



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF FEBRUARY 8, 2022
ASSEMBLY HALL
395 MAGNOLIA ROAD
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 25, 2022 Council Regular Minutes

January 25, 2022 Council Work Session Minutes

End of Consent Agenda.

4. Presentation of Resolution #21-29 Honoring the Service of Ms. Judy Davis

5. Presentation of Resolution #21-30 Honoring the Service of Mr. Kevin Drum

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

7. Public Hearing No. 1 Development Moratorium Extension

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 adopt plans and amend the zoning ordinance as needed to implement the plans.

8. Motion to adjourn Public Hearing No. 1 and Re-Enter Regular Meeting

9. Discuss and Consider Ordinance # 22-01 Extending Moratorium on Real Estate Development Development in Specified Geographic Areas of Village Place and Pinehurst South

The purpose of this agenda item is for discussion on extending Moratorium Ordinance #21-15 on real estate development activity in Village Place and Pinehurst South to allow time to complete plans and code amendments.

10. Presentation of Financial Statements for the Quarter Ended December 31, 2021.

11. Discuss and Consider Resolution #22-01 Amending the Village of Pinehurst Fees and Charges Schedule.

12. Discuss and consider Resolution # 22-03 changes to the Position Classification and Pay Plan

13. Discuss and Consider Resolution #22-02 NCDOT Request for Highway 2 Transition
14. Other Business.
15. Comments from Attendees.
16. 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

- ▣ 2022 Village Council Key Partners & 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 25, 2022 Council Regular Minutes
January 25, 2022 Council Work Session Minutes

FROM:

Kelly Chance

CC:

Jeff Sanborn

DATE OF MEMO:

2/2/2022

MEMO DETAILS:

Attached are the draft minutes from the January 25, 2022 Council Regular Meeting, and Work Session.

ATTACHMENTS:

Description

- ☐ January 25, 2022 Council Regular Session
- ☐ January 25, 2022 Council Work Session



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JANUARY 25, 2022
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 25, 2022 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina and via the electronic meeting platform ZOOM. The meeting was streamed in real time on the Village's website.

The following were in attendance in Assembly Hall:

Ms. Kelly Chance, Village Clerk

The following were in remote attendance:

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

And approximately 12 attendees, including 8 staff and 1 press

1. Call to Order.

Mayor Strickland called the Village Council meeting to order.

2. Reports:

Village Manager

- Mr. Jeff Sanborn reported beginning next week repaving on Magnolia Street will begin.

Village Council

- Mayor Strickland reported he and Councilmember Hogeman attended the Moore County Commission meeting last week to reiterate Village Council's opposition to the proposed overlay district change requested by a resident. He stated the applicant pulled the request. Mayor Strickland stated he and Mr. Sanborn would be following up with the NC DOT on a conversation they had earlier.
- Councilmember Boesch reported she went to the CVB meeting last week where the CVB presented two commemorative coins for the upcoming Ross/Olmsted Celebrations. They hope to have them done by April to sell. She stated she has learned that Frederick Olmsted had a noted impact on golf, and she is excited about learning more about this impact and how the Village can help celebrate it.
- Mayor Pro Tem Pizzella reported she had no report.
- Councilmember Hogeman reported she and Councilmember Morgan attended the Tri-City meeting which is made up of Council and Planning Representatives from Pinehurst, Southern Pines, and Aberdeen. She noted they spoke about

Greenway trails and bicycle and pedestrian connectivity among the tri-cities. The American Rescue Plan funding was also discussed and the added ability to use those funds, potentially jointly on resurfacing projects or training projects. Councilmember Hogeman stated the final topic discussed was short-term rentals and noted there is a lot of conversation and anticipated cooperation among the group.

- Councilmember Morgan reported would be attending the Triangle J Board of Delegates meeting on Wednesday.

3. Motion to Approve Consent Agenda.

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

- Approval of Village Council Meeting Minutes.
 - January 11, 2022, Council Regular Meeting
 - January 11, 2022, Council Work Session
 - January 11, 2022, Closed Session
- Public Safety Reports
 - Bi-Annual 2021 Fire Report
 - Bi-Annual 2021 Police Report
- Budget Amendments Report

End of Consent Agenda.

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

Village Council unanimously agreed to move the presentation by the Three Rivers Land Trust, scheduled for the work session, to occur prior to Agenda item 4. Village Manager Sanborn stated he invited Travis Morehead, Executive Director, of Three Rivers Land Trust to speak to Village Council about potential opportunities for partnerships in helping to protect current undeveloped land in Pinehurst. He noted this is in alignment with our 2019 Comprehensive Plan and he looks forward to learning more about opportunities they may have.

Mr. Morehead provided a packet to Village Council members provided to landowners as they consider conservation to review. He provided a background on the work that Three Rivers Land Trust, including how grant monies are used to preserve land. Mr. Morehead stated one beneficial factor on preservation is a willingness to preserve land by not providing public utilities, which is the Village's intentions for their current ETJ area.

Mr. Morehead stated their projects are normally of areas of 40 acres or more and they currently have never worked a project in this area, but his team would be more than willing to sit down with Village Council and staff and see if there are viable projects that could be partnered on.

Mayor Strickland asked Mr. Morehead to explain if some of the money used to purchase lands comes from money budgeted to the Land Trust by the General Assembly and if so, how are those monies used. Mr. Morehead stated there are two distinct ways funds are used and the first is through offering grant money to local farmers via the North Carolina Farm Land Grant. He noted the second way is through the North Carolina Land and Water Fund which purchases land to better protect water quality.

Councilmember Hogeman asked if a municipality can hold conservation easements in NC and Mr. Morehead stated that General Legislation does allow for that. She asked why they do more with easements than fee ownerships. Mr. Morehead stated easements are more lucrative and fee ownership ties land up and causes more out-of-pocket costs. Mayor Pro Tem Pizzella asked if land owned by the Village could be put into trust and Mr. Morehead stated to his knowledge it could.

4. Review and Approve the FY 2023 Balanced Scorecard, including the FY 2023 Areas of Focus, and the FY 2023-2027 Initiative Action Plans

Matthew McKirahan, Village of Pinehurst Organizational Performance Director, presented to Village Council, for approval, items related to the development of the FY 2023 Strategic Operating Plan (SOP) based on Council's discussions at the December 8-9, 2021, Strategic Planning Retreat. He noted that staff amended the materials based on Council's input and is now seeking approval on the FY 2023 Balanced Scorecard (BSC), including the recommended Areas of Focus, and Initiative Action Plans for FY 2023-2027.

Mr. McKirahan reported KPI goals are set by reviewing historical performance relative to benchmarks and comparable communities. He stated, since initially adopting the BSC in FY 2014, we have expressed performance goals for survey results in 5% increments due to the margin of error with survey results. He noted, in most cases, the Village is currently achieving excellent performance results (90% satisfaction levels or higher).

Mr. McKirahan stated the recommended Areas of Focus were selected based on the following criteria:

- VOP performance gaps (greater than or equal to 5% below benchmarks)
- Strategic challenges identified by Council and Senior Leaders
- Opportunities identified by Council and Senior Leaders
- 2021 Community Survey areas for improvement (high levels of dissatisfaction >20%)

Mr. McKirahan stated the following three (3) strategic objectives are proposed as the FY 2023 Areas of Focus: Manage development to protect Village character; Support the business community; and Provide a safe and effective multi-modal transportation system.

Mr. McKirahan stated, to positively impact the KPIs identified for performance improvement, to address strategic challenges and opportunities, and to address resident high priorities for improvement, the Village has identified eight proposed Initiative Action Plans for the five-year planning period. He noted these are identified in the "FY 2023-2027 Initiative Action Plans" attachment provided to Council. He stated Initiative Action Plans are defined and measurable activities needed to address our opportunities that involve a significant amount of financial and/or staff resources or have a significant community impact over the planning period.

Mr. McKirahan stated, in addition to the IAPs proposed, there are numerous other opportunities for improvement that were discussed at the Council Retreat that are classified as department projects or evaluations. Over the next two months, Senior Leaders will evaluate and prioritize these projects and evaluations and then program them over the planning horizon as they develop their annual budget requests. As opportunities are evaluated and developed over the course of the next few years, some of them will likely develop into IAPs in the future.

Mr. McKirahan stated we are seeking Council's approval by motion for the FY 2023 Balanced Scorecard, including the FY 2023 Areas of Focus. We are also seeking a consensus on the proposed list of FY 2023-2027 Initiative Action Plans. This is being done now to ensure that Senior Leaders develop the FY 2023 Strategic Operating Plan and submit budget requests that align to Council's priorities.

Upon a motion by Councilmember Morgan, seconded by Mayor Pro Tem Pizzella, Council approved the fiscal year 2023 Balanced Scorecard and Areas of Focus, as presented by a vote of 4-1 with Councilmember Hogeman casting a no vote.

5. Other Business

Councilmember Morgan stated in talking with a constituent there was concern about an ordinance the Village has prohibiting golf carts from being used for commercial activity and he would like some information from staff on this item. Village Manager Sanborn stated that is a municipal code question and he will provide this information to Council.

6. Motion to Adjourn.

Upon a motion by Councilmember Boesch, seconded by Councilmember Morgan, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 6:20 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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DRAFT



**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF JANUARY 25, 2022
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a Work Session at 6:30 p.m., Tuesday, January 25, 2022, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina and via the electronic meeting platform ZOOM. The meeting was streamed in real time on the Village's website.

The following were in attendance in Assembly Hall:

Ms. Kelly Chance, Village Clerk

The following were in remote attendance:

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

And approximately 8 attendees, including 7 staff and 0 press

1. Call to Order.

Mayor John Strickland, called the Council work session to order.

2. Discuss Conservation Opportunities with Three Rivers Land Trust.

Mayor Strickland noted this item was moved and discussed during the Regular Meeting, following the Consent Agenda.

3. Discuss Recommended Changes to Fees and Charges Schedule.

Brooke Hunter, Village of Pinehurst Finance Director, stated the Village's Fees and Charges Policy calls for the periodic review of all fees and charges. She noted staff conducted a review of the Village's Fees and Charges Schedule and recommended several changes. She stated they also recommend the addition of Library and Archives fees with an effective date of April 15, 2022, coinciding with the transfer date. The items proposed for your consideration are in the areas of Administration, Planning & Inspections, Public Services, Parks & Recreation, and Library/Archives.

Ms. Hunter stated the purpose of this work session is to discuss the proposed fees. The final fee schedules are expected to be presented to Council for approval on February 8, 2022. She noted Council was provided two Fees and Charges Schedules. The first schedule (Exhibit A) includes proposed fees for the Library/Archives and one minor change to Administration with an effective date of April 15, 2022, to coincide with the transfer of library services to the Village of Pinehurst. Staff reviewed fees charged by other North Carolina municipal libraries for comparison purposes, as well as evaluated the fees currently charged by the Given Memorial Library and Tufts Archives.

Ms. Hunter stated the second schedule (Exhibit B) includes all proposed fees for the Library/Archives and Administration

mentioned above, as well as the recommendations for Planning & Inspections, Public Services, and Parks & Recreation. The second schedule has an effective date of July 1, 2022.

Ms. Hunter reported some of the more significant changes include the following:

Library/Archives (Effective 4/15/2022) For the Library, staff recommends no library card fee for residents and non-residents currently. However, consistent with other NC municipal libraries, staff recommends considering a nonresident fee in the future after assessing software capabilities and developing a process for collecting and tracking membership. For lost items, we recommend charging the actual replacement cost or allowing patrons to replace the item with an identical copy with library staff approval. The library currently allows patrons to replace lost items on their own, which is a process that has worked well. For conference room use, staff recommends charging the same rates as other Village conference rooms. Lastly, the library currently charges \$0.25 per copy, and we recommend continuing that rate.

Ms. Hunter noted the Archives provides a variety of digital and print media to customers. The fee schedule is organized into images (various historical Pinehurst photos/information/images) and Ross golf course graphics (Donald Ross' golf course layouts/field sketches/blueprints). She noted Digital image use is charged per image for one-time domestic use. Commercial usage is \$150 per image for the first four images, \$75 per image for images five-ten, and \$25 per image for each additional. Personal usage is \$50 per image. Media usage (includes newspaper/television/magazine/etc.) is \$50 per image. A drop box fee of \$25 is charged. This refers to images that are requested to be gathered for customer review, but ultimately are not purchased. Additional use of each image is \$10 per use.

Ms. Hunter stated Photographic prints prepared in house range from \$37-\$77, depending on size. She reported research fees for locating information/images and prepping images are charged for work orders that take 30 minutes or more to perform. A flat \$30 is charged. The first 30 minutes of research are offered free of charge.

Ms. Hunter stated that for the Ross Golf Course Graphics, photocopies of notes/field sketches and blueprints range from \$1-\$10, depending on type of print. Photocopies of layouts are outsourced due to their size and are charged at actual cost plus 35%. Golf course layout prints prepared in house on graphic presentation paper range from \$47-\$77, depending on size. Digital golf course graphics are digital images of Ross' layouts and field sketches. The digital layout is \$250, field sketches for 9 holes are \$75, field sketches for 18 holes are \$150, and field sketches for 36 holes are \$200. She stated occasionally, customers request that an image be scanned or rescanned to a certain size or image quality. Staff charge \$15 per 15 minutes for these services.

Ms. Hunter noted that for General Library/Archives Fees, print requests that are larger than in-house printers can accommodate are outsourced to a local printer. The fee for that service is the actual cost plus 35% to cover administrative costs. Shipping and handling charges are the greater of \$10 or the actual shipping cost per parcel. Items will be combined into a single parcel, when possible.

Ms. Hunter stated for Administration, staff recommends increasing our copy fee from \$0.10 to \$0.25 to be consistent with the recommendation at the library.

Ms. Hunter stated in Planning, staff requests to correct the inspection fee for the residential electrical/mechanical/plumbing permit from \$40 to \$60. This was an error in the fee schedule and was recommended in the Planning & Inspections cost analysis performed in 2019. Also, staff proposes adding an Administrative Modification fee for changes that are within staff authority to recoup staff costs and to track these requests in Accela. There are only 1-2 instances of these requests each year.

Ms. Hunter reported in the Solid Waste division of Public Services, staff recommends increasing the 96-gallon cart cost from \$55 to \$70 to cover our actual costs.

Ms. Hunter stated Recreation Staff reviewed the fees of competing event venues in our area and recommends increasing the base fees by \$200 for residents, non-residents, and commercial full day and weekday events. This would bring Fair Barn prices more in line with competitors. For the Harness Track, staff recommends increasing seasonal stall rent by \$100 to \$1,075 based on other training facility comparisons. Seasonal stall rent at other facilities range from \$1,050 to \$1,900 with racing available at the higher rates. Staff also recommends decreasing the monthly stall rent from \$325 to \$250. Discussions with current and prospective trainers indicated an interest in bringing additional horses to the Harness Track for a portion of the season if the monthly rate was lower. Other competitor monthly rates range from \$150 to \$300. There were no monthly rentals last season at the \$325 rate.

Ms. Hunter reported in connection with the monthly stall rent adjustment, staff suggests decreasing the prorated daily rate from \$11 to \$9. She further noted staff recommends eliminating the athletic team fee structure and moving to a player fee structure. Also, staff recommends increasing the Facility Rental Supervisor fee to \$45 per hour for the first two hours and \$15 for each additional

hour to address higher staff costs since the fees were originally adopted in 2012. Rates for athletic facility rentals are recommended to increase after reviewing the rates at other local municipalities, noting these have not been adjusted since 2013.

