRUCKS SHALL BE PROVIDED.

ENTRANCE(S) SHOULD BE LOCATED TO PROVIDE FOR MAXIMUM USE BY ALL CONSTRUCTION VEHICLES.

MUST BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR DIRECT FLOW OF MUD ONTO ADJACENT STREETS.

PERIODIC TOP DRESSING WITH STONE (2" THICK) WILL BE NECESSARY. ANY MATERIAL WHICH STILL MAKES IT ONTO THE ROAD MUST BE CLEANED UP IMMEDIATELY.

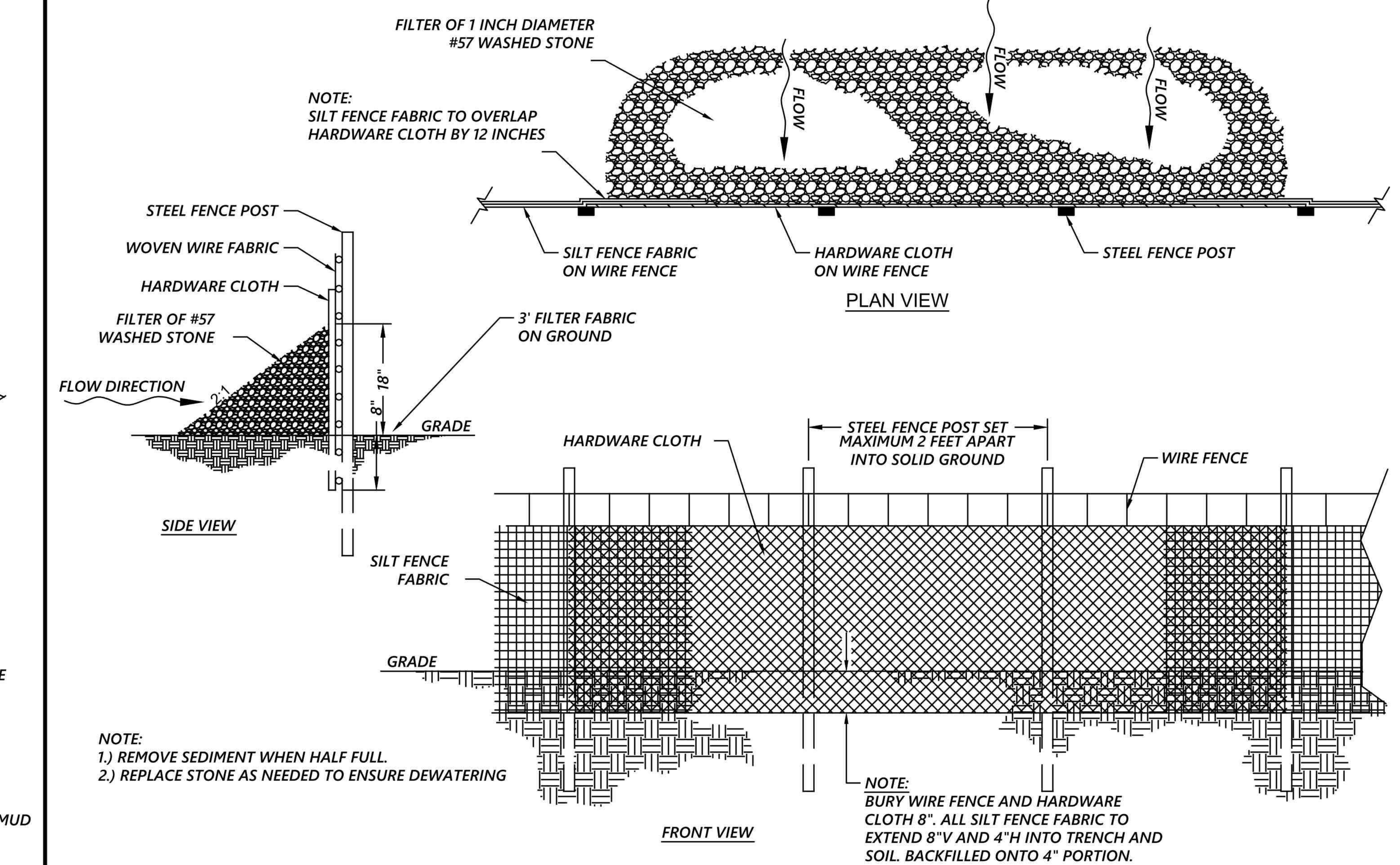
CONSTRUCTION STANDARDS:

1. CLEAR THE ENTRANCE AND EXIT AREA OF ALL VEGETATION, ROOTS, AND OTHER OBJECTIONABLE MATERIAL AND PROPERLY GRADE IT.
2. PLACE THE GRAVEL TO THE SPECIFIC GRADE AND DIMENSIONS SHOWN ON THE PLANS, AND SMOOTH IT.
3. PROVIDE DRAINAGE TO CARRY WATER TO A SEDIMENT TRAP OR OTHER SUITABLE OUTLET.
4. USE GEOTEXTILE FABRICS BECAUSE THEY IMPROVE STABILITY OF THE FOUNDATION IN LOCATIONS SUBJECT TO SEEPAGE OR HIGH WATER TABLE.

MAINTENANCE:

MAINTAIN THE GRAVEL PAD IN A CONDITION TO PREVENT MUD OR SEDIMENT FROM LEAVING THE CONSTRUCTION SITE. THIS MAY REQUIRE PERIODIC TOPDRESSING WITH 2-INCH STONE. AFTER EACH RAINFALL, INSPECT ANY STRUCTURE USED TO TRAP SEDIMENT AND CLEAN IT OUT AS NECESSARY. IMMEDIATELY REMOVE ALL OBJECTIONABLE MATERIALS SPILLED, WASHED, OR TRACKED ONTO PUBLIC ROADWAYS.

TEMPORARY GRAVEL CONSTRUCTION ENTRANCE / EXIT



NOTE:
1.) REMOVE SEDIMENT WHEN HALF FULL.
2.) REPLACE STONE AS NEEDED TO ENSURE DEWATERING

STANDARD SILT FENCE OUTLET

NTS

CONSTRUCTION STANDARDS:

1. ENSURE THAT THE SUBGRADE FOR THE FILTER AND RIPRAP FOLLOWS THE REQUIRED LINES AND GRADES SHOWN IN THE PLAN. COMPACT ANY FILL REQUIRED IN THE SUBGRADE TO THE DENSITY OF THE SURROUNDING UNDISTURBED MATERIAL. LOW AREAS IN THE SUBGRADE ON UNDISTURBED SOIL MAY ALSO BE FILLED BY INCREASING THE RIPRAP THICKNESS.
2. THE RIPRAP AND GRAVEL FILTER MUST CONFORM TO THE SPECIFIES GRADING LIMITS SHOWN ON THE PLANS. FILTER CLOTH, WHEN USED, MUST MEET DESIGN REQUIREMENTS AND BE PROPERLY PROTECTED FROM PUNCHING OR TEARING DURING INSTALLATION. REPAIR ANY DAMAGE BY REMOVING THE RIPRAP AND PLACING ANOTHER PIECE OF FILTER CLOTH OVER THE DAMAGED AREA. ALL CONNECTING JOINTS SHOULD OVERLAP SO THE TOP LAYER IS ABOVE THE DOWNSTREAM LAYER A MINIMUM OF 1 FOOT. IF THE DAMAGE IS EXTENSIVE, REPLACE THE ENTIRE FILTER CLOTH.
3. RIPRAP MAY BE PLACED BY EQUIPMENT, BUT TAKE CARE TO AVOID DAMAGING THE FILTER.
4. THE MINIMUM THICKNESS OF THE RIPRAP SHOULD BE 1.5 TIMES THE MAXIMUM STONE DIAMETER.
5. RIPRAP MAY BE FIELD STONE OR ROUGH QUARRY STONE. IT SHOULD BE HARD, ANGULAR, HIGHLY WEATHER-RESISTANT AND WELL GRADED.
6. CONSTRUCT THE APRON ON ZERO GRADE WITH NO OVERFILL AT THE END. MAKE THE TOP OF THE RIPRAP AT THE DOWNSTREAM END LEVEL WITH THE RECEIVING AREA OR SLIGHTLY BELOW IT.
7. ENSURE THAT THE APRON IS PROPERLY ALIGNED WITH THE RECEIVING STREAM AND PREFERABLY STRAIGHT THROUGHOUT ITS LENGTH. IF A CURVE IS NEEDED TO FIT SITE CONDITIONS, PLACE IT IN THE UPPER SECTION OF THE APRON.
8. IMMEDIATELY AFTER CONSTRUCTION, STABILIZE ALL DISTURBED AREAS WITH VEGETATION (PRACTICES 6.10, TEMPORARY SEEDING, AND 6.11 PERMANENT SEEDING).

MAINTENANCE:

INSPECT RIPRAP OUTLET STRUCTURES WEEKLY AND AFTER SIGNIFICANT ($\frac{1}{2}$ INCH OR GREATER) RAINFALL EVENTS TO SEE IF ANY EROSION AROUND OR BELOW THE RIPRAP HAS TAKEN PLACE, OR IF STONES HAVE BEEN DISLODGED. IMMEDIATELY MAKE ALL NEEDED REPAIRS TO PREVENT FURTHER DAMAGE.

GRAPHIC SCALE

15 0 7.5 15 30 60

(IN FEET)
1 inch = 30 ft.

811 Know what's **below.** **Call** before you dig.

Village of Pinehurst
Construction Plan Approval

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Plan Approval Number ____________

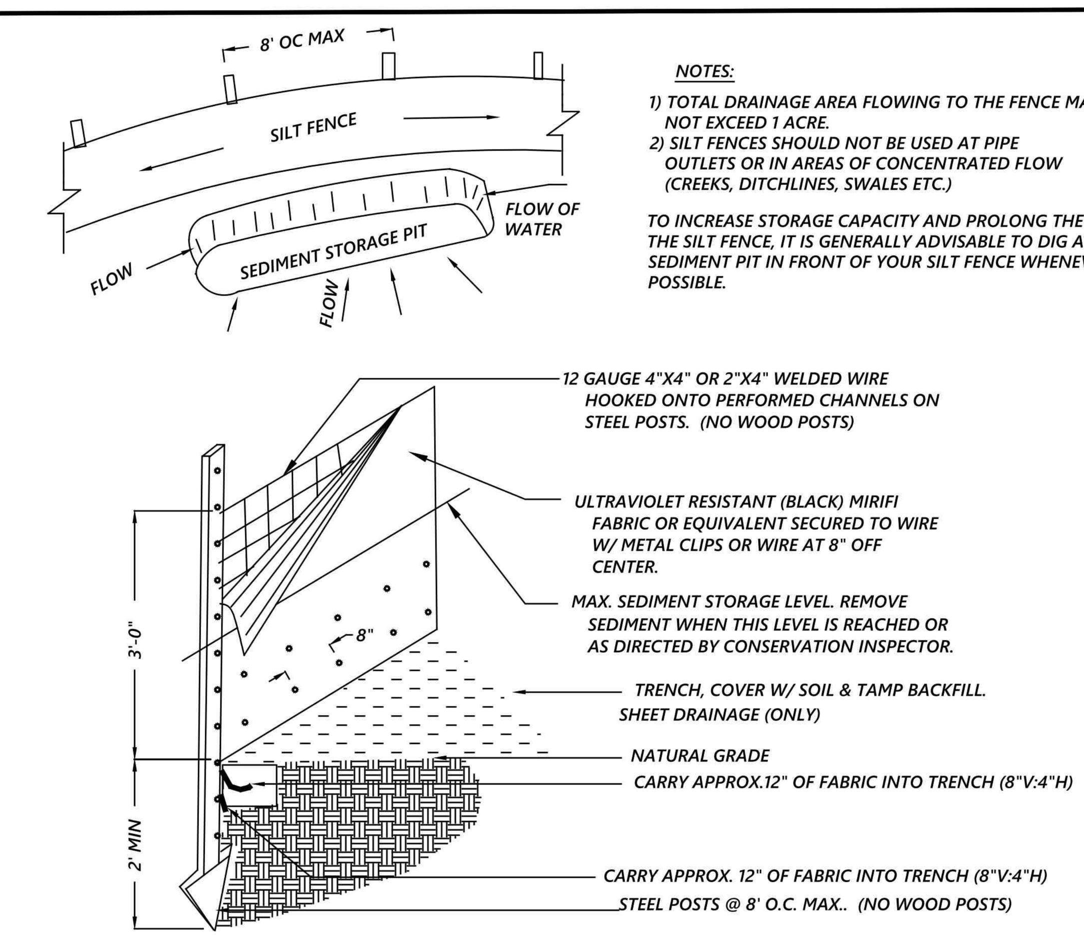
Engineering ____________
Fire Department ____________
Planning ____________
Moore Co. Public Utilities ____________

INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

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

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

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



NOTES:
1) TOTAL DRAINAGE AREA FLOWING TO THE FENCE MAY NOT EXCEED 1 ACRE.
2) SILT FENCES SHOULD NOT BE USED AT PIPE OUTLETS OR IN AREAS OF CONCENTRATED FLOW (CREEKS, DITCHLINES, SWALES ETC.)

TO INCREASE STORAGE CAPACITY AND PROLONG THE LIFE OF THE SILT FENCE, IT IS GENERALLY ADVISABLE TO DIG A SEDIMENT PIT IN FRONT OF YOUR SILT FENCE WHENEVER POSSIBLE.

MAINTENANCE:
INSPECT SEDIMENT FENCES AT LEAST ONCE A WEEK AND AFTER EACH RAINFALL. MAKE ANY REQUIRED REPAIRS IMMEDIATELY. SHOULD THE FABRIC OF A FENCE COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE, REPLACE IT PROMPLY. REPLACE BURLAP EVERY 60 DAYS. REMOVE SEDIMENT DEPOSITS AS NECESSARY TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE NEXT RAIN AND TO REDUCE PRESSURE ON THE FENCE.TAKE CARE TO AVOID UNDERMINING THE FENCE DURING CLEANOUT. REMOVE ALL FENCING MATERIALSAND UNSTABLE SEDIMENT DEPOSITS AND BRING THE ARE TO GRADE AND STABILIZE IT AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.

