



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF FEBRUARY 14, 2023
ASSEMBLY HALL
395 MAGNOLIA RD. PINEHURST, NC 28374
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.

2. Reports:

Manager

Council

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.

A. Approval of Village Council Meeting Minutes

January 24, 2023, Council Regular Meeting

January 24, 2023, Council Work Session

January 24, 2023, Council Closed Session

B. Budget Amendments Report

End of Consent Agenda.

4. Discuss and Consider Resolution #23-03 Appointing Roxanne Vaitkus to the Pinehurst Historic Preservation Commission
5. Discuss and Consider Resolution #23-04 Appointing Karl Ecker to the Pinehurst Historic Preservation Commission
6. Discuss and Consider Resolution #23-05 Appointing a Finance Officer (Dana Van Nostrand)
7. Discuss and Consider Resolution Amending the Village of Pinehurst Fees and Charges Schedule.
8. Discuss and Consider Changes to the Policy on the Administration of the Position Classification and Pay Plan
9. Other Business.
10. Comments from Attendees.
11. Motion to Adjourn.

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

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

Values: Service, Initiative, Teamwork, and Improvement.



**COUNCIL
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

- ▣ 2023 Key Partners and Collaborators



Council Member to Report	Partners & Collaborators
John Strickland	Convention and Visitors Bureau
	FirstHealth
	*Moore County, NC - Rotating
	Moore County Transportation Committee
	NCDOT/TARPO
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
	Partners in Progress
	Pinehurst Resort
Patrick Pizzella	*Moore County, NC - Rotating
	NCDOT/TARPO
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
	Partners in Progress
	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
Jane Hogeman	Beautification Committee
	Chamber of Commerce
	*Moore County, NC - Rotating
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
	Pinehurst Business Partners
	Tri-Cities Work Group (Pinehurst, So. Pines, Aberdeen)
Lydia Boesch	Bicycle and Pedestrian Advisory Committee
	Convention and Visitors Bureau
	*Moore County, NC - Rotating
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
Jeff Morgan	FirstHealth
	*Moore County, NC - Rotating
	Moore County Schools
	*Neighborhood Advisory Committee - Rotating
	*North Carolina - Rotating
	Triangle J. COG



APPROVAL OF VILLAGE COUNCIL MEETING MINUTES
ADDITIONAL AGENDA DETAILS:

January 24, 2023, Council Regular Meeting
January 24, 2023, Council Work Session
January 24, 2023, Council Closed Session

FROM:

Kelly Chance

CC:

Jeff Sanborn and Village Council

DATE OF MEMO:

2/8/2023

MEMO DETAILS:

The minutes for January 24, 2023, Council Regular, Work Session, and Closed Session are attached for Council review and proposed approval.

ATTACHMENTS:

Description

- ☐ January 24, 2023 Council Regular Meeting Minutes
- ☐ January 24, 2023 Council Work Session Meeting Minutes



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JANUARY 24, 2023
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 January 24, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. John C. Strickland, Mayor
Mr. Patrick Pizzella, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Jeff Morgan, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Kelly Chance, Village Clerk

And approximately 12 attendees, including 5 staff and 1 press

1. Call to Order.

Mayor Strickland called the Village Council meeting to order.

2. Invocation and Pledge of Allegiance

Invocation by Senior Pastor Dan Francis, Christ Community Church and Pledge of Allegiance led by Mayor John Strickland.

3. Reports:

Village Manager

- Mr. Jeff Sanborn, Village Manager, reported that a new Financial Services Director, Dana Van Nostrand, will begin February 6th. He announced that Darryn Burich, Planning & Inspections Director, will be leaving the Village and his last day is January 27th. He noted he has guided many important projects for the Village, and we are sad to see him go. He has taken a job with Partners in Progress, and so will be still working locally. He stated Alex Cameron will be taking over the Planning department as interim while we go through the hiring process.

Village Council

- Mayor Strickland offered his appreciation to Darryn and wished him well. He reported he participated in the Parks & Recs Master Plan activities last week and is looking forward to the results in the next few months. He stated he met, along with Councilmember Hogeman and Assistant Village Manager, and the Pinehurst Business Partners. He reported he also toured the USGA building last week with Councilmember Boesch and along with Village Manager Jeff Sanborn.
- Mayor Pro Tem Pizzella stated he, Councilmember Hogeman, and Manager Sanborn met with Habitat for Humanity, learning about some of their future undertakings. He noted they have a very good program. He stated he also attended the Master Plan Park activities and looks forward to seeing the results and metrics soon.
- Councilmember Hogeman reported the Parks & Recs event was well done and provided the community a great chance to offer their input. She stated she learned a lot at the meeting with Sandhills Habitat for Humanity.
- Councilmember Morgan stated he went through the traffic circle three different times this week at lunch and acknowledged he

- is appreciative of the Village Police for monitoring the area.
- Councilmember Boesch attended the annual meeting Drivers Club (Matinee Races) and stated they were very appreciative of the work that has been done at the Harness Track. She stated they do have some suggestions they will be sharing with Village Staff. She noted it is great to go out on the weekends and watch the horses as they train.

4. Motion to Approve Consent Agenda.

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

- A. Approval of Village Council Meeting Minutes
 - January 10, 2023, Council Regular Meeting Minutes
 - January 10, 2023, Council Work Session Minutes
- B. FY2023 Bi-Annual Public Safety Reports
 - FY2023 Bi-Annual Fire Report
 - FY2023 Bi-Annual Police Report

End of Consent Agenda.

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

5. Motion to Recess Regular Meeting and Enter Public Hearing No. 1.

Upon a motion by Mayor Pro Tem Pizzella, seconded by Councilmember Hogeman, Council unanimously voted to recess the regular meeting and enter Public Hearing No. 1, by a vote of 5-0.

6. Public Hearing No. 1 – Moratorium Extension in Small Area Plan areas.

Darryn Burich, Planning and Inspections Director, noted the purpose of this public hearing is to hear comments on extending the moratorium on real estate development activity in Village Place and Pinehurst South to allow time to amend and adopt the Pinehurst Development Ordinance as needed to implement the plans.

Mr. Burich stated the proposed moratorium currently in effect for the Small Area Plan areas (Village Place and Pinehurst South) is set to expire February 3, 2023. Proposed Ordinance #21-03 would again extend the moratorium to allow additional time for completion of the remaining work on the Village Place and Pinehurst South Form Based Code documents and related Pinehurst Development Ordinance amendments. This work likely will not be fully completed by the time the moratorium expires so staff is requesting that both moratoriums be extended to allow additional time for work on the FBCs and PDO amendments.

Mr. Burich reported based on the Council's work session of 01/10/23 discussing this topic, a 90-day extension is being proposed for the Village Place moratorium and a 120-day extension is being proposed for the Pinehurst South moratorium. While that likely will not be sufficient time to complete all actions related to adopt the zoning amendments, it will allow staff to continue working the P&Z Board and builds in a formal check back with Council as the deadlines approach. Village Council could also terminate the moratoriums at any time should circumstances warrant such termination.

Mr. Burich stated this would be the fifth extension of the moratorium and, if approved, would have the planning areas under moratorium since February 10th, 2021. This process has taken considerably longer than staff anticipated when the original moratorium ordinance was adopted. While there are no statutory limitations on the length of a moratorium, any moratorium length must be justified in the context of moving forward to solve the problems necessitating establishment of the moratorium. The initial reason for requesting the moratorium was to preserve the area from inappropriate development in the context of the 2019 Comprehensive Plan.

Mr. Burich stated the Village currently sits with these projects relative to the moratoriums, both the Village Place Small Area Plan and Pinehurst South Plan have been approved by Council. The Planning and Zoning Board has almost completed the draft work on the Village Place FBC document that is being forwarded to Council for review and comment. The Village Place FBC document establishes the basis for future PDO amendments to implement the FBC recommendations and staff has started drafting those amendments. The P&Z Board has begun working on the Form Based Code document for Pinehurst South and once that document

is completed will be forwarded to Council for review. Development of the Pinehurst South FBC 2 may be shorter in that many of the recommendations proposed in the Village Place FBC will carry over to the Pinehurst South FBC with the major changes being the Regulating Plan, Table of Uses, and Table of Dimensional Requirements.

Mr. Burich stated staff will continue to work with the P&Z Board until such time as the work is completed. Staff anticipates the time frame to adopt any zoning code updates to implement the PDO updates may take considerably longer once public hearings are scheduled and deliberations commence prior to adoption of any actual PDO amendments which may necessitate the need to revisit a moratorium extension in the future

7. Motion to adjourn Public Hearing No. 1 – Moratorium Extension in Small Area Plan areas.

Upon a motion by Councilmember Hogeman, seconded by Councilmember Boesch, Council unanimously voted to adjourn Public Hearing No. 1 and re-enter the regular meeting, by a vote of 5-0.

8. Discuss and Consider Ordinance #23-01, Moratorium Extension Small Area Plans.

Councilmember Boesch expressed concern about the length of time it is taking to get this moratorium released. She noted it was originally purported to take 9 months. Councilmember Hogeman also echoed these concerns and noted she previously suggested more time may be needed for the extension. Mr. Darryn Burich stated staff is moving forward at a steady pace now and progress is being made. He described the process those placing inquiries would follow. Councilmember Morgan stated he again is concerned about the restriction this puts on property rights and he is not in favor of an extension.

Upon a motion by Councilmember Hogeman, seconded by Mayor Pro Tem Pizzella, Council approved Ordinance #23-01, Moratorium Extension imposing an extended time of an additional 90-day period, to expire on May 5, 23 for Village Place/Rattlesnake Trail Corridor, and an additional 120-day period, to expire on June 4, 2023 for NC Highway 5 Commercial Area Pinehurst South, by a vote of 3-2 with Councilmember Morgan and Councilmember Boesch casting no votes.

9. Other Business

Mayor Pro Tem Pizzella asked for clarification on a few statistics reported in the 2023 Bi-Annual Public Safety Police and Fire Reports. He stated a resident asked if when a person is issued is their name and address available to the public. Village Manager Sanborn stated this information is collected but is not appropriate to share with the public. Mr. Sanborn stated any specific questions can be addressed directly with the Village Police Chief Webb.

10. Comments from Attendees

No residents presented to address Council.

11. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Pizzella, seconded by Councilmember Hogeman, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 5:11 p.m.

Respectfully Submitted,

Kelly Chance,
Village Clerk

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

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**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF JANUARY 24, 2023
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM**

The Pinehurst Village Council held a Work Session Meeting at 5:14 p.m., Tuesday, January 24, 2023, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina.

The following were in attendance in Assembly Hall:

Mr. John C. Strickland, Mayor
Mr. Patrick Pizzella, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Jeff Morgan, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Kelly Chance, Village Clerk

And approximately 15 attendees, including 7 staff and 1 press

1. Call to Order.

Mayor Strickland called the Village Council meeting to order.

2. Special Event Discussion

Parks and Recreation staff, Dave White and Megan McDonald, presented a proposal to change the Live After 5 from Tufts Memorial Park to the Village Arboretum. She reported this would still leave 65 events that would be taking place at Tufts Park. She noted this would result in fewer road closures. Ms. McDonald stated this would be safer for attendees, allow more sponsors and vendors to participate and better parking and shuttling options.

Council expressed some concern about the feelings of downtown merchants and business community if the events were moved but agreed to try the new venue for one year, reevaluating in 2024.

Also presented by Ms. McDonald was the changes to the Fourth of July activities. She reported the parade will now be a Pet Parade only in conjunction with the Sandhills Dog fair.

3. Report on Meeting with Pinehurst Business Partners Merchant Members regarding the Downtown Amenity Plan and Consider other Recommendations.

Assistant Village Manager, Jeff Batton, reported in December, Council requested a meeting with the leadership of Pinehurst Business Partners to review the amenity plan and to clarify some issues regarding Market Square. Councilmember Hogeman stated they met with Jim Nash and Katherine Franklin and spoke about parking in the Village. She noted they both favored timed parking in front of the businesses. She stated they also spoke about the Downtown Amenity Plan, particularly the impact on the Market Square area,

from Dugan's Pub down to Magnolia.

Councilmember Hogan reported other topics discussed where lighting needs, dressing up of alleys, traffic flow, and sidewalk improvement. She stated the group agreed to schedule quarterly meetings between members of the business community, council members, and staff moving forward.