Ms. Hunter stated for rental fees for use of the Arboretum and Tufts Park, staff recommends increasing the setup/break down fee from \$200 to \$400 per event. The Village now has more chairs to set up and break down for each event, plus most events utilize both locations, which requires more time to complete these steps. It takes approximately 20 hours of staff time to setup and break down each event.

Ms. Hunter stated the Administration and Library/Archives proposed fee changes, if approved, will become effective April 15, 2022. All other proposed changes have an effective date of July 1, 2022. The affected Department Heads and I plan to attend the work session to address any questions you may have

Village Council members expressed interest in learning more about the future of the proposed interest in RV parking by Horse Trainers at the Harness Park but expressed concern about this potentially leading to a trailer-park. Parks and Recreation Director, Mark Wagner, will provide more information to Council at future dates.

4. Discuss Moratorium Extension – Small Area Plans.

Darryn Burich, Village of Pinehurst Planning and Inspections Director stated the proposed moratorium currently in effect in the Small Area Plan areas (Village Place and Pinehurst South) is set to expire February 8, 2022. The Small Area Plans and subsequent ordinance updates will not be adopted by the time the moratorium expires so staff will be requesting to extend the moratorium an additional 90 days to allow for plan adoption and any relevant PDO updates. This would be the second extension of the moratorium that if approved by Council would have the planning areas under moratorium for 1.5 years.

Mr. Burich stated 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 Village has diligently moved forward with planning for the moratorium areas, and we are at the tail end of the plan development process where plans will be presented for adoption within the proposed extension period.

Mr. Burich reported an Open House and presentation is currently scheduled on February 2, 2022, at the Fair Barn to present the "final" plans and obtain feedback to allow the final plan sets to be developed after which the plans will move through the adoption process. He noted Staff is currently scheduling the moratorium extension ordinance for a public hearing at the February 8th Council meeting.

Council requested the proposed final plans be uploaded to the Village Website prior to the Public Hearing to ensure more community input. Mr. Burich noted that there will be an extensive discussion on the Small Area Plans during the February 8th Council Meeting. Council came to the consensus that the Moratorium Extension should be for 120 days to ensure time to complete the project.

5. Discuss Potential Designated Customer Parking for Downtown.

Assistant Village Manager, Jeff Batton, stated at the January 11, 2022, Work Session, Council asked staff to consider proposing a map of dedicated customer parking spaces appropriately distributed throughout downtown for Council consideration. Mr. Batton presented Council with two (2) options for consolidated customer parking restrictions. Option 1 provided for 24 spaces and option 2 provided for 16 spaces.

Mr. Batton stated we originally placed 14 signs out during the trial period. He noted if this is going to be a permanent situation the signs will need to be mounted and keeping with current Village signage and character. He also stated consideration for wayfinding signage in other areas would be included with these considerations. Mr. Batton stated he hoped to get a solid grasp on Council's wishes over the next couple of weeks to allow more detailed planning and design to begin.

Mr. Batton stated we will probably go back to the company we used for our current signage to ensure congruency. Mayor Strickland and Councilmember Boesch asked if these signs would be a new design or like the ones we have. Mr. Batton stated we will use the same color, design, and general look, but we will make some needed improvements, especially to our waste bins.

Mr. Batton stated the parking signs would look much like our street signs and current handicap signs, which have a frame around them. He noted this gives them a neater, finished, and cleaner feel. Mr. Batton stated he is still trying to determine the best wording for the parking signs. He noted we need to be conscious of the message and tone of the message to our community and visitors.

6. Update on Ross/Olmsted Anniversary.

Doug Willardson, Assistant Village Manager of Administration, provided an update to Council on the Village's collaborative work with the Resort and CVB on events for both the Ross and Olmsted Anniversary events. He noted DeDe Petri, President and CEO of the National Association for Olmsted Parks will be speaking on March 4th for a special presentation about the Father of Landscape Architecture at Assembly Hall. He stated we will also be working with Moore County Beautiful on a clean-up day, to be held April 26th. Mayor Strickland stated the Resort is working diligently with the Donald Ross side and he is excited that Ms. Petri is coming to speak on March 4th, representing the Olmsted piece.

7. Motion to Adjourn.

Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Pizzella, Council unanimously approved to adjourn the work session, by a vote 5-0, at 8:20 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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**PUBLIC HEARING NO. 1 DEVELOPMENT MORATORIUM EXTENSION
ADDITIONAL AGENDA DETAILS:**

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 adopt plans and amend the zoning ordinance as needed to implement the plans.

FROM:

Darryn Burich

CC:

Jeff Sanborn

DATE OF MEMO:

2/3/2022

MEMO DETAILS:

The purpose of the moratorium was to prevent incongruous development from occurring while the plans and codes are being developed.

The final plans and code updates will not be developed by the time the moratorium expires on February 8 thus staff is proposing to extend the moratorium an additional 120 days from the upcoming expiration date to June 8, 2022. The moratorium may be terminated earlier if the work is completed prior to the proposed extension deadline.

ATTACHMENTS:

Description

- ☐ Draft Ordinance #22-01
- ☐ Ordinance #21-03
- ☐ Ordinance #21-15
- ☐ Moratorium Area Maps

ORDINANCE #22-01:

AN ORDINANCE OF THE VILLAGE OF PINEHURST EXTENDING A MORATORIUM ON REAL ESTATE DEVELOPMENT ACTIVITY IN SPECIFIC GEOGRAPHIC AREAS WITHIN THE VILLAGE OF PINEHURST AND THE VILLAGE OF PINEHURST'S EXTRATERRITORIAL JURISDICTION.

THAT WHEREAS, the Village of Pinehurst, North Carolina adopted an Ordinance #21-03 (attached as Exhibit C) on February 10, 2021 imposing a nine (9) month moratorium on real estate development activity in the areas depicted on the maps attached hereto, identified as Exhibit A and Exhibit B, and unless exempted or the development is conducted by a public utility or public agency and/or it can be demonstratively shown to the Village Council that the health, safety and welfare of the public requires that the moratorium be waived with regard to that specifically proposed development; and

WHEREAS, said ordinance specifies that the moratorium, as detailed in Ordinance #21-03, may be extended, as necessary, consistent with the requirement of NCGS 160D-107(e); and

WHEREAS, the moratorium was extended an additional 90 days from its original expiration date of November 10, 2021; and

WHEREAS, the moratorium expires on February 08, 2022; and

WHEREAS, the Village has not completed the small area plans or zoning ordinance amendments for the specified geographic areas; and

WHEREAS, the Village has entered Phase III of the planning process where the said plans and zoning ordinance amendments will be evaluated and presented for adoption by the Village; and

WHEREAS, the Village held an open house on February 2, 2022 where draft Small Area Plans were presented; and

WHEREAS, Ordinance #21-15 will expire before completion of said plans and zoning ordinance updates; and

WHEREAS, extending the moratorium will allow time for completion of said plans and zoning ordinance updates; and

WHEREAS, allowing real estate development activity to reoccur in the said areas may result in development incompatible and incongruous with the intended character and vision for said areas as recommended in the 2019 Comprehensive Plan; and

WHEREAS, extending the moratorium by an additional 120 days would aid in the accomplishment of the purpose of Ordinance #21-03 and #21-15 as described respectively in Exhibits C and D.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED, by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 8th day of February 2022, as follows:

Section 1. That the moratorium imposed by Ordinance # 21-03 on February 10, 2021 and extended by Ordinance #21-15 is hereby extended for an additional one-hundred twenty (120) day period from the date of expiration, thus, to expire on June 8, 2022.

Section 2. That all sections of Ordinance #21-03 and #21-15 attached as Exhibits C and D remain in full effect throughout the extension.

Section 3. That this moratorium may be terminated earlier or extended pursuant to NCGS 160D-107(e).

Notwithstanding the foregoing, if a complete application for a development approval has been submitted prior to the effective date of this moratorium, the permit choice provisions of NCGS 160D-108(b) shall be applicable when permit processing resumes. This allows an applicant to choose which version of the development regulation will apply if development regulations change between the time the application was submitted and a decision is made.

THIS ORDINANCE passed and adopted this 8th day of February, 2022.

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

ORDINANCE #21-03:

AN ORDINANCE OF THE VILLAGE OF PINEHURST ADOPTING A MORATORIUM ON REAL ESTATE DEVELOPMENT ACTIVITY IN SPECIFIC GEOGRAPHIC AREAS WITHIN THE VILLAGE OF PINEHURST AND THE VILLAGE OF PINEHURST'S EXTRATERRITORIAL JURISIDCTION.

THAT WHEREAS, the Village of Pinehurst, North Carolina is experiencing significant real estate development and population growth within its corporate boundaries and its extraterritorial jurisdiction;

WHEREAS, on October 22, 2019 the Village of Pinehurst adopted the 2019 Comprehensive Plan which provides recommendations to manage future growth of the community and identified five Focus Areas as important areas to influence and manage growth and development:

1. Existing Extra-Territorial Jurisdiction (ETJ)
2. NC Highway 5 Commercial Area - (Pinehurst South)
3. Medical District
4. Village Place/Rattlesnake Trail Corridor
5. NC Highway 211 Commercial Area

WHEREAS, the goals, standards, and guidelines, as outlined in the 2019 Comprehensive Plan for the NC Highway 5 Commercial Area – Pinehurst South (Focus Area 2) is for office, medical, life science, and research facilities supported with small-scale retail services and residential uses and the vision for the Village Place/Rattlesnake Trail Corridor (Focus Area 4) is to create a more mixed-use, walkable area that is more conveniently connected to the Village Center;

WHEREAS, the Village's existing zoning and development regulations applicable to Focus Areas 2 and 4 are incompatible and incongruous with the intended character and vision for the Focus Areas described in the 2019 Comprehensive Plan;

WHEREAS, allowing real estate development activity to occur prior to adoption of Small Area Plans for Focus Areas 2 and 4 is an inadequate alternative to a moratorium because it may result in development and land uses that are incompatible and incongruous with the 2019 Comprehensive Plan's goals, standards, and guidelines;

WHEREAS, proactively rezoning the areas without a comprehensive analysis of Focus Areas 2 and 4 is an inadequate alternative to a moratorium because it could also result in development and land uses that are incompatible and incongruous with the 2019 Comprehensive Plan's goals, standards, and guidelines;

WHEREAS, the 2019 Comprehensive Plan specifically recommended that Small Area Plans and design standards with Form Based Codes be developed for the NC Highway 5 Commercial Area – Pinehurst South (Focus Area 2) and the Village Place/Rattlesnake Trail Corridor (Focus Area 4);

WHEREAS, the Village of Pinehurst has entered into a contract with Design Collective Inc., to prepare Small Area Plans and Form Based Codes for Focus Areas 2 and 4, which are expected to be completed and adopted in the early fall of 2021;

WHEREAS, the goals, standards, and guidelines outlined in the 2019 Comprehensive Plan are best achieved if development within these Focus Areas is temporarily halted during the period which the Small Area Plans are being developed that will help to determine the appropriate zoning necessary to achieve consistency and congruity with the 2019 Comprehensive Plan adopted by the Pinehurst Village Council;

WHEREAS, this ordinance shall be known and cited as the Village of Pinehurst Small Area Plans Interim Zoning-Moratorium Ordinance; and

WHEREAS, the purpose of this Ordinance is to serve as the initial phase of the adoption by the Village of Small Area Plans, which areas are to be preserved by maintaining the status quo of existing land uses and development patterns in the areas shown on the attached maps, referred to as Exhibit A and Exhibit B, in accordance with the 2019 Comprehensive Long Range Plan of the Village of Pinehurst. It is the further purpose of this Ordinance to promote the health, safety, morals, and general welfare of the citizens of the Village of Pinehurst, specifically within the areas depicted on Exhibit A and on Exhibit B, by lessening congestion in the streets, securing safety from fire, panic, and other dangers, providing adequate light and air, preventing the overcrowding of land, avoiding undue concentration of population, facilitating the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements, including consideration to provide for their orderly growth, expansion, and development;

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED, by the Village Council of the Village of Pinehurst, North Carolina as follows:

Section 1. Area. This Ordinance shall be applicable to all property within the boundaries of the areas depicted on the maps attached hereto, referred to as Exhibit A and Exhibit B, subject to the exclusions provided in Section 6.

Section 2. Duration. This Ordinance shall be effective and enforceable from the date of adoption and shall continue in full force and effect for an initial period of nine months from the date of adoption, which is the estimated time necessary for the Village of Pinehurst to complete and adopt the Small Area Plans and the related zoning and development standards. The Village Council may renew this moratorium or extend its duration, as necessary, consistent with the requirement of NCGS 160D-107(e). The Village Council may terminate this moratorium earlier by action of the Village Council.

Section 3. Moratorium. From and after the effective date of this Ordinance and continuing throughout its duration, no development shall occur in the areas depicted on the maps identified as Exhibit A and Exhibit B, unless the development is that conducted by a public utility or public agency and/or it can be demonstratively shown to the Village Council that the health, safety and welfare of the public requires that the moratorium be waived with regard to that specifically proposed development.

Section 4. Definition. As used in this Ordinance, the term listed below shall have the following meaning, as defined in North Carolina General Statute (NCGS) 160D-102(12):

DEVELOPMENT: Unless the context clearly indicates otherwise, the term means any of the following:

- a. The construction, erection, alteration, enlargement, renovation, substantial repair, movement to another site, or demolition of any structure; or
- b. The excavation, grading, filling, clearing, or alteration of land; or
- c. The subdivision of land as defined in NCGS 160D-802; or
- d. The initiation or substantial change in the use of land or the intensity of use of land.

Section 5. Enforcement. If any person, firm, corporation, organization or association shall violate or attempt to violate any terms of this ordinance the Village of Pinehurst may enforce its terms by any means available pursuant to NCGS 160D-404.

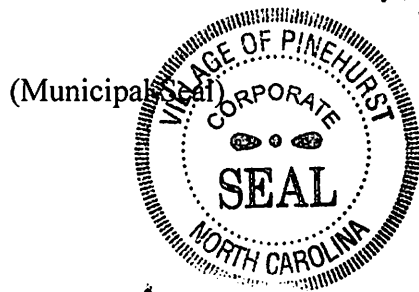
Section 6. Exclusions. In accordance with NCGS 160D-107(c), absent an imminent threat to public health or safety, a development moratorium adopted pursuant to this section shall not apply to:

1. Any project for which a valid building permit issued pursuant to G.S. 160D-1108 is outstanding,
2. Any project for which a special use permit application has been accepted as complete,
3. Development set forth in a site-specific or phased vesting plan approved pursuant to G.S. 160D-108,
4. Development for which substantial expenditures have already been made in good-faith reliance on a prior valid development approval,
5. Preliminary or final subdivision plats that have been accepted for review prior to the call for a hearing to adopt the moratorium. Any preliminary subdivision plat accepted for review by the local government prior to the call for a hearing, if subsequently approved, shall be allowed to proceed to final plat approval without being subject to the moratorium.
6. Existing single-family residential uses as regulated by current North Carolina Residential Building Codes,
7. Projects undergoing Technical Review Committee as of the effective date of the moratorium ordinance,
8. Alterations and repairs to existing buildings regulated by North Carolina State Building Codes.
9. Site improvements required to comply with the American with Disabilities Act.
10. Changes in occupancy or use of existing structures not involving building or site additions and not requiring rezoning action.