SILT FENCE

DIVERSION / DITCH SCHEDULE

NAME	Q25	V25	SIDESLOPES (X:1)	SLOPE (%)	TOTAL DEPTH	DEPTH OF FLOW	FREE BOARD	SHEAR STRESS	LINING
PD#1	3.04	5.11	3.00	5.86%	1.00	0.44	0.56	1.63	SC150
PD#2	0.34	2.76	3.00	4.84%	1.00	0.20	0.80	0.62	SC150

VIETA DERMATOLOGY
DR. SARAH VIETA
289 OLMSTED BLVD, SUITE 5
PINEHURST, NC 28374
910.420.1282

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P.O. Box 361(MAILING)
Creedmoor, NC 27522-0361
chad@c3designeng.com
919.230.0996

NOT FOR CONSTRUCTION

NORTH CAROLINA PROFESSIONAL SEAL 036242 ENGINEER CHAD E. ABBOTT 2/9/21

No.	REVISIONS	DATE	BY
6			
5			
4			
3			
2			
1	SITE PLAN COMMENT #1	2/9/21	ABA
	FIRST ISSUED		

MINOR SITE PLAN
VIETA DERMATOLOGY
10 TROTTER HILLS CIRCLE
PINEHURST, NORTH CAROLINA 28374

EROSION CONTROL PHASE II PLAN

C3 PROJECT #: 19-039

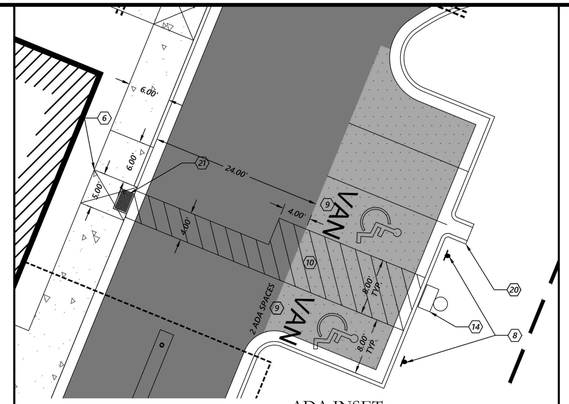
REVIEW PROJECT #: PLN 2020-000161

SHEET #: **C-1.3**

J:\DD-PROJECTS\2019\19-039\CIVIL - 19-039\Current Drawings\19-039_EC.dwg, 2/10/2021 12:35:33, Joel Sain, DWG To PDF.pc3, 1:1

SITE KEY LEGEND:

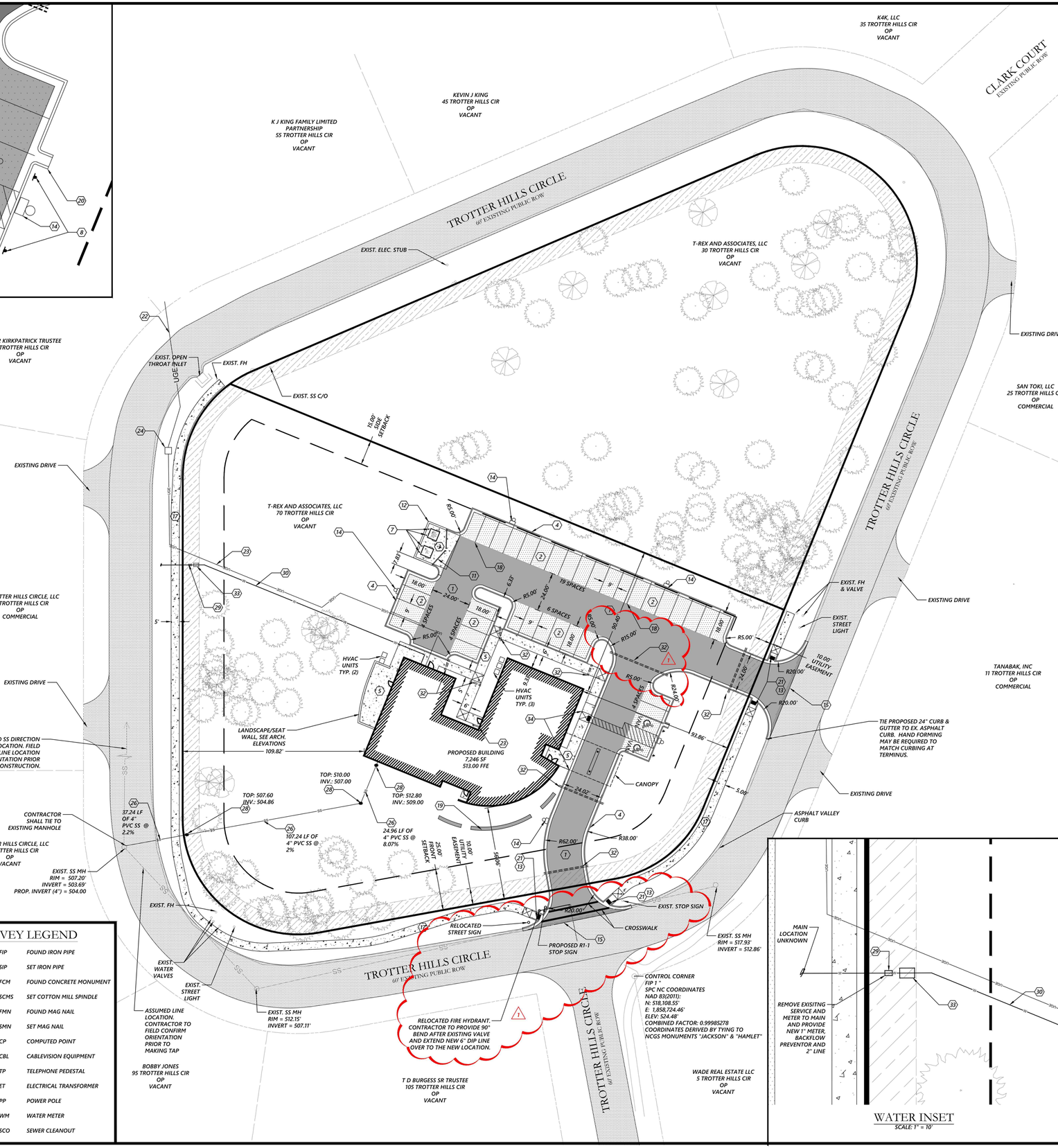
1. HEAVY DUTY ASPHALT PAVING: REFER TO DETAIL SHEET C-2.1.1.
2. STANDARD DUTY ASPHALT PAVING: REFER TO DETAIL SHEET C-2.1.1.
3. HEAVY DUTY CONCRETE: (DUMPSTER AREA) REFER TO DETAIL SHEET C-2.1.1
4. 24" CONCRETE CURB & GUTTER: REFER TO DETAIL SHEET C-2.1.1.
5. CONCRETE SIDEWALK: REFER TO DETAIL SHEET C-2.1.1.
6. DIRECTIONAL CURB RAMP TYPE 1A: REFER TO DETAIL SHEET C-2.1.2.
7. STEEL BOLLARD: REFER TO DETAIL SHEET C-2.1.1.
8. ADA PARKING SIGN: REFER TO DETAIL SHEET C-2.1.1.
9. ACCESSIBLE PARKING SYMBOL: REFER TO DETAIL SHEET C-2.1.1.
10. ADA ACCESS UNLOADING ZONE: SLOPE 2% MAX. EACH WAY (ADA COMPLIANT) AND STRIPE AS SHOWN.
11. DUMPSTER ENCLOSURE GATE: REFER TO DETAIL SHEET C-2.1.1.
12. MASONRY DUMPSTER ENCLOSURE: REFER TO DETAIL SHEET C-2.1.1. MATERIAL TO MATCH BUILDING MATERIALS
13. DIRECTIONAL CURB RAMP TYPE 1B: REFER TO DETAIL SHEET C-2.1.2.
14. PARKING LOT LIGHTING: (LEASED) FINAL LIGHTING PLAN & PHOTOMETRICS BEING PROVIDED BY DUKE
15. LIMITS OF NEW PAVING:
16. ROLL DOWN CURB: NOT USED.
17. VILLAGE OF PINEHURST SIDEWALK: REFER TO DETAIL SHEET C-2.1.1.
18. STRIPING: PROVIDE 4" WIDE PARKING LOT STRIPING AS SHOWN. USE HIGHWAY MARKING PAINT - WHITE (2 COATS).
19. SIGN LOCATION: TO BE LOCATED ON LANDSCAPING WALL AND PERMITTED SEPARATELY
20. CONCRETE FLUME: REFER TO DETAIL SHEET C-2.1.1
21. ACCESSIBLE WARNING DOMES: REFER TO DETAIL SHEET C-2.1.1
22. UNDERGROUND ELECTRIC (PRIMARY): COORDINATE WITH DUKE FROM FINAL LOCATION
23. UNDERGROUND ELECTRIC (SECONDARY) & TELEPHONE LINES : SEE BUILDING PLANS BY OTHERS. CONTRACTOR SHALL COORDINATE W/ PME PLANS FOR LOCATIONS W/ IN 5' OF BUILDING
24. TRANSFORMER: COORDINATE WITH DUKE FOR FINAL LOCATION
25. GAS LINE (UNDERGROUND): NOT USED.
26. 4" SCH. 40 PVC SEWER SERVICE LINE: @ MIN. 2% SLOPE.
27. WHEEL STOPS: NOT USED.
28. SS CLEANOUT: SEE DETAIL SHEET C-2.5.
29. EXISTING 1" METER & SERVICE: TO BE REUSED
30. 2" PE WATER LINE:
31. IRRIGATION LINE: NOT USED
32. 2 - 2" PVC CONDUITS FOR IRRIGATION LINES AND SITE LIGHTING WIRING
33. 1" RPZ BACKFLOW IN ABOVE GROUND ASSE HEATED ENCLOSURE:
34. FLUSH SIDEWALK/PAVEMENT



ADA INSET
SCALE: 1" = 10'

SITE & UTILITY NOTES:

S1. SURVEY DATA AND LOCATIONS PROVIDED BY BENNY L. BROWN, DATED OCTOBER 5th, 2018. FIELD VERIFY EXISTING CONDITIONS BY DETAILED SITE INSPECTION PRIOR TO SUBMITTING BID AND BEGINNING CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES.
S2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE VILLAGE OF PINEHURST AND/OR NCDOT STANDARDS AND SPECIFICATIONS.
S3. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
S4. CONTRACTOR SHALL MAINTAIN ANY EXISTING ACCESSES TO ADJACENT RESIDENCES, BUSINESSES AND PROPERTIES AT ALL TIMES.
S5. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY PERMITS NECESSARY FOR CONSTRUCTION.
S6. ANY PAVEMENT MARKINGS WITHIN NCDOT ROW SHALL BE THERMOPLASTIC.
S7. CONTACT 811 PRIOR TO ANY SUBSURFACE WORK.
S8. OBTAIN FINAL ZONING INSPECTION APPROVAL PRIOR TO USE/OCCUPANCY.
S9. SHALL BE COMPLETED PER CONDITIONAL USE PERMIT RECORDED IN DEED BOOK 1997, PG 219.
S10. CONTRACTOR SHALL SCHEDULE A FIELD MEETING WITH THE VILLAGE PRIOR TO PLACING FORMS FOR THE PROPOSED CONCRETE SIDEWALK IN THE RIGHT-OF-WAY TO DETERMINE IF ADJUSTMENTS TO THE PROPOSED LOCATION ARE WARRANTED.
U1. ALL NEW UTILITIES SHALL BE LOCATED UNDERGROUND UNLESS OTHERWISE NOTED.
U2. ALL PUBLIC UTILITIES AND CONNECTIONS TO PUBLIC UTILITIES SHALL CONFORM TO THE MOORE COUNTY STANDARDS AND SPECIFICATIONS.
U3. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY PERMITS NECESSARY FOR CONSTRUCTION.
U4. IF REQUIRED, PRIOR TO THE CONSTRUCTION OF ANY WATER MAIN EXTENSIONS, TAPS OR RELOCATIONS, THE ENGINEER OF RECORD SHALL BE CONTACTED BY THE GENERAL CONTRACTOR TO DISCUSS CERTIFICATION REQUIREMENTS. FAILURE TO CONTACT THE ENGINEER OF RECORD OR PROVIDE ANY OF THE REQUESTED DOCUMENTATION DISCUSSED MAY RESULT IN THE INABILITY OF THE ENGINEER TO CERTIFY THE LINE AND POSSIBLE REPLACEMENT.
U5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF THE LOCATION AND/OR RELOCATION OF ALL EXISTING UTILITIES WITH THE APPROPRIATE UTILITY, AGENCY OR COMPANY.
U6. THE CONTRACTOR SHALL COORDINATE ALL UTILITY CONNECTIONS AND DISTURBANCES WITH EXISTING USERS AND MOORE COUNTY SO THAT ANY SERVICE INTERRUPTIONS ARE MINIMAL.
U7. ALL PIPE INVERTS, TAP LOCATIONS & AVAILABLE CLEARANCES TO BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTING STORM & UTILITY SYSTEMS AND SHALL BE ADJUSTED BY THE ENGINEER IF NECESSARY. IF THESE ITEMS ARE NOT VERIFIED AT THIS TIME, THE CONTRACTOR WILL BE WHOLLY RESPONSIBLE FOR THE FIELD REVISIONS AND ASSOCIATED DESIGN COSTS OF THE SOLUTIONS PROPOSED.
U8. ALL WATER LINE JOINTS/CONNECTIONS SHALL BE RESTRAINED WITH MECHANICAL JOINT FITTINGS OR PROVIDED WITH APPROPRIATE THRUST BLOCKING.
U9. NO IRRIGATION SYSTEM WILL BE INSTALLED ON VILLAGE ROW.
U10. CONTACT 811 PRIOR TO ANY SUBSURFACE WORK.



INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

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

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

811 Know what's **below.** **Call** before you dig.

Village of Pinehurst
Construction Plan Approval

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Plan Approval Number _____

Engineering _____

Fire Department _____

Planning _____

Moore Co. Public Utilities _____

GRAPHIC SCALE
15 0 7.5 15 30 60
(IN FEET)
1 inch = 30 ft.

SURVEY LEGEND

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SIP	SET IRON PIPE
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SCMS	SET COTTON MILL SPINDLE
FMN	FOUND MAG NAIL
SMN	SET MAG NAIL
CP	COMPUTED POINT
CBL	CABLEVISION EQUIPMENT
TP	TELEPHONE PEDESTAL
ET	ELECTRICAL TRANSFORMER
PP	POWER POLE
WM	WATER METER
SCO	SEWER CLEANOUT

WATER INSET
SCALE: 1" = 10'

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NOT FOR CONSTRUCTION

NORTH CAROLINA PROFESSIONAL SEAL 038242 ENGINEER CHAD E. ABBOTT 1/11/21

REVISIONS			
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5			
4			
3			
2		2/9/21	ABA
1	SITE PLAN COMMENT #1		
	FIRST ISSUED	DATE	BY

MINOR SITE PLAN
VIETA DERMATOLOGY
10 TROTTER HILLS CIRCLE
PINEHURST, NORTH CAROLINA 28374

SITE & UTILITY PLAN

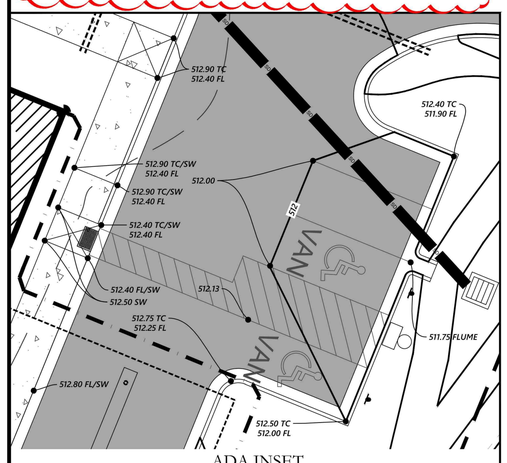
C3 PROJECT #: 19-039

REVIEW PROJECT #: PLN 2020-000161

SHEET #: C-1.4

GRADING AND STORM DRAINAGE NOTES:

1. EXISTING TOPOGRAPHY FROM SURVEY BY BENNY L. BROWN, PLS, SEE SHEET C-1.1.
2. ALL PIPE TO BE INSTALLED WITHIN THE RIGHT OF WAY SHALL BE REINFORCED CONCRETE PIPE PER NCDOT SPECIFICATIONS UNLESS OTHERWISE NOTED.
3. ALL PIPE TO BE INSTALLED ON-SITE AND IN THE RIGHTS OF WAY SHALL MEET OR EXCEED THE NCDOT ASTM AND AASHTO SPECIFICATION REQUIREMENTS FOR SUCH PIPE MATERIAL.
4. ROOF DRAIN CONNECTIONS AND INLINE CATCH BASINS IN NON-TRAFFIC BEARING LOCATIONS MAY BE HDPE SYSTEMS SUCH AS "NYLOPLAST" BY ADS OR APPROVED EQUAL. (SEE DETAILS FOR USE AS STORM DRAINAGE SYSTEM)
5. ALL ON-SITE PIPE SHALL BE INSTALLED MEETING COVER, BACKFILL AND BEDDING REQUIREMENTS PER NCDOT OR THE MANUFACTURER'S RECOMMENDATIONS, WHICHEVER IS MOST STRINGENT.
6. NCDOT PRE-CAST DRAINAGE STRUCTURES / MANHOLES CAN BE USED IN LIEU OF NCDOT STANDARD BRICK OR CONCRETE CATCH BASINS. ANY DEVIATION FROM THE SPECIFIED STRUCTURES SHALL BE APPROVED BY ENGINEER PRIOR TO INSTALLATION AND SHALL MAINTAIN COMPLIANCE WITH ALL CORRESPONDING NCDOT MATERIAL, DRAWING & DETAILED SPECIFICATIONS.
7. CONTRACTOR SHALL FIELD VERIFY THAT PROPOSED GRADES MATCH EXISTING PAVEMENT AT ALL CONNECTIONS/TIE-INS. CONTRACTOR SHALL NOTIFY ENGINEER IF DISCREPANCY OCCURS.
8. ALL WORK WITHIN NCDOT ROW SHALL COMPLY WITH MOST RECENT NCDOT STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES, NCDOT STANDARD DRAWINGS, AND THE MUTCD STANDARDS.
9. ALL STORM DRAINAGE CONSTRUCTION SHALL COMPLY WITH MOST RECENT NCDOT STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES, AND NCDOT STANDARD DRAWINGS.
10. ALL UTILITY TRENCHING, BACKFILL, FOOTER AND PAD PREPARATIONS, AND SUB-GRADE COMPACTION EFFORTS SHALL MEET/EXCEED GEOTECHNICAL RECOMMENDATIONS IN REPORT IF AVAILABLE, OTHERWISE COORDINATE WITH ONSITE TESTING FIRM.
11. ADDITIONAL SPECIFICATIONS AND REQUIREMENTS FOR FOOTER AND BUILDING PAD PREPARATION AND COMPACTION MAY EXIST IN ARCHITECTURAL AND STRUCTURAL DRAWINGS AND SHALL BE EXECUTED/IMPLEMENTED AS REQUIRED.
12. THE GRADE LINES DENOTE THE FINISHED ELEVATIONS OF THE PROPOSED SURFACE. GRADE LINES MAY BE ADJUSTED AT THEIR BEGINNING, ENDING AND AT STRUCTURES AS DIRECTED BY THE ENGINEER IN ORDER TO PROVIDE A PROPER TIE-IN. CONTRACTOR SHALL FIELD VERIFY ALL PROPOSED INVERTS, FFE'S & FINISHED SURFACES TO ENSURE THAT MINIMUM SLOPE & COVER REQUIREMENTS ARE PROVIDED PRIOR TO INSTALLATION OF REFERENCED ITEMS. CONTACT ENGINEER WITH DISCREPANCIES.
13. THE EARTHWORK ON THIS PLAN DOES NOT NECESSARILY BALANCE; OFFSITE BORROW OR WASTE MAY BE REQUIRED.
14. ALL PIPE INVERTS TO BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTING GRAVITY SYSTEMS AND SHALL BE ADJUSTED BY THE ENGINEER IF NECESSARY.
15. SPILL CURB LOCATIONS SHALL BE FIELD DETERMINED BY THE CONTRACTOR TO ENSURE POSITIVE DRAINAGE THROUGHOUT THE PARKING LOTS AND DRIVE AISLES. NO "BIRD BATHS" OR LOW AREAS THAT WILL HOLD WATER SHALL BE ALLOWED WITHIN THE CURB AND GUTTER OR PAVED AREAS.
16. ALL PRIVATE STORMWATER EASEMENTS SHALL BE PRIVATELY MAINTAINED. THE PROPERTY OWNER WILL BE RESPONSIBLE FOR MAINTAINING THE DRY DETENTION BASIN. SEE C-2.5 FOR ADDITIONAL MAINTAINING NOTES.



ADA INSET
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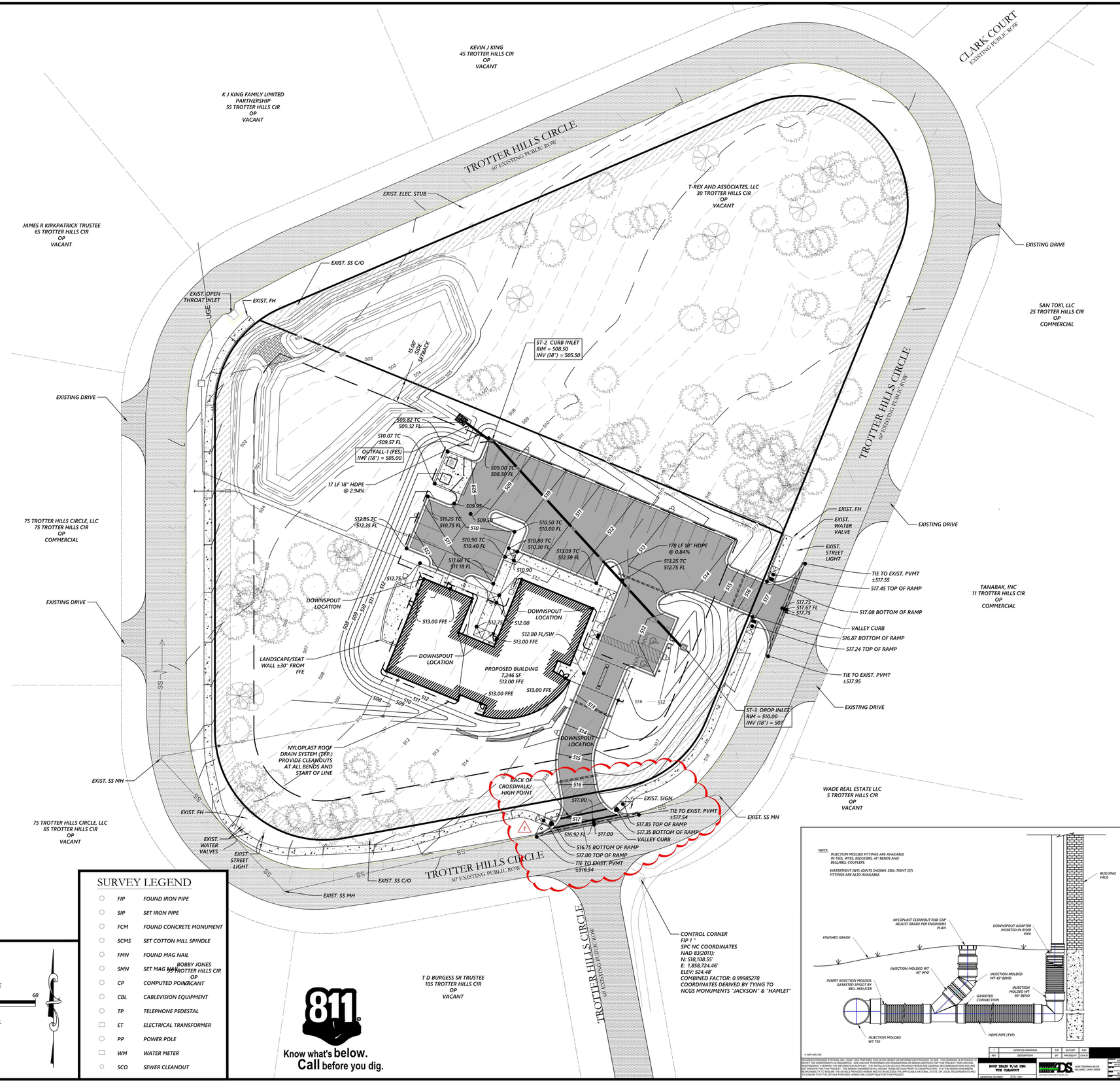

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Village of Pinehurst
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○	SCO	SEWER CLEANOUT

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NORTH CAROLINA PROFESSIONAL SEAL 038242 ENGINEER CHAD E. ABBOTT 2/9/21

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REVISIONS

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GRADING & STORM DRAINAGE PLAN

C3 PROJECT #: 19-039

REVIEW PROJECT #: PLN 2020-000161

SHEET #: C-1.5A

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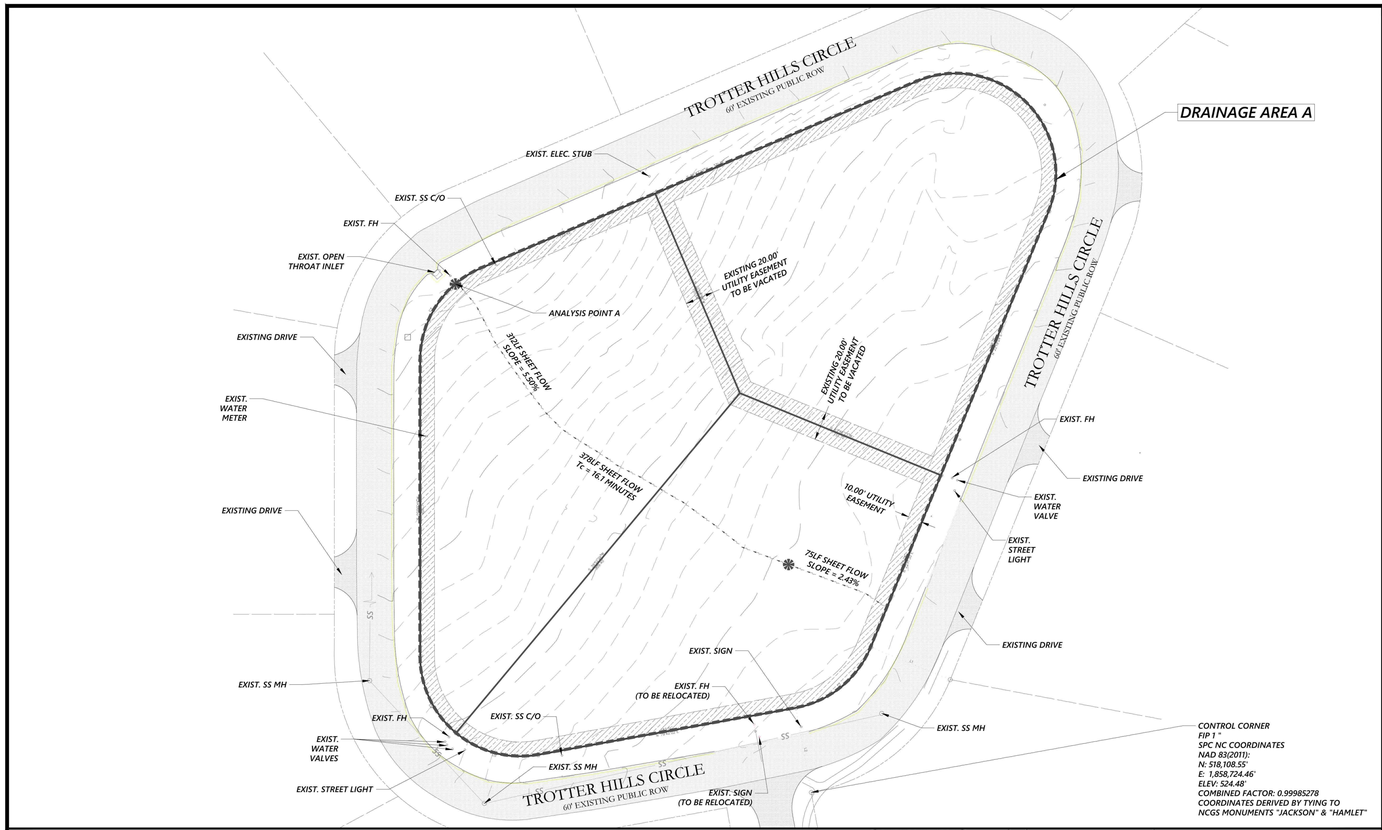
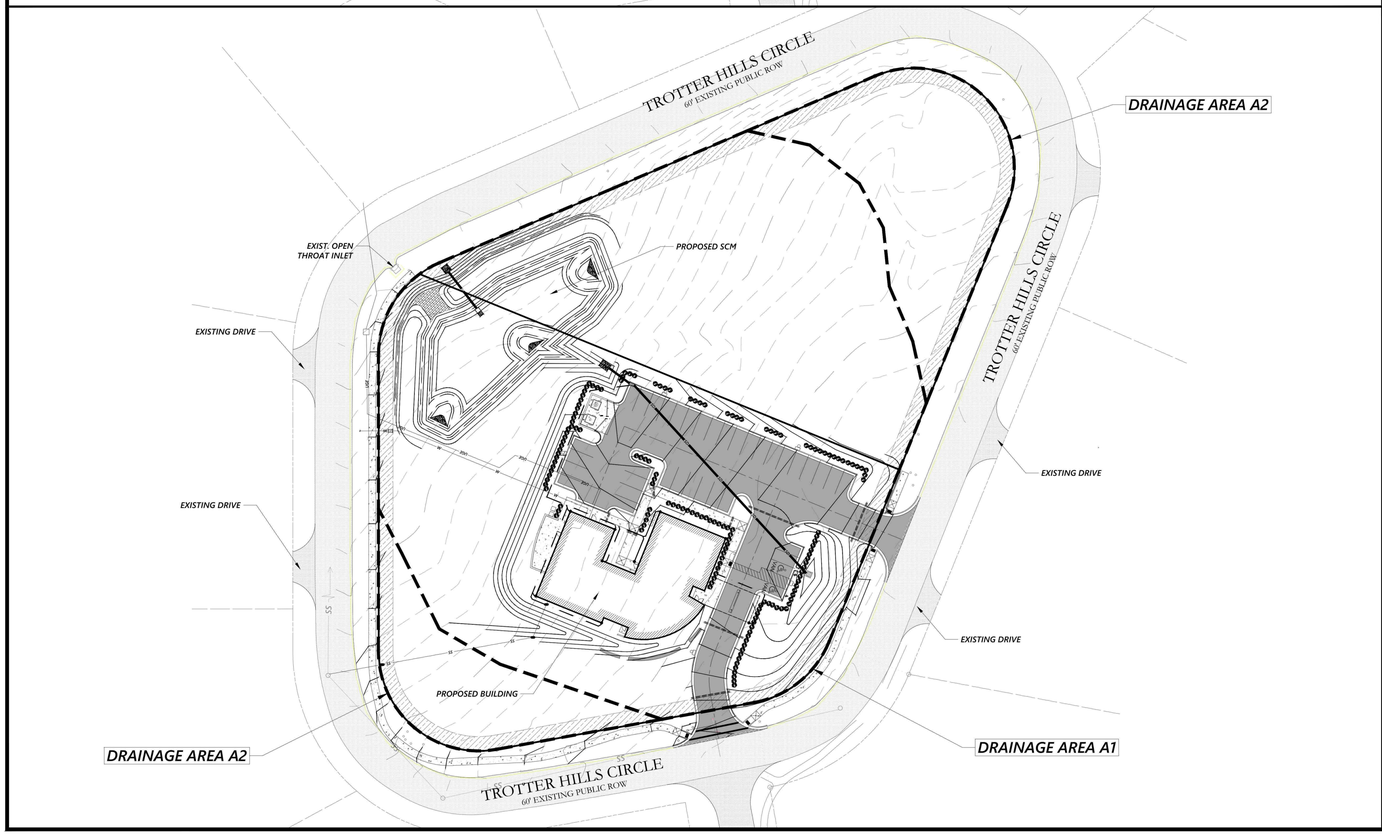


PRE DEVELOPMENT DRAINAGE AREA
SCALE 1" = 50'



POST DEVELOPMENT DRAINAGE AREA
SCALE 1" = 50'

ANALYSIS POINT A PRE-DEVELOPMENT CONDITIONS AREA:

PROTECTED FOREST	= 102,904 SF (2.36 AC)	CN = 49
PERVIOUS/LANDSCAPING	= 42,792 SF (0.98 AC)	CN = 49
TOTAL	= 145,696 SF (3.34 AC)	