Mr. Batton presented Council with a revised list of thirteen (13) items proposed in the Downtown Amenity Plan to pursue, as directed by prior Council recommendations. Items included:

1. Stormwater Project – Chinquapin to Market Square and down Magnolia Rd.
2. Evaluate Sidewalk expansion along west side of Chinquapin
3. Evaluate conversion of parallel spaces to cart parking
4. All-Way Stop at Magnolia/Chinquapin
5. Add Directional Parking Signs
6. Paint lampposts, and add night sky deflectors
7. Determine additional lighting phases and implement
8. Consider parking addition to west side of Theater Building
9. Road Resurfacing-Restriping
10. Repaint existing benches/Order new benches
11. Order new trash receptacles and Bike racks
12. Complete landscaping renovation plan and implement
13. >100 block Magnolia Rd. Streetscape

4. **Village Place Form Based Code Draft**

Darryn Burich, Planning and Inspections Director, presented a draft Form Based Code document developed in close collaboration with the Planning and Zoning Board. He reported the Form Based Code is meant to implement the recommendations and visions outlined in the Village Place Small Area Plan. He noted the Form Based Code document forms the basis for future Pinehurst Development Ordinance (PDO) amendments as well as will be able to be used as a guide for future conditional rezoning requests. He stated staff has already started drafting the PDO amendments to implement various Form Based Code provisions but before finalizing and scheduling Public Hearings, they will need consensus from Council to move forward in that regard. Planning staff will continue to bring updates to Council as they move forward and address recommendations of the Council and Planning Board.

5. **PDO Amendments Related to Creating Planned Community Neighborhoods**

Darryn Burich, Planning and Inspections Director, presented potential PDO amendments related to creating Planned Community Neighborhoods. He noted the document he supplied to Council is prepared and developed before Planning and Zoning Board work session on January 5th and January 19th and has not been updated yet to reflect those discussions or other input received.

Mr. Burich presented proposed definitions to be added to PDO Section 10.2 Definitions as follows:

- **Planned Community Neighborhood (PCN)** is a contiguous area containing at least twenty (20) acres or twenty (20) dwelling units as included within a platted subdivision or condominium development for which any person or corporation, by virtue of ownership of a lot or dwelling unit within the PCN, is by Declaration governed by a Master Association with powers to enforce and adopt and amend bylaws, rules, and regulations and which property owners within the PCN are obligated to pay real property taxes, insurance premiums, or other expenses to maintain, improve, or benefit other lots or common area or other real estate described in the Declaration.
- **Declaration** means any instruments, however denominated, that create a Planned Community Neighborhood.
- **Neighborhood Housing Accommodation (NHA):** is a whole house dwelling occupancy where a Dwelling Unit located within a Planned Community Neighborhood is managed through a Master Association and is leased, offered or made available by short term lease or other financial consideration for a time period or lease term of less than 30 consecutive days.
- **Executive Board** means the body, regardless of name, designated in the Declaration to act on behalf of a Master Association of a Planned Community Neighborhood.
- **Master Association** is a nonprofit organization established pursuant to NCGS 47F-3- 101 or 47C-3-10, by Declaration, or

its common law equivalent, with powers to enforce, adopt and amend bylaws, rules, and regulations pursuant to NCGS 47F-3-102 or 47C-3-102, or by Declaration and is responsible to maintain or provide for maintenance of all common property and management of all Neighborhood Housing Accommodations within a Planned Community Neighborhood. Enforcement of such powers are for the benefit of lot or dwelling unit owners within the Planned Community Neighborhood.

- **Association:** means an association organized under NCGS 47F-3-101 or 47C-3-101, or by Declaration

Mr. Burich presented proposed changes to 8.5.1a Table of Permitted and Special Uses and Special Requirements as they would pertain to Neighborhood Housing Accommodations. He noted in Section 8.6 Special Requirements to the Table of Permitted and Special Uses and Special Requirements, the following is being proposed as an addition:

SR-10 Neighborhood Housing Accommodation (NHA)

1) After the effective date of this Ordinance, all Neighborhood Housing Accommodations (NHA) shall be required to obtain a Development Permit from the Village. All NHA's, whether lawful nonconforming uses or newly established after the effective date of this Ordinance, shall comply with following standards:

- a. Compliance with SR9 Standards 1) a-k.
- b. Submission of documentation and contact information that the Neighborhood Housing Accommodation is located within a Planned Community Neighborhood as defined in Section 10.2 of this Ordinance.
- c. Submission of documentation of Master Association rules and regulations pertaining to operation of NHA's.
- d. Submission of documentation that the Neighborhood Housing Accommodation has been authorized by the Master Association.
- e. Installation of a Landscape Screen per Section 9.5.1.3 of the PDO along the property line adjacent to residential use not part of the Planned Community Neighborhood

Mr. Burich stated staff's plan is to development an actual ordinance that could go before the Planning and Zoning Board and then presented per public hearing requirements. He noted they will continue to work on the plan, taking all Council recommendations in consideration.

6. Traffic Circle Discussion

Village Manager, Jeff Sanborn reported he spoke with Patrick Norman and noted he is very interested in collaborating with Council on a way forward on discussions. He stated he would like to wait until after the NCDOT stated Board meeting to continue these discussions. He noted he supplied Mr. Norman with the compiled list of less-invasive options recommended by Council and compiled by Kelly Chance. Mr. Sanborn stated he wanted to note that his impression of Mr. Norman's willingness to collaborate on less-invasive options, was that he still felt this would not be the final solution unless one of the ideas turned out to work well. He further noted that the engineers do not have to answer to residents of Pinehurst, and it is their asset, and they will ultimately make their decision with or without our input.

7. Other Work Session Items.

No other Work Session Items were covered.

8. Potential Future Agenda Items.

Potential future agenda item suggested by Mayor Pro Tem Pizzella was to revisit the five-year long-term capital needs plan.

9. Motion to Recess the Work Session and Enter Closed Session

Upon a motion by Councilmember Hogeman, seconded by Mayor Pro Tem Pizzella, Council unanimously approved to recess the work session and enter a closed session pursuant to NCGS §143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease, by a vote of 5-0.

10. Closed Session

A closed session pursuant to NCGS §143-318.11(a)(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or

proposed contract for the acquisition of real property by purchase, option, exchange, or lease, was held and minutes recorded.

11. Motion to Adjourn the Closed Session and Re-Enter the Work Session

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Pizzella, Council unanimously approved to adjourn the Closed Session and re-enter the Work Session at 10:25 p.m., by a vote of 5-0.

12. Adjournment.

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Pizzella, Council unanimously approved to adjourn the work session at 10/26 p.m., by a vote of 5-0.

Respectfully Submitted,

Kelly Chance,
Village Clerk

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

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**BUDGET AMENDMENTS REPORT
ADDITIONAL AGENDA DETAILS:**

FROM:

Doug Willardson

CC:

Jeff Sanborn and Village Council

DATE OF MEMO:

2/7/2023

MEMO DETAILS:

Attached is the report of budget amendments approved by the Budget Officer as required for the current period.

ATTACHMENTS:

Description

📎 Budget Amendment Report FY23



**VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD JANUARY 16 - FEBRUARY 8, 2023**

Under Village of Pinehurst Ordinance #22-05, 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 2023 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.

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>APPROVED DATE</u>
1	10-20-410-5300	Contracted Services	\$ 17,500		1/13/2023
	10-20-420-5300	Contracted Services		\$ 17,500	

Moving funds from Streets and Grounds contracted services to Public Services contracted services per ratification of the previously-executed On-Call Engineering Task Order with McGill Associates to cover additional costs.



**DISCUSS AND CONSIDER RESOLUTION #23-03 APPOINTING ROXANNE
VAITKUS TO THE PINEHURST HISTORIC PRESERVATION
COMMISSION
ADDITIONAL AGENDA DETAILS:**

FROM:

Kelly Chance

CC:

Jeff Sanborn and Village Council

DATE OF MEMO:

2/8/2023

MEMO DETAILS:

There is a need to fill vacancies on the Historic Preservation Commission and following an extensive interview process, staff would like to recommend Council approve Roxanne Vaitkus to fill one of the positions, with effective term start date of February 15, 2023, and expiration date of January 31, 2025.

ATTACHMENTS:

Description

- ▣ Resolution #23-03 Appointing Roxanne Vaitkus to the HPC

RESOLUTION #23-03:

A RESOLUTION REGARDING APPOINTMENT TO THE PINEHURST HISTORIC PRESERVATION COMMISSION.

WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160A, Article 19; and

WHEREAS, there is a need to fill a vacancy on the Historic Preservation Commission.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 14th day of February, 2023 as follows:

SECTION 1. That the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Ms. Roxanne Vaitkus is appointed as a member of the Historic Preservation Commission, effective February 15, 2023, said term to expire January 31, 2025.

SECTION 2. That the appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this the 14th day of February, 2023.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER RESOLUTION #23-04 APPOINTING KARL
ECKER TO THE PINEHURST HISTORIC PRESERVATION COMMISSION
ADDITIONAL AGENDA DETAILS:**

FROM:

Kelly Chance

CC:

Jeff Sanborn and Village Council

DATE OF MEMO:

2/8/2023

MEMO DETAILS:

There is a need to fill vacancies on the Historic Preservation Commission and following an extensive interview process, staff would like to recommend Council approve Karl Ecker to fill one of the positions, with effective term start date of February 15, 2023, and expiration date of January 31, 2025.

ATTACHMENTS:

Description

- Resolution #23-04 Appointing Karl Ecker to the HPC

RESOLUTION #23-04:

**A RESOLUTION REGARDING APPOINTMENT TO THE PINEHURST HISTORIC
PRESERVATION COMMISSION.**

WHEREAS, the Village of Pinehurst has established an Historic Preservation Commission as authorized by North Carolina General Statutes, Chapter 160A, Article 19; and

WHEREAS, there is a need to fill a vacancy on the Historic Preservation Commission.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 14th day of February, 2023 as follows:

SECTION 1. That the following appointment is hereby made to the Historic Preservation Commission for the term indicated:

Mr. Karl Ecker is appointed as a member of the Historic Preservation Commission, effective February 15, 2023, said term to expire January 31, 2025.

SECTION 2. That the appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this the 14th day of February, 2023.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER RESOLUTION #23-05 APPOINTING A FINANCE
OFFICER (DANA VAN NOSTRAND)
ADDITIONAL AGENDA DETAILS:**

FROM:

Kelly Chance

CC:

Jeff Sanborn and Village Council

DATE OF MEMO:

2/9/2023

MEMO DETAILS:

Changes in personnel and responsibilities have made it necessary to appoint a new Finance Officer and so Dana Van Nostrand is presented for consideration and approval with an effective date of 2/15/2023.

ATTACHMENTS:

Description

- ▣ Resolution #23-05 Appointing a Finance Officer (Van Nostrand)

RESOLUTION #23-05:

A RESOLUTION APPOINTING A FINANCE OFFICER FOR PINEHURST, NORTH CAROLINA.

THAT WHEREAS, North Carolina General Statute 159-24 stipulates that each local government shall appoint a Finance Officer to hold office at the pleasure of the appointing board or official; and

WHEREAS, changes in personnel and responsibilities have made it necessary to appoint a new Finance Officer;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in regular meeting assembled this 14th day of February 2023, as follows:

SECTION 1. That Dana Van Nostrand is hereby appointed Finance Officer for Pinehurst, in addition to other duties, to serve in this capacity at the pleasure of the Council effective February 15, 2023.

SECTION 2. All previous appointments of other individuals to this position are superseded by adoption of this resolution.

THIS RESOLUTION passed and adopted this 14th day of February 2023.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER RESOLUTION AMENDING THE VILLAGE OF
PINEHURST FEES AND CHARGES SCHEDULE.**

ADDITIONAL AGENDA DETAILS:

FROM:

Doug Willardson

DATE OF MEMO:

2/8/2023

MEMO DETAILS:

The Village's Fees and Charges Policy calls for the periodic review of all fees and charges. Staff conducted a review of the Village's Fees and Charges Schedule and recommended several changes. The items proposed for your consideration are in the areas of Fire, Police, Planning & Inspections, Public Services, and Parks & Recreation.

Full details of the recommended changes to the fee schedules are provided in the attached "Fee Schedule Changes" documents. These documents provide the current fee, proposed fee, any increase or decrease, percent change, and a brief explanation. Redlined versions of the fee schedules are also attached to illustrate the revisions.

A resolution is presented for your consideration.