11. Development in an approved subdivision in which substantial infrastructure expenditures have been incurred, including roadway, water, and/or sewer infrastructure, regardless of whether individual parcel owners within the subdivision have submitted a complete application for development approval.

Notwithstanding the foregoing, if a complete application for a development approval has been submitted prior to the effective date of this moratorium, the permit choice provisions of NCGS 160D-108(b) shall be applicable when permit processing resumes. This allows an applicant to choose which version of the development regulation will apply if development regulations change between the time the application was submitted and a decision is made.

THIS ORDINANCE passed and adopted this 10th day of February, 2021.



Attest:


Beth Dunn, Village Clerk

VILLAGE OF PINEHURST
VILLAGE COUNCIL

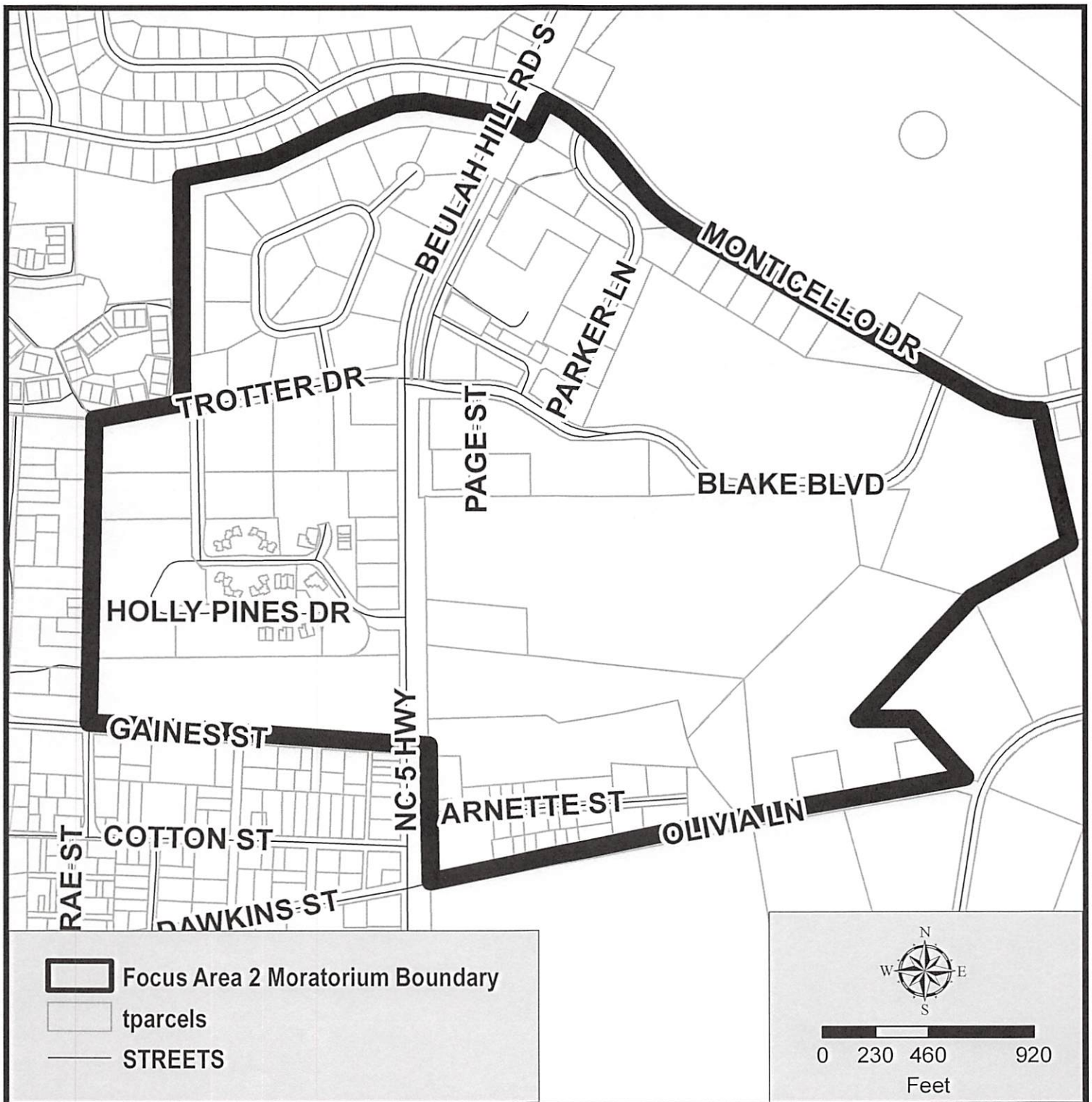
By 
John C. Strickland, Mayor

Approved as to Form:


Michael J. Newman, Village Attorney

EXHIBIT A

Village of Pinehurst Small Area Plan Interim Zoning Moratorium NC Highway 5 Commercial Area Pinehurst South (Focus Area 2)

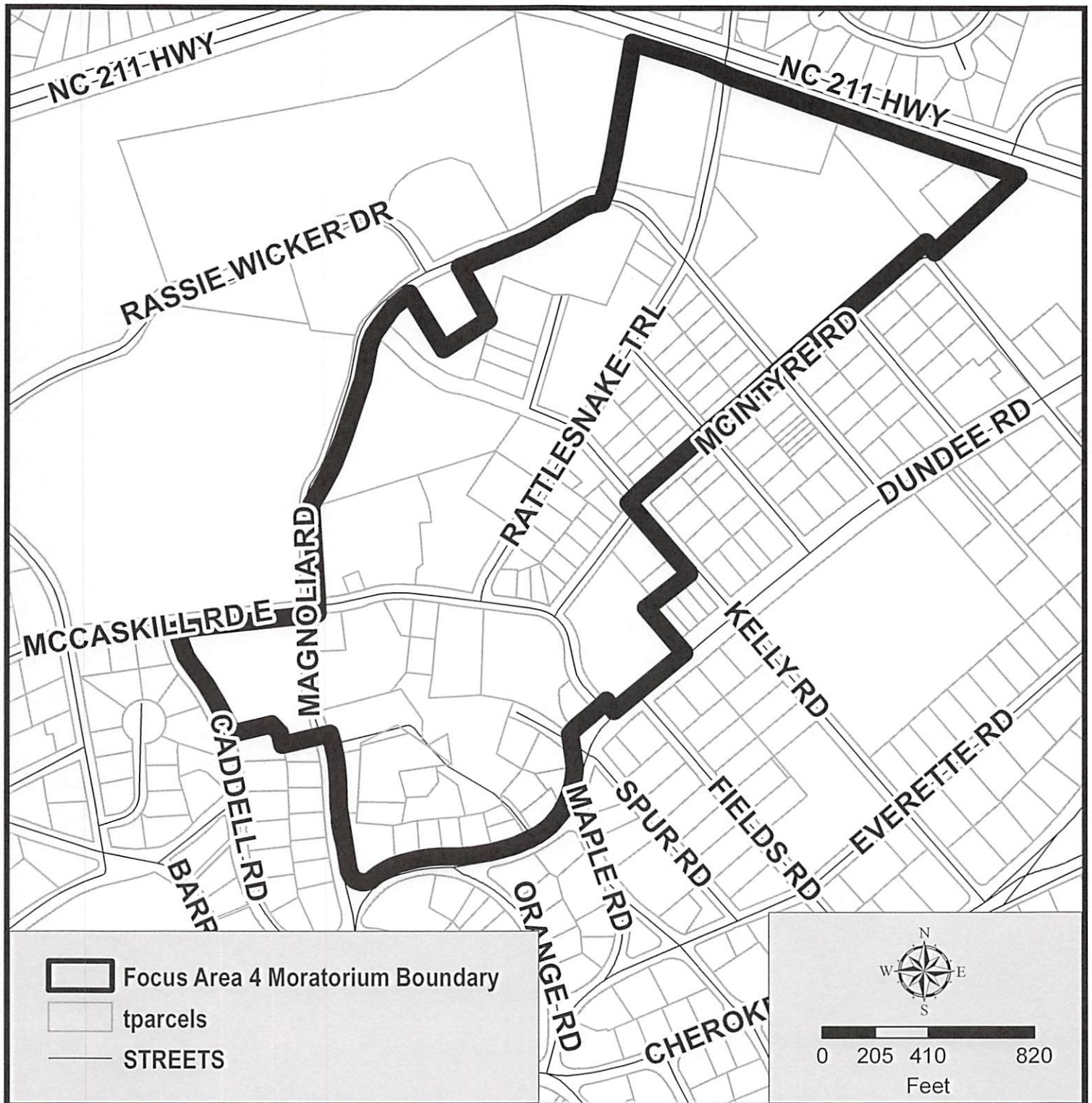


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EXHIBIT B

Village of Pinehurst Small Area Plan Interim Zoning Moratorium Village Place/Rattlesnake Trail Corridor (Focus Area 4)



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ORDINANCE #21-15:

AN ORDINANCE OF THE VILLAGE OF PINEHURST EXTENDING A MORATORIUM ON REAL ESTATE DEVELOPMENT ACTIVITY IN SPECIFIC GEOGRAPHIC AREAS WITHIN THE VILLAGE OF PINEHURST AND THE VILLAGE OF PINEHURST'S EXTRATERRITORIAL JURISDICTION.

THAT WHEREAS, the Village of Pinehurst, North Carolina adopted an Ordinance #21-03 (attached as Exhibit C) on February 10, 2021 imposing a nine (9) month moratorium on real estate development activity in the areas depicted on the maps attached hereto, identified as Exhibit A and Exhibit B, and unless exempted or the development is conducted by a public utility or public agency and/or it can be demonstratively shown to the Village Council that the health, safety and welfare of the public requires that the moratorium be waived with regard to that specifically proposed development; and

WHEREAS, said ordinance specifies that the moratorium, as detailed in Ordinance #21-03, may be extended, as necessary, consistent with the requirement of NCGS 160D-107(e); and

WHEREAS, said moratorium expires on November 10, 2021; and

WHEREAS, the Village has not completed the small area plans and form based codes for the specified geographic areas; and

WHEREAS, the Village has entered Phase III of the planning process where the said plans and codes will be presented for adoption by the Village; and

WHEREAS, Ordinance #21-03 will expire before completion of said plans codes; and

WHEREAS, extending the moratorium will allow time for completion of said plans and codes; and

WHEREAS, allowing real estate development activity to reoccur in the said areas will result in development incompatible and incongruous with the intended character and vision for said areas as recommended in the 2019 Comprehensive Plan; and

WHEREAS, extending the moratorium by an additional 90 days would aid in the accomplishment of the purpose of Ordinance 21-03 as described in Exhibit C.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED, by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 26th day of October 2021, as follows:

Section 1. That the moratorium imposed by Ordinance # 21-03 on February 10, 2021 is hereby extended for an additional ninety-day period from the date of expiration, thus, to expire on February 08, 2022.

Section 2. That all sections of Ordinance 21-03 attached as Exhibit C remain in full effect throughout the extension.

Section 3. That is moratorium may be terminated earlier or extended pursuant to NCGS 160D-107(e).

Notwithstanding the foregoing, if a complete application for a development approval has been submitted prior to the effective date of this moratorium, the permit choice provisions of NCGS 160D-108(b) shall be applicable when permit processing resumes. This allows an applicant to choose which version of the development regulation will apply if development regulations change between the time the application was submitted and a decision is made.

THIS ORDINANCE passed and adopted this 26th day of October, 2021.



VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: *John C. Strickland*
John C. Strickland, Mayor

Attest:

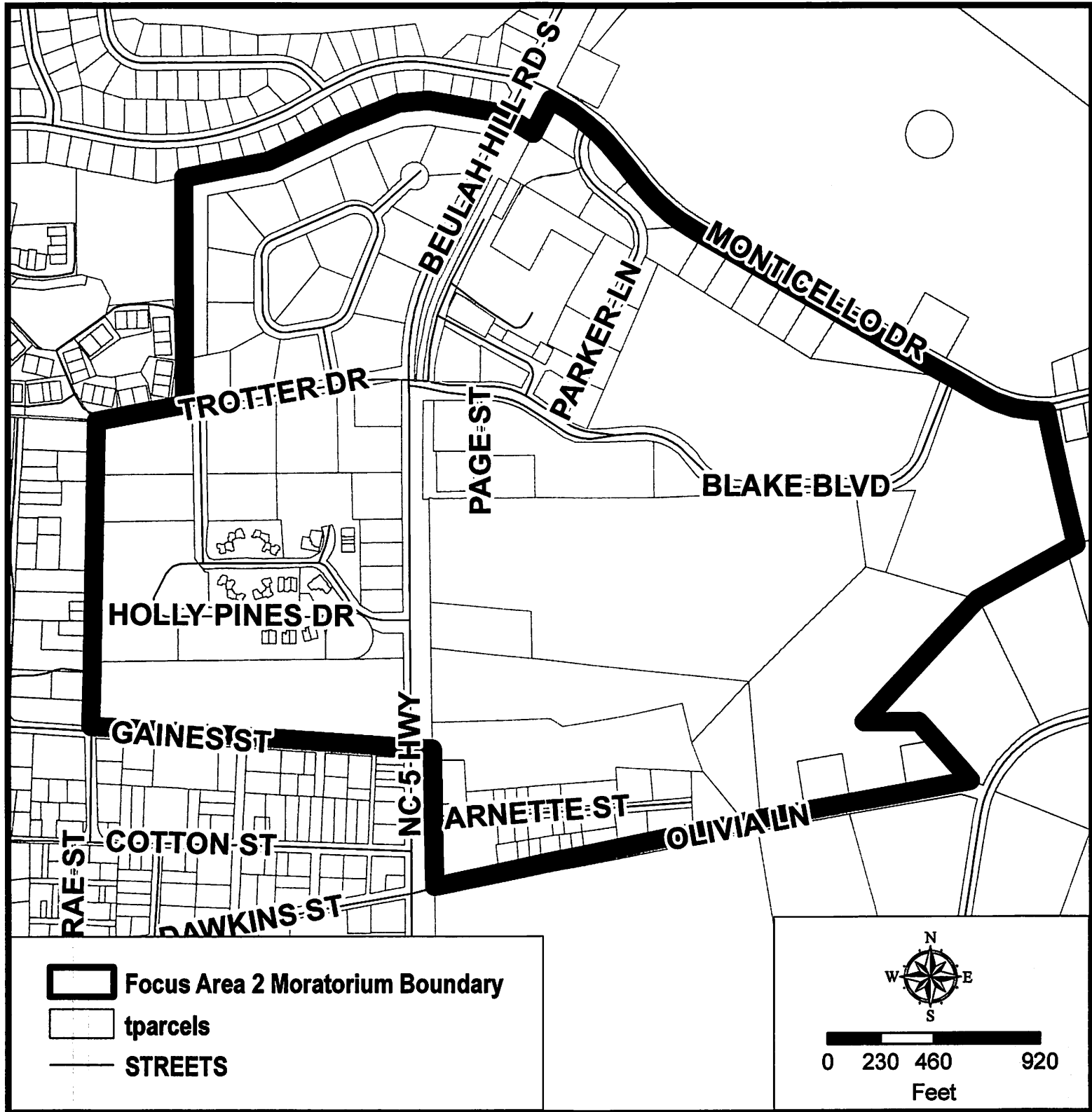
Kelly Chance
Kelly Chance, Village Clerk