ANALYSIS POINT A POST-DEVELOPMENT CONDITIONS AREA:

DRAINAGE A1 (SCM):

PERVIOUS/LANDSCAPING	= 4,980 SF (0.11 AC)	CN = 39
SCM	= 10,000 SF (0.23 AC)	CN = 39
*IMPERVIOUS	= 101,987 SF (2.34 AC)	CN = 98

TOTAL A1 = 116,967 SF (2.69 AC)

DRAINAGE A2 (BYPASS):

PROTECTED FOREST	= 20,837 SF (0.48 AC)	CN = 39
PERVIOUS/LANSCAPING	= 7,893 SF (0.18 AC)	CN = 39

TOTAL A2 = 28,728 SF (0.66 AC)

TOTAL = 145,696 SF (3.34 AC)

*DESIGNED FOR 70% IMPERVIOUS

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PINEHURST, NORTH CAROLINA 28374

DELINEATION AND DRAINAGE PLAN

C3 PROJECT #: 19-039

REVIEW PROJECT #: PLN 2020-000161

SHEET #: C-1.5B

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PLANTING SCHEDULE 1

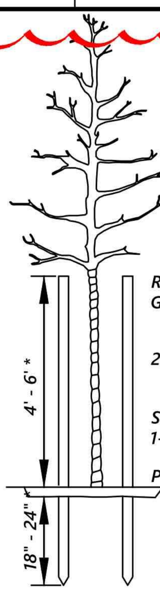
SYM./KEY	BOTANICAL NAME	COMMON NAME	QUANTITY	SPECIFICATION				
				CALIPER	HEIGHT	MATURE HGT	ROOT	SPACING
PP	PINUS PALUSTRIS	LONG LEAF PINE	36	3"	8' - 10'	60' - 80'	B&B	AS SHOWN
ZS	ZELKOVA SERRATA	JAPANESE ZELKOVA	4	3"	8' - 10'	50' - 80'	B&B	AS SHOWN
AR	ACER RUBRUM 'SUMMER RED'	RED MAPLE	3	3"	6' - 8'	15' - 20'	B&B	AS SHOWN
CC	CERCIS CANADENSIS	EASTERN REDBUD	3		60"	20' - 30'	3 GAL	AS SHOWN
LIN	LAGERSTROEMIA INDICA X 'NATCHEZ'	NATCHEZ CRAPE MRYTLE	3		60"	15' - 20'	3 GAL	AS SHOWN
LIC	LAGERSTROEMIA INDICA ' CAROLINA BEAUTY'	CROLINA BEAUTY CRAPE MRYTLE	2		60"	15' - 20'	3 GAL	AS SHOWN
MG	MAGNOLIA GRANDIFLORA 'LITTLE GEM'	LITTLE GEM MAGNOLIA	2		60"	15' - 20'	3 GAL	AS SHOWN
IC	ILEX CORNUTA 'NEEDLEPOINT'	NEEDLEPOINT CHINESE HOLLY	31		24"	8' - 15'	3 GAL	AS SHOWN
AG	ABELIA GRANDIFLORA 'LITTLE RICHARD'	GLOSSY ABELIA	27		24"	3' - 6'	1 GAL	AS SHOWN
LC	LOROPETALUM CHINENSE 'RUBY'	LOROPETALUM 'RUBY'	54		24"	3' - 4'	1 GAL	AS SHOWN
DVB	BUXUS SEMPERVIRENS 'VARIEGATA'	DWARF VARIEGATED BOXWOOD	30		18"	3' - 5'	1 GAL	AS SHOWN
CP	CHAMAECYPARIS PISIFERA 'GOLD MOP'	GOLD MOPS	10		18"	3' - 5'	1 GAL	AS SHOWN

SURVEY LEGEND

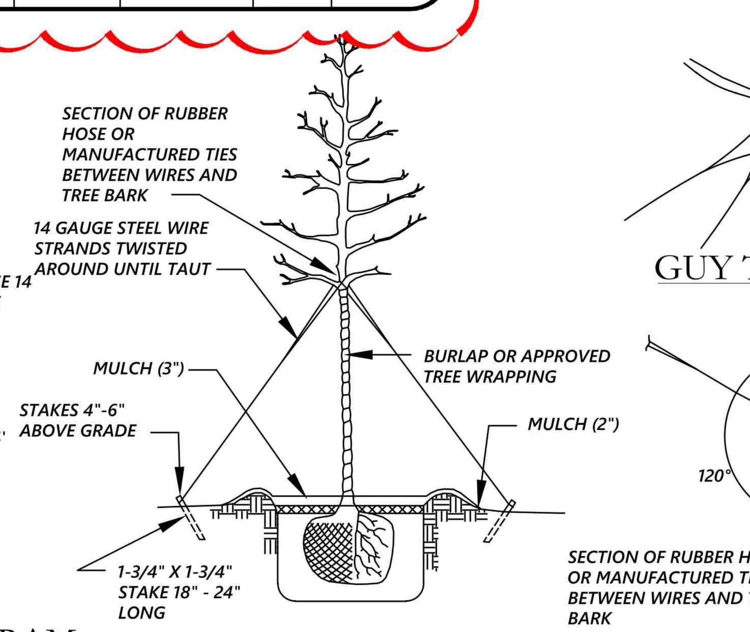
○	FIP	FOUND IRON PIPE
○	SIP	SET IRON PIPE
○	FCM	FOUND CONCRETE MONUMENT
○	SCMS	SET COTTON MILL SPINDLE
○	FMN	FOUND MAG NAIL
○	SMN	SET MAG NAIL
○	CP	COMPUTED POINT
○	CBL	CABLEVISION EQUIPMENT
○	TP	TELEPHONE PEDESTAL
□	ET	ELECTRICAL TRANSFORMER
○	PP	POWER POLE
□	WM	WATER METER
○	SCO	SEWER CLEANOUT

GENERAL LANDSCAPING NOTES:

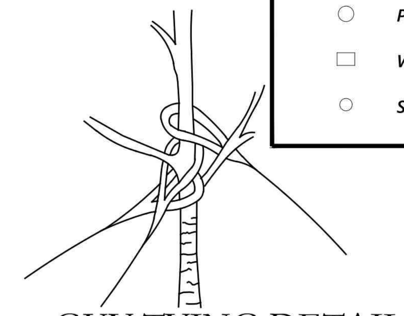
1. LANDSCAPE CONTRACTOR SHALL HAVE ALL UNDERGROUND UTILITIES AND PROPOSED SITE LIGHTING POLE LOCATIONS LOCATED PRIOR TO INSTALLING PLANT MATERIAL.
2. CONTRACTOR SHALL COMPLY WITH SIZING AND GRADING STANDARDS OF THE LATEST EDITION OF THE "AMERICAN STANDARD FOR NURSERY STOCK" BY THE AMERICAN ASSOCIATION OF NURSERYMEN (AAN).
3. DISTURBED AREAS BEHIND PROPOSED BUILDING SHALL BE SEEDED.
4. CONTRACTOR SHALL AMEND ALL PROPOSED PLANT BEDS WITH ORGANIC SOIL AMENDMENT (COMPOST). ROTOTILL BEDS TO A DEPTH OF 8", ADD 2" OF COMPOST AND ROTOTILL AGAIN. REMOVE ALL EXIST. WEEDS, GRASS AND ROOTS.
5. CONTRACTOR SHALL RAKE SMOOTH AND APPLY 1" TO 2" TOPSOIL TO ALL LAWN AREAS RECEIVING SEED OR SOD. REMOVE ALL EXISTING WEEDS, GRASS AND ROOTS.
6. CONTRACTOR SHALL LAY SOD WITH STAGGERED JOINTS, TIGHTLY BUTTED WITH NO INEQUALITIES IN GRADE. PLANT ALL SOD IN ROWS AT RIGHT ANGLES TO SLOPES (WHERE APPLICABLE).
7. SOD SHALL BE A LOCALLY HARVESTED, WARM SEASON VARIETY GRASS SPECIES NATIVE TO THE OXFORD, NC AREA.
8. CONTRACTOR SHALL MAINTAIN AND WATER SOD INSTALLATION UNTIL GRASS IS FIRMLY ESTABLISHED.
9. ALL PLANTINGS SHALL BE INSTALLED WITH THE SPECIFIED LAYER OF MULCH. REFERENCE DETAILS FOR DEPTH AND TYPE OF MULCH. ALL SHRUBS SHALL BE PLANTED IN MULCHED BEDS.
10. OWNERS OPTION: INSTALL $\frac{1}{8}$" THK. x 4" WIDE GREEN STEEL EDGING WITH STEEL STAKES BETWEEN PLANTING BEDS AND LAWN.
11. FINISHED GRADE IN LANDSCAPE ISLANDS SHALL BE INSTALLED SO THAT IT IS ONE INCH LOWER THAN THE TOP OF SURROUNDING CURBS. MULCH WITH 3" OF TRIPLE SHREDDED HARDWOOD MULCH FROM A REPUTABLE LOCAL SOURCE.
12. CONTRACTOR SHALL PROVIDE WATER PERMEABLE WEED MAT FOR ALL PLANTING BEDS.



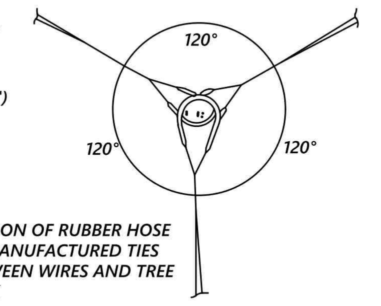
STAKING DIAGRAM
FOR TREES 6' TO 10' LARGER
(NOT TO SCALE)



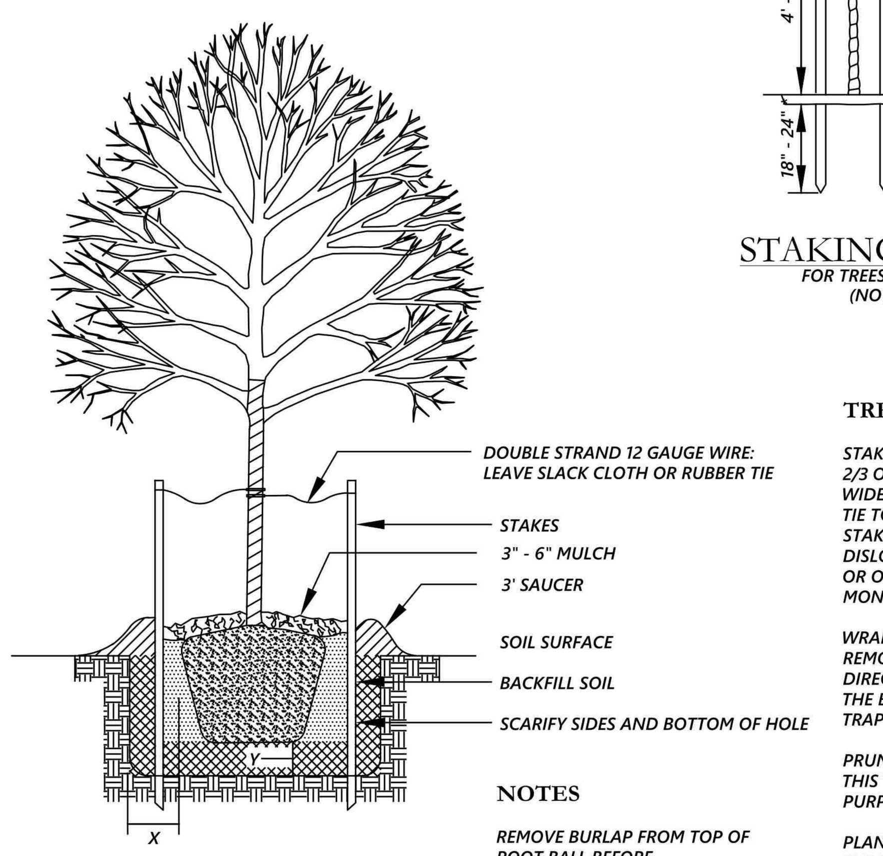
TREE GUYING DIAGRAM
FOR TREES 10' OR LARGER
(NOT TO SCALE)



GUY TYING DETAIL
(NOT TO SCALE)



GUY SPACING DETAIL
(NOT TO SCALE)



SCHEDULE FOR PLANT HOLE SIZE

BARE ROOT, CONTAINER OR BALL SIZE	X	Y
5" TO 30"	8"	4"
30" OR GREATER	12"	6"

NOTES

REMOVE BURLAP FROM TOP OF ROOT BALL BEFORE BACKFILLING AROUND BALL IS COMPLETED

ALL TREES WHICH ARE SMOOTH BARKED AT THE TIME OF PLANTING AND HAVE MORE THAN 2' OF CLEAR TRUNK SHALL BE WRAPPED

ALL TREE WRAPPING SHALL EXTEND FROM THE TOP OF THE BACKFILL TO THE LOWERMOST TREE BRANCHES

TREE PLANTING AND STAKING

STAKING - TREES WILL BECOME STRONGER FASTER WHEN THE TOP 2/3 OF THE TREE IS FREE TO SWAY. TIE THE TRUNK LOOSELY WITH WIDE STRIPS OF RUBBER OR CLOTH ABOUT 1/3 UP THE TRUNK AND TIE TO THREE STAKES POSITIONED EVENLY AROUND THE TRUNK. STAKES SHOULD BE DRIVEN DEEPLY INTO THE GROUND TO PREVENT DISLODGING. CHECK AT LEAST EVERY THREE MONTHS FOR BINDING OR OTHER PROBLEMS. STAKES AND TIES SHOULD BE REMOVED SIX MONTHS TO ONE YEAR AFTER PLANTING.

WRAPPING - WRAP ONLY THIN BARKED TREES IF THEY HAVE BEEN REMOVED FROM SHADE TO WHERE THE TRUNK IS EXPOSED TO DIRECT SUNLIGHT DURING THE DAY. WRAPPING SHOULD BEGIN AT THE BOTTOM AND WORK UP. WRAPPING MATERIAL SHOULD NOT TRAP OR HOLD WATER.

PRUNING - CLEANLY PRUNE DAMAGED BRANCHES AND ROOTS AT THIS TIME. ADDITIONAL PRUNING SHOULD BE ONLY FOR SHAPING PURPOSES.

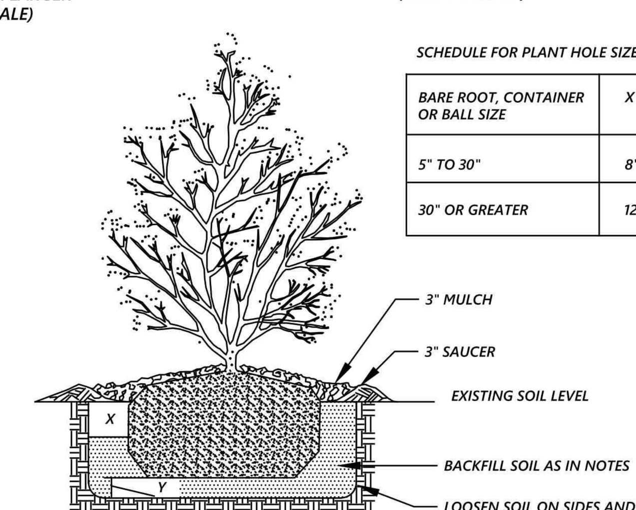
PLANTING - ALL SYNTHETIC MATERIALS SHALL BE CLEARED FROM THE ROOTS, TRUNK AND CROWN OF THE PLANT. THE ROOT BALL MEDIUM SHOULD BE SHAKEN GENTLY FROM THE ROOT BALL IF IT IS A SOILESS MIXTURE. LOOSEN AND SPREAD THE ROOTS IN THE PLANTING HOLE. DAMAGED ROOTS AND ROOTS WHICH ENCIRCLE THE TRUNK SHOULD BE CLEANLY PRUNED. SET THE PLANT SO THAT IT WILL BE AT ITS ORIGINAL DEPTH OR SLIGHTLY ABOVE EXISTING GRADE. BACKFILL WITH SOIL FROM THE HOLE. TAMP AND WATER THE SOIL TO PREVENT AIR POCKETS. DO NOT AMEND THE SOIL AT THIS POINT EXCEPT TO AMEND THE PH.