ATTACHMENTS:

Description

- ☐ Fee Schedule 07-01-23 (Red-line Version)
- ☐ Fee Schedule 07-01-23 Final
- ☐ Summary of Changes to Fees & Charges
- ☐ Resol 23-01 Amending Fee Schedule-070123

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE ~~SEPTEMBER 14, 2022~~ JULY 1, 2023**

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
02/2022	Paper Copies	\$0.25	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	\$20.00	per cart
03/2004	Municipal Code Copies: Entire Code	\$0.10	per sheet
03/2004	Supplements	\$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	\$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days
<u>Rental Fees for Use of Village Rooms</u>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.			
A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.			
12/2007	Deposit – Assembly Hall & Station 91 Conference Room: Audio visual equipment is <u>not</u> utilized	\$100.00	per event
12/2007	Audio visual equipment is utilized	\$200.00	per event
12/2007	Rental Fee – Conference Room: Up to 3 hours: Resident	\$25.00	per event
12/2007	Non-Resident	\$50.00	per event
12/2007	More than 3 hours	\$25.00	per hour

**VILLAGE OF PINEHURST
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ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:		
	Resident	\$50.00	per event
12/2007	Non-Resident	\$100.00	per event
12/2007	More than 3 hours	\$25.00	per hour
01/2013	Audio visual assistance	\$50.00	per hour
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at https://www.fema.gov/schedule-equipment-rates .			

**VILLAGE OF PINEHURST
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FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Fire Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2020 <u>02/2023</u>	Re-Inspection with violations remaining		
	1 st Re-Inspection	\$100.00 <u>\$50.00</u>	per inspection
	2 nd Re-Inspection	\$200.00 <u>\$100.00</u>	per inspection
	3 rd and Subsequent Re-Inspection	\$500.00 <u>\$250.00</u>	per inspection
Permits Required by NC Fire Code – review, permit and inspection fees			
The fees set forth in this section are fixed for the review of plans for fire protection systems and the issuance of permits required by the Fire Prevention Code.			
02/2023 <u>02/2024</u>	Fire Sprinkler Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection. <u>\$50.00 minimum</u>
02/2023 <u>02/2024</u>	Fire Alarm / Detection Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection. <u>\$50.00 minimum</u>
02/2023 <u>02/2024</u>	Standpipe System	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection. <u>\$50.00 minimum</u>
02/2021	Hood Suppression System	\$75.00	per permit
02/2021	Any other required permit	\$75.00	per permit
<u>02/2023</u>	<u>Express Plan Review (less than 48 hour notice)</u>	<u>\$250.00 plus applicable fee</u>	<u>per express plan review</u>
<u>02/2023</u>	<u>Express Inspection (less than 48 hour notice)</u>	<u>\$250.00 plus applicable fee</u>	<u>per express inspection</u>
02/2023 <u>02/2024</u>	Re-review fees for 3 rd and subsequent submission	\$150.00 <u>\$100.00</u>	per submission
02/2021	Lift a Stop Work Order	\$100.00	per Stop Work Order
02/2023 <u>02/2024</u>	Work performed without a permit	<u>Greater of \$500.00 or double fee</u>	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

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INFORMATION TECHNOLOGY (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	\$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	\$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	\$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/2009	Copy of already created map up to 8.5 x 11	\$2.00	per map
12/2009	Copy of already created map up to 11 x 17	\$6.00	per map
12/2009	Copy of already created map up to 17 x 22	\$10.00	per map
12/2009	Copy of already created map up to 22 x 34	\$12.00	per map
12/2009	Copy of already created map up to 34 x 44	\$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	\$50.00	per map

**VILLAGE OF PINEHURST
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LIBRARY AND ARCHIVES:

Council Adopted Date	Description	Fee/Charge	Unit
Library Fees			
02/2022	Library Card Fee – Resident/Non-Resident	No Charge	per patron
02/2022	Lost Item Fee	Actual Replacement Cost or Replacement of Identical Item with Staff Approval	per item
02/2022	Rental Fee – Conference Room	Reference Page 1 Administration: Rental Fee- Conference Room	per event
02/2022	Paper Copies	Reference Page 1 Administration: Paper Copies	per sheet
Archive Fees			
Images – Digital Images			
09/2022	Commercial Entity Fee	\$150.00 \$75.00 \$25.00	per images 1 – 4 per images 5 – 10 per images 11 +
09/2022	Non-Commercial Entity Fee	\$50.00	per image
09/2022	Non-Profit Entity Fee	\$15.00	per image
02/2022	Dropbox Fee	\$25.00	per request
02/2022	Additional Use of Each Image	\$10.00 each additional use	per image

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LIBRARY AND ARCHIVES (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Images – Photographic Prints (Prepared in House)			
02/2022	5 X 7	\$37.00	per print
02/2022	8 X 10	\$47.00	per print
02/2022	11 X 14	\$72.00	per print
02/2022	11.7 X 16.5	\$77.00	per print
<u>Images – Research Fees</u>			
02/2022	Basic Research Fee – Locating Information/Image	No Charge	up to 30 minutes
02/2022	Basic Research Fee – Locating Information/Image	\$30.00	greater than 30 minutes
<u>Graphics – Ross Golf Course Photocopies</u>			
02/2022	Notes & Field Sketches 8.5 X 11	\$1.00 \$2.00 \$2.50	per black & white copy per color copy per photo paper copy
02/2022	Blueprints 11 X 17	\$2.00 \$5.00 \$10.00	per black & white copy per color copy per photo paper copy
02/2022	Golf Course Layouts	See General Fees: Outsourced Printing (page 7)	
<u>Graphics – Ross Golf Course Layout Prints on Graphic Presentation Paper (Prepared in House)</u>			
02/2022	8.5 X 11	\$47.00	per print
02/2022	11 X 14	\$72.00	per print
02/2022	11.7 X 16.5	\$77.00	per print

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LIBRARY AND ARCHIVES (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Graphics – Ross Golf Course Graphics – Digital Graphics			
02/2022	Digital Golf Course Layout	\$250.00	per layout
02/2022	Digital Field Sketches, 9 Holes	\$75.00	per 9 holes
02/2022	Digital Field Sketches, 18 Holes	\$150.00	per 18 holes
02/2022	Digital Field Sketches, 36 Holes	\$200.00	per 36 holes
02/2022	Scanning or Re-Scanning of Ross Graphics	\$15.00	per 15 minutes
General Fees			
02/2022	Outsourced Printing	Actual cost plus 35%	per image
02/2022	Shipping & Handling	Greater of \$10.00 or Actual Shipping Cost	per parcel
Library and Archives Fees Definition			
	Categories of Entities:		
09/2022	<u>Commercial Entity:</u> Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other category.		
09/2022	<u>Non-Commercial Entity:</u> Non-commercial, private individual.		
09/2022	<u>Non-Profit Entity:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6, (c)7 or federal, state, or local governments.		
The Village of Pinehurst reserves the right to define the entity category based on the usage of the image.			

**VILLAGE OF PINEHURST
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PLANNING AND INSPECTIONS:

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	\$500	per application		
02/2019	Zoning Map (Rezoning)	\$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	\$5,000	per application		
02/2019	Comprehensive Plan Amendment	\$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	\$1,000	per application		
02/2019	Variance	\$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	\$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	\$100	per application		
	Final Plats				
02/2019	Final Plat - Major	\$325	per application		
02/2019	Final Plat - Minor	\$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2020	General Concept Plan	\$2,900	per permit		
02/2019	Site Plan - Major (>= 2 acres)	\$4,000	per permit		
02/2020	Site Plan - Minor (< 2 acres)	\$2,100	per permit		
	Special Use Permit				
02/2019	Special Use	\$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	\$4,500	per permit		
02/2019	Subdivision - Minor	\$1,400	per permit		
02/2019	Subdivision - Exempt	\$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Commercial Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Commercial New	\$4,100	per permit	\$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	\$205	per permit	\$170	per permit
02/2019	Multi-Family Demolition	\$200	per permit	\$175	per permit
02/2019	Residential Demolition	\$50	per permit	\$150	per permit
	Grading/Clearing Permit				
02/2019	Grading/Clearing Permit (Required for any new construction)	\$40	per permit	\$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family New	\$4,100	per permit	\$0.59	per square foot (sf)

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PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	\$380	per permit	\$170	per permit
02/2019	Pool/Spa - Residential	\$65	per permit	\$110	per permit
	Residential Building Permits				
02/2019	Residential Addition	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential Alteration	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential New	\$330	per permit	\$0.17	per square foot (sf)
03/2004	Residential New - Homeowners Recovery Fee	\$10	per permit		
	Single Trade Permits - Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Mechanical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Plumbing	\$40	per permit	\$60	per permit
02/2022	Commercial/Multi-Family Building	\$40	per permit	\$110	per permit
	Single Trade Permits - Residential				
02/2022	Residential Electrical	\$40	per permit	\$60	per permit
02/2022	Residential Mechanical	\$40	per permit	\$60	per permit
02/2022	Residential Plumbing	\$40	per permit	\$60	per permit
02/2022	Residential Building	\$40	per permit	\$60	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units - Commercial	\$100	per permit	\$150	per unit
02/2019	Manufactured/Modular Units - Residential	\$100	per permit	\$100	per unit
	Accessory Structures				
02/2019	Accessory Structures - Commercial	\$200	per permit	\$0.59/sf	per square foot (sf)
02/2019	Accessory Structures - Residential	\$175	per permit	\$0.17/sf	per square foot (sf)
03/2004	Accessory Structures - No Dimension > 12 ft.	\$50	per permit		
	Other Permits				
02/2019	ABC Permit	\$50	per permit	\$100	per permit
02/2019	Beekeeping	\$25	per permit		
02/2019	Decks and Patios	\$100	per permit	\$50	per permit
02/2019	Docks & Bulkheads	\$100	per permit	\$50	per permit
02/2019	Driveway	\$25	per permit	\$75	per permit
02/2019	Fence, Wall, or Column	\$125	per permit	\$50	per permit
02/2019	Floodplain Development	\$200	per permit		
02/2019	Home Health & Day Care	\$50	per permit	\$100	per permit
03/2004	Home Occupation	\$50	per permit		
02/2019	Mobile Food Vendor	\$25	per permit		

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PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	\$50	per permit	\$50	per permit
02/2020	Right of Way Use - Residential	No Charge	per permit		
02/2020	Right of Way Use - Commercial	\$50	per permit		
02/2019	Seasonal Pool	\$25	per permit		
02/2019	Sign - Permanent	\$225	per permit	\$50	per permit
02/2019	Solar Permit	\$45	per permit	\$55	per permit
02/2019	Temporary Use	\$250	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	\$65	per permit	\$110	per permit
02/2019	Zoning Use	\$50	per permit		
	Other Fees				
02/2022	Administrative Modification	\$100	per application		
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			\$100	per inspection
02/2019	Encroachment Agreement	\$200	per agreement		
02/2019	Modification to Prior Approval	\$200	per application		
<u>02/2023</u>	<u>Nonconforming Use Certificate (short term rentals)</u>	<u>\$50</u>	<u>per certificate</u>		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	\$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	\$50	per application		
02/2019	Zoning Certification Letter	\$50	per letter		
	Penalties/Violations				
03/2004	Lift a STOP WORK ORDER			\$100	per STOP WORK ORDER
03/2004	Work performed without a permit	Double fee	per permit		
All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.					