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney

EXHIBIT A

Village of Pinehurst Small Area Plan Interim Zoning Moratorium NC Highway 5 Commercial Area Pinehurst South (Focus Area 2)

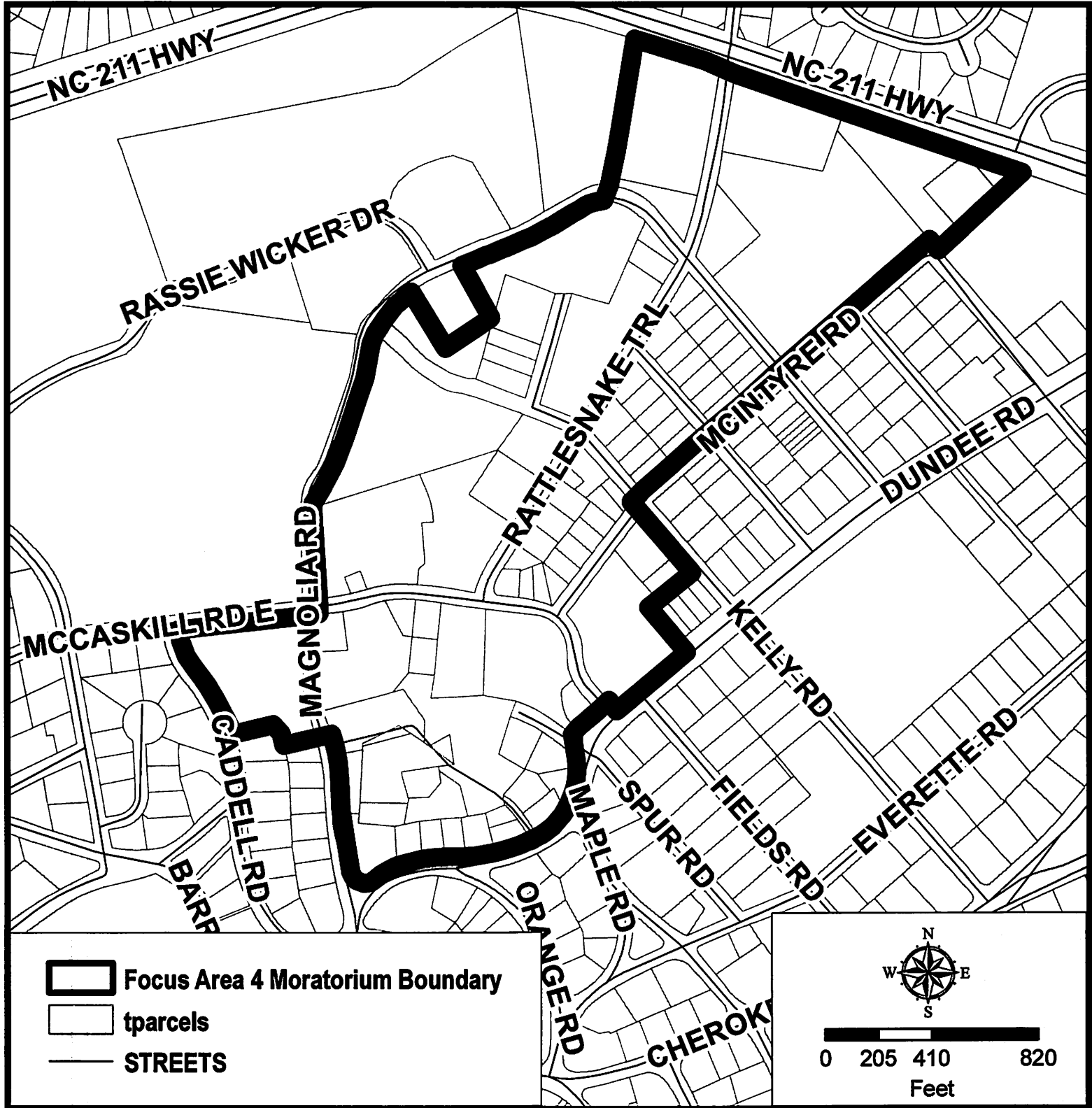


Village of Pinehurst Disclaimer: It is understood that the data contained herein is subject to constant change and that its accuracy cannot be guaranteed. The maps have been created from information provided by various government and private sources at various levels of accuracy. The data is provided to you "as is" with no warranty, representation or guaranty as to the content, sequence, accuracy, timeliness or completeness of any of the information provided herein. It is the responsibility of the user of the data to be aware of the data's limitations and to utilize the data in an appropriate manner. Any resale of this data is strictly prohibited in accordance with North Carolina General Statutes 132-10. Grid is based on North Carolina State Plane Coordinate System NAD83 (feet).



EXHIBIT B

Village of Pinehurst Small Area Plan Interim Zoning Moratorium Village Place/Rattlesnake Trail Corridor (Focus Area 4)



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EXHIBIT C

ORDINANCE #21-03:

AN ORDINANCE OF THE VILLAGE OF PINEHURST ADOPTING A MORATORIUM ON REAL ESTATE DEVELOPMENT ACTIVITY IN SPECIFIC GEOGRAPHIC AREAS WITHIN THE VILLAGE OF PINEHURST AND THE VILLAGE OF PINEHURST'S EXTRATERRITORIAL JURISIDCTION.

THAT WHEREAS, the Village of Pinehurst, North Carolina is experiencing significant real estate development and population growth within its corporate boundaries and its extraterritorial jurisdiction;

WHEREAS, on October 22, 2019 the Village of Pinehurst adopted the 2019 Comprehensive Plan which provides recommendations to manage future growth of the community and identified five Focus Areas as important areas to influence and manage growth and development:

1. Existing Extra-Territorial Jurisdiction (ETJ)
2. NC Highway 5 Commercial Area - (Pinehurst South)
3. Medical District
4. Village Place/Rattlesnake Trail Corridor
5. NC Highway 211 Commercial Area

WHEREAS, the goals, standards, and guidelines, as outlined in the 2019 Comprehensive Plan for the NC Highway 5 Commercial Area – Pinehurst South (Focus Area 2) is for office, medical, life science, and research facilities supported with small-scale retail services and residential uses and the vision for the Village Place/Rattlesnake Trail Corridor (Focus Area 4) is to create a more mixed-use, walkable area that is more conveniently connected to the Village Center;

WHEREAS, the Village's existing zoning and development regulations applicable to Focus Areas 2 and 4 are incompatible and incongruous with the intended character and vision for the Focus Areas described in the 2019 Comprehensive Plan;

WHEREAS, allowing real estate development activity to occur prior to adoption of Small Area Plans for Focus Areas 2 and 4 is an inadequate alternative to a moratorium because it may result in development and land uses that are incompatible and incongruous with the 2019 Comprehensive Plan's goals, standards, and guidelines;

WHEREAS, proactively rezoning the areas without a comprehensive analysis of Focus Areas 2 and 4 is an inadequate alternative to a moratorium because it could also result in development and land uses that are incompatible and incongruous with the 2019 Comprehensive Plan's goals, standards, and guidelines;

WHEREAS, the 2019 Comprehensive Plan specifically recommended that Small Area Plans and design standards with Form Based Codes be developed for the NC Highway 5 Commercial Area – Pinehurst South (Focus Area 2) and the Village Place/Rattlesnake Trail Corridor (Focus Area 4);

WHEREAS, the Village of Pinehurst has entered into a contract with Design Collective Inc., to prepare Small Area Plans and Form Based Codes for Focus Areas 2 and 4, which are expected to be completed and adopted in the early fall of 2021;

WHEREAS, the goals, standards, and guidelines outlined in the 2019 Comprehensive Plan are best achieved if development within these Focus Areas is temporarily halted during the period which the Small Area Plans are being developed that will help to determine the appropriate zoning necessary to achieve consistency and congruity with the 2019 Comprehensive Plan adopted by the Pinehurst Village Council;

WHEREAS, this ordinance shall be known and cited as the Village of Pinehurst Small Area Plans Interim Zoning-Moratorium Ordinance; and

WHEREAS, the purpose of this Ordinance is to serve as the initial phase of the adoption by the Village of Small Area Plans, which areas are to be preserved by maintaining the status quo of existing land uses and development patterns in the areas shown on the attached maps, referred to as Exhibit A and Exhibit B, in accordance with the 2019 Comprehensive Long Range Plan of the Village of Pinehurst. It is the further purpose of this Ordinance to promote the health, safety, morals, and general welfare of the citizens of the Village of Pinehurst, specifically within the areas depicted on Exhibit A and on Exhibit B, by lessening congestion in the streets, securing safety from fire, panic, and other dangers, providing adequate light and air, preventing the overcrowding of land, avoiding undue concentration of population, facilitating the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements, including consideration to provide for their orderly growth, expansion, and development;

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED, by the Village Council of the Village of Pinehurst, North Carolina as follows:

Section 1. Area. This Ordinance shall be applicable to all property within the boundaries of the areas depicted on the maps attached hereto, referred to as Exhibit A and Exhibit B, subject to the exclusions provided in Section 6.

Section 2. Duration. This Ordinance shall be effective and enforceable from the date of adoption and shall continue in full force and effect for an initial period of nine months from the date of adoption, which is the estimated time necessary for the Village of Pinehurst to complete and adopt the Small Area Plans and the related zoning and development standards. The Village Council may renew this moratorium or extend its duration, as necessary, consistent with the requirement of NCGS 160D-107(e). The Village Council may terminate this moratorium earlier by action of the Village Council.

Section 3. Moratorium. From and after the effective date of this Ordinance and continuing throughout its duration, no development shall occur in the areas depicted on the maps identified as Exhibit A and Exhibit B, unless the development is that conducted by a public utility or public agency and/or it can be demonstratively shown to the Village Council that the health, safety and welfare of the public requires that the moratorium be waived with regard to that specifically proposed development.

Section 4. Definition. As used in this Ordinance, the term listed below shall have the following meaning, as defined in North Carolina General Statute (NCGS) 160D-102(12):

DEVELOPMENT: Unless the context clearly indicates otherwise, the term means any of the following:

- a. The construction, erection, alteration, enlargement, renovation, substantial repair, movement to another site, or demolition of any structure; or
- b. The excavation, grading, filling, clearing, or alteration of land; or
- c. The subdivision of land as defined in NCGS 160D-802; or
- d. The initiation or substantial change in the use of land or the intensity of use of land.

Section 5. Enforcement. If any person, firm, corporation, organization or association shall violate or attempt to violate any terms of this ordinance the Village of Pinehurst may enforce its terms by any means available pursuant to NCGS 160D-404.

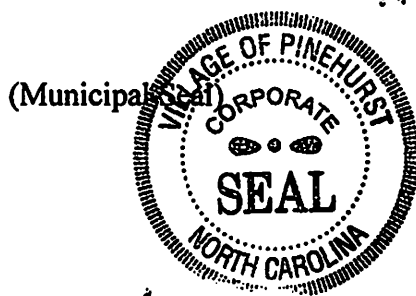
Section 6. Exclusions. In accordance with NCGS 160D-107(c), absent an imminent threat to public health or safety, a development moratorium adopted pursuant to this section shall not apply to:

1. Any project for which a valid building permit issued pursuant to G.S. 160D-1108 is outstanding,
2. Any project for which a special use permit application has been accepted as complete,
3. Development set forth in a site-specific or phased vesting plan approved pursuant to G.S. 160D-108,
4. Development for which substantial expenditures have already been made in good-faith reliance on a prior valid development approval,
5. Preliminary or final subdivision plats that have been accepted for review prior to the call for a hearing to adopt the moratorium. Any preliminary subdivision plat accepted for review by the local government prior to the call for a hearing, if subsequently approved, shall be allowed to proceed to final plat approval without being subject to the moratorium.
6. Existing single-family residential uses as regulated by current North Carolina Residential Building Codes,
7. Projects undergoing Technical Review Committee as of the effective date of the moratorium ordinance,
8. Alterations and repairs to existing buildings regulated by North Carolina State Building Codes.
9. Site improvements required to comply with the American with Disabilities Act.
10. Changes in occupancy or use of existing structures not involving building or site additions and not requiring rezoning action.

11. Development in an approved subdivision in which substantial infrastructure expenditures have been incurred, including roadway, water, and/or sewer infrastructure, regardless of whether individual parcel owners within the subdivision have submitted a complete application for development approval.

Notwithstanding the foregoing, if a complete application for a development approval has been submitted prior to the effective date of this moratorium, the permit choice provisions of NCGS 160D-108(b) shall be applicable when permit processing resumes. This allows an applicant to choose which version of the development regulation will apply if development regulations change between the time the application was submitted and a decision is made.

THIS ORDINANCE passed and adopted this 10th day of February, 2021.



Attest:


Beth Dunn, Village Clerk

VILLAGE OF PINEHURST
VILLAGE COUNCIL

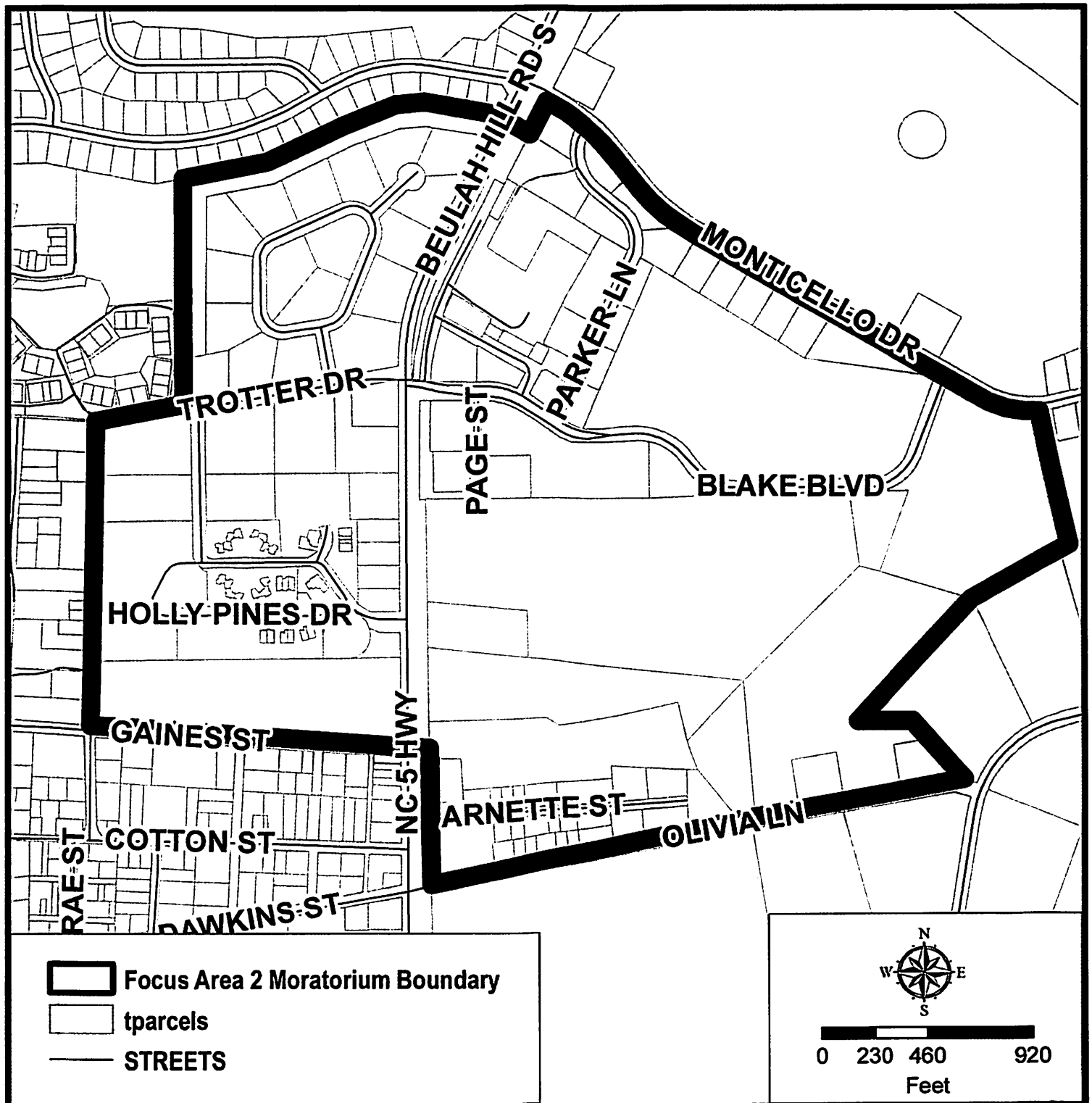
By 
John C. Strickland, Mayor

Approved as to Form:


Michael J. Newman, Village Attorney

EXHIBIT A

Village of Pinehurst Small Area Plan Interim Zoning Moratorium NC Highway 5 Commercial Area Pinehurst South (Focus Area 2)

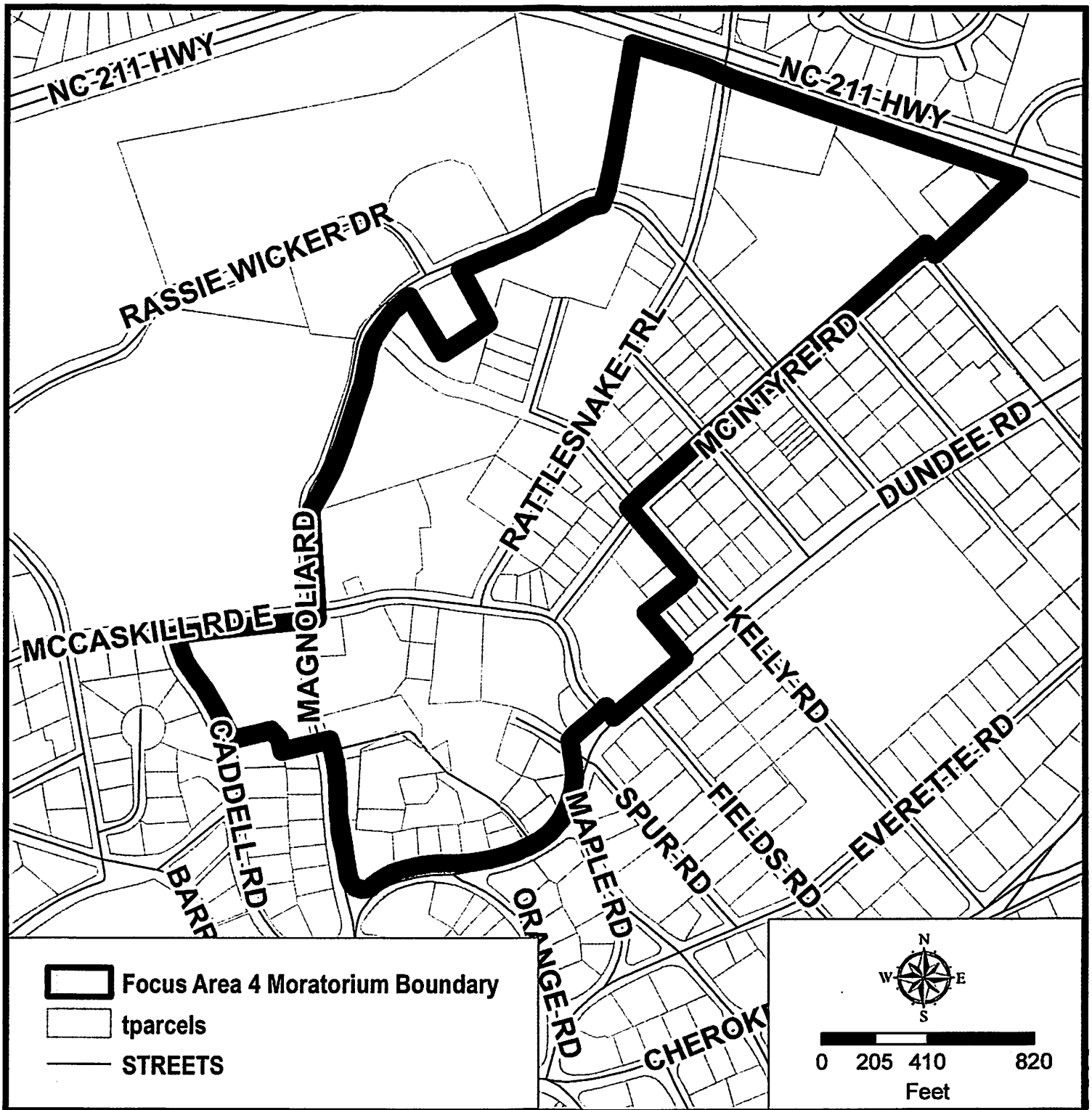


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EXHIBIT B

Village of Pinehurst Small Area Plan Interim Zoning Moratorium Village Place/Rattlesnake Trail Corridor (Focus Area 4)

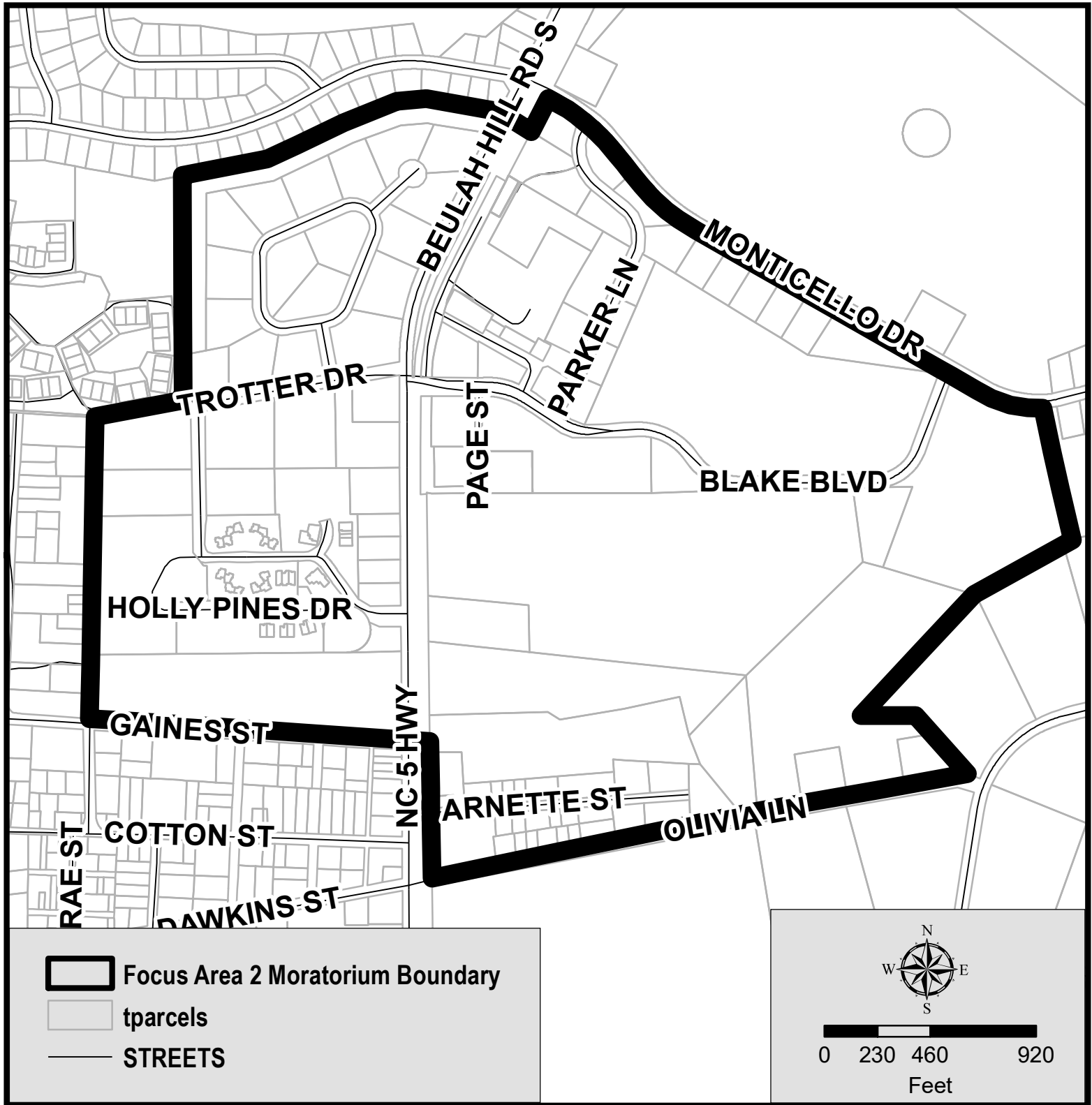


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EXHIBIT A

Village of Pinehurst Small Area Plan Interim Zoning Moratorium NC Highway 5 Commercial Area Pinehurst South (Focus Area 2)

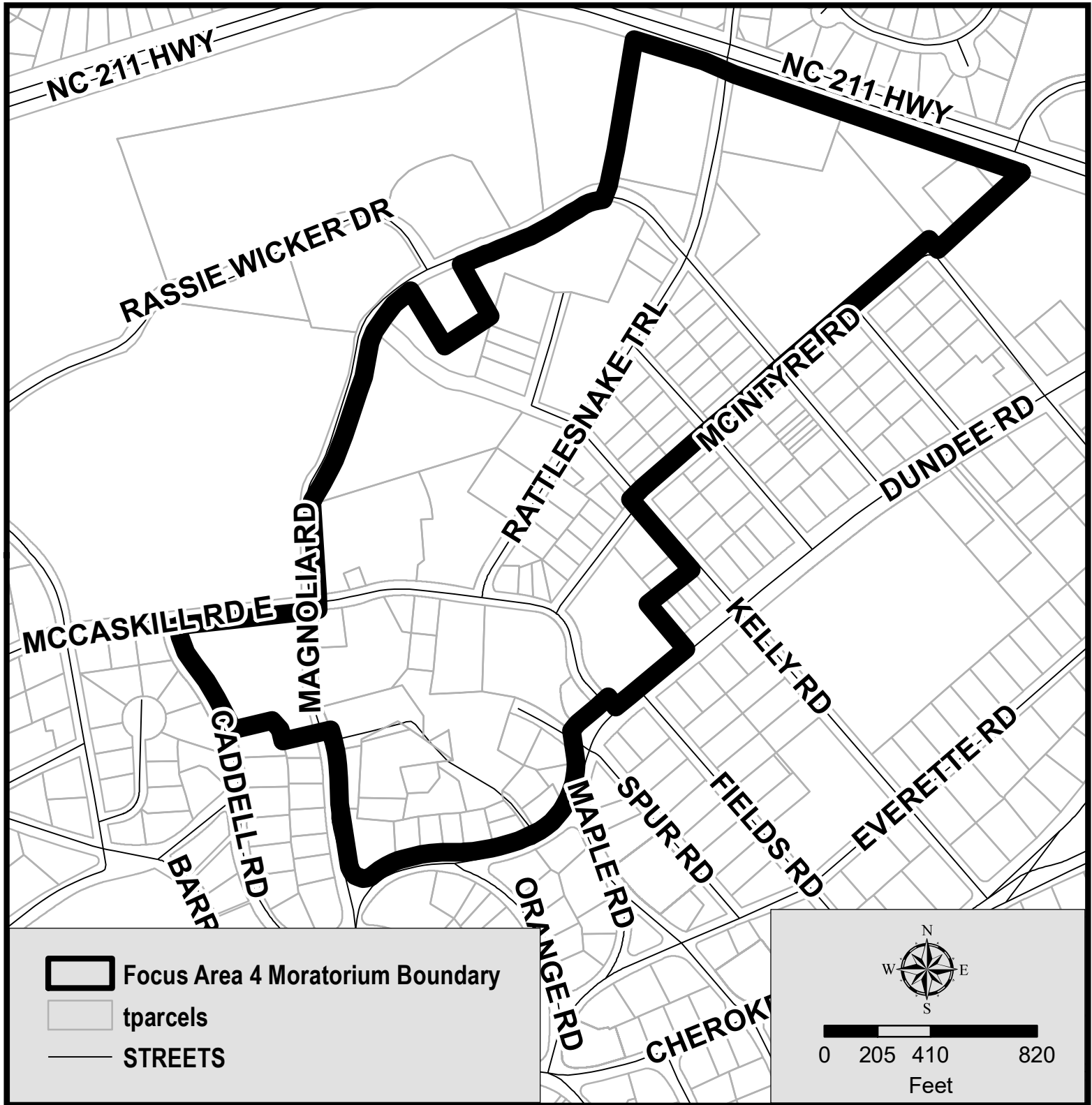


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EXHIBIT B

Village of Pinehurst Small Area Plan Interim Zoning Moratorium Village Place/Rattlesnake Trail Corridor (Focus Area 4)



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**DISCUSS AND CONSIDER ORDINANCE # 22-01 EXTENDING
MORATORIUM ON REAL ESTATE DEVELOPMENT DEVELOPMENT IN
SPECIFIED GEOGRAPHIC AREAS OF VILLAGE PLACE AND
PINEHURST SOUTH**

ADDITIONAL AGENDA DETAILS:

The purpose of this agenda item is for discussion on extending Moratorium Ordinance #21-15 on real estate development activity in Village Place and Pinehurst South to allow time to complete plans and code amendments.

FROM:

Darryn Burich

CC:

Jeff Sanborn

DATE OF MEMO:

2/3/2022

MEMO DETAILS:

On October 26 Council extended the moratorium on real estate development activity within the Village Place and Pinehurst South areas an additional 90 days to allow time for the small area plans and zoning ordinance updates to be developed for the two areas. The moratorium extension ends on February 8, 2020.

The Small Area Plans and zoning ordinance updates have not yet been completed. A presentation and Open House was held on February 2 at the Fair Barn where interested parties were able to discuss the plans with staff and the consultant and leave feedback. The Small Area Plans and presentation have been posted on the Engage Pinehurst webpage.

The next step in the review process is to assess the feedback received at the Open House, obtain additional feedback and direction from Council and then hold a series of work sessions with the Planning & Zoning Board to develop a recommendation on the plans that Council will ultimately be asked to act on.

The purpose of the moratorium was to prevent incongruous development from occurring while the plans and codes were being developed. The final plans and code updates will not be developed by the time the moratorium expires on February 8 thus staff is proposing to extend the moratorium an additional 120 days from the upcoming expiration date to June 8, 2022. The moratorium may be terminated earlier if the work is completed prior to the proposed extension deadline.

ATTACHMENTS:

Description

- ☐ Ordinance #22-01 Moratorium Extension (Focus Areas)
- ☐ Ordinance #21-03 Moratorium Extension (Focus Areas) Exhibit C
- ☐ Ordinance #21-15 Moratorium Extension (Focus Areas) Exhibit D

ORDINANCE #22-01:

AN ORDINANCE OF THE VILLAGE OF PINEHURST EXTENDING A MORATORIUM ON REAL ESTATE DEVELOPMENT ACTIVITY IN SPECIFIC GEOGRAPHIC AREAS WITHIN THE VILLAGE OF PINEHURST AND THE VILLAGE OF PINEHURST'S EXTRATERRITORIAL JURISDICTION.