WATERING - THE BACKFILL AND ROOTS OF ALL NEWLY SET PLANTS SHOULD BE WATERED AS BACKFILLING IS BEING DONE SO THAT THE SOIL AND ROOTS ARE THOROUGHLY SOAKED.

TREE PLANTING AND STAKING DETAIL
NTS

SCHEDULE FOR PLANT HOLE SIZE

BARE ROOT, CONTAINER OR BALL SIZE	X	Y
5" TO 30"	8"	4"
30" OR GREATER	12"	6"



SHRUB PLANTING NOTES

PRUNING - CLEANLY PRUNE DAMAGED BRANCHES AND ROOTS AT THIS TIME. ADDITIONAL PRUNING SHOULD BE ONLY FOR SHAPING PURPOSES.

PLANTING - ALL SYNTHETIC MATERIALS SHOULD BE REMOVED FROM THE ROOTS, TRUNK OR CROWN OF THE PLANT. THE ROOT BALL MEDIUM SHOULD BE SHAKEN GENTLY FROM THE ROOT BALL IF IT IS A SOILESS MIXTURE. LOOSEN AND SPREAD THE ROOTS IN THE PLANTING HOLE. DAMAGED ROOTS AND ROOTS WHICH ENCIRCLE THE TRUNK SHOULD BE CLEANLY PRUNED. SET THE PLANT SO THAT IT WILL BE AT ITS ORIGINAL DEPTH OR SLIGHTLY ABOVE THE EXISTING GRADE. BACKFILL WITH SOIL FROM THE HOLE. TAMP AND WATER THE SOIL TO PREVENT AIR POCKETS. DO NOT AMEND THE SOIL AT THIS TIME EXCEPT TO ADJUST THE PH.

STAKING - STAKE ONLY LARGER PLANTS THAT WILL CATCH THE WIND. EVERGREENS MAY NEED ATTENTION WHERE DECIDUOUS PLANTS DO NOT.

WATERING - THE BACKFILL AND ROOTS OF ALL NEWLY SET PLANT MATERIAL SHOULD BE WATERED AS BACKFILLING IS DONE SO THAT THE SOIL AND ROOTS ARE THOROUGHLY SOAKED.

SHRUB PLANTING DETAIL

SECTION 9.5 LANDSCAPING REQUIREMENTS:

SECTION 9.5.1.3 LANDSCAPE SCREEN:

1. STRUCTURES SUCH AS DUMPSTER AREAS SHALL BE SCREENED FROM UNOBSTRUCTED OFF-SITE VIEWS.
2. THE SCREEN MAY BE COMPOSED OF VIEW-OBSCURING VEGETATION, WALL, FENCE, OR BERM.
3. THE MINIMUM RESULT SHALL BE A SEMI- OPAQUE SEVENTY-FIVE PERCENT (75%) SCREEN THAT OBSCURES VIEWS FROM THE GROUND TO A HEIGHT OF THE OBJECT BEING SCREENED. EVERGREEN SCREENING PLANTS SHALL BE AT LEAST FIVE (5) FEET TALL AT THE TIME OF INSTALLATION AND REACH THE DESIRED HEIGHT WITHIN THREE (3) YEARS OF PLANTING.

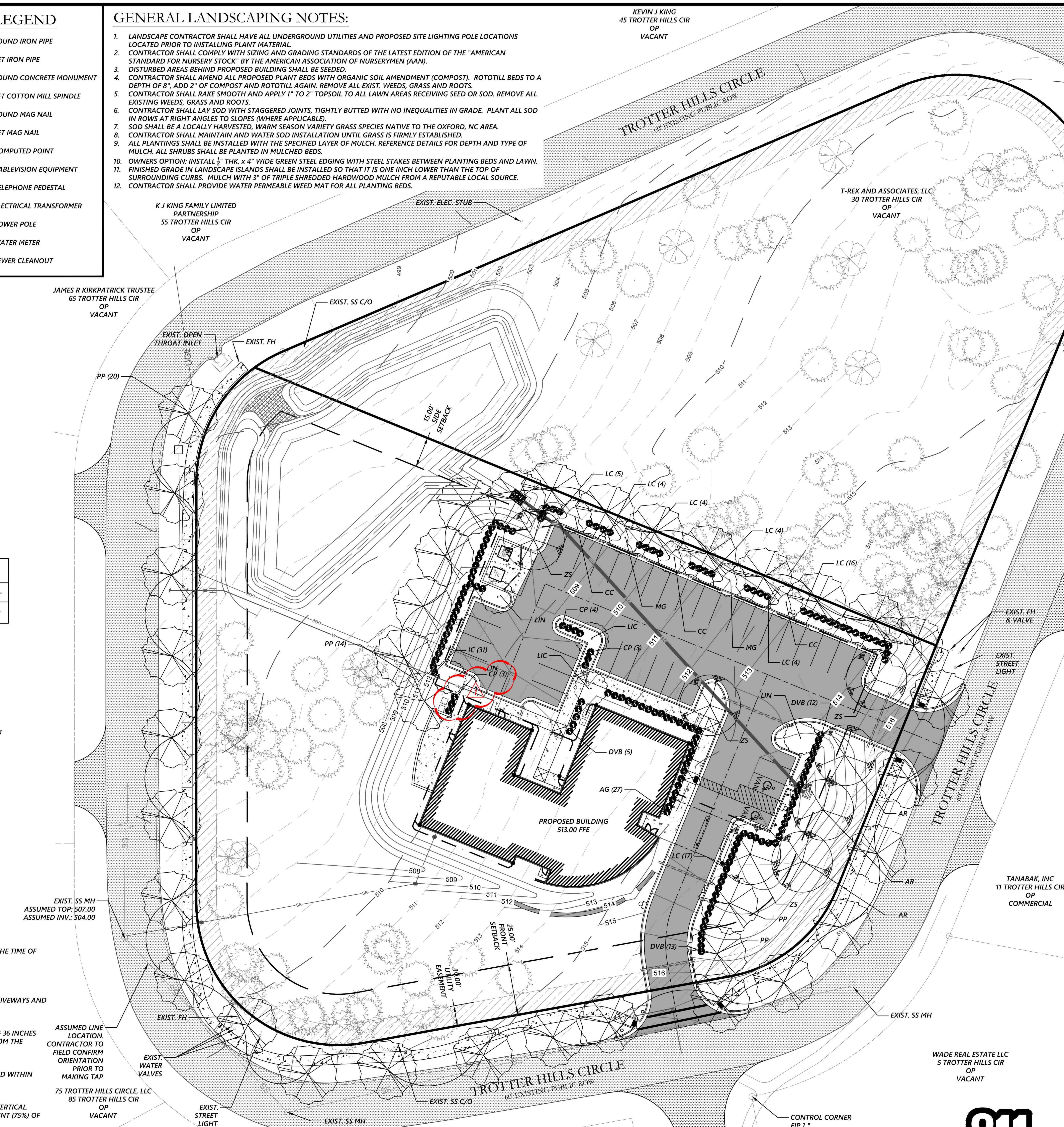
SECTION 9.5.1.4 PARKING AREA LANDSCAPING:

(B) PERIMETER LANDSCAPE PLANTS:
1. LARGE TREES (UNLESS SUBJECT TO OVERHEAD POWER LINES): LONGLEAF PINES SHALL BE PLANTED AT THE RATE OF ONE THREE (3) INCH CALIPER TREE PER TWENTY (20) LINEAR FEET OF PARKING ABUTTING A STREET AND/OR ADJOINING PROPERTY, LESS DRIVEWAYS AND SIGHT DISTANCE TRIANGLES. TREES MUST BE A MINIMUM OF FIVE (5) FEET AND A MAXIMUM OF TWENTY (20) FEET FROM THE PARKING LOT EDGE TO MEET THIS REQUIREMENT.
 A. REQUIRED PARKING PERIMETER LANDSCAPE TREES = 436 LF / 20 LF = 21.8 LF * 1 = 21.8 = 22 TREES REQUIRED
 B. TREES PROVIDED = 22 TREES (6 TREES ALSO USED AS LANDSCAPING WITHIN PARKING AREA)
2. EVERGREEN SHRUBS AT THE RATE OF ONE (1) 24 INCH HEIGHT MINIMUM SHRUB PER THREE (3) LINEAR FEET OF PARKING LOT EDGE ABUTTING STREETS AND ADJOINING PROPERTY, LESS DRIVEWAYS, OF A SPECIES EXPECTED TO REACH A MINIMUM HEIGHT OF 36 INCHES AND A MINIMUM SPREAD OF THIRTY (30) INCHES WITHIN THREE (3) YEARS OF PLANTING. THIS RATE MAY BE VARIED BASED UPON SIZE OF INSTALLED PLANT MATERIALS. SHRUBS MUST BE A MINIMUM OF FIVE (5) FEET AND A MAXIMUM OF TEN (10) FEET FROM THE PARKING LOT EDGE TO MEET THIS REQUIREMENT.
 A. REQUIRED PARKING PERIMETER LANDSCAPE SHRUBS = 436 LF / 3 LF = 145.33 LF * 1 = 145.33 = 145 SHRUBS REQUIRED
 B. SHRUBS PROVIDED = 149 SHRUBS
 I. SHRUBS SHALL BE PLANTED SUCH THAT NO LESS THAN SEVENTY-FIVE PERCENT (75%) OF THE LENGTH OF THE PARKING LOT EDGE, TO A HEIGHT OF THIRTY-SIX (36) INCHES, IS OBSCURED FROM VIEW AFTER THREE (3) YEARS OF GROWTH. SHRUBS PLANTED WITHIN SIGHT DISTANCE TRIANGLES SHALL BE OF A TYPE WITH A MAXIMUM MATURE HEIGHT OF EIGHTEEN (18) INCHES.
 II. ADDITIONALLY, SHRUBS SHALL NOT BE PLANTED WITHIN SIX (6) FEET OF THE TRUNK OF A TREE;
 III. A BRICK OR STONE WALL, OR FENCE, AT LEAST THIRTY-SIX (36) INCHES TALL AND OF A MATERIAL COMPATIBLE WITH THE BUILDING, MAY BE SUBSTITUTED FOR THE REQUIREMENTS OF SHRUBS.
 IV. BERMS MAY BE INSTALLED WITHIN THE HIGHWAY (FRONT) OR INTERIOR (SIDE OR REAR) YARDS WITH A MINIMUM TWO (2) FOOT HEIGHT, TWO (2) FOOT MINIMUM CROWN WIDTH, AND SIDE SLOPES OF NOT STEEPER THAN TWO HORIZONTAL TO ONE VERTICAL. BERMS SHALL BE PLANTED WITH LIVE VEGETATION, AND MAY BE USED WITH SMALLER PLANTS TO MEET THE REQUIRED SCREENING AREA, PROVIDED THAT THE COMBINATION OF THE BERM AND THE SHRUBS OBSCURES NO LESS THAN SEVENTY-FIVE PERCENT (75%) OF THE LENGTH OF THE PARKING AREA, TO A MINIMUM HEIGHT OF THIRTY-SIX (36) INCHES AFTER THREE (3) YEARS OF GROWTH;

(A) LANDSCAPING WITHIN PARKING AREAS:
1. AREAS USED FOR LANDSCAPING SHALL BE PROVIDED IN THE AMOUNT EQUIVALENT TO AT LEAST TEN (10) PERCENT OF THE PARKING AREA, AND SHALL BE USED FOR PLANTING EITHER TREES AND/OR SHRUBS ACCORDING TO THE REQUIREMENTS BELOW. TREE PLANTING AREAS SHALL BE LOCATED SUCH THAT NO PARKING SPACE IS FARTHER THAN SEVENTY-FIVE (75) FEET FROM A TREE TRUNK;
 A. ONE THREE (3) INCH CALIPER, LARGE HARDWOOD OR PINE TREE PER TWO HUNDRED FIFTY (250) SQUARE FEET OF REQUIRED LANDSCAPED AREA. EACH LARGE TREE SHALL BE LOCATED WITHIN A MINIMUM GROWING AREA OF TWO HUNDRED FIFTY (250) SQUARE FEET UN-ENCROACHED UPON BY SHRUBS OR IMPERVIOUS PAVEMENT, WITH A MINIMUM DIMENSION OF TEN (10) FEET;
 I. REQUIRED PARKING AREA OVERSTORY TREES = 12,593 SF * 10% = 1,259.3 / 250 SF = 5.04 SF * 1 = 5.04 = 5 TREES REQUIRED
 II. TREES PROVIDED = 7 TREES
 B. ONE UNDERSTORY TREE LESS THAN THREE (3) INCH CALIPER AT THE RATE OF ONE EIGHT (8) FOOT TALL TREE PER ONE HUNDRED TWENTY-FIVE (125) SQUARE FEET OF REQUIRED LANDSCAPED AREA. UNDERSTORY AND EVERGREEN TREES SHALL BE LOCATED WITHIN A MINIMUM GROWING AREA OF ONE HUNDRED TWENTY-FIVE (125) SQUARE FEET, WITH A MINIMUM DIMENSION OF SEVEN AND ONE HALF (7½) FEET, UN-ENCROACHED UPON BY SHRUBS OR IMPERVIOUS PAVEMENT. UNDERSTORY TREES MAY BE USED TO FULFILL UP TO ONE THIRD (1/3) OF THE REQUIRED TREES.
 I. REQUIRED PARKING AREA UNDERSTORY TREES = 12,593 SF * 10% = 1,259.3 / 125 SF = 10.07 SF * 1 = 10.07 = 10 TREES REQUIRED
 II. TREES PROVIDED = 10 TREES
2. ISLANDS AND MEDIANS:
 A. MINIMUM CURB RADII OF FIVE (5) FEET ARE REQUIRED ON THE CORNERS OF ALL TREE ISLANDS AND MEDIANS TO ALLOW FOR FREE MOVEMENT OF MOTOR VEHICLES AROUND PLANTING MATERIALS. (SEE THE VILLAGE OF PINEHURST ENGINEERING STANDARDS AND SPECIFICATIONS MANUAL). ALL ISLANDS SHALL HAVE RAISED CURBING AROUND THEM MEETING THE VILLAGE OF PINEHURST ENGINEERING STANDARDS AND SPECIFICATIONS MANUAL TO FURTHER PROTECT PLANTS FROM BEING RUN OVER BY MOTOR VEHICLES. MEDIANS WITHOUT CURBING SHALL INCLUDE DEVICES TO STOP VEHICLES FROM DRIVING INTO THE PLANTED AREAS;
 B. NO MORE THAN ONE TREE MAY BE PROVIDED PER ISLAND, UNLESS THERE IS AT LEAST THE MINIMUM GROWING AREA PER TREE AS REQUIRED ABOVE. LARGE TREES SHALL NOT NORMALLY BE PLANTED LESS THAN EIGHTEEN (18) FEET APART, AND SMALL TREES/LARGE SHRUBS SHALL NOT NORMALLY BE PLANTED LESS THAN TWELVE (12) FEET APART.