**VILLAGE OF PINEHURST
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POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
12/2004	Overtime Violation	\$5.00	per ticket
	Other Parking Violations	\$10.00	per ticket
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Permit	\$10.00	per application
05/2009	Door-To-Door Peddling, Soliciting, Canvassing Special Permit	No Charge	per application
12/2009	Precious Metals Dealer Permit	\$180.00	per application
12/2009	Precious Metals Registered Employee	\$10.00	initial application per employee
		\$3.00	annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	\$180.00	per application

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
<u>02/2023</u>	<u>Refuse Cart</u>	<u>\$70.00</u>	<u>per additional cart</u>
<u>02/2023</u>	<u>Recycle Cart</u>	<u>\$70.00</u>	<u>per additional cart</u>
<u>02/2023</u>	<u>Yard Debris Cart</u>	<u>\$70.00</u>	<u>per additional cart</u>
01/2014	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
02/2022	64 Gallon Cart	\$50.00	
	96 Gallon Cart	\$70.00	
01/2016	Recycle:		
01/2014		\$50.00	per additional cart

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02/2022	48-Gallon Cart 64-Gallon Cart 96-Gallon Cart	\$70.00	
01/2016 02/2022	Yard Debris: 48-Gallon Cart 95-Gallon Cart	\$48.00 \$70.00	per additional cart

**VILLAGE OF PINEHURST
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RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
Fair Barn can be rented under the following two options: the applicable base fee plus a package rate for all amenities or, for renters who use only tables and chairs, the applicable base fee plus a per table/chair fee. If any amenity is requested, other than tables and chairs, the package rate applies. Non-profits will only be charged the applicable base fee and may use all Fair Barn amenities.			
Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate.			
02/2023 <u>02/2022</u>	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$2,130.00 <u>\$1,775.00</u> \$2,580.00 <u>\$2,150.00</u> \$1,500.00 \$2,880.00 <u>\$2,400.00</u>	per day
02/2023 <u>02/2022</u>	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$1,380.00 <u>\$1,150.00</u> \$1,680.00 <u>\$1,400.00</u> \$1,000.00 \$1,860.00 <u>\$1,550.00</u> \$2,310.00 <u>\$1,925.00</u>	per day
02/2021	Additional Hour Above 8 Hour/14 Hour Maximum	\$150.00	per hour
02/2023 <u>09/2013</u>	Corporate Meeting	\$942.00 <u>\$785.00</u> \$582.00 <u>\$485.00</u>	greater than 4 hours less than 4 hours
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at \$150/hour.			
**See Non-Profit definition on Page 10.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	
Other Fees			
02/2020	Package Rate (Includes all amenities): Resident Non-Resident/Commercial	\$1,500.00 \$2,000.00	per event plus applicable base fee

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RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
02/2019	Cancellation (90 days or less)	80% of deposit retained	per deposit
02/2019	Cancellation (91 days or more)	60% of deposit retained	per deposit
<u>02/2023</u>	<u>Postponement Fee</u> <u>(one postponement at no charge)</u>	<u>\$250.00</u>	<u>per postponement</u>
02/2020	Chairs (includes set-up)	\$6.00	per chair
02/2019	Deposit (Security/Damage): Non-Profit* (full day or weekday) Full Day (excluding non-profits) Weekday (excluding non-profits)	\$750.00 \$1,250.00 \$1,000.00	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
<u>02/2023</u> 01/2015	Holiday Premium **	<u>\$450.00</u> \$375.00	per day
02/2019	Prohibited Items (deducted from deposit)	\$500.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table
* See Non-Profit definition below. ** Holiday Premium applies to the following holidays: New Year’s Eve, New Year’s Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.			
Fair Barn Fees and Charges Definition			
12/2003	Categories of Renters:		
12/2003	<u>Resident:</u> Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Resident:</u> Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.		
12/2003	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.		
12/2003	<u>Commercial:</u> Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other renter category.		
07/2017	<u>Corporate Meeting:</u> Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.		
The Village of Pinehurst reserves the right to define the renter category based on the usage.			

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RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Other Definitions			
12/2003	<u>Deposit:</u> Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of the deposit per the Fee Schedule.		
07/2017	<u>Base Fee:</u> Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	<u>Other Fees:</u> Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	<u>Sponsored/Co-Sponsored:</u> Events presented by, or coordinated with, the Village of Pinehurst per the "Village Sponsorship of Events" policy.		
12/2003	<u>Special Use:</u> An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of \$7,500 in revenue, special attractions and/or demonstrations.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
02/2020	One Infield - without Show Rings	\$155.00	per day
02/2020	One Infield – with Show Rings	\$260.00	per day
02/2020	Two Infields – without Show Rings	\$310.00	per day
02/2020	Two Infields – with Show Rings	\$360.00	per day
07/2017	Special Event Use – One Infield	\$600.00	per day
	Special Event Use – Two Infields	\$1,200.00	per day
Deposits			
01/2004	Grounds Use Clean Up	\$150.00	per rental
01/2004	Show Office Use Clean Up	\$50.00	per rental
01/2007	Stall Reservation	\$100.00	per stall
Standardbred Training (Stall Rental)			
02/2022	Full Season	\$1,075.00	per stall
02/2022	Monthly	\$250.00	per stall
02/2022	Partial Month – Prorated	\$9.00	per stall/per day
Standardbred Training (Other Fees)			
02/2020	Grooms Quarters - Improved	\$212.00	per month
02/2020	Grooms Quarters - Unimproved	\$74.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
02/2020	Additional Occupant	\$62.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009	Impact Fee: Temporary Stalls Horse not using a stall	\$10.00	per stall, per show per day, per horse
01/2011		\$10.00	
02/2020	Paddock Fee	\$26.00	per paddock per show

**VILLAGE OF PINEHURST
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RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
02/2020	Vendor/Exhibitor Fee	\$26.00	per vendor/exhibitor
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
02/2020	Stall Rental (less than 100)	\$41.00	
02/2020	Stall Rental (more than 100)	\$36.00	
02/2020	Tack Stall Rental	\$36.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge (does not apply to non-profit rentals)	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	\$35.00	per night (maximum stay of 7 days)

**VILLAGE OF PINEHURST
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RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
01/2012	<u>Ground Use Fee:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	<u>Clean Up Deposit:</u> The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	<u>Standardbred Fee:</u> Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
01/2014	<u>Horse Shows:</u> Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	<u>Other:</u> Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
07/2017	<u>Special Event Use:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group.

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RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
Memberships/Classes/Programs The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started. Memberships will not be prorated.			
02/2020	Non-Resident Family Membership	Membership cost is \$60. The membership is valid for one year from purchase date. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
09/2019	Open Gym Membership – Individual Resident Non-Resident	\$15.00 \$30.00	per 6 months per 6 months
09/2019	Open Gym Membership – Family (2 or more members) Resident Non-Resident	\$30.00 \$60.00	per 6 months per 6 months
07/2017	Resident – Classes/Programs	\$10.00 plus direct costs	per participant
12/2008	Non-Resident – Classes/Programs	Two times resident fee	per participant
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
09/2019	Late Pickup Fee Resident/Non-Resident	\$1.00	per minute

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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Athletic Leagues			
02/2022	Player Fee: Resident	\$30.00	per player
02/2022	Non-Resident	\$60.00	per player
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published online. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
06/2013	Resident	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	\$25.00	per week reserved
General Fees The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
06/2013	Chairs-(only available on site)	\$1.50 set up by renter \$3.00 set up by Village staff	per chair
06/2013	Tables-on site	\$4.50 set up by renter \$9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	\$4.50 Resident \$9.00 Non-Resident	per table
06/2013	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
07/2018	Food Vendor	\$75.00	per vendor
07/2018	Alcohol Vendor	\$400.00	per vendor

**VILLAGE OF PINEHURST
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
General Fees (continued)			
06/2013	Sound System	\$50.00	per event
12/2008	Overnight Parking(Resident and Non-Resident	\$2.00	per car per night
02/2021	Drop In Fee	\$7.00	per day per activity
02/2021	Event Admission	\$2.00 \$5.00	per person ages 12 & under per person ages 13 & over
Rental Fees for Use of Village Parks			
02/2022	Facility Rental Supervisor	\$45.00 \$15.00	first two hours each additional hour
02/2022	Athletic Facilities: Resident/Non-Profit	\$20.00 \$40.00	per hour without lights per hour with lights
02/2022	Non-Resident	\$40.00 \$80.00	per hour without lights per hour with lights
12/2008	Bleachers (Resident and Non-Resident)	\$25.00	per bleacher per day
07/2017	Park Picnic Shelters: Resident/Non-Profit	\$30.00 \$15.00	first three hours each additional hour
07/2017	Non-Resident	\$60.00 \$15.00	first three hours each additional hour
Special Event Permits			
01/2015	Application Fee	\$50.00	per event
01/2015	Late Application Fee	\$25.00	per event
01/2015	Bleachers	\$50.00	per unit
01/2015	Greenway Trail Use	\$50.00	per event
01/2015	Post Event Clean Up	\$100.00	per event
01/2015	Street Closure	\$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park Rental fees and deposit requirements apply to individual, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred. Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate.			
Arboretum Lawn The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads. If more than one amenity is requested to be used, the package rate will apply per day.			
Timmel Pavilion Only (includes tables and chairs)			
01/2015	Pavilion rental (5 hour maximum): Resident/Non-Profit Non-Resident Resident and Non-Resident	\$180.00 \$240.00 \$40.00	first three hours first three hours each additional hour
07/2018	Pavilion rental (5 hour maximum) Discounted rate if booked within 72 hours of use: Resident/Non-Profit Non-Resident Resident and Non-Resident	\$60.00 \$120.00 \$30.00	first three hours first three hours each additional hour
07/2017	Pavilion rental (full day): Resident/Non-Profit Non-Resident	\$750.00 \$1,000.00	per day per day
Grounds Only (includes tables and chairs)			
07/2017	Pergola Garden: Resident/Non-Profit Non-Resident	\$500.00 \$650.00	per day

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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park (continued)			
Grounds Only (includes tables and chairs) (continued)			
07/2017	Magnolia Lawn: Resident/Non-Profit Non-Resident	\$500.00 \$650.00	per day
01/2015	Joyce's Meadow: Resident/Non-Profit Non-Resident	\$600.00 \$775.00	per day
01/2015	All Grounds: Resident/Non-Profit Non-Resident	\$775.00 \$1,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
07/2017	Pergola Garden & Timmel Pavilion: Resident/Non-Profit Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Magnolia Lawn & Timmel Pavilion: Resident/Non-Profit Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Joyce's Meadow & Timmel Pavilion: Resident/Non-Profit Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	All Grounds & Timmel Pavilion: Resident/Non-Profit Non-Resident	\$1,500.00 \$1,800.00	per day
Staff			
02/2022	Set up/Breakdown crew for tables and chairs	\$400.00	per event
Deposit			
01/2015	Timmel Pavilion Only Deposit	\$100.00	per event
07/2018	Multiple Amenities/Venues Deposit	\$200.00	per event

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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tufts Memorial Park			
06/2013	Deposit	\$100.00	per event
06/2013	Resident/Non-Profit	\$250.00	per day
01/2015	Non-Resident	\$325.00	per day
Special Events			
At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
Workshops			
01/1997	Resident	\$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	Using Non-Village Owned Vehicle: Resident	\$5.00 plus direct costs	per participant
01/1997	Non Resident	\$10.00 plus direct costs	per participant
01/1997	Using Village Owned Vehicle: Resident	\$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	\$10.00 plus direct costs and IRS mileage rate	per participant

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RECREATION – PARKS AND RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Community Center Rental fees and deposit requirements apply to individuals, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of all or a part of the deposit (14 days or less 100% of the deposit will be retained, 15 days or more 100% of the deposit will be refunded). Deposits are refundable if facility is properly cleaned by the user following the event and no damage to the facility has occurred. If more than one amenity is requested to be used, the package rate will apply per day. All kitchen rentals require additional kitchen cleaning fee as noted below. Weekend rental is for Friday – Sunday. Weekday rental is for Monday – Thursday.			
Community Center Facility Rentals:			
09/2019	Multi-Purpose Room: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non- Resident - Weekend Additional Hourly Rate	 \$80.00 \$100.00 \$160.00 \$200.00 \$40.00	 first two hours first two hours first two hours first two hours each additional hour
09/2019	Multi-Purpose Room/Kitchen: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non- Resident - Weekend Additional Hourly Rate	 \$110.00 \$140.00 \$220.00 \$280.00 \$55.00	 first two hours first two hours first two hours first two hours each additional hour
09/2019	Gymnasium: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend Additional Hourly Rate	 \$170.00 \$215.00 \$340.00 \$430.00 \$85.00	 first two hours first two hours first two hours first two hours each additional hour
09/2019	Gymnasium/Multi-Purpose Room: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend Additional Hourly Rate	 \$225.00 \$280.00 \$450.00 \$560.00 \$115.00	 first two hours first two hours first two hours first two hours each additional hour

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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Community Center Facility Rentals (continued)			
09/2019	Gymnasium/Multi-Purpose Room/ Kitchen: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend Additional Hourly Rate	\$260.00 \$325.00 \$520.00 \$650.00 \$130.00	first two hours first two hours first two hours first two hours each additional hour
Tournaments:			
09/2019	Gymnasium: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend	\$680.00 \$850.00 \$1,360.00 \$1,700.00	per day per day per day per day
09/2019	Gymnasium/Multi-Purpose Room: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend	\$900.00 \$1,125.00 \$1,800.00 \$2,250.00	per day per day per day per day
09/2019	Gymnasium/Multi-Purpose Room/Kitchen: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend	\$1,040.00 \$1,300.00 \$2,080.00 \$2,600.00	per day per day per day per day
09/2019	Kitchen Cleaning Fee	\$50.00	per kitchen rental
Deposits			
09/2019	Multi-Purpose Room	\$75.00	per event
09/2019	Gymnasium	\$75.00	per event
09/2019	Tournaments	\$225.00	per event

**VILLAGE OF PINEHURST
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
Parks and Recreation Fees and Charges Definitions In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only. Participants must live, own property, work, or go to school in Moore County. The parent(s) of youth participants must live, own property, work, or go to school in Moore County.	
01/1997	<u>Athletic Events:</u> Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	<u>Athletic Leagues:</u> Organized sport related programs that encompass a certain number of teams.
01/1997	<u>Classes:</u> Programs that require more than one meeting time to complete.
12/2007	<u>Day Camp Deposit:</u> Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	<u>Facility Rental:</u> Fee charged for the use of Village owned property.
01/2012	<u>Facility Supervisor:</u> A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	<u>Indigent Youth:</u> Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
07/2016	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
01/1997	<u>Non-Resident:</u> A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	<u>Resident:</u> A person who resides inside the Village limits of Pinehurst or whose parents or guardian, pays Village of Pinehurst Property taxes.
01/1997	<u>Special Events:</u> Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	<u>Trips:</u> Organized travel for a specific purpose.
01/1997	<u>Workshops:</u> One-day programs that are limited to a set minimum and maximum.