THAT WHEREAS, the Village of Pinehurst, North Carolina adopted an Ordinance #21-03 (attached as Exhibit C) on February 10, 2021 imposing a nine (9) month moratorium on real estate development activity in the areas depicted on the maps attached hereto, identified as Exhibit A and Exhibit B, and unless exempted or the development is conducted by a public utility or public agency and/or it can be demonstratively shown to the Village Council that the health, safety and welfare of the public requires that the moratorium be waived with regard to that specifically proposed development; and

WHEREAS, said ordinance specifies that the moratorium, as detailed in Ordinance #21-03, may be extended, as necessary, consistent with the requirement of NCGS 160D-107(e); and

WHEREAS, the moratorium was extended an additional 90 days from its original expiration date of November 10, 2021; and

WHEREAS, the moratorium expires on February 08, 2022; and

WHEREAS, the Village has not completed the small area plans or zoning ordinance amendments for the specified geographic areas; and

WHEREAS, the Village has entered Phase III of the planning process where the said plans and zoning ordinance amendments will be evaluated and presented for adoption by the Village; and

WHEREAS, the Village held an open house on February 2, 2022 where draft Small Area Plans were presented; and

WHEREAS, Ordinance #21-15 will expire before completion of said plans and zoning ordinance updates; and

WHEREAS, extending the moratorium will allow time for completion of said plans and zoning ordinance updates; and

WHEREAS, allowing real estate development activity to reoccur in the said areas may result in development incompatible and incongruous with the intended character and vision for said areas as recommended in the 2019 Comprehensive Plan; and

WHEREAS, extending the moratorium by an additional 120 days would aid in the accomplishment of the purpose of Ordinance #21-03 and #21-15 as described respectively in Exhibits C and D.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED, by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 8th day of February 2022, as follows:

Section 1. That the moratorium imposed by Ordinance # 21-03 on February 10, 2021 and extended by Ordinance #21-15 is hereby extended for an additional one-hundred twenty (120) day period from the date of expiration, thus, to expire on June 8, 2022.

Section 2. That all sections of Ordinance #21-03 and #21-15 attached as Exhibits C and D remain in full effect throughout the extension.

Section 3. That this moratorium may be terminated earlier or extended pursuant to NCGS 160D-107(e).

Notwithstanding the foregoing, if a complete application for a development approval has been submitted prior to the effective date of this moratorium, the permit choice provisions of NCGS 160D-108(b) shall be applicable when permit processing resumes. This allows an applicant to choose which version of the development regulation will apply if development regulations change between the time the application was submitted and a decision is made.

THIS ORDINANCE passed and adopted this 8th day of February, 2022.

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

EXHIBIT C

ORDINANCE #21-03:

AN ORDINANCE OF THE VILLAGE OF PINEHURST ADOPTING A MORATORIUM ON REAL ESTATE DEVELOPMENT ACTIVITY IN SPECIFIC GEOGRAPHIC AREAS WITHIN THE VILLAGE OF PINEHURST AND THE VILLAGE OF PINEHURST'S EXTRATERRITORIAL JURISIDCTION.

THAT WHEREAS, the Village of Pinehurst, North Carolina is experiencing significant real estate development and population growth within its corporate boundaries and its extraterritorial jurisdiction;

WHEREAS, on October 22, 2019 the Village of Pinehurst adopted the 2019 Comprehensive Plan which provides recommendations to manage future growth of the community and identified five Focus Areas as important areas to influence and manage growth and development:

1. Existing Extra-Territorial Jurisdiction (ETJ)
2. NC Highway 5 Commercial Area - (Pinehurst South)
3. Medical District
4. Village Place/Rattlesnake Trail Corridor
5. NC Highway 211 Commercial Area

WHEREAS, the goals, standards, and guidelines, as outlined in the 2019 Comprehensive Plan for the NC Highway 5 Commercial Area – Pinehurst South (Focus Area 2) is for office, medical, life science, and research facilities supported with small-scale retail services and residential uses and the vision for the Village Place/Rattlesnake Trail Corridor (Focus Area 4) is to create a more mixed-use, walkable area that is more conveniently connected to the Village Center;

WHEREAS, the Village's existing zoning and development regulations applicable to Focus Areas 2 and 4 are incompatible and incongruous with the intended character and vision for the Focus Areas described in the 2019 Comprehensive Plan;

WHEREAS, allowing real estate development activity to occur prior to adoption of Small Area Plans for Focus Areas 2 and 4 is an inadequate alternative to a moratorium because it may result in development and land uses that are incompatible and incongruous with the 2019 Comprehensive Plan's goals, standards, and guidelines;

WHEREAS, proactively rezoning the areas without a comprehensive analysis of Focus Areas 2 and 4 is an inadequate alternative to a moratorium because it could also result in development and land uses that are incompatible and incongruous with the 2019 Comprehensive Plan's goals, standards, and guidelines;

WHEREAS, the 2019 Comprehensive Plan specifically recommended that Small Area Plans and design standards with Form Based Codes be developed for the NC Highway 5 Commercial Area – Pinehurst South (Focus Area 2) and the Village Place/Rattlesnake Trail Corridor (Focus Area 4);

WHEREAS, the Village of Pinehurst has entered into a contract with Design Collective Inc., to prepare Small Area Plans and Form Based Codes for Focus Areas 2 and 4, which are expected to be completed and adopted in the early fall of 2021;

WHEREAS, the goals, standards, and guidelines outlined in the 2019 Comprehensive Plan are best achieved if development within these Focus Areas is temporarily halted during the period which the Small Area Plans are being developed that will help to determine the appropriate zoning necessary to achieve consistency and congruity with the 2019 Comprehensive Plan adopted by the Pinehurst Village Council;

WHEREAS, this ordinance shall be known and cited as the Village of Pinehurst Small Area Plans Interim Zoning-Moratorium Ordinance; and

WHEREAS, the purpose of this Ordinance is to serve as the initial phase of the adoption by the Village of Small Area Plans, which areas are to be preserved by maintaining the status quo of existing land uses and development patterns in the areas shown on the attached maps, referred to as Exhibit A and Exhibit B, in accordance with the 2019 Comprehensive Long Range Plan of the Village of Pinehurst. It is the further purpose of this Ordinance to promote the health, safety, morals, and general welfare of the citizens of the Village of Pinehurst, specifically within the areas depicted on Exhibit A and on Exhibit B, by lessening congestion in the streets, securing safety from fire, panic, and other dangers, providing adequate light and air, preventing the overcrowding of land, avoiding undue concentration of population, facilitating the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements, including consideration to provide for their orderly growth, expansion, and development;

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED, by the Village Council of the Village of Pinehurst, North Carolina as follows:

Section 1. Area. This Ordinance shall be applicable to all property within the boundaries of the areas depicted on the maps attached hereto, referred to as Exhibit A and Exhibit B, subject to the exclusions provided in Section 6.

Section 2. Duration. This Ordinance shall be effective and enforceable from the date of adoption and shall continue in full force and effect for an initial period of nine months from the date of adoption, which is the estimated time necessary for the Village of Pinehurst to complete and adopt the Small Area Plans and the related zoning and development standards. The Village Council may renew this moratorium or extend its duration, as necessary, consistent with the requirement of NCGS 160D-107(e). The Village Council may terminate this moratorium earlier by action of the Village Council.

Section 3. Moratorium. From and after the effective date of this Ordinance and continuing throughout its duration, no development shall occur in the areas depicted on the maps identified as Exhibit A and Exhibit B, unless the development is that conducted by a public utility or public agency and/or it can be demonstratively shown to the Village Council that the health, safety and welfare of the public requires that the moratorium be waived with regard to that specifically proposed development.

Section 4. Definition. As used in this Ordinance, the term listed below shall have the following meaning, as defined in North Carolina General Statute (NCGS) 160D-102(12):

DEVELOPMENT: Unless the context clearly indicates otherwise, the term means any of the following:

- a. The construction, erection, alteration, enlargement, renovation, substantial repair, movement to another site, or demolition of any structure; or
- b. The excavation, grading, filling, clearing, or alteration of land; or
- c. The subdivision of land as defined in NCGS 160D-802; or
- d. The initiation or substantial change in the use of land or the intensity of use of land.

Section 5. Enforcement. If any person, firm, corporation, organization or association shall violate or attempt to violate any terms of this ordinance the Village of Pinehurst may enforce its terms by any means available pursuant to NCGS 160D-404.

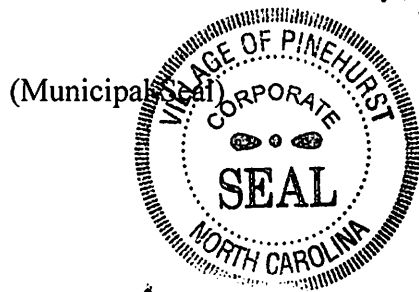
Section 6. Exclusions. In accordance with NCGS 160D-107(c), absent an imminent threat to public health or safety, a development moratorium adopted pursuant to this section shall not apply to:

1. Any project for which a valid building permit issued pursuant to G.S. 160D-1108 is outstanding,
2. Any project for which a special use permit application has been accepted as complete,
3. Development set forth in a site-specific or phased vesting plan approved pursuant to G.S. 160D-108,
4. Development for which substantial expenditures have already been made in good-faith reliance on a prior valid development approval,
5. Preliminary or final subdivision plats that have been accepted for review prior to the call for a hearing to adopt the moratorium. Any preliminary subdivision plat accepted for review by the local government prior to the call for a hearing, if subsequently approved, shall be allowed to proceed to final plat approval without being subject to the moratorium.
6. Existing single-family residential uses as regulated by current North Carolina Residential Building Codes,
7. Projects undergoing Technical Review Committee as of the effective date of the moratorium ordinance,
8. Alterations and repairs to existing buildings regulated by North Carolina State Building Codes.
9. Site improvements required to comply with the American with Disabilities Act.
10. Changes in occupancy or use of existing structures not involving building or site additions and not requiring rezoning action.

11. Development in an approved subdivision in which substantial infrastructure expenditures have been incurred, including roadway, water, and/or sewer infrastructure, regardless of whether individual parcel owners within the subdivision have submitted a complete application for development approval.

Notwithstanding the foregoing, if a complete application for a development approval has been submitted prior to the effective date of this moratorium, the permit choice provisions of NCGS 160D-108(b) shall be applicable when permit processing resumes. This allows an applicant to choose which version of the development regulation will apply if development regulations change between the time the application was submitted and a decision is made.

THIS ORDINANCE passed and adopted this 10th day of February, 2021.



Attest:


Beth Dunn, Village Clerk

VILLAGE OF PINEHURST
VILLAGE COUNCIL

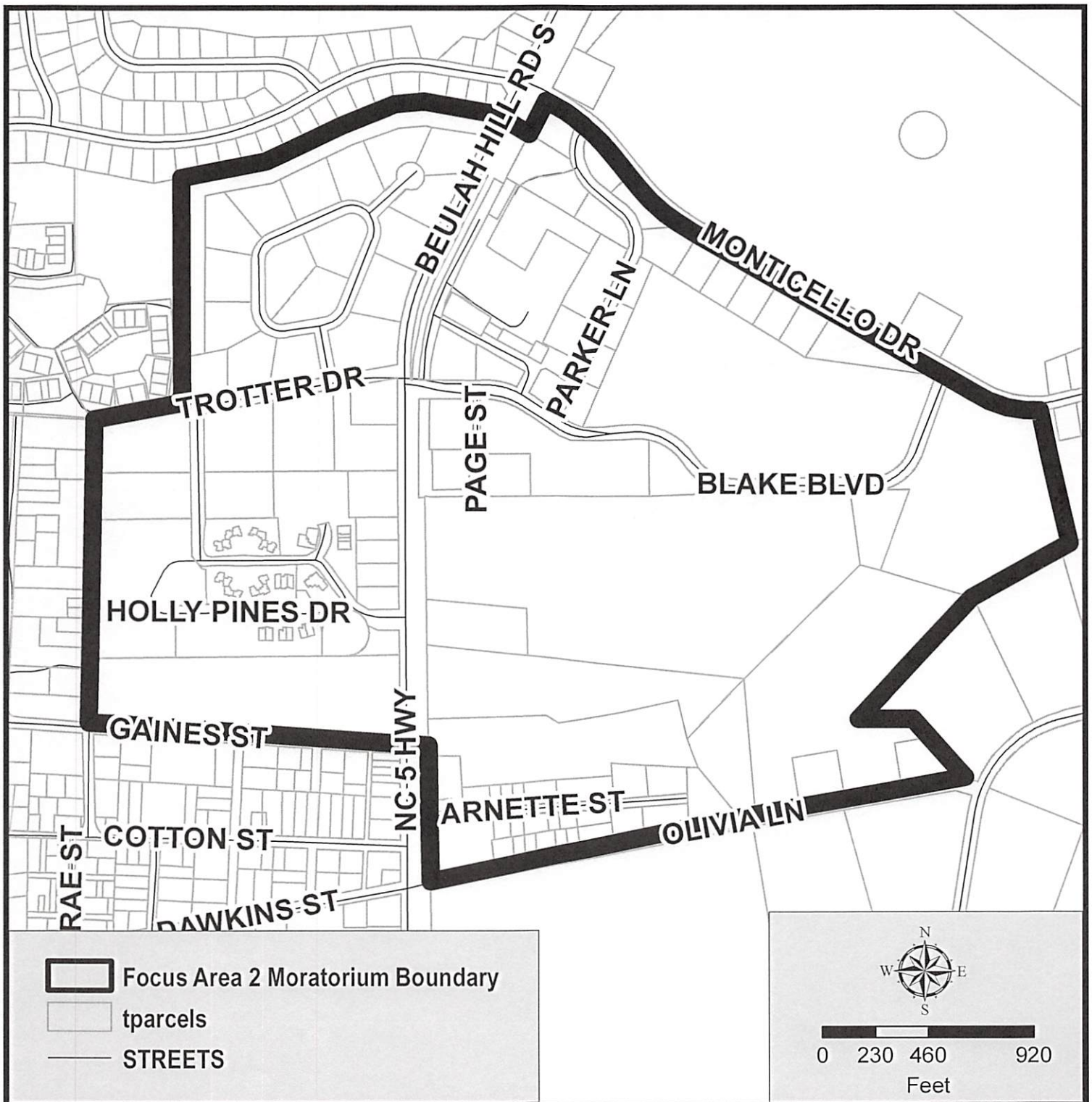
By 
John C. Strickland, Mayor

Approved as to Form:


Michael J. Newman, Village Attorney

EXHIBIT A

Village of Pinehurst Small Area Plan Interim Zoning Moratorium NC Highway 5 Commercial Area Pinehurst South (Focus Area 2)