(D) PARKING AREA LANDSCAPED YARDS:
1. ANY NEW OR EXPANDED OFF-STREET PARKING AREAS SHALL PROVIDE LANDSCAPED AREAS MEETING THE REQUIREMENTS BELOW:
 A. NEW OR EXPANDED PARKING AREAS SHALL PROVIDE A LANDSCAPED AREA, ADJACENT TO AND OUTSIDE OF THE STREET RIGHT-OF-WAY, AND/OR ADJACENT RESIDENTIAL PROPERTY LINE EDGE, LESS DRIVEWAYS, OF A MINIMUM OF TEN (10) FEET IN WIDTH AND ADJACENT NON-RESIDENTIAL PROPERTY LINE EDGE, LESS DRIVEWAYS, OF A MINIMUM OF FIVE (5) FEET. PROPOSED LOCATIONS OF PLANTS AND PARKING SPACES SHALL BE ARRANGED TO PROTECT PLANTS FROM VEHICLES;
 B. PLANTED BUFFERS AND/OR SCREENS PROVIDED ADJACENT TO RIGHT-OF-WAY, AS REQUIRED UNDER SECTIONS 9.5.1.2 AND/OR 9.5.1.3 OF THIS SECTION, AND LOCATED BETWEEN PARKING LOTS AND STREETS AND/OR ADJOINING RESIDENTIAL PROPERTY MAY BE CONSIDERED IN FULFILLING THESE REQUIREMENTS.

(A) STREET TREES REQUIRED:
1. FOR ALL NON SINGLE-FAMILY DEVELOPMENTS ONE THREE (3) INCH CALIPER, LARGE HARDWOOD OR PINE TREE PER FORTY (40) LINEAL FEET OF STREET FRONTAGE MINUS DRIVEWAYS SHALL BE PLANTED IN THE ROAD RIGHT OF WAY. THESE STREET TREES SHALL BE APPROVED BY THE VILLAGE ENGINEER AS BEING ACCEPTABLE STREET TREES. THESE TREES SHALL BE PLANTED OUTSIDE OF SITE TRIANGLES AND NOT CONFLICT WITH ANY UTILITIES. ALTERNATE TYPE AND SIZE TREES MAY BE APPROVED BY THE VILLAGE ENGINEER BASED ON EXISTING SITE CONDITIONS AND CONSTRAINTS.
 A. STREET TREES REQUIRED = 778 LF / 40 LF = 19.45 LF * 1 = 19.45 = 19 TREES REQUIRED
 B. TREES PROVIDED = 20 TREES



811 Know what's **below.** **Call** before you dig.

INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

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

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

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

Village of Pinehurst Construction Plan Approval

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

Plan Approval Number ____________

Engineering ____________

Fire Department ____________

Planning ____________

Moore Co. Public Utilities ____________

GRAPHIC SCALE

15 0 7.5 15 30 60

(IN FEET)

1 inch = 30 ft.

VIETA DERMATOLOGY

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Creedmoor, NC 27522-0361
chad@c3designeng.com
919.230.0996

NOT FOR CONSTRUCTION

NORTH CAROLINA PROFESSIONAL ENGINEER SEAL 038242 CHAD E. ABBOTT 2/9/21

6			
5			
4			
3			
2			
1	SITE PLAN COMMENT #1	2/9/21	ABA
	FIRST ISSUED		
	REVISIONS	DATE	BY

MINOR SITE PLAN
VIETA DERMATOLOGY
10 TROTTER HILLS CIRCLE
PINEHURST, NORTH CAROLINA 28374

LANDSCAPE PLAN

C3 PROJECT #: 19-039

REVIEW PROJECT #: PLN 2020-000161

SHEET #: C-1.6

J:\cabbott\DD-PROJECTS\2019\19-039\CIVIL - 19-039\Current Drawings\19-039_LS.dwg, 2/10/2021 8:42:31 AM, Allison Averette, DWG To PDF.pc3, 1:1

1895

VILLAGE OF

PINEHURST

PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Mayor Strickland and Village Council
From: Darryn Burich, Planning & Inspections Director
CC: Natalie Hawkins, Assistant Village Manager
Date: April 22, 2021
Subject: Request for Special Intensity Allocation of 3.35 acres for Vieta Dermatology at 10 Trotter Hills Circle (1.94 acres) and remaining undeveloped parcel (1.41 acres) (PIDs # 855108886264, 855108885346, 855108887466).

Background

Council is being asked to approve a Special Intensity Allocation (SIA) of 3.35 acres involving 3 parcels of undeveloped land within the Trotter Hills business park in the Pinehurst South area. The 3 parcels are located interior to the park and are surrounded by Trotter Hills Circle. The parcels are zoned OP Office Professional which permits up to 70% impervious area or 1.36 acres. The parcels are also located within the WS II Drowning Creek – Lumber River Balance of Watershed, which limits non-residential development to 12% built upon area unless a Special Intensity Allocation (SIA) is granted by the Village Council pursuant to Section 8.3.3.5(B) of the Pinehurst Development Ordinance (PDO).

The request will permit construction of the 7,100 square Vieta Dermatology facility with associated 37 stall surface parking lot on what will be a 1.94 acre lot after the parcels are reconfigured into two parcels with one currently proposed for development. The proposed impervious area for the development is 29,240 square feet or 35%.

Section 8.3.3.5(B)(2) of the PDO states that up to ten (10%) percent of the balance of the watershed may be developed for nonresidential and multi-family uses, allowing up to seventy (70%) percent built-upon area on a project by project basis. The Technical Review Committee is currently reviewing the proposed improvements as a Minor Site Plan and this SIA allocation needs to be granted prior to issuing building and development permits for construction.

Property Owner	Property Location	Moore County PID#	Project Area
T-Rex and Associates, LLC	10 Trotter Hills Circle	855108886264, 855108885346, 855108887466	3.35

Zoning and Proposed Use

Current Zoning	OP-Office Professional
Watershed Protection District	WS II Drowning Creek-Lumber River BW
Within Corporate Limits	Yes
Existing Use	Vacant Lots
Proposed Use	Commercial with related surface improvements.
Proposed Imperious Area	29,240 square feet or approximately 35% (up to 70% permitted); undeveloped lot will be limited to up to 70%

Project Analysis

The proposed development project involves three parcels of land totaling 3.35 acres. The three parcels of land will be reconfigured into two parcels of 1.94 acres and 1.41 acres for development purposes. The 1.94 acres of land is proposed to be developed by Vieta Dermatology. Stormwater for the Vieta development and adjacent undeveloped property will be managed through a dry detention basin constructed on both lots which is a Best Management Practice.

This SIA would grant relief from the WS-II BW Watershed Protection District maximum impervious built upon area of twelve percent (12%) identified in Section 8.3.3.5(B)(1) of the PDO, which is permitted up to 70% impervious coverage for non-residential uses. Per Section 8.3.3.5(B)(2)(a) the total acreage of the tract involved in the request will be counted in the SIA which also includes pervious surfaces, which totals 3.35 acres in this case.

In accordance with Section 8.3.3.5(B)(2) of the PDO, ten percent (10%) of the WS-II BW Watershed Protection District can be granted a Special Intensity Allocation (SIA). This yields a total area of 819.84 acres eligible to receive a Special Intensity Allocation in the WS-II BW Watershed Protection District. **If approved, the Village will have allocated approximately 67.763 acres since 1993 leaving 752.074 acres of intensity allocation remaining for other future projects in the WS-II BW Watershed.**

The property is located within the corporate limits of the Village of Pinehurst and complies with the Village Council's Watershed Intensity Allocation Policy contained in Resolution 13-13 that states, "It shall be the policy of the Village of Pinehurst to only allocate special intensity allocations to properties that are located within the corporate limits of Pinehurst or to properties which have an active voluntary annexation petition to the Village of Pinehurst."

The table below outlines activity in the WS-II Watershed Protection District since 1996.

Date of Council Action	Project	Area Approved by Council for SIA (Acres)	Balance of WS-II (Acres)
6/21/1993	Creation of WS-II (Drowning Creek)	N/A	198.300
12/16/1996	MOWASA (Moore County Water and Sewer Authority)	0.150	198.150
1/21/1997	Love Grove Freewill Baptist Church	0.060	198.090
2/17/1997	Moore County Landfill	2.580	195.510
6/16/1997	Quail Haven Village	6.700	188.810
7/21/1997	Deep Creek Baptist Church	0.260	188.550
7/21/1997	Pinehurst Resort Parking Lot	0.500	188.050
8/18/1997	Boles Funeral Home	0.690	187.360
3/16/1998	Quail Haven	0.000	187.360
6/15/1998	Quail Haven	0.006	187.354
8/17/1998	Golf Course #1 Restrooms	0.017	187.337
10/26/1998	Congregational Church	0.870	186.467
10/26/1998	Pinehurst Resort Improvements	12.830	173.637
10/26/1998	Pinehurst Resort Golf Learning Center	1.860	171.777
10/26/1998	Moore County Landfill	0.150	171.627
3/15/1999	Congregational Church	0.023	171.604
3/15/1999	Harness Track	2.290	169.314
4/19/1999	Pinehurst Track Restaurant	0.010	169.304
6/21/1999	Quail Haven Village	0.010	169.294
5/30/2000	Pinehurst Resort Green House	0.870	168.424
1/23/2001	The Pinehurst Company	0.020	168.404
1/23/2001	The Pinehurst Company	0.590	167.814
1/23/2001	Bretton Woods Pool Pavillion	0.598	167.216
5/22/2001	Quail Haven Village	0.022	167.194
7/24/2001	Trotter Hills Development	1.560	165.634
10/8/2001	Pinehurst Hardware	0.350	165.284
1/16/2004	Moore County ABC Store	0.377	164.907
8/2/2004	Rudd Office Building	0.340	164.567
12/16/2008	Community One Bank	1.440	163.127
5/5/2011	Village Chapel	1.440	161.687
1/10/2012	Quality Care Pharmacy	1.440	160.247
6/12/2012	Moore County Transfer of WS-II Acreage	+ 621.537	781.784

1/8/2013	Village Green	6.630	775.154
11/18/2013	Terry Riney Office	1.140	774.014
9/8/2015	Sandhills Alliance Church	1.540	772.474
6/28/2016	Kirkpatrick Office Building	1.000	771.474
8/13/2019	LaForet Townhomes	6.950	764.524
8/13/2019	Pinehurst Coin Exchange	1.440	763.084
1/14/2020	Pinehurst Resort Beach Club Improvements	5.810	757.274
9/8/2020	Huntley Office Building	1.000	756.274
4/27/2021	Hwy 5 Retail Development *	0.850	755.424
4/27/2021	Vieta Dermatology*	3.350	752.074
* Tentative until approved by Village Council		67.763	

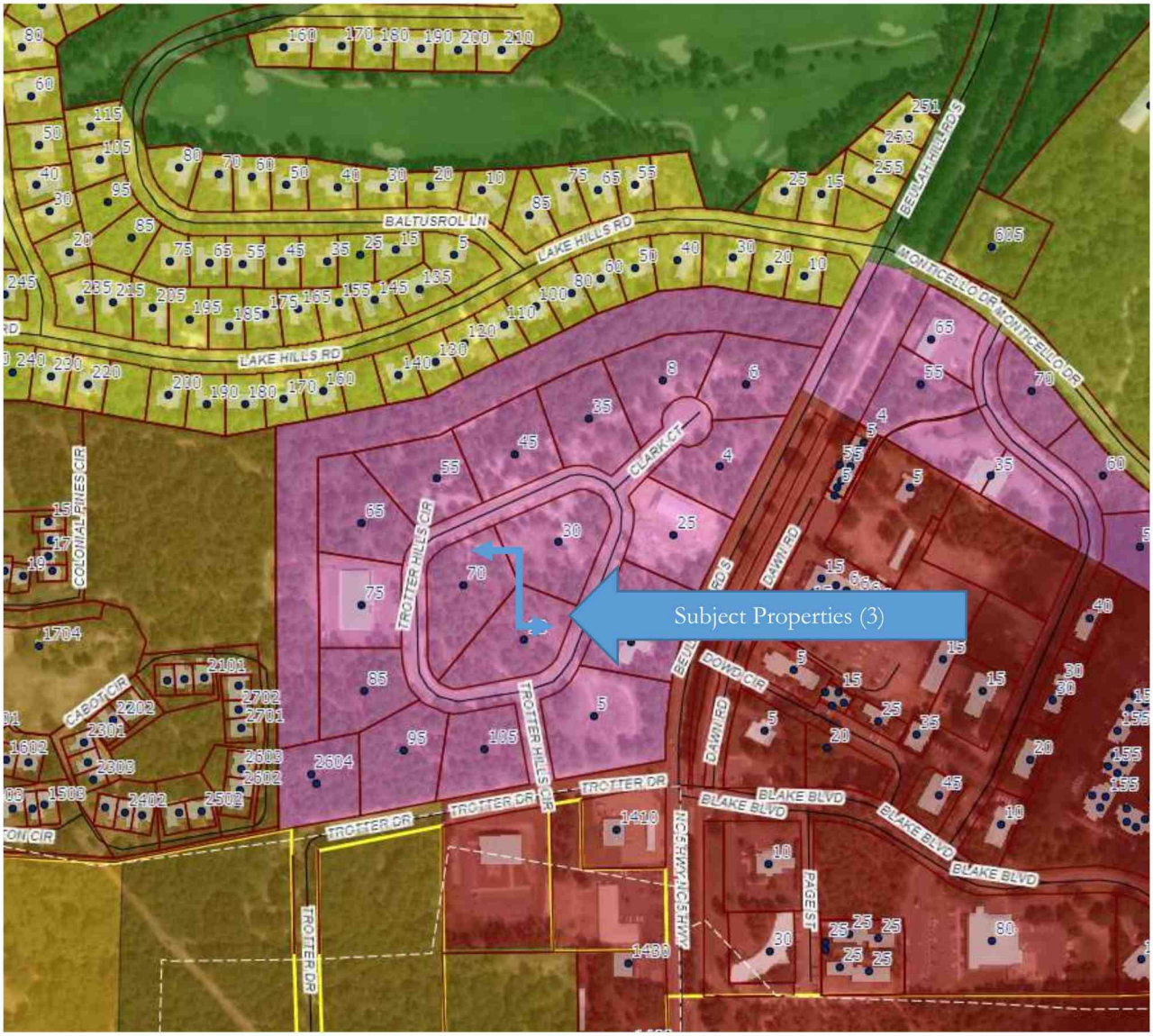
Associated Approvals

The proposed project is currently undergoing Minor Site Plan review through the Technical Review Committee as the Vieta Dermatology project. Section 8.3.3.5 (C)(2)(c) of the PDO requires the use of Best Management Practices (BMP) to minimize water quality impacts which in this case the development will be utilizing a dry detention stormwater basin that will serve the lots involved in the SIA.

Staff Recommendation

Village staff recommends approval of the SIA from the WS-II Watershed Protection District of 3.35 acres for properties as proposed, which Council can approve by motion. Approval of this 3.35 acre SIA as requested would leave approximately 752.074 acres of special intensity allocation remaining in the WS-II BW Watershed Protection District for other future SIAs.

Vicinity Map



RESOLUTION #21-08

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

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

WHEREAS, the Village Council of Pinehurst, North Carolina, amended the Policy on Administration of the Position Classification and Pay Plan on June 23, 2020; and

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

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 27th day of April, 2021 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective April 27, 2021; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the Position Classification and Pay Plan for the Village of Pinehurst is hereby amended to include the Financial Services Supervisor position; said Pay Plan attached hereto as part of Attachment A and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 27th day of April, 2021.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John Strickland, Mayor

Attest:

_____
Kelly Chance, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF APRIL 13, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, April 13, 2021 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina and via the electronic meeting platform ZOOM. The meeting was streamed in real time on the Village's website.