**VILLAGE OF PINEHURST
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RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
02/2022	Refund Policy
Purpose To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits. Coverage This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council. Policy If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks. Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation. When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a \$10.00 administrative fee and any non-refundable deposits that may be applicable. A refund may be applied in the form of a credit to the registrant's account in lieu of a refund check. If a registrant cancels participation in a trip, a full refund, less a \$10.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund. Inclement Weather Policy – Shelters and Athletic Fields Rentals may be transferred to another available day or a refund may be given if the following occurs: • If lights are used, notice shall be given before lights are scheduled to come on. • If inclement weather occurs during the rental, notice shall be given as soon as a decision to cancel has been made and a partial refund/credit may be given. • When lights are not reserved, notice shall be given within twenty four (24) hours of rental. The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.	

**VILLAGE OF PINEHURST
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VILLAGE- WIDE:

Council Adopted Date	
07/2013	
Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates. The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations. Fees for Co-Sponsored events will be determined by the Village Manager or designee. The Village Manager or designee may waive any fee that is deemed in the best interest of the community.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
02/2022	Paper Copies	\$0.25	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of IT resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	\$20.00	per cart
03/2004	Municipal Code Copies: Entire Code	\$0.10	per sheet
03/2004	Supplements	\$1.00	per sheet
03/2004	Non-Sufficient Funds (NSF)	\$35.00	per return
12/2007	Late Payment of Code Enforcement Invoices	1.5%	per month on balance unpaid after 30 days
<u>Rental Fees for Use of Village Rooms</u>			
Rental fees and deposit requirements apply to non-profit organizations whose principal operating office is not within the Village of Pinehurst and to private groups or individuals.			
The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility or equipment. Cancellation of an event results in forfeiture of all or a part of the deposit (30 days or less 100% retained, 31 days or more 50% retained). Deposits are refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or the audio visual equipment has occurred.			
A pre-meeting training session with a representative from the IT Department is required prior to utilizing the audio visual equipment for the first time. If IT assistance with the audio visual equipment is needed during the rental period, the Audio visual assistance fee will be charged. The Village Manager has the right to waive the deposit and fee requirement if deemed appropriate.			
12/2007	Deposit – Assembly Hall & Station 91 Conference Room: Audio visual equipment is <u>not</u> utilized	\$100.00	per event
12/2007	Audio visual equipment is utilized	\$200.00	per event
12/2007	Rental Fee – Conference Room: Up to 3 hours: Resident	\$25.00	per event
12/2007	Non-Resident	\$50.00	per event
12/2007	More than 3 hours	\$25.00	per hour

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:		
	Resident	\$50.00	per event
12/2007	Non-Resident	\$100.00	per event
12/2007	More than 3 hours	\$25.00	per hour
01/2013	Audio visual assistance	\$50.00	per hour
Reimbursement Fees for Services			
04/1998	Time	Cost of staff used (Salaries & Benefits), plus 10% administrative fee	per hour
04/1998	Equipment	Rates determined by Federal Emergency Management Agency (FEMA)	various
Refer to the FEMA schedule of equipment rates for the rates used to calculate the fee for the use of Village equipment. This schedule can be found at https://www.fema.gov/schedule-equipment-rates .			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Fire Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2023	Re-Inspection with violations remaining		
	1 st Re-Inspection	\$100.00	per inspection
	2 nd Re-Inspection	\$200.00	per inspection
	3 rd and Subsequent Re-Inspection	\$500.00	per inspection
Permits Required by NC Fire Code – review, permit and inspection fees			
The fees set forth in this section are fixed for the review of plans for fire protection systems and the issuance of permits required by the Fire Prevention Code.			
02/2023	Fire Sprinkler Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection, \$50.00 minimum
02/2023	Fire Alarm / Detection Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection, \$50.00 minimum
02/2023	Standpipe System	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection, \$50.00 minimum
02/2021	Hood Suppression System	\$75.00	per permit
02/2021	Any other required permit	\$75.00	per permit
02/2023	Express Plan Review (less than 48 hour notice)	\$250.00 plus applicable fee	per express plan review
02/2023	Express Inspection (less than 48 hour notice)	\$250.00 plus applicable fee	per express inspection
02/2023	Re-review fees for 3 rd and subsequent submission	\$150.00	per submission
02/2021	Lift a Stop Work Order	\$100.00	per Stop Work Order
02/2023	Work performed without a permit	Greater of \$500.00 or double fee	per permit
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

INFORMATION TECHNOLOGY (IT):

Council Adopted Date	Description	Fee/Charge	Unit
Media Charges			
12/2009	CD/DVD	\$1.00	per disk
Source Charges			
12/2009	Customized GIS Color Maps	\$50.00 plus cost of map	per hour, one hour minimum
12/2009	Data Analysis and Conversion	\$50.00 plus cost of media	per hour, one hour minimum
Color Orthos GIS Maps			
12/2009	Copy of already created map up to 8.5 x 11	\$2.00	per map
12/2009	Copy of already created map up to 11 x 17	\$6.00	per map
12/2009	Copy of already created map up to 17 x 22	\$10.00	per map
12/2009	Copy of already created map up to 22 x 34	\$12.00	per map
12/2009	Copy of already created map up to 34 x 44	\$20.00	per map
12/2009	Copy of already created ORTHO map up to 36 x 48	\$50.00	per map

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

LIBRARY AND ARCHIVES:

Council Adopted Date	Description	Fee/Charge	Unit
Library Fees			
02/2022	Library Card Fee – Resident/Non-Resident	No Charge	per patron
02/2022	Lost Item Fee	Actual Replacement Cost or Replacement of Identical Item with Staff Approval	per item
02/2022	Rental Fee – Conference Room	Reference Page 1 Administration: Rental Fee- Conference Room	per event
02/2022	Paper Copies	Reference Page 1 Administration: Paper Copies	per sheet
Archive Fees			
Images – Digital Images			
09/2022	Commercial Entity Fee	\$150.00 \$75.00 \$25.00	per images 1 – 4 per images 5 – 10 per images 11 +
09/2022	Non-Commercial Entity Fee	\$50.00	per image
09/2022	Non-Profit Entity Fee	\$15.00	per image
02/2022	Dropbox Fee	\$25.00	per request
02/2022	Additional Use of Each Image	\$10.00 each additional use	per image

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

LIBRARY AND ARCHIVES (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Images – Photographic Prints (Prepared in House)			
02/2022	5 X 7	\$37.00	per print
02/2022	8 X 10	\$47.00	per print
02/2022	11 X 14	\$72.00	per print
02/2022	11.7 X 16.5	\$77.00	per print
<u>Images – Research Fees</u>			
02/2022	Basic Research Fee – Locating Information/Image	No Charge	up to 30 minutes
02/2022	Basic Research Fee – Locating Information/Image	\$30.00	greater than 30 minutes
<u>Graphics – Ross Golf Course Photocopies</u>			
02/2022	Notes & Field Sketches 8.5 X 11	\$1.00 \$2.00 \$2.50	per black & white copy per color copy per photo paper copy
02/2022	Blueprints 11 X 17	\$2.00 \$5.00 \$10.00	per black & white copy per color copy per photo paper copy
02/2022	Golf Course Layouts	See General Fees: Outsourced Printing (page 7)	
<u>Graphics – Ross Golf Course Layout Prints on Graphic Presentation Paper (Prepared in House)</u>			
02/2022	8.5 X 11	\$47.00	per print
02/2022	11 X 14	\$72.00	per print
02/2022	11.7 X 16.5	\$77.00	per print

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

LIBRARY AND ARCHIVES (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Archive Fees (continued)			
Graphics – Ross Golf Course Graphics – Digital Graphics			
02/2022	Digital Golf Course Layout	\$250.00	per layout
02/2022	Digital Field Sketches, 9 Holes	\$75.00	per 9 holes
02/2022	Digital Field Sketches, 18 Holes	\$150.00	per 18 holes
02/2022	Digital Field Sketches, 36 Holes	\$200.00	per 36 holes
02/2022	Scanning or Re-Scanning of Ross Graphics	\$15.00	per 15 minutes
General Fees			
02/2022	Outsourced Printing	Actual cost plus 35%	per image
02/2022	Shipping & Handling	Greater of \$10.00 or Actual Shipping Cost	per parcel
Library and Archives Fees Definition			
	Categories of Entities:		
09/2022	<u>Commercial Entity:</u> Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other category.		
09/2022	<u>Non-Commercial Entity:</u> Non-commercial, private individual.		
09/2022	<u>Non-Profit Entity:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6, (c)7 or federal, state, or local governments.		
The Village of Pinehurst reserves the right to define the entity category based on the usage of the image.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

PLANNING AND INSPECTIONS:

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Amendments				
02/2019	Zoning Text Amendment (PDO)	\$500	per application		
02/2019	Zoning Map (Rezoning)	\$1,300	per application		
02/2019	Zoning Map (Conditional Rezoning)	\$5,000	per application		
02/2019	Comprehensive Plan Amendment	\$750	per application		
	Board of Adjustment Fees				
02/2019	Appeal (50% is refunded if appeal is successful)	\$1,000	per application		
02/2019	Variance	\$500	per application		
	Certificates of Appropriateness (Historic District)				
02/2019	Certificate of Appropriateness (COA) - Major	\$500	per application		
02/2019	Certificate of Appropriateness (COA) - Minor	\$100	per application		
	Final Plats				
02/2019	Final Plat - Major	\$325	per application		
02/2019	Final Plat - Minor	\$50	per application		
	Site Plans (Commercial and Multi-Family)				
02/2020	General Concept Plan	\$2,900	per permit		
02/2019	Site Plan - Major (>= 2 acres)	\$4,000	per permit		
02/2020	Site Plan - Minor (< 2 acres)	\$2,100	per permit		
	Special Use Permit				
02/2019	Special Use	\$700	per application		
	Subdivisions of Land				
02/2019	Subdivision - Major	\$4,500	per permit		
02/2019	Subdivision - Minor	\$1,400	per permit		
02/2019	Subdivision - Exempt	\$50	per permit		
	Commercial Building Permits				
02/2019	Commercial Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Commercial Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Commercial New	\$4,100	per permit	\$0.59	per square foot (sf)
	Demolition/Relocation Permits				
02/2019	Commercial Demolition	\$205	per permit	\$170	per permit
02/2019	Multi-Family Demolition	\$200	per permit	\$175	per permit
02/2019	Residential Demolition	\$50	per permit	\$150	per permit
	Grading/Clearing Permit				
02/2019	Grading/Clearing Permit (Required for any new construction)	\$40	per permit	\$110	per permit
	Multi-Family Building Permits				
02/2019	Multi-Family Addition	\$1,200	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family Alteration	\$100	per permit	\$0.59	per square foot (sf)
02/2019	Multi-Family New	\$4,100	per permit	\$0.59	per square foot (sf)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Pools and Spas				
02/2019	Pool/Spa - Commercial	\$380	per permit	\$170	per permit
02/2019	Pool/Spa - Residential	\$65	per permit	\$110	per permit
	Residential Building Permits				
02/2019	Residential Addition	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential Alteration	\$175	per permit	\$0.17	per square foot (sf)
02/2019	Residential New	\$330	per permit	\$0.17	per square foot (sf)
03/2004	Residential New - Homeowners Recovery Fee	\$10	per permit		
	Single Trade Permits - Commercial/Multi-Family				
02/2019	Commercial/Multi-Family Electrical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Mechanical	\$40	per permit	\$60	per permit
02/2019	Commercial/Multi-Family Plumbing	\$40	per permit	\$60	per permit
02/2022	Commercial/Multi-Family Building	\$40	per permit	\$110	per permit
	Single Trade Permits - Residential				
02/2022	Residential Electrical	\$40	per permit	\$60	per permit
02/2022	Residential Mechanical	\$40	per permit	\$60	per permit
02/2022	Residential Plumbing	\$40	per permit	\$60	per permit
02/2022	Residential Building	\$40	per permit	\$60	per permit
	Manufactured/Modular Units				
02/2019	Manufactured/Modular Units - Commercial	\$100	per permit	\$150	per unit
02/2019	Manufactured/Modular Units - Residential	\$100	per permit	\$100	per unit
	Accessory Structures				
02/2019	Accessory Structures - Commercial	\$200	per permit	\$0.59/sf	per square foot (sf)
02/2019	Accessory Structures - Residential	\$175	per permit	\$0.17/sf	per square foot (sf)
03/2004	Accessory Structures - No Dimension > 12 ft.	\$50	per permit		
	Other Permits				
02/2019	ABC Permit	\$50	per permit	\$100	per permit
02/2019	Beekeeping	\$25	per permit		
02/2019	Decks and Patios	\$100	per permit	\$50	per permit
02/2019	Docks & Bulkheads	\$100	per permit	\$50	per permit
02/2019	Driveway	\$25	per permit	\$75	per permit
02/2019	Fence, Wall, or Column	\$125	per permit	\$50	per permit
02/2019	Floodplain Development	\$200	per permit		
02/2019	Home Health & Day Care	\$50	per permit	\$100	per permit
03/2004	Home Occupation	\$50	per permit		
02/2019	Mobile Food Vendor	\$25	per permit		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