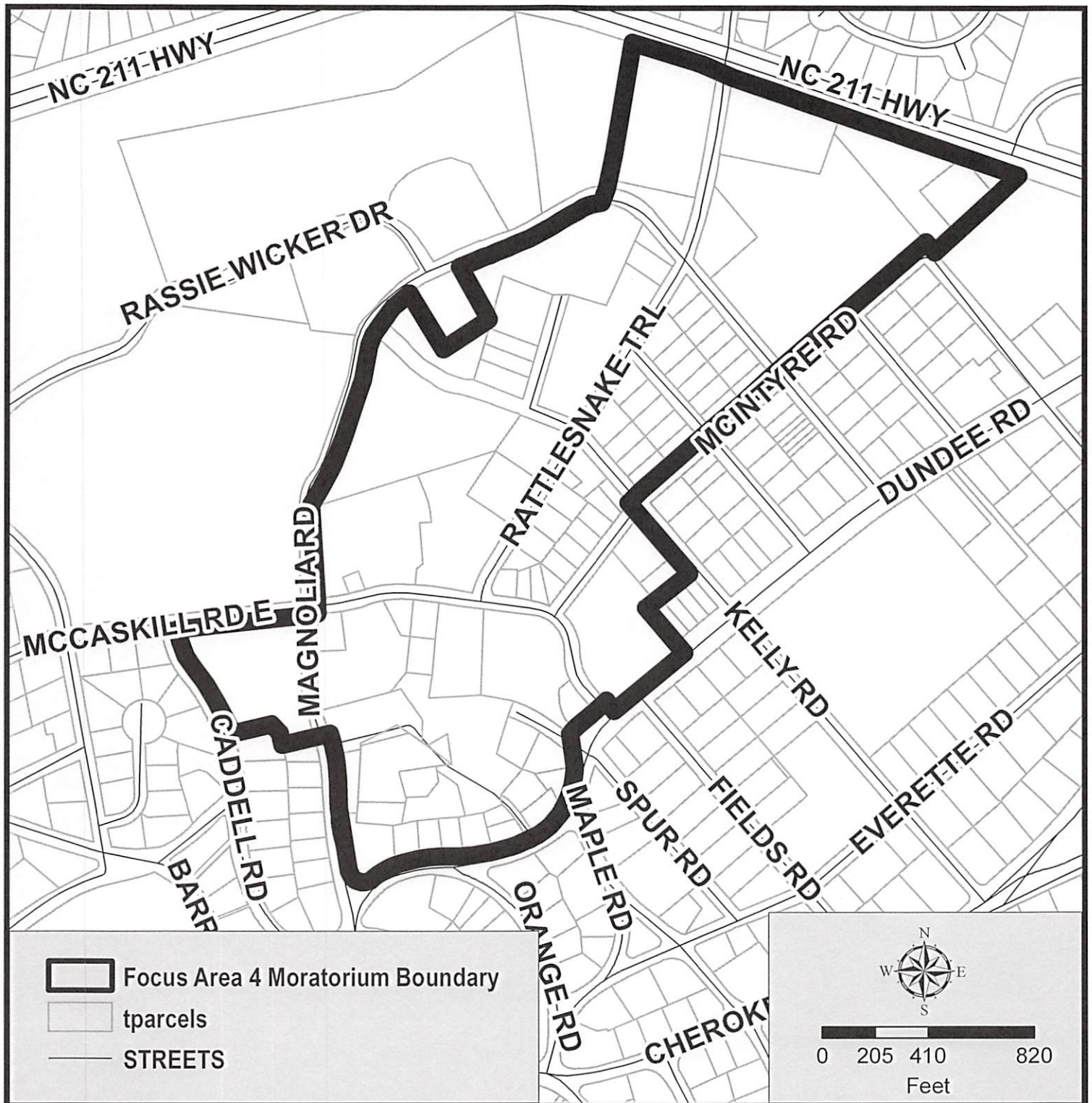


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EXHIBIT B

Village of Pinehurst Small Area Plan Interim Zoning Moratorium Village Place/Rattlesnake Trail Corridor (Focus Area 4)



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EXHIBIT D

ORDINANCE #21-15:

AN ORDINANCE OF THE VILLAGE OF PINEHURST EXTENDING A MORATORIUM ON REAL ESTATE DEVELOPMENT ACTIVITY IN SPECIFIC GEOGRAPHIC AREAS WITHIN THE VILLAGE OF PINEHURST AND THE VILLAGE OF PINEHURST'S EXTRATERRITORIAL JURISDICTION.

THAT WHEREAS, the Village of Pinehurst, North Carolina adopted an Ordinance #21-03 (attached as Exhibit C) on February 10, 2021 imposing a nine (9) month moratorium on real estate development activity in the areas depicted on the maps attached hereto, identified as Exhibit A and Exhibit B, and unless exempted or the development is conducted by a public utility or public agency and/or it can be demonstratively shown to the Village Council that the health, safety and welfare of the public requires that the moratorium be waived with regard to that specifically proposed development; and

WHEREAS, said ordinance specifies that the moratorium, as detailed in Ordinance #21-03, may be extended, as necessary, consistent with the requirement of NCGS 160D-107(e); and

WHEREAS, said moratorium expires on November 10, 2021; and

WHEREAS, the Village has not completed the small area plans and form based codes for the specified geographic areas; and

WHEREAS, the Village has entered Phase III of the planning process where the said plans and codes will be presented for adoption by the Village; and

WHEREAS, Ordinance #21-03 will expire before completion of said plans codes; and

WHEREAS, extending the moratorium will allow time for completion of said plans and codes; and

WHEREAS, allowing real estate development activity to reoccur in the said areas will result in development incompatible and incongruous with the intended character and vision for said areas as recommended in the 2019 Comprehensive Plan; and

WHEREAS, extending the moratorium by an additional 90 days would aid in the accomplishment of the purpose of Ordinance 21-03 as described in Exhibit C.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED, by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 26th day of October 2021, as follows:

Section 1. That the moratorium imposed by Ordinance # 21-03 on February 10, 2021 is hereby extended for an additional ninety-day period from the date of expiration, thus, to expire on February 08, 2022.

Section 2. That all sections of Ordinance 21-03 attached as Exhibit C remain in full effect throughout the extension.

Section 3. That is moratorium may be terminated earlier or extended pursuant to NCGS 160D-107(e).

Notwithstanding the foregoing, if a complete application for a development approval has been submitted prior to the effective date of this moratorium, the permit choice provisions of NCGS 160D-108(b) shall be applicable when permit processing resumes. This allows an applicant to choose which version of the development regulation will apply if development regulations change between the time the application was submitted and a decision is made.

THIS ORDINANCE passed and adopted this 26th day of October, 2021.



VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: *John C. Strickland*
John C. Strickland, Mayor

Attest:

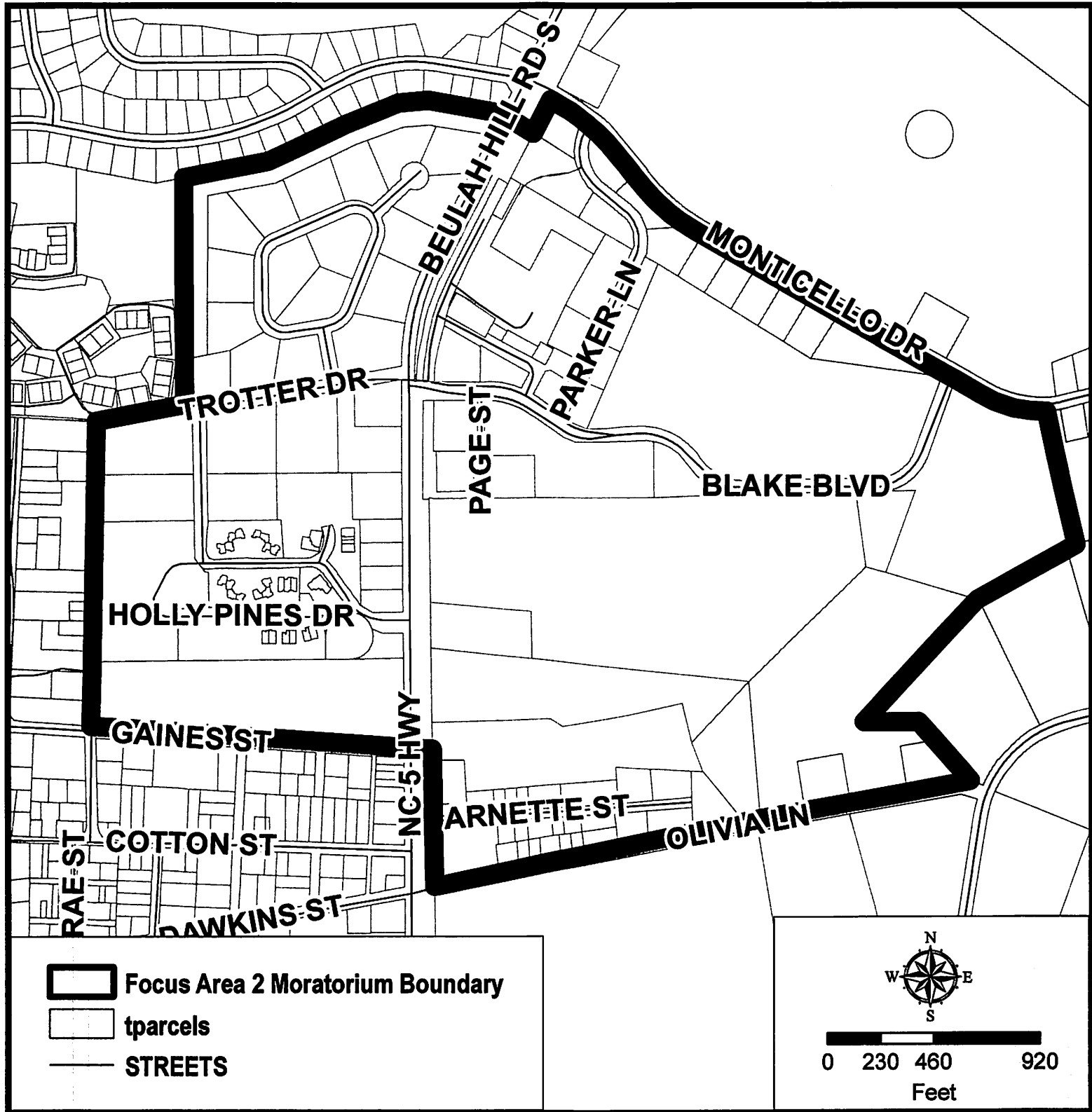
Kelly Chance
Kelly Chance, Village Clerk

Approved as to Form:

Michael J. Newman
Michael J. Newman, Village Attorney

EXHIBIT A

Village of Pinehurst Small Area Plan Interim Zoning Moratorium NC Highway 5 Commercial Area Pinehurst South (Focus Area 2)

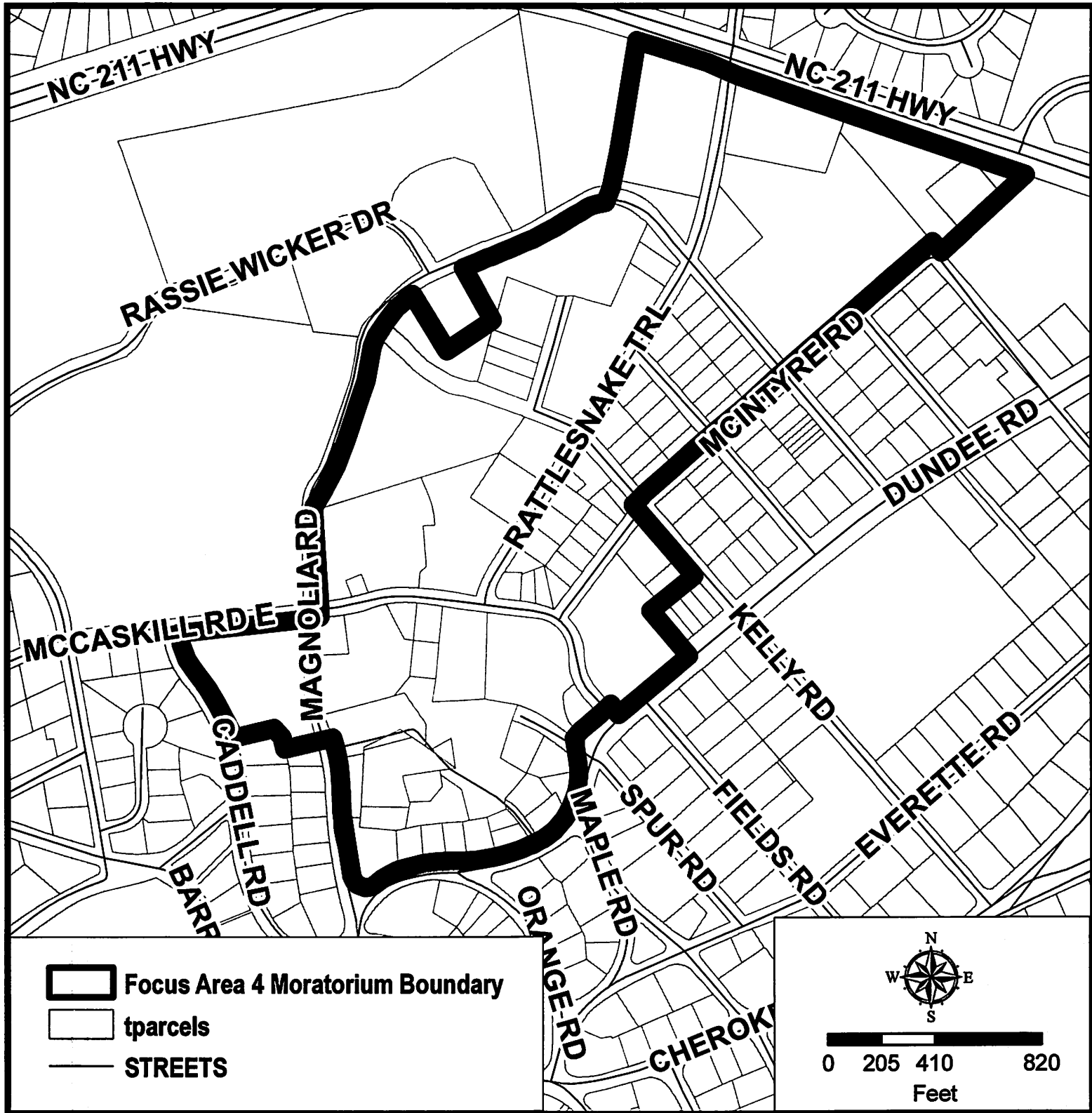


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EXHIBIT B

Village of Pinehurst Small Area Plan Interim Zoning Moratorium Village Place/Rattlesnake Trail Corridor (Focus Area 4)



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EXHIBIT C

ORDINANCE #21-03:

AN ORDINANCE OF THE VILLAGE OF PINEHURST ADOPTING A MORATORIUM ON REAL ESTATE DEVELOPMENT ACTIVITY IN SPECIFIC GEOGRAPHIC AREAS WITHIN THE VILLAGE OF PINEHURST AND THE VILLAGE OF PINEHURST'S EXTRATERRITORIAL JURISIDCTION.