The following were in remote attendance:
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager

The following were in attendance in Assembly Hall:
Mr. John C. Strickland, Mayor
Ms. Kelly Chance, Village Clerk

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

1. Call to Order.

Mayor Strickland, called the Village Council meeting to order. He stated we are joined today with Councilmembers and staff both remotely and here in-person at Assembly Hall.

2. Reports:

Village Manager

- Village Manager, Jeff Sanborn stated that Assistant Village Manager of Administration, Natalie Hawkins will be leaving to accept the position of Executive Director of Partners in Progress for Moore County. He added this is a sad day for us but we are excited to see what great things Natalie will do for our community. Secondly, Mr. Sanborn stated we are in the process of establishing a Master Plan for West Pine Park. We will be holding public input meetings and will be releasing that information to the press. The meetings will be virtual and both be held on the 4th of May; the first one will be held from 10:00 – 11:00 a.m. and the second in the evening from 6:30 – 7:30 p.m. He stated we want to hear what the public wants and needs in terms of amenities at the park and this is a very important opportunity for public input.

Village Council

- Mayor Strickland stated he wrote a letter to the NAC, encouraging them to communicate any of their resident's comments or concerns to our MYVOP tool. We will resume NAC meetings in May if conditions allow. Mayor Strickland stated he wanted to speak briefly on the newspaper article in reference to a Casino coming to Pinehurst. He affirmed the Village of Pinehurst has not been contacted on this and the residential community has expressed they are against this occurring. This idea came from a study done by the State Education Lottery and is nothing the Village has any involvement in.

Mayor Strickland attended a meeting of the Moore County Commissioners, which was a presentation by a consultant for the Convention and Visitors Bureau. The topic covered was the occupancy tax and they reported a task force would be set up to consider suggestions from the meeting. Finally, Mayor Strickland acknowledged there was a nice story in the Sandhill's Magazine about the Village of Pinehurst's history and its current situation and is a great article to share.

- Mayor Pro Tem Davis, stated at the meeting with County Commissioners expressed interest on raising the occupancy tax in Moore County to increase the 3% to 6% and what would happen with the proceeds of that increase, She stated no decisions have been made yet, but the consensus of the group in attended appeared to be in support of the increase, with the exception of one person from Whispering Pines. She stated this topic would continue to be part of future County Commission meetings.

  Mayor Pro Tem Davis announced the Pinehurst Farmer's Market would be opening on Wednesday and Seafood from the Coast of North Carolina will also be here. The Market hours will be Wednesday from 3 – 6 p.m. and on Saturday from 10 a.m. to noon. Lastly, she stated Natalie's knowledge about Pinehurst will really benefit Moore County and although she is very sad to see her go, she wanted to wish her the very best.

- Councilmember Boesch commented on a few items from the Beautification Committee. She stated Arbor Day is on April 22nd and they have found a few ways to showcase it. Karen from the Greenway Wildlife Habitat Committee is working on a film that features our longleaf pine ecosystem and will be shown to all the Pinehurst Elementary students on April 30th. She stated the students will be given a pine seedling to take home and plant. Councilmember Boesch announced that on May 4th all pretty seasonal flowers will be planted in the center of the Village. She stated the Beautification Committee is looking for volunteers to come and help, so if you are available please show up at 8:30 a.m.in Village Center with any tools you may have. Lastly, she wanted to express her agreement that Natalie is irreplaceable, but she is excited about this opportunity for her.

- Councilmember Hogeman stated the Bicycle & Pedestrian Advisory Committee is planning a bike rodeo on April 2nd at the recreation center and they are ready to move forward with adding sidewalks in from Rattlesnake to Woods Road, which is a project that began last year in 2020. She stated they have also added crossing signals on Hwy 5, and they have some projects for the next fiscal year for sidewalks on the west side of Lake Pinehurst. west side of it for sidewalks. Councilmember Hogeman said there were many residents that come to the meeting and expressed their concerns about sidewalks and those concerns and suggestions will be helpful in future decisions of the Committee. Finally, she thanked Natalie for everything and wished her well.

- Councilmember Drum stated he congratulated Natalie and acknowledged she will be a great help with economic development in Moore County. He stated he attended the Partners in Progress meeting, which had a speaker who presented on the medical-science side and clinical trials. He noted Dr. Michael Pritchard, pulmonary specialist with First Health has been involved in the first trial in the nation on a new robotics clinical trial. He joins the Mayo Clinic and others learning how to use robotics to access the lungs through existing openings such as the human mouth. Councilmember Drum said these specialists are also looking into methods to eliminate things in the lungs by using external waves being sent through the body.

  Councilmember Drum reported he attended a Triangle Area Rural Planning Organization (TARPO) meeting. He stated Brandon will no longer be our District representative and so we will reach out to the new person and begin establishing a relationship.

3. Motion to Approve Consent Agenda.

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

- Approval of Village Council Meeting Minutes.
  - March 23, 2021 Special Meeting
  - March 23, 2021 Regular Meeting
  - March 23, 2021 Work Session
  - March 23, 2021 Closed Session

End of Consent Agenda.

Upon a motion by Councilmember Drum, seconded by Mayor Pro Tem Davis, Council unanimously approved the Consent agenda by a vote of 5-0.

4. Discuss and consider contracts with ETC Institute for resident and business surveys.

Village Manager Jeffrey Sanborn stated we do these surveys yearly and renew them every three years. The three-year aggregate cost is over my contract approval amount so we have Lauren here to present them to Council for your approval.

Lauren Craig, Village of Pinehurst Administration, stated since 2012, the Village has conducted resident and business surveys to gather information on how well we are meeting our customers' needs and expectations. The results of these surveys have provided us with actionable information to improve our service delivery methods and ultimately, quality of life. Our current contract has expired and we recommend that the Village again enter into contracts with ETC Institute of Olathe, Kansas for our resident and business surveys for the next three year period. We have been very pleased with their services to administer the annual surveys.

Attached for your consideration are the proposed contracts. We have elected to expand the benchmarking analysis and are removing the on-site presentation by ETC since we have this capability on Village staff now. ETC is locking in the rates for the next three year period. The proposed annual cost for the resident and business surveys is $19,500 and $5,000, respectively. Since the three-year financial commitment for these contracts is over $50,000, the Council will need to authorize the Village Manger to execute the agreements.

Mayor Strickland asked if we own the data from past years and have access to that data on hand. Lauren stated we do have the raw data excel file and we use that to break down the data in house. Mayor Strickland asked if we have considered any competitors for future contracts in the event something were to happen to ETC. Lauren stated we have two others who are top competitors, but we look at our benchmark communities to see who they use. She stated we like the way they do our historical data and for their consistency on survey question. She said we have been very satisfied with them, but yes there are others out there.

Councilmember Drum said we are limited by those companies that have the benchmarking data of competitors as well. Lauren said this is true and we would have to look and see what other organizations have those same benchmarks. Mayor Pro Tem Davis asked if we are looking at a single municipality when we determine benchmarks. Lauren stated it would be a single municipality and who has the highest performer. Councilmember Hogeman said it sounds like the highest performer could be a different municipality based on the different questions. Mayor Strickland asked if the communities we look at would be comparative of our size. Lauren stated we can provide the parameters and the company can customize to our needs.

Councilmember Drum asked if just choosing the top performer and not using the top 3 and using a mean would be a much more concise method. Natalie Hawkins stated the Baldridge examiner feedback was coming from their advantage of experience working with for-profit businesses and those applicants typically compare themselves to top decile ratings. She stated in the past we have looked at areas we were trying to approve and called those municipalities that were succeeding in those areas and sought guidance. Lauren said when Council gets the data we supply you in November, it is benchmarked against specific municipalities and based on specific criteria we are looking for. Mayor Strickland said Council may have more questions as we get feedback and will send them to Lauren.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Hogeman, Council unanimously approved the authorization of the Village Manager to execute 2 (two) three-year contracts with ETC Institute of Olathe, Kansas, for our resident and business surveys in the amount of $73,500 by a vote of 5-0.

5. Fiscal Year 2022 Strategic Operating Plan (SOP) Preview.

Village Manager Jeff Sanborn stated this presentation is intended to be a preview. He said Council and staff has been working on it the last six months, and over the last month or two senior staff has been crunching numbers to make this work. We want to make sure we are on the right track before we go into the full-scale development of the document. Village Manager Sanborn stated that when we held the retreat in December, Council identified three specific areas they wanted to address: 1. Manage development to protect Village character, 2. Support the business community, and 3. Provide a safe and effective multi-modal transportation system.

Village Manager Sanborn explained the process staff uses when deciding on potential Strategic Operating Plan goals. He stated there are 6 Initiative Action Plans included in the FY 2022 Strategic Operating Plan for years FY 2022-2026. He stated the first is to

manage development to protect Village Character – this includes two plans, Update the Pinehurst Development Ordinance, and a Small Area Plan for Village Place/Rattlesnake Trail Corridor and Pinehurst South/Hwy 5 Commercial Areas. The next Action Plan is to support the business community by expanding downtown parking facilities. The fourth plan is to provide a safe and effective multi-modal transportation system. The fifth Action Plan is to manage storm water systems by developing a comprehensive storm water Master Plan. The last Plan is to provide cultural services and events by expanding and enhancing Library Services.

Councilmember Drum expressed his concern over parking and stated he feels like this is the second step because we can control it. Perhaps a partnership with the Resort to take off the downtown problems. Village Manager Sanborn said if they are interested in dealing with parking around the Carolina end and would allow the Village to use the area behind the Holly Inn than we would have that conversation. He further stated the reason we have it early in the plan is because we expect to drive more traffic to the downtown due to the library expansion project. Pro Tem Davis said we need to remember this is a preliminary plan and may or may not work out Councilmember Drum said as long as we are open to discussion it is fine. Village Manager Sanborn said we need to look at the best solution and this may or may not open the door for conversations

Councilmember Boesch asked what $100,000 gets us on the transportation modal plan and if that is a deliverable. Village Manager Sanborn stated we have an existing plan that needs to be updated, with adding golf carts and how that effects our vehicle traffic. Councilmember Drum said rather than look at each of these things as individual transportation problems it is important that we look at them as a whole.

Village Manager Sanborn next covered some of the 57 projects planned in 2022-2026 including these significant projects: construction of pedestrian facilities, storm water improvements, purchase of a ladder truck, development of West Pinehurst Park, land and design for new Public Services Complex, design for Fire Station 93, add new/replace park lighting in wicker park and Cannon Park, field 2, Village Place streetscape enhancements, construct a storage building behind fire station 91, build out the unfinished wing in village hall, and update Comprehensive Parks and Recreation Master Plan.

Councilmember Boesch stated she should look at the North Carolina Parks and Recreation Trusts Fund matching grant, which is available up to $500,000. Village Manager Sanborn said we will look at that in FY23 when we start that part of the overall plan. He next explained the plan to conduct 27 evaluations in FY 2022-2026 to identify ways to improve processes and service delivery. He explained that several will be evaluated using the BIRDIE or ACE process improvement methodology. One Major evaluation will take place in FY23 on Document Imaging, and seven ACE evaluations with a focus on: fire inspection processes, automating employee timekeeping, solid waste collection with contract providers, ways to minimize return pickups for solid waste, purchasing and contracting processes, road patching services, and recruitment/hiring processes. Councilmember Drum asked if we were planning to digitalize all historical documents. Village Manager Sanborn said we are not at that point now, but with the process we will review the whole internal structural needs for document imaging.

Village Manager Sanborn covered key highlights of the Proposed FY 2022 Five Year Financial Forecast. He explained that in last year's FY22 plan Tax Rate we were looking at an increase for library/archives operations (1 cent) due to some operating expenditure pressures including, state mandated retirement contribution rate increases, county mandated recycling and tipping fees, and a 2.5% annual inflation rate for operating expenditures. He stated Council was able to decrease this to a ½ cent increase and it appears we will be able to forecast the following for FY2022 – Tax Rate $0.315 (Tax Rate Change 1.5 cents); FY2023 – Tax Rate $0.320 (Tax Rate Change 0.5 cents); FY2024 – Tax Rate $0.325 (Tax Rate Change 0.5 cents); FY2025 – Tax Rate %0.325 (no change); and FY2026 – Tax Rate $0.335 (Tax Rate Change 1.0 cent).

Village Manager Sanborn stated the FY23-26 Projected Tax Rate changes are due to: FY23 & FY24 – increase due to operating expenditure pressures; FY25 – no change; and FY26 – increase due to operating costs of the expanded library/archives. He stated this is a draft only and may change. Mayor Strickland stated he recalled the previous tax rate plan and it appears that what you are proposing here is still below that. Village Manager Sanborn said yes it would lower if it were not for the library. Councilmember Boesch asked if anything had happened on the county mandated collection fees effort to reduce recycling fees. Village Manager Sanborn stated the purpose was to reduce confusion and Assistant Manager Jeff Batton said the county is applying or plans to apply for a grant with the state to create this education program, but no answer has been received yet. He stated the ultimate goal was to get contamination out, which would lower the cost and secondly we are seeking to lower our processing amount with less

transportation costs.

Village Manager presented the Preliminary 5-Year Financial Forecast with Council and discussed the need for several Capital Expenditure Fundraising Campaigns. Fund Balance as a % of Total Budget is projected to be: FY2022 – 42.2%; FY2023 – 40.9%; FY2024 – 39.1%; FY2025 – 31.6%; and FY2026 – 34.3%. Councilmember Drum asked when we would start reflecting the separation of capital from the fund balance. He stated we need to let people know we are not rolling in money and this would help Legislators have a clearer picture. Village Manager Sanborn said he did not think this is problematic for them. ……

Brooke Hunter, Village of Pinehurst Finance Director, said we will descriptively explain this in the Strategic Operating Plan and in June we will have final audited numbers, which will better help us explain the impact of these balances. She stated the Forecast numbers are reflecting all categories. Councilmember Drum said it is important to get all the information out there. Council agreed this was a realistic and thoughtful plan

Village Manager stated we will have a substantial staffing change over the next five years, especially in FY2022. These additions are in FY22: a Financial Services Supervisor Full-time position; two Full time Firefighters; One Planning & Zoning Specialist position; one part-time Code Technician position; and one full0time Solid Waste Equipment Operator position; and four full-time and one part-time Library/Archives Staff positions (TBD). In FY2025 there will be one Part-time Inspector position added and in FY2026, one Full-time Library/Archives Staff position added (TBD). Council was in agreement that the addition of staffing is needed and encouraged Village Manager Sanborn to move forward with the hiring of needed staff.

Councilmember Boesch said it is remarkable we are keeping the tax rate the same considering the added staffing needs. Village Manager Sanborn said if we are doing things right and our staff need is truly work driven than the size of the community should pay for the additional staff. Councilmember Boesch stated you guys really worked hard on finding the right skills and number of persons needed for the departments.

Mayor Strickland stated this gives us a very detailed look at what we need to do. Sanborn asked Council if all concerns were specifically addressed and Council acknowledged they had been. Village Manager Sanborn said they will deliver a hard copy of the FY22 SOP to council on May 6th and on May 11th, he will present the SOP at the Council Regular Meeting. He stated that there will be two Budget Work Session held on May 19th and on May 21st.

Mayor Pro Tem Davis asked about increased opportunity about inflation and acknowledged she saw there was 2.5% in the plan. Sanborn agreed we need to keep our eye on that but not react too quickly. Inflation would certainly put pressure on our overall budget, but the biggest source of revenue is property taxes and we don't contemplate another CPI adjustment. Village Manager Sanborn said we will try to look at it as a final the first meeting of June and if changes need we still have the 2nd meeting to approve.