PLANNING AND INSPECTIONS (continued):

Council Adopted Date	Description	Planning Fee		Inspection Fee	
		Fee/ Charge	Unit	Fee/ Charge	Unit
	Other Permits (continued)				
02/2019	Propane Tank	\$50	per permit	\$50	per permit
02/2020	Right of Way Use - Residential	No Charge	per permit		
02/2020	Right of Way Use - Commercial	\$50	per permit		
02/2019	Seasonal Pool	\$25	per permit		
02/2019	Sign - Permanent	\$225	per permit	\$50	per permit
02/2019	Solar Permit	\$45	per permit	\$55	per permit
02/2019	Temporary Use	\$250	per permit		
02/2019	Tent (Inspection fee waived for horse show tents)	\$65	per permit	\$110	per permit
02/2019	Zoning Use	\$50	per permit		
	Other Fees				
02/2022	Administrative Modification	\$100	per application		
02/2019	Annexation	No Charge	per petition		
02/2019	Compliance or Re-Inspection Fee			\$100	per inspection
02/2019	Encroachment Agreement	\$200	per agreement		
02/2019	Modification to Prior Approval	\$200	per application		
02/2023	Nonconforming Use Certificate (short term rentals)	\$50	per certificate		
02/2019	Plan Re-Review Fee (3rd and subsequent reviews)	\$500	per review		
02/2019	Pre-Application Meeting	No Charge	per meeting		
02/2019	Time Extension	\$50	per application		
02/2019	Zoning Certification Letter	\$50	per letter		
	Penalties/Violations				
03/2004	Lift a STOP WORK ORDER			\$100	per STOP WORK ORDER
03/2004	Work performed without a permit	Double fee	per permit		
All permitting and inspection fees for residential repairs made under the Habitat for Humanity Repair Program are waived.					

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
12/2004	Parking Ticket:		
12/2004	Overtime Violation	\$5.00	per ticket
	Other Parking Violations	\$10.00	per ticket
12/2009	Precious Metals Dealer Permit	\$180.00	per application
12/2009	Precious Metals Registered Employee	\$10.00	initial application per employee
		\$3.00	annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	\$180.00	per application

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
Each single-family residence will be issued one refuse cart and may request one recycling cart and one yard debris cart free of charge. Each single-family residence may also purchase a maximum of one additional refuse, recycling, and/or yard debris cart for residential use which will be collected at no additional charge.			
<u>02/2023</u>	<u>Refuse Cart</u>	<u>\$70.00</u>	<u>per additional cart</u>
<u>02/2023</u>	<u>Recycle Cart</u>	<u>\$70.00</u>	<u>per additional cart</u>
<u>02/2023</u>	<u>Yard Debris Cart</u>	<u>\$70.00</u>	<u>per additional cart</u>

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
Fair Barn can be rented under the following two options: the applicable base fee plus a package rate for all amenities or, for renters who use only tables and chairs, the applicable base fee plus a per table/chair fee. If any amenity is requested, other than tables and chairs, the package rate applies. Non-profits will only be charged the applicable base fee and may use all Fair Barn amenities.			
Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate.			
02/2023	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$2,130.00 \$2,580.00 \$1,500.00 \$2,880.00	per day
02/2023	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$1,380.00 \$1,680.00 \$1,000.00 \$1,860.00 \$2,310.00	per day
02/2021	Additional Hour Above 8 Hour/14 Hour Maximum	\$150.00	per hour
02/2023	Corporate Meeting	\$942.00 \$582.00	greater than 4 hours less than 4 hours
*Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. Additional hours will be billed at \$150/hour.			
**See Non-Profit definition on Page 10.			
Special Use			
12/2003	Base Fee	Determined with the approval of the Parks and Recreation Director	
Other Fees			
02/2020	Package Rate (Includes all amenities): Resident Non-Resident/Commercial	\$1,500.00 \$2,000.00	per event plus applicable base fee

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
02/2019	Cancellation (90 days or less)	80% of deposit retained	per deposit
02/2019	Cancellation (91 days or more)	60% of deposit retained	per deposit
02/2023	Postponement Fee (one postponement at no charge)	\$250.00	per postponement
02/2020	Chairs (includes set-up)	\$6.00	per chair
02/2019	Deposit (Security/Damage): Non-Profit* (full day or weekday) Full Day (excluding non-profits) Weekday (excluding non-profits)	\$750.00 \$1,250.00 \$1,000.00	per event
09/2013	Corporate Meeting Deposit	\$250.00	per event
02/2023	Holiday Premium **	\$450.00	per day
02/2019	Prohibited Items (deducted from deposit)	\$500.00	per event
12/2007	Tables (includes set-up)	\$9.00	per table

* See Non-Profit definition below.

** Holiday Premium applies to the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Easter Sunday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

Fair Barn Fees and Charges Definition

12/2003	Categories of Renters: <u>Resident:</u> Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst. <u>Non-Resident:</u> Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst. <u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC. <u>Commercial:</u> Any individual, sole proprietorship, corporation, business, or other entity that does not qualify under any other renter category. <u>Corporate Meeting:</u> Any Commercial or Non-Profit renter using the facility Monday through Thursday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.
12/2003	
12/2003	
12/2003	
07/2017	

The Village of Pinehurst reserves the right to define the renter category based on the usage.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Other Definitions			
12/2003	<u>Deposit:</u> Amount due in advance to secure reservation of date, adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of the deposit per the Fee Schedule.		
07/2017	<u>Base Fee:</u> Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least ten business days prior to rental. The Weekday rate applies to any single event that occupies the facility for one day but does not apply to any event held on consecutive days or on Holidays. The Weekday rate applies to any one (1) day rental held on Monday through Thursday, which lasts no more than 8 hours, and rental must be completed and properly cleaned by 8:00 p.m. This time period must include all preparations for caterers, florists, exhibit setup, decorating, etc. and clean up after the event. Weekday rentals that go beyond the specified closing time of 8:00 p.m. will be billed an additional amount equal to the applicable Full Day rate.		
07/2017	<u>Other Fees:</u> Charges for additional services or equipment provided by the Fair Barn. All other fees associated with a rental must be paid in full at least ten business days prior to rental.		
12/2003	<u>Sponsored/Co-Sponsored:</u> Events presented by, or coordinated with, the Village of Pinehurst per the "Village Sponsorship of Events" policy.		
12/2003	<u>Special Use:</u> An event or activity, not sponsored or co-sponsored by the Village of Pinehurst, that, due to its size, scope, timing or other unusual characteristic or requirement, that qualifies as being beyond what is considered a normal and customary use of the facility. Criteria to determine if an event qualifies as a special use may include factors such as number of participants/spectators, economic factors such as estimated revenues and expenses, nature and type of event and extent of work required by the Village Staff that is above and beyond what is normal and customary. Examples of events that may qualify as special use are functions associated with other major events, athletic events, special events held on Track grounds generating a minimum of \$7,500 in revenue, special attractions and/or demonstrations.		

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
02/2020	One Infield - without Show Rings	\$155.00	per day
02/2020	One Infield – with Show Rings	\$260.00	per day
02/2020	Two Infields – without Show Rings	\$310.00	per day
02/2020	Two Infields – with Show Rings	\$360.00	per day
07/2017	Special Event Use – One Infield	\$600.00	per day
	Special Event Use – Two Infields	\$1,200.00	per day
Deposits			
01/2004	Grounds Use Clean Up	\$150.00	per rental
01/2004	Show Office Use Clean Up	\$50.00	per rental
01/2007	Stall Reservation	\$100.00	per stall
Standardbred Training (Stall Rental)			
02/2022	Full Season	\$1,075.00	per stall
02/2022	Monthly	\$250.00	per stall
02/2022	Partial Month – Prorated	\$9.00	per stall/per day
Standardbred Training (Other Fees)			
02/2020	Grooms Quarters - Improved	\$212.00	per month
02/2020	Grooms Quarters - Unimproved	\$74.00	per month
07/2015	Grooms Quarters - Prorated	\$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	\$50.00	per room
02/2020	Additional Occupant	\$62.00	per month
02/2009	Manure Pile Removal	\$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	\$25.00	per pile
12/2009 01/2011	Impact Fee: Temporary Stalls	\$10.00	per stall, per show per day, per horse
	Horse not using a stall	\$10.00	
02/2020	Paddock Fee	\$26.00	per paddock per show

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2015	Stall Clean Out	\$10.00	per stall
02/2020	Vendor/Exhibitor Fee	\$26.00	per vendor/exhibitor
Stall Rental			
Rates are per stall, per weekend, max of 3 nights			
02/2020	Stall Rental (less than 100)	\$41.00	
02/2020	Stall Rental (more than 100)	\$36.00	
02/2020	Tack Stall Rental	\$36.00	
01/2013	Additional Stall Nights over 3 Nights	\$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge (does not apply to non-profit rentals)	10% of gate, if admission/parking is charged	
07/2015	Oversize Vehicle Parking (RV)	\$35.00	per night (maximum stay of 7 days)

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
Harness Track Fees and Charges Definitions	
01/2012	<u>Ground Use Fee:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds. The Village of Pinehurst does not charge Ground Use Fees for general use by the public such as walking, golfing, etc.; Standardbred training; and Resort stable usage. Sponsored/co-sponsored activities by the Village with outside entities will negotiate a usage fee per the discretion of the Parks and Recreation Director. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group. Priority for rentals will be given to individuals or groups requesting use of the Show Rings.
01/1997	<u>Clean Up Deposit:</u> The Village requires all renters of the Harness Track grounds or any office to be used as the Show Office to supply a deposit. The Village of Pinehurst based on whether the facility is left clean by the user may retain all, a portion of, or none of the deposit.
01/2011	<u>Standardbred Fee:</u> Standardbred fees are charged according to the Fee Schedule. Improved Grooms Quarters refer to rooms with direct access to a combination of water/sewer and heat system. Un-Improved Grooms Quarters refer to rooms without access to water/sewer and heating. The Standardbred season is defined as the period from October 15 – May 1. Priority for stall reservations will be given to Full Season stall rentals. Monthly Stall rentals will be available on a first come, first served basis after all Full Season stalls have been assigned. Payments received in full, in advance or upon arrival for all Full Season stalls, will receive a 5% discount.
01/2014	<u>Horse Shows:</u> Horse Shows are charged the Ground Use Fee plus all other applicable charges listed in the Fee Schedule. Overtime hours for staff will be billed at the established rate as per the Village's Service Fee Policy. Fees related to inspections of tents will be waived for all horse shows held on the grounds.
01/1997	<u>Other:</u> Tack Shop, Track Restaurant, and Barn 19 each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).
07/2017	<u>Special Event Use:</u> To be charged to all individuals or groups who wish to reserve and use the Harness Track grounds for any event or activity not sponsored/co-sponsored by the Village. Examples could include concerts, car shows, large gatherings that will have a significant impact on the facility. Set up and cleanup is part of the rental time period and is the sole responsibility of the renting individual or group.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit
Memberships/Classes/Programs The fee for all Parks and Recreation programs, events, leagues and athletic events is the same regardless of the age of the participant unless specified otherwise in the Fee Schedule. No Pinehurst resident youth will be denied participation based on their ability to pay. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started. Memberships will not be prorated.			
02/2020	Non-Resident Family Membership	Membership cost is \$60. The membership is valid for one year from purchase date. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
09/2019	Open Gym Membership – Individual Resident Non-Resident	\$15.00 \$30.00	per 6 months per 6 months
09/2019	Open Gym Membership – Family (2 or more members) Resident Non-Resident	\$30.00 \$60.00	per 6 months per 6 months
07/2017	Resident – Classes/Programs	\$10.00 plus direct costs	per participant
12/2008	Non-Resident – Classes/Programs	Two times resident fee	per participant
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
09/2019	Late Pickup Fee Resident/Non-Resident	\$1.00	per minute