THAT WHEREAS, the Village of Pinehurst, North Carolina is experiencing significant real estate development and population growth within its corporate boundaries and its extraterritorial jurisdiction;

WHEREAS, on October 22, 2019 the Village of Pinehurst adopted the 2019 Comprehensive Plan which provides recommendations to manage future growth of the community and identified five Focus Areas as important areas to influence and manage growth and development:

1. Existing Extra-Territorial Jurisdiction (ETJ)
2. NC Highway 5 Commercial Area - (Pinehurst South)
3. Medical District
4. Village Place/Rattlesnake Trail Corridor
5. NC Highway 211 Commercial Area

WHEREAS, the goals, standards, and guidelines, as outlined in the 2019 Comprehensive Plan for the NC Highway 5 Commercial Area – Pinehurst South (Focus Area 2) is for office, medical, life science, and research facilities supported with small-scale retail services and residential uses and the vision for the Village Place/Rattlesnake Trail Corridor (Focus Area 4) is to create a more mixed-use, walkable area that is more conveniently connected to the Village Center;

WHEREAS, the Village's existing zoning and development regulations applicable to Focus Areas 2 and 4 are incompatible and incongruous with the intended character and vision for the Focus Areas described in the 2019 Comprehensive Plan;

WHEREAS, allowing real estate development activity to occur prior to adoption of Small Area Plans for Focus Areas 2 and 4 is an inadequate alternative to a moratorium because it may result in development and land uses that are incompatible and incongruous with the 2019 Comprehensive Plan's goals, standards, and guidelines;

WHEREAS, proactively rezoning the areas without a comprehensive analysis of Focus Areas 2 and 4 is an inadequate alternative to a moratorium because it could also result in development and land uses that are incompatible and incongruous with the 2019 Comprehensive Plan's goals, standards, and guidelines;

WHEREAS, the 2019 Comprehensive Plan specifically recommended that Small Area Plans and design standards with Form Based Codes be developed for the NC Highway 5 Commercial Area – Pinehurst South (Focus Area 2) and the Village Place/Rattlesnake Trail Corridor (Focus Area 4);

WHEREAS, the Village of Pinehurst has entered into a contract with Design Collective Inc., to prepare Small Area Plans and Form Based Codes for Focus Areas 2 and 4, which are expected to be completed and adopted in the early fall of 2021;

WHEREAS, the goals, standards, and guidelines outlined in the 2019 Comprehensive Plan are best achieved if development within these Focus Areas is temporarily halted during the period which the Small Area Plans are being developed that will help to determine the appropriate zoning necessary to achieve consistency and congruity with the 2019 Comprehensive Plan adopted by the Pinehurst Village Council;

WHEREAS, this ordinance shall be known and cited as the Village of Pinehurst Small Area Plans Interim Zoning-Moratorium Ordinance; and

WHEREAS, the purpose of this Ordinance is to serve as the initial phase of the adoption by the Village of Small Area Plans, which areas are to be preserved by maintaining the status quo of existing land uses and development patterns in the areas shown on the attached maps, referred to as Exhibit A and Exhibit B, in accordance with the 2019 Comprehensive Long Range Plan of the Village of Pinehurst. It is the further purpose of this Ordinance to promote the health, safety, morals, and general welfare of the citizens of the Village of Pinehurst, specifically within the areas depicted on Exhibit A and on Exhibit B, by lessening congestion in the streets, securing safety from fire, panic, and other dangers, providing adequate light and air, preventing the overcrowding of land, avoiding undue concentration of population, facilitating the adequate provision of transportation, water, sewerage, schools, parks, and other public requirements, including consideration to provide for their orderly growth, expansion, and development;

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED, by the Village Council of the Village of Pinehurst, North Carolina as follows:

Section 1. Area. This Ordinance shall be applicable to all property within the boundaries of the areas depicted on the maps attached hereto, referred to as Exhibit A and Exhibit B, subject to the exclusions provided in Section 6.

Section 2. Duration. This Ordinance shall be effective and enforceable from the date of adoption and shall continue in full force and effect for an initial period of nine months from the date of adoption, which is the estimated time necessary for the Village of Pinehurst to complete and adopt the Small Area Plans and the related zoning and development standards. The Village Council may renew this moratorium or extend its duration, as necessary, consistent with the requirement of NCGS 160D-107(e). The Village Council may terminate this moratorium earlier by action of the Village Council.

Section 3. Moratorium. From and after the effective date of this Ordinance and continuing throughout its duration, no development shall occur in the areas depicted on the maps identified as Exhibit A and Exhibit B, unless the development is that conducted by a public utility or public agency and/or it can be demonstratively shown to the Village Council that the health, safety and welfare of the public requires that the moratorium be waived with regard to that specifically proposed development.

Section 4. Definition. As used in this Ordinance, the term listed below shall have the following meaning, as defined in North Carolina General Statute (NCGS) 160D-102(12):

DEVELOPMENT: Unless the context clearly indicates otherwise, the term means any of the following:

- a. The construction, erection, alteration, enlargement, renovation, substantial repair, movement to another site, or demolition of any structure; or
- b. The excavation, grading, filling, clearing, or alteration of land; or
- c. The subdivision of land as defined in NCGS 160D-802; or
- d. The initiation or substantial change in the use of land or the intensity of use of land.

Section 5. Enforcement. If any person, firm, corporation, organization or association shall violate or attempt to violate any terms of this ordinance the Village of Pinehurst may enforce its terms by any means available pursuant to NCGS 160D-404.

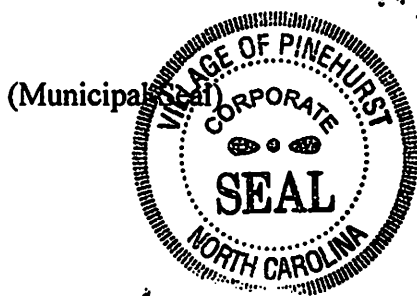
Section 6. Exclusions. In accordance with NCGS 160D-107(c), absent an imminent threat to public health or safety, a development moratorium adopted pursuant to this section shall not apply to:

1. Any project for which a valid building permit issued pursuant to G.S. 160D-1108 is outstanding,
2. Any project for which a special use permit application has been accepted as complete,
3. Development set forth in a site-specific or phased vesting plan approved pursuant to G.S. 160D-108,
4. Development for which substantial expenditures have already been made in good-faith reliance on a prior valid development approval,
5. Preliminary or final subdivision plats that have been accepted for review prior to the call for a hearing to adopt the moratorium. Any preliminary subdivision plat accepted for review by the local government prior to the call for a hearing, if subsequently approved, shall be allowed to proceed to final plat approval without being subject to the moratorium.
6. Existing single-family residential uses as regulated by current North Carolina Residential Building Codes,
7. Projects undergoing Technical Review Committee as of the effective date of the moratorium ordinance,
8. Alterations and repairs to existing buildings regulated by North Carolina State Building Codes.
9. Site improvements required to comply with the American with Disabilities Act.
10. Changes in occupancy or use of existing structures not involving building or site additions and not requiring rezoning action.

11. Development in an approved subdivision in which substantial infrastructure expenditures have been incurred, including roadway, water, and/or sewer infrastructure, regardless of whether individual parcel owners within the subdivision have submitted a complete application for development approval.

Notwithstanding the foregoing, if a complete application for a development approval has been submitted prior to the effective date of this moratorium, the permit choice provisions of NCGS 160D-108(b) shall be applicable when permit processing resumes. This allows an applicant to choose which version of the development regulation will apply if development regulations change between the time the application was submitted and a decision is made.

THIS ORDINANCE passed and adopted this 10th day of February, 2021.



Attest:


Beth Dunn, Village Clerk

VILLAGE OF PINEHURST
VILLAGE COUNCIL

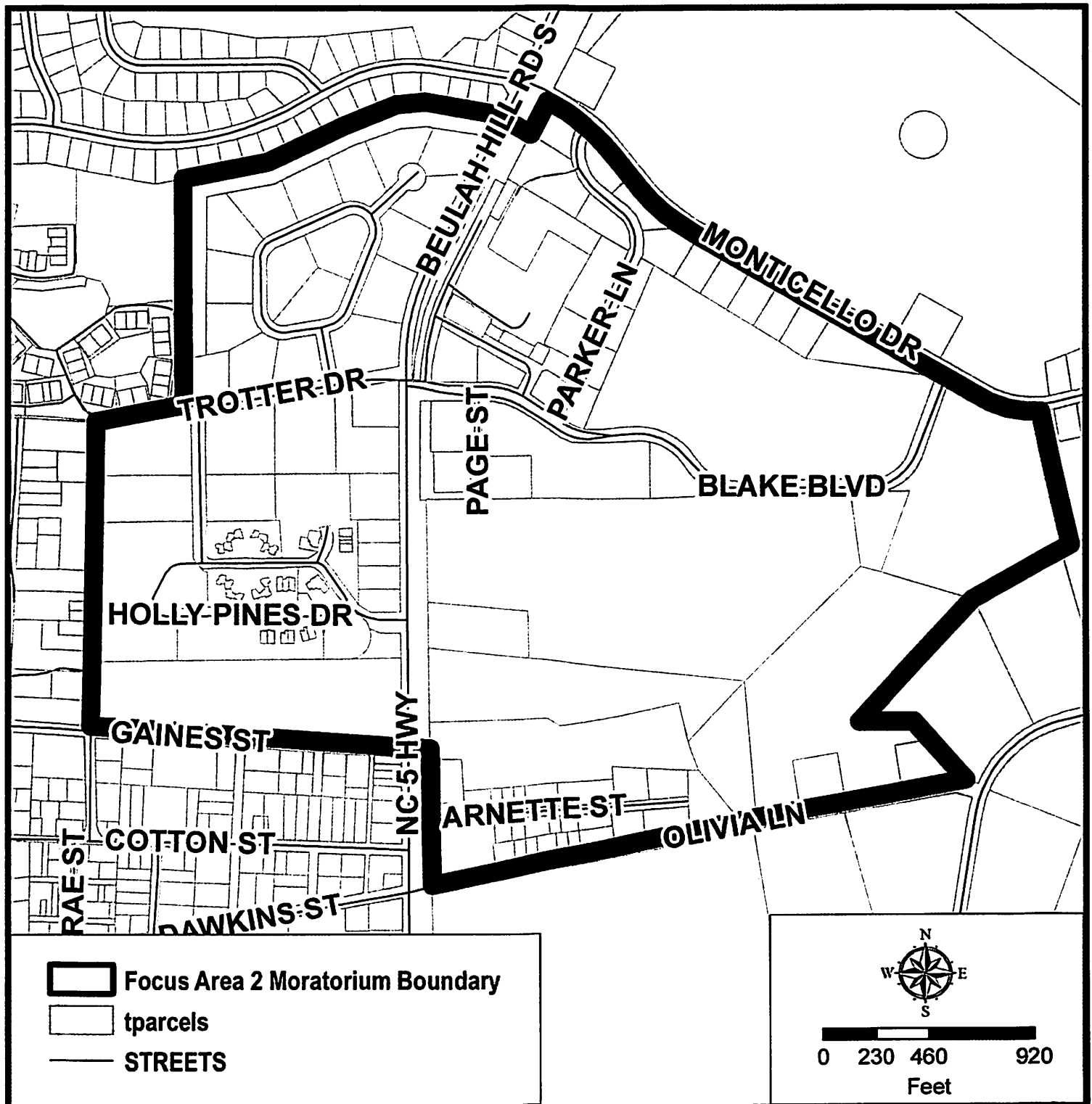
By 
John C. Strickland, Mayor

Approved as to Form:


Michael J. Newman, Village Attorney

EXHIBIT A

Village of Pinehurst Small Area Plan Interim Zoning Moratorium NC Highway 5 Commercial Area Pinehurst South (Focus Area 2)

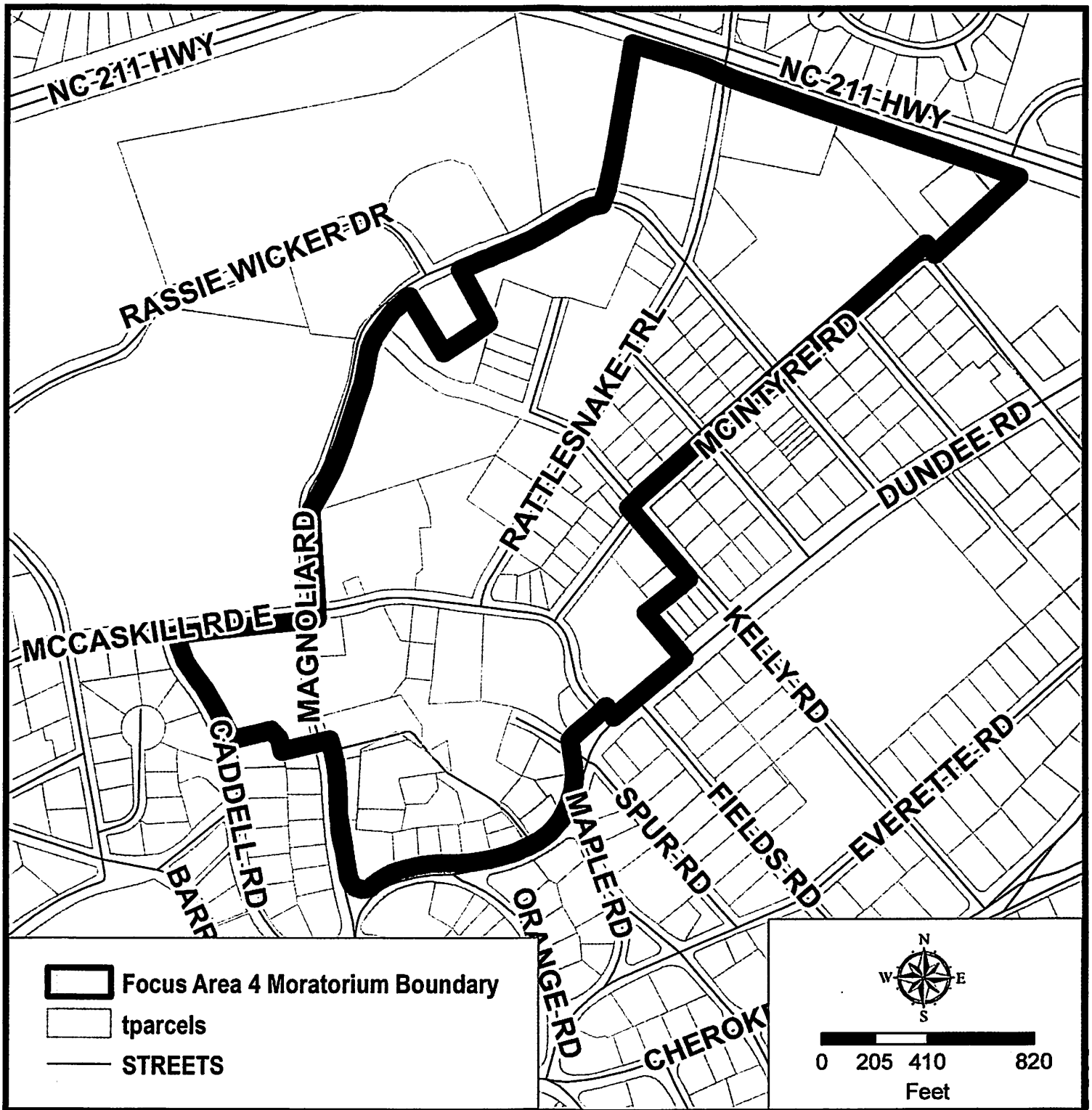


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EXHIBIT B

Village of Pinehurst Small Area Plan Interim Zoning Moratorium Village Place/Rattlesnake Trail Corridor (Focus Area 4)



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**PRESENTATION OF FINANCIAL STATEMENTS FOR THE QUARTER
ENDED DECEMBER 31, 2021.
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Doug Willardson

DATE OF MEMO:

1/31/2022

MEMO DETAILS:

The financial statements for the six months ended December 31, 2