Mayor Strickland said looking back at the transportation issue, if you look at each of our 6 initiative action plans relate in some way to transportation and the key issues start to deal with some of the transportation issues Council has been discussing. Then we have the impact of the library and that reminded we are going to have a new school opening which will be a larger school. All these little developments that effect it, such as the USGA, need to be addressed by the new transportation person, and we need to come to some resolution and move forward. Councilmember Drum said we need to be relentless on the transportation issues. Village Manager Sanborn stated the transportation planner is going to be more focused on planning due to Peter's departure. Mayor Strickland said it seems we need to begin the process even if we get only some of the issues addressed. Councilmember Drum said it might be simple to just do a consolidated list so council could see all the issues. Village Manager Sanborn said we have systems that allow staff to do what they need to do and in determining what we expect to get from our transportation director will take some thought and planning.

Councilmember Boesch said in the past the hot issue was traffic on number 5 and we discussed then how we identify the Transportation Planners priorities, but I am not sure how we do this. Mayor Strickland said we all know we are wrestling with transportation issues and he would hate to see that we were not starting on these in FY2022. He stated he understands we also have staffing issues as a problem, but we need to prioritize transportation. Mayor Pro Tem Davis asked in relation to the small area plan, can we leverage some information from the existing consultants. Councilmember Drum said he liked that idea and Mayor

Strickland said he will work with staff to see what ideas we can come up with. Council thanked Village Manager Sanborn and staff for the hard work put into the plan.

6. Other Business.

Mayor Strickland stated there is no other business. Councilmember Drum said he received numerous thank-you notes on the crosswalk on number 5. The community was extremely excited about it and it shows that even small things are seen as something large. We have to keep on delivering on these things. He was concerned on whether people would ever stop but they are stopping. Mayor Pro Tem Davis said she also got a lot of unsolicited positive responses. Assistant Manager Batton said we did save some funds on the project because we did the project in-house. Councilmember Drum asked why we would not be reimbursed by the state for those funds. Village Manager Sanborn said it would not be reimbursed because it was not in the plan. There was no other Council business.

Mayor Strickland stated that concludes this section and opened the floor for Public Comments.

7. Comments from Attendees.

- Mayor Strickland summarized emails provided by the Village Clerk and acknowledged to the public that all comments were sent to the Council members. Mayor Strickland advised that Council will take all comments into consideration.

8. Motion to Adjourn the Regular Meeting.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Drum, Council unanimously approved to adjourn the regular meeting, by a vote of 5-0 at 6:29 p.m.

Respectfully Submitted,

Kelly Chance,
Village Clerk

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

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.
Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.
Values: Service, Initiative, Teamwork, and Improvement

DRAFT

VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF APRIL 13, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a work session at 6:40 p.m., Tuesday, April 13, 2021, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina and via the electronic meeting platform ZOOM. The meeting was streamed in real time on the Village's website.

The follow were in remote attendance:

Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Mr. Mike Newman, Village Attorney

The following were in attendance in Assembly Hall:

Mr. John C. Strickland, Mayor
Ms. Kelly Chance, Village Clerk

And approximately 1 attendees, including 1 staff and 0 press.

1. **Call to Order.**
   Mayor John Strickland, called the Council work session to order.

2. **Other Work Session Business.**
   Mayor Strickland stated there are several agenda items to hear tonight and will be followed by a closed session.

   - Councilmember Boesch stated a group of Pinehurst residents spoke to her about USGA and resort parking, as well as the Lodge status in the planning process. Darryn Burich, Planning & Inspections Director stated it is going to the Planning & Zoning public hearing on the 21st at 4:00 p.m. He stated that as of now they have not completed their construction drawing, but as changes get made they would likely have to go back to HPC. Councilmember Drum asked why all those things they didn't have for HPC, would they not have to have those for Planning & Zoning. Mr. Burich stated they would have to present those items to Planning & Zone as well.as some additional materials. Councilmember Hogeman asked if planning and zoning would receive the site plan with elevations. Village Manager Sanborn said the elevations have not been seen, but those items that are critical, including building height would be included. Alex Cameron said there is more detail included on the plan which were required. Village Manager Sanborn said there is no requirement in our PDO that a case like this goes through HPC first. It can go to Planning & Zoning first and then back to HPC. Mayor Strickland asked it we have some disconnect on procedure or timing or some clarification we need for the public about this process requiring an update to our PDO.
   - Mayor stated with respect to the House and Senate bills on residential zoning, we have a letter from the Mayor of foxfire, and if council agrees he will ask Village Attorney Mike Newman to draft a letter to send out to Council and circulate among our legislators. Council agreed this was appropriate. Secondly, we have a presentation training on conditional zoning by Darryn and Alex Cameron, so if it is okay with Council we will forgo item 5. On the agenda since a few of the council members have

not yet responded on the poll. Council agreed to defer that discussion until the next.

3. **Potential Future Agenda Items.**
   - No Potential future Agenda Items

4. **Discuss Public Comment Procedure.**

Mayor Strickland stated Judy had circulated a couple of comments earlier today suggesting the 2nd bullet point should just say 3 minutes. Councilmember Hogeman stated that the wording is the way the county does it as well. Mayor Strickland and Councilmember Drum agreed with Mayor Pro Tem Davis's suggestion. The wording will end after the word "remarks". Mayor Strickland said he will work with the wording with Village Clerk Kelly Chance and he suggested adding the wording "At the Mayor's discretion, the thirty minute total time and the three-minute speaker time may be extended" at the end. Councilmember Drum agreed with the extension of thirty minutes and changes at the Mayor's discretion, but not giving more than 3 minutes. Councilmember Boesch and Councilmember Hogeman agreed that the Mayor should have the flexibility to extend either of those. Mayor Pro Tem Davis and Councilmember Drum agreed that the wording not be included and that it is not needed. Village Manager Sanborn suggested that Council consider simply adding a blanket statement that all of the bullet points may be altered at the Mayor's discretion.

Mayor Strickland stated the other change was related to bullet point 4 referencing public comments submitted by email. Council discussed and agreed that comments submitted via email will be circulated to the Council members by the Village Clerk since the comments' intended audience is Village Council. Mayor Strickland said he will work with the Village Clerk and get back to Council this week with the changes. Councilmember Drum stated he thought the public should be in-person if they have a comment, but all agreed they would not be read aloud. Village Manager Sanborn stated he agreed the audience is the Council and so we can distribute them to Council and not read them. Mayor Strickland stated his intent is to put the policy up for vote at the next Regular Council meeting.

Councilmember Boesch stated she has given a lot thought lately about public comments. She stated that as Council members we are aware of Village issues and our authorities and jurisdictions, and she understands that a lot of the public may not know and thus, want to come to the meetings and ask questions. She stated we have had some really unfortunate things happen lately, but she feels the public should have the ability to use the three minutes they have to say whatever is on their mind and she has a hard time limiting their free speech. Councilmember Drum asks what we were limiting and Councilmember Boesch said she does not feel we should limit the public member's first amendment rights. They may want to speak on the Easter bunny, the borders, or just want to express themselves. Councilmember Drum stated he agreed that the public should have time to address issues, but an example of out of our jurisdiction would be, for example, an issue dealing with a state highway concern. Councilmember Boesch said then we should let them speak and then direct them to the appropriate legal authorities or resources. Mayor Strickland said Village Attorney Newman is pretty comfortable with the way the policy reads is the way it should read.

Village Manager Sanborn stated he sympathized to a degree with what Lydia is saying, but the flip side of that is these situations where you have 40 people who want to side on a topic that village government has no say in, and they want to come and disrupt the Council meeting. The purpose of a council meeting is to conduct Village business. Councilmember Drum said he agrees that it is an abuse of the public's time if this occurs, but he does want more people to talk. He said he does not feel we are restricting speech but instead we are expanding it. Village Manager Sanborn said you are elected officials and representatives of the Village of Pinehurst and you have the ability to represent Pinehurst. Councilmember Drum said he wants to hear any issues, even if we don't have the authority to act on the issue

Councilmember Boesch said I think this is in here because we of the unfortunate instances that have occurred lately and I just don't feel comfortable restricting them from speaking. Mayor Strickland said there will be issues that we can indirectly provide some guidance, but we do need a policy that will allow us to deal with issues we can deal with and not get overloaded with subjects that are redundant. Mayor Pro Tem Davis said the school redistricting was a big issue and mothers and fathers came to our meeting to express their views. Former Mayor Nancy shut them down immediately and this made the public feel we were turning a deaf ear to their plight. So this policy will help Council stay in our own lane and solve issues we can.

Councilmember Drum said we did still listen to those issues and yes she did shut them down because they were repetitive. He stated he feels things we have an influence over, even if it is 10%, we need to listen. Councilmember Boesch agreed with Councilmember Drum. Mayor Strickland said we will work on this and get it resolved and put it out for vote the next meeting.

Alex Cameron presented a training on Conditional Zoning for Council members. The training consisted of defining what Conditional zoning is, why it is utilized, and what conditions are appropriate. He stated there are three types of zoning and land development decisions with the most common being administrative decisions, which are not previously defined by statutes. He

stated these are typically made by staff and do not require a hearing. Mr. Cameron provided some examples, including zoning permits, and interpretations. He stated the second type is a Quasi-judicial decision, which requires discretion by the decision maker on whether the proposal meets general and subjective standards. Mr. Cameron noted this does require an evidentiary hearing to gather competent material, and substantial evidence. He further stated the decision maker must make a finding of fact based on the evidence and testimony presented. Mr. Cameron stated the last type of zoning and land development decision is a legislative decision, which requires a Legislative hearing and seeks broad public input, comment and opinion on the change. In this instance he states the Planning & Zoning Board functions as an advisory board to Village Council, but will not be the binding decision maker.

Alex Cameron defined the reasons why municipalities use Conditional Zoning and the conditions that are allowed or restricted. He demonstrated how a site specific plan can be used as a tool as it can help the local government better evaluate the proposal. He stated it usually becomes part of the agreed upon conditional approval and provides greater certainty to everyone about what's been approved. Mr. Cameron stated that Section 6.2 of the Village PDO sets the provisions for conditional districts and informed Council of the steps of the process Planning and Zoning uses to make decisions. He also covered the submittal requirements and used the USGA meeting as an example. He noted that no member of the Planning and Zoning Board or Village council may participate in a neighborhood meeting in an official capacity.

Alex Cameron reviewed the role Village Staff plays in the review of applications and collection of material for submittal for the Planning and Zoning Board Review. He defined the steps taken during the Planning and Zoning Board review and the review and action that follows by Village Council. Mr. Cameron covered Modification to Approval and defined the requirements of NCGS Chapter 160D-703(b) for what modifications are allowed. Councilmember Hogeman asked how long Council had to make a decision on modifications. Mr. Cameron stated there is no specific time, but it is thought that 30 days would be a good time limit.

Councilmember Boesch asked if all of those steps apply to review of a major subdivision. Alex Cameron replied our local ordinance says we hold a public hearing and we do follow the same process. Councilmember Boesch asked if this includes a decision on traffic. Mr. Cameron said yes they can look at this if it is part of a zoning map amendment. Darryn Burich stated we are obliged to follow our development regulations that are in place. Council thanked Alex for his presentation and training.

5. **Discuss Ordinance #21-06 for Proposed Amendment to the Pinehurst Development Ordinance.**
   Deferred to a later meeting.

6. **Motion to Recess the Work Session and Enter Closed Session**
   Upon a motion by Councilmember Boesch, seconded by Councilmember Hogeman, Council unanimously approved to recess the work session and enter into a closed session pursuant to NCGS §143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged., by a vote of 5-0.

7. **Closed Session.**
   Council held a closed session to discuss how to potentially address concerns around recent HPC decisions.

8. **Motion to adjourn the Closed Session and Re-enter the Work Session.**
   Upon a motion by Councilmember Hogeman, seconded by Councilmember Drum, Council unanimously approved to adjourn the closed session and re-enter the work session, by a vote of 5-0.

9. **Motion to Adjourn.**
   Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Boesch, Council unanimously approved to adjourn the work session, by a vote 5-0, at 10:00 p.m.

Respectfully Submitted,

Kelly Chance,
Village Clerk

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

Vision: The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.
Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.
Values: Service, Initiative, Teamwork, and Improvement

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VILLAGE OF PINEHURST
VILLAGE COUNCIL
CLOSED SESSION-APRIL 13, 2021

ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA

MINUTES

At a work session of the Pinehurst Village Council held at 6:36 p.m., Tuesday, April 13, 2021 in Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina, Councilmember Boesch moved to go into closed session, pursuant to NCGS §143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. The motion was seconded by Councilmember Hogeman and carried unanimously, by a vote of 5-0.

The following people were in remote attendance:

Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeff Sanborn, Village Manager
Mr. Mike Newman, Village Attorney

The following people were in attendance in Assembly Hall:

Mr. John C. Strickland, Mayor

MAYOR STRICKLAND CALLED THE MEETING TO ORDER.
Councilmembers discussed how to potentially address concerns about recent HPC decisions, most notably, the approved Certificate of Appropriateness for 15 Chinquapin. Options considered included appealing to the Board of Adjustments and initiating discussions with the HPC Chairperson and potentially other HPC members.

ADJOURNMENT.
Upon a motion by Councilmember Hogeman, seconded by Councilmember Drum, Council unanimously approved to adjourn the closed session and re-enter the work session, by a vote of 5-0.

Respectfully Submitted,

Kelly Chance
Village Clerk

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	VILLAGE OF PINEHURST **STANDARD PROCEDURE**	
SUBJECT:	Public Comment Policy	Effective: April 27, 2021
Department:	Administration	Policy No.: --
Prepared by:	Kelly Chance	Revised:
Approved by:	Village Council	# of Pages: 2

PURPOSE: The purpose of this policy is to:

Create a procedure, in accordance with North Carolina General Statute 160A-81.1, to allow members of the public to address the Village of Pinehurst Council.

POLICY: The Pinehurst Village Council is committed to allowing members of the public an opportunity to offer comments and suggestions to the Village Council for the efficient and effective administration of government. In addition to public hearings, special time is set aside for receiving such comments and suggestions. Like all municipalities in North Carolina, the Village of Pinehurst has limited authority which does not include the power to change state or federal law or to alter local ordinances enacted by neighboring cities. Speakers are encouraged to consider whether the Village has the authority to address the topic of their concerns, or whether it would be more efficient and effective for the speaker to express their concerns at an appropriate state or federal forum where the issue may be lawfully addressed by those with the authority to do so.

All comments and suggestions addressed to the Council during Public Comment Periods, with exceptions granted at the Mayor's or Presiding Officer's discretion, shall be subject to the following procedures:

- Persons who wish to address the Council during this Public Comment Period will register on a sign-up sheet available on a table inside the entrance door to Assembly Hall indicating contact information and topic. A sign-up sheet will be available beginning thirty (30) minutes before the start of the meeting. No one will be allowed to have his/her name placed on the list by telephone request to Village Staff.
- There will be thirty (30) minutes allocated to the Public Comment Period. Each person signed up to speak will have three (3) minutes to make his/her remarks.

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- If the thirty (30) minutes allocated to the Public Comment Period have not expired after the individuals who have signed up have spoken, the Mayor, or presiding officer, will ask if any other persons wish to address Council.
- Public comments submitted by email will be circulated in their entirety to Council members and appropriate staff.
- Speakers will be acknowledged by the Mayor, or other presiding officer, in the order in which their names appear on the sign-up sheet. Speakers will address the Council from the lectern at the front of the room and begin their remarks by stating their name, address, and the topic to be addressed.
- Public comment is not intended to require the Council to answer any impromptu questions. Speakers will address all comments to the Council as a whole and not one individual Councilmember, nor to the attending public. Discussions between speakers and members of the audience will not be allowed.
- Speakers will be courteous in their language and presentation. Speakers must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.
- Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Village Clerk.
- Speakers shall not discuss any of the following: matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Council; matters which are closed session matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.

Approved by:

_____ _____

John C. Strickland, Mayor Date

Resolution # 21- 07 _____

Village Council, Resolution Date

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