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Athletic Leagues			
02/2022	Player Fee: Resident	\$30.00	per player
02/2022	Non-Resident	\$60.00	per player
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published online. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session. The registration fee may be prorated by the Parks and Recreation Director for participants who wish to attend after a class has started.			
06/2013	Resident	\$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	\$25.00	per week reserved
General Fees The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged (does not apply to non-profit rentals)	10%	gross sales
06/2013	Chairs-(only available on site)	\$1.50 set up by renter \$3.00 set up by Village staff	per chair
06/2013	Tables-on site	\$4.50 set up by renter \$9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	\$4.50 Resident \$9.00 Non-Resident	per table
06/2013	Vendor/Exhibitor	\$25.00	per vendor/exhibitor
07/2018	Food Vendor	\$75.00	per vendor
07/2018	Alcohol Vendor	\$400.00	per vendor

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
General Fees (continued)			
06/2013	Sound System	\$50.00	per event
12/2008	Overnight Parking(Resident and Non-Resident	\$2.00	per car per night
02/2021	Drop In Fee	\$7.00	per day per activity
02/2021	Event Admission	\$2.00 \$5.00	per person ages 12 & under per person ages 13 & over
Rental Fees for Use of Village Parks			
02/2022	Facility Rental Supervisor	\$45.00 \$15.00	first two hours each additional hour
02/2022	Athletic Facilities: Resident/Non-Profit	\$20.00 \$40.00	per hour without lights per hour with lights
02/2022	Non-Resident	\$40.00 \$80.00	per hour without lights per hour with lights
12/2008	Bleachers (Resident and Non-Resident)	\$25.00	per bleacher per day
07/2017	Park Picnic Shelters: Resident/Non-Profit	\$30.00 \$15.00	first three hours each additional hour
07/2017	Non-Resident	\$60.00 \$15.00	first three hours each additional hour
Special Event Permits			
01/2015	Application Fee	\$50.00	per event
01/2015	Late Application Fee	\$25.00	per event
01/2015	Bleachers	\$50.00	per unit
01/2015	Greenway Trail Use	\$50.00	per event
01/2015	Post Event Clean Up	\$100.00	per event
01/2015	Street Closure	\$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Parks and Recreation Director based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park Rental fees and deposit requirements apply to individual, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the grounds. Cancellation of an event results in forfeiture of all or a part of the deposit (90 days or less 100% of the deposit will be retained, 91 days or more 50% of the deposit will be retained). Deposits are refundable if grounds are properly cleaned by the user following the event and no damage to the grounds has occurred. Fees will be waived for Village departments, non-profits under contract to provide direct services on behalf of the Village, non-profits who spend a majority (greater than 50%) of their financial expenditures for enhancement to Village-owned facilities, and other governmental agencies that have reciprocal facility use agreements with the Village. Non-profits and other governmental agencies that fit these categories are restricted to no more than three days of free use per calendar year. Additional uses are at the established non-profit rate. Arboretum Lawn The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads. If more than one amenity is requested to be used, the package rate will apply per day.			
Timmel Pavilion Only (includes tables and chairs)			
01/2015	Pavilion rental (5 hour maximum): Resident/Non-Profit Non-Resident Resident and Non-Resident	\$180.00 \$240.00 \$40.00	first three hours first three hours each additional hour
07/2018	Pavilion rental (5 hour maximum) Discounted rate if booked within 72 hours of use: Resident/Non-Profit Non-Resident Resident and Non-Resident	\$60.00 \$120.00 \$30.00	first three hours first three hours each additional hour
07/2017	Pavilion rental (full day): Resident/Non-Profit Non-Resident	\$750.00 \$1,000.00	per day per day
Grounds Only (includes tables and chairs)			
07/2017	Pergola Garden: Resident/Non-Profit Non-Resident	\$500.00 \$650.00	per day

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Arboretum and Tufts Park (continued)			
Grounds Only (includes tables and chairs) (continued)			
07/2017	Magnolia Lawn: Resident/Non-Profit Non-Resident	\$500.00 \$650.00	per day
01/2015	Joyce's Meadow: Resident/Non-Profit Non-Resident	\$600.00 \$775.00	per day
01/2015	All Grounds: Resident/Non-Profit Non-Resident	\$775.00 \$1,000.00	per day
Grounds & Pavilion Rental (includes tables and chairs)			
07/2017	Pergola Garden & Timmel Pavilion: Resident/Non-Profit Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Magnolia Lawn & Timmel Pavilion: Resident/Non-Profit Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	Joyce's Meadow & Timmel Pavilion: Resident/Non-Profit Non-Resident	\$1,100.00 \$1,400.00	per day
07/2017	All Grounds & Timmel Pavilion: Resident/Non-Profit Non-Resident	\$1,500.00 \$1,800.00	per day
Staff			
02/2022	Set up/Breakdown crew for tables and chairs	\$400.00	per event
Deposit			
01/2015	Timmel Pavilion Only Deposit	\$100.00	per event
07/2018	Multiple Amenities/Venues Deposit	\$200.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tufts Memorial Park			
06/2013	Deposit	\$100.00	per event
06/2013	Resident/Non-Profit	\$250.00	per day
01/2015	Non-Resident	\$325.00	per day
Special Events			
At the discretion of the Parks and Recreation Director, a fee may be established for special events based on direct costs.			
01/1997	Resident and Non-Resident	No charge	per participant
Workshops			
01/1997	Resident	\$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	Using Non-Village Owned Vehicle: Resident	\$5.00 plus direct costs	per participant
01/1997	Non Resident	\$10.00 plus direct costs	per participant
01/1997	Using Village Owned Vehicle: Resident	\$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	\$10.00 plus direct costs and IRS mileage rate	per participant

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS AND RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Community Center Rental fees and deposit requirements apply to individuals, groups and non-profit organizations based on the location of principal operating office/residence. The deposit is due in advance to secure reservation of the date, to ensure adequate clean up following the event and to recover any and all damage costs to the facility. Cancellation of an event results in forfeiture of all or a part of the deposit (14 days or less 100% of the deposit will be retained, 15 days or more 100% of the deposit will be refunded). Deposits are refundable if facility is properly cleaned by the user following the event and no damage to the facility has occurred. If more than one amenity is requested to be used, the package rate will apply per day. All kitchen rentals require additional kitchen cleaning fee as noted below. Weekend rental is for Friday – Sunday. Weekday rental is for Monday – Thursday.			
Community Center Facility Rentals:			
09/2019	Multi-Purpose Room: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non- Resident - Weekend Additional Hourly Rate	\$80.00 \$100.00 \$160.00 \$200.00 \$40.00	first two hours first two hours first two hours first two hours each additional hour
09/2019	Multi-Purpose Room/Kitchen: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non- Resident - Weekend Additional Hourly Rate	\$110.00 \$140.00 \$220.00 \$280.00 \$55.00	first two hours first two hours first two hours first two hours each additional hour
09/2019	Gymnasium: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend Additional Hourly Rate	\$170.00 \$215.00 \$340.00 \$430.00 \$85.00	first two hours first two hours first two hours first two hours each additional hour
09/2019	Gymnasium/Multi-Purpose Room: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend Additional Hourly Rate	\$225.00 \$280.00 \$450.00 \$560.00 \$115.00	first two hours first two hours first two hours first two hours each additional hour

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Community Center Facility Rentals (continued)			
09/2019	Gymnasium/Multi-Purpose Room/ Kitchen: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend Additional Hourly Rate	 \$260.00 \$325.00 \$520.00 \$650.00 \$130.00	 first two hours first two hours first two hours first two hours each additional hour
Tournaments:			
09/2019	Gymnasium: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend	 \$680.00 \$850.00 \$1,360.00 \$1,700.00	 per day per day per day per day
09/2019	Gymnasium/Multi-Purpose Room: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend	 \$900.00 \$1,125.00 \$1,800.00 \$2,250.00	 per day per day per day per day
09/2019	Gymnasium/Multi-Purpose Room/Kitchen: Resident/Non-Profit - Weekday Resident/Non-Profit - Weekend Non-Resident - Weekday Non-Resident - Weekend	 \$1,040.00 \$1,300.00 \$2,080.00 \$2,600.00	 per day per day per day per day
09/2019	Kitchen Cleaning Fee	\$50.00	per kitchen rental
Deposits			
09/2019	Multi-Purpose Room	\$75.00	per event
09/2019	Gymnasium	\$75.00	per event
09/2019	Tournaments	\$225.00	per event

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
Parks and Recreation Fees and Charges Definitions In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only. Participants must live, own property, work, or go to school in Moore County. The parent(s) of youth participants must live, own property, work, or go to school in Moore County.	
01/1997	<u>Athletic Events:</u> Sport related programs that are held infrequently and last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there are no facility or logistical limitations).
01/1997	<u>Athletic Leagues:</u> Organized sport related programs that encompass a certain number of teams.
01/1997	<u>Classes:</u> Programs that require more than one meeting time to complete.
12/2007	<u>Day Camp Deposit:</u> Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.
01/1997	<u>Facility Rental:</u> Fee charged for the use of Village owned property.
01/2012	<u>Facility Supervisor:</u> A person employed by the Parks and Recreation department who is responsible for opening a facility for rental, providing necessary equipment, and locking facility at the conclusion of rental.
01/1997	<u>Indigent Youth:</u> Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.
07/2016	<u>Non-Profit:</u> Any organization assigned an IRS tax status of 501(c)3, (c)4, (c)5, (c)6 or (c)7 with a physical location or offices located within Moore County, NC.
01/1997	<u>Non-Resident:</u> A person who does not reside inside the Village limits of Pinehurst nor who, or whose parents or guardian, pays Village of Pinehurst property taxes.
01/1997	<u>Resident:</u> A person who resides inside the Village limits of Pinehurst or whose parents or guardian, pays Village of Pinehurst Property taxes.
01/1997	<u>Special Events:</u> Programs that are held infrequently, last less than five consecutive days and/or are not limited to a minimum or a maximum number of participants (provided there is not facility or logistical limitations).
01/1997	<u>Trips:</u> Organized travel for a specific purpose.
01/1997	<u>Workshops:</u> One-day programs that are limited to a set minimum and maximum.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
02/2022	Refund Policy
Purpose To adopt a fair and equitable refund policy for all fee based classes, programs, and leagues that allows for sufficient cancellation time for programs with participant deficits. Coverage This policy, upon adoption by the Village Council, shall be applicable to all individuals registered in fee based programs conducted by the Parks and Recreation Department until such time as it is altered, modified, or rescinded by the Village Council. Policy If the department cancels a program, class, activity, or facility reservation, a FULL refund will be issued in the form of a check within two (2) weeks. Once a person or team has registered for a program, class, activity, or league, or has reserved a facility or equipment, NO REFUNDS will be issued to that person or team UNLESS the department receives a request in writing five (5) working days prior to the first scheduled day of the program, class, activity, league action, or reservation. When an individual registrant has cancelled under certain circumstances that qualify the individual for a refund, the refund will be equal to the amount paid by the registrant, less a \$10.00 administrative fee and any non-refundable deposits that may be applicable. A refund may be applied in the form of a credit to the registrant's account in lieu of a refund check. If a registrant cancels participation in a trip, a full refund, less a \$10.00 administrative fee and any non-refundable deposits, will be issued if the trip is fully subscribed and the registrant's slot is filled. Otherwise, there will be no refund. Inclement Weather Policy – Shelters and Athletic Fields Rentals may be transferred to another available day or a refund may be given if the following occurs: • If lights are used, notice shall be given before lights are scheduled to come on. • If inclement weather occurs during the rental, notice shall be given as soon as a decision to cancel has been made and a partial refund/credit may be given. • When lights are not reserved, notice shall be given within twenty four (24) hours of rental. The Parks and Recreation Director will determine refunds in any special circumstance not addressed by this policy.	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2023**

VILLAGE- WIDE:

Council Adopted Date	
07/2013	
Upon approval, the fees and charges outlined in this schedule will be applied to all activities and events scheduled to occur after the effective date of the schedule. For example, a Fair Barn event booked after the approval date that will occur after the effective date will be billed at the newly established rates. The Village Manager or designee may charge a fee not included in the fee schedule but are deemed appropriate for unique situations. Fees for Co-Sponsored events will be determined by the Village Manager or designee. The Village Manager or designee may waive any fee that is deemed in the best interest of the community.	

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2023**

Fire Department Fees

Fire (page 3)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Changes:					
Re-Inspection with violations remaining - 1st Re-Inspection	\$ 50.00	\$ 50.00	\$ 100.00	100%	Increase fee to cover costs of re-inspections.
Re-Inspection with violations remaining - 2nd Re-Inspection	100.00	100.00	200.00	100%	Increase fee to cover costs of re-inspections.
Re-Inspection with violations remaining - 3rd and Subsequent Re-Inspection	250.00	250.00	500.00	100%	Increase fee to cover costs of re-inspections.
Fire Sprinkler Systems	\$100 due at submittal per permit plus \$0.01 per square foot for permit and inspection		\$100 due at submittal per permit plus \$0.01 per square foot for permit and inspection, \$50.00 minimum		Add a minimum fee of \$50 to more accurately reflect staff time and direct labor cost involved.
Fire Alarm/Detection Systems	\$100 due at submittal per permit plus \$0.01 per square foot for permit and inspection		\$100 due at submittal per permit plus \$0.01 per square foot for permit and inspection, \$50.00 minimum		Add a minimum fee of \$50 to more accurately reflect staff time and direct labor cost involved.
Standpipe System	\$100 due at submittal per permit plus \$0.01 per square foot for permit and inspection		\$100 due at submittal per permit plus \$0.01 per square foot for permit and inspection, \$50.00 minimum		Add a minimum fee of \$50 to more accurately reflect staff time and direct labor cost involved.
Re-review fees for 3rd and subsequent submission	100.00	50.00	150.00	50%	Increase fee to more accurately cover costs of re-reviews.
Work performed without a permit	Double fee		Greater of \$500.00 or double fee		Increase penalty to discourage work without a permit.
Additions:					
Express Plan Review (less than 48 hours notice)	\$ -	\$ 250.00	\$ 250.00	100%	Add administrative fee for performing plan review in less than 48 hours.
Express Inspection (less than 48 hours notice)	-	250.00	250.00	100%	Add administrative fee for performing inspection in less than 48 hours.

Planning and Inspections Fees

Planning and Inspections (page 10)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Additions:					
Nonconforming Use Certificate (Short Term Rentals)	\$ -	\$ 50.00	\$ 50.00	100%	Add fee per Ordinance #22-15 amending the Village of Pinehurst Development Ordinance to address short term rentals, homestays and permit revocation.

Police Fees

Police (page 11)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Changes:					
Door-To-Door Peddling, Soliciting, Canvassing Permit	\$ 10.00	\$ (10.00)	\$ -	-100%	Fee elimination.
Door-To-Door Peddling, Soliciting, Canvassing Permit	No charge	-	-	0%	Fee elimination.

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2023**

Public Services Fees

Solid Waste (page 11 - 12)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Changes:					
Miscellaneous Fees - 48 Gallon Cart - Refuse/Recycle/Yard Debris	\$ 48.00	\$ 22.00	\$ 70.00	46%	Universal fee of \$70.00 for each additional refuse, recycle or yard debris cart. Simplifies pricing for residents, covers costs to Village and pricing below local retail cost.
Miscellaneous Fees - 64 Gallon Cart - Refuse/Recycle	48.00	22.00	70.00	46%	Universal fee of \$70.00 for each additional refuse, recycle or yard debris cart. Simplifies pricing for residents, covers costs to Village and pricing below local retail cost.

Recreation

Recreation - Fair Barn (page 12 - 14)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Changes:					Increase base fee, corporate meeting and holiday premium by 20% for each category to bring fees in line with the market and other facilities in the surrounding area.
Facility Rental: Base Fee Full Day (14 hours or less): Resident	\$ 1,775.00	\$ 355.00	\$ 2,130.00	20%	
Facility Rental: Base Fee Full Day (14 hours or less): Non-Resident	2,150.00	430.00	2,580.00	20%	
Facility Rental: Base Fee Full Day (14 hours or less): Commercial	2,400.00	480.00	2,880.00	20%	
Facility Rental: Base Fee Weekday (8 hours or less): Resident	1,150.00	230.00	1,380.00	20%	
Facility Rental: Base Fee Weekday (8 hours or less): Non-Resident	1,400.00	280.00	1,680.00	20%	
Facility Rental: Base Fee Weekday (8 hours or less): Commercial	1,550.00	310.00	1,860.00	20%	
Facility Rental: Base Fee Weekday (14 hours or less): Commercial	1,925.00	385.00	2,310.00	20%	
Corporate Meeting (greater than 4 hours)	785.00	157.00	942.00	20%	
Corporate Meeting (less than 4 hours)	485.00	97.00	582.00	20%	
Holiday Premium	375.00	75.00	450.00	20%	
Additions:					
Postponement Fee	\$ -	\$ 250.00	\$ 250.00	100%	Add fee to discourage multiple event postponements. Allow one postponement at no charge.

RESOLUTION #23-01:

A RESOLUTION AMENDING THE VILLAGE OF PINEHURST FEES AND CHARGES SCHEDULE

THAT WHEREAS, the Village Council of the Village of Pinehurst adopted a Pinehurst Fees and Charges Schedule on the 9th day of March, 2004; and

WHEREAS, it is the policy of the Village of Pinehurst to review and amend the Fees and Charges Schedule on an annual basis, or as deemed necessary; and

WHEREAS, the Village Council, after considering all of the facts and circumstances surrounding the proposed amendments to the Pinehurst Fees and Charges Schedule, have determined that it is in the best interest of the Village of Pinehurst to make the amendments as requested.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 14th day of February, 2023, as follows:

SECTION 1. That the attached “Village of Pinehurst Fees and Charges Schedule,” is hereby adopted effective July 1, 2023, said schedule attached hereto as (Exhibit A) is made a part hereof, the same as if included verbatim.

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

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

THIS RESOLUTION passed and adopted this 14th day of February, 2023.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER CHANGES TO THE POLICY ON THE
ADMINISTRATION OF THE POSITION CLASSIFICATION AND PAY PLAN
ADDITIONAL AGENDA DETAILS:**

FROM:

Angela Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

2/8/2023

MEMO DETAILS:

The Human Resources Department contracts with a consultant to perform our annual classification and pay study. However, the HR Director will review positions outside of this annual study under special circumstances.

Recently, we have experienced significant recruiting challenges, particularly with Fire and Police positions. The Fire Chief and Police Chief have requested we add trainee and cadet positions to our pay plan to provide an opportunity to recruit candidates who are attending or planning to attend the Fire Academy or Basic Law Enforcement Training (BLET). This request does not increase headcount, but rather gives us an opportunity to hire new employees who can be trained to fill current full-time vacancies.

Based on the request, we would like to make the following recommendations:

- Add a Firefighter Trainee to pay grade 15
- Add a Police Cadet to pay grade 18

We would hire candidates through our regular process and pay them to attend the Fire Academy or BLET with the condition they will work for the Village once they complete their training and become certified in their respective fields. These trainees would attend the regularly scheduled courses and, as time permits, they would work for the Village learning the department processes. Once they complete their training, they would promote to the regular full-time position of Firefighter or Police Officer.

I have attached the Resolution that will amend the Policy on the Administration of the Position Classification and Pay Plan based on the recommendations above. I have also attached the policy and the FY 2022-2023 Position Classification and Pay Plan table for your approval. Thank you for your consideration.

ATTACHMENTS:

Description

- ☐ Resolution 23-02 Position Classification and Pay Plan Amendments
- ☐ Policy on the Administration of the Position Classification and Pay Plan
- ☐ Position Classification and Pay Plan

RESOLUTION #23-02:

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 28, 2022; and

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

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 14th day of February, 2023 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective February 14, 2023; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the pay ranges in the Position Classification and Pay Plan for the Village of Pinehurst are hereby amended to include the Police Cadet and Firefighter Trainee positions; said Pay Plan attached hereto as part of Attachment B and made a part hereof; the same as if included verbatim.

THIS RESOLUTION passed and adopted this 14th day of February, 2023.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John Strickland, Mayor

Attest:

Approved as to Form:

Kelly Chance, Village Clerk

Michael J. Newman, Village Attorney

ATTACHMENT A

		VILLAGE OF PINEHURST STANDARD POLICY	
SUBJECT:	Policy on Administration of the Position Classification and Pay Plan	Effective Date:	11/17/2009
Department:	Human Resources	Policy No.:	HR-416
Prepared by:	Human Resources	Revised:	2/14/2023
Approved by:	Village Council	# of Pages:	5

PURPOSE OF THE POSITION CLASSIFICATION AND PAY PLAN:

The Position Classification and Pay Plan (Attachment B) 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 prorated merit increase, based on the budgeted merit percentage, in the year hired. Upward movement within the established salary range for an employee is not automatic, but rather based upon specific performance-related reasons and other factors. All performance reviews are based on an employee's demonstration of the Village's core values and the behavioral and technical competencies listed in their position description as well as the completion of goals. Employees in supervisory roles are also evaluated on leadership attributes. Guidelines for determining performance levels and performance pay increases or other performance-related movement within the pay grade may be established in procedures approved by the Village Manager. 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:

John Strickland, Mayor

2/14/2023
Date

#23-02
Village Council, Resolution

2/14/2023
Date

Village of Pinehurst
Position Classification and Pay Plan
FY 2022-2023

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	11	Streets & Grounds Maintenance Worker I	29,205	36,507	43,808
	12	Streets & Grounds Maintenance Worker II	30,665	38,332	45,998
	13	Parks Maintenance Specialist I Track Specialist Welcome Center Coordinator	32,199	40,248	48,298
	14	Customer Service Representative Parks Maintenance Specialist II Solid Waste Equipment Operator Telecommunications Specialist I Track Crew Leader	33,809	42,261	50,713
	15	Administrative Assistant Firefighter Trainee Grounds Maintenance Crew Leader Library and Archives Associate Street Maintenance Crew Leader Telecommunications Specialist II	35,499	44,374	53,249
	16	Administrative Specialist Assistant Solid Waste Superintendent Events Assistant Firefighter (Non-EMT, Reserve) Fleet Service Technician I Facilities Maintenance Technician	37,274	46,593	55,911
	17	Financial Services Technician Firefighter EMT (2nd Class, 1st Class) Fleet Service Technician II Grounds Maintenance Supervisor Human Resources Technician Parks Maintenance Supervisor	39,138	48,922	58,707
E	18	Administrative and Data Coordinator Code Compliance Technician IT Technician Library Services and Archives Supervisor Police Cadet Street Maintenance Supervisor	41,095	51,368	61,642
E	19	Administrative and Telecommunications Coordinator Fair Barn Coordinator Fire and Life Safety Educator Planning and Zoning Specialist Police Officer Senior Firefighter (Fire Engineer) Track Superintendent	43,149	53,937	64,724
	20	Athletic Coordinator Code Compliance Specialist Fire Lieutenant Recreation Programs Coordinator Senior Police Officer Special Events Coordinator	45,307	56,633	67,960
	21	Engineering Technician Master Police Officer Police Investigator	47,572	59,465	71,358

E=Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)
4.7%=Grade adjustment from previous year

5%=Spread between grades
50%=Spread within the grade

Village of Pinehurst
Position Classification and Pay Plan
FY 2022-2023

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM

Village of Pinehurst
Position Classification and Pay Plan
FY 2022-2023

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E E	22	Building Inspector-Level I Financial Services Supervisor Planner Police Sergeant	49,951	62,438	74,926
E E E E	23	Building Inspector- Level II Communications Specialist Fire Captain (Senior Fire Captain) Fleet Maintenance Supervisor Human Resources Generalist Information Technology Systems Specialist Solid Waste Superintendent	52,448	65,561	78,673
E E E E	24	Building Inspector-Level III Detective Lieutenant Buildings and Grounds Superintendent Police Lieutenant Recreation Superintendent Senior Planner Transportation Planner Village Clerk	55,071	68,838	82,606
E E E E E	25	Assistant Financial Services Director Assistant Public Services Director Battalion Chief GIS Analyst IT Business Analyst Principal Planner	57,824	72,281	86,737
E E E	26	Building Code Official IT Infrastructure Administrator Planning Supervisor Police Captain	60,716	75,894	91,073
E	27	Deputy Fire Chief	63,751	79,689	95,627
E	28	Library Services and Archives Director	66,939	83,673	100,408
E	29	Deputy Police Chief	70,286	87,857	105,429
E	30	Organizational Performance Director	73,800	92,250	110,700
E E	31	Human Resources Director Parks and Recreation Director	77,490	96,863	116,235
E E E E E	32	Chief Information Officer Fire Chief Public Services and Engineering Director Financial Services Director Planning and Inspections Director	81,365	101,706	122,047
E	33	Police Chief	85,433	106,791	128,149
	34		89,705	112,131	134,557
E E	35	Assistant Village Manager for Administration Assistant Village Manager for Operations	94,190	117,737	141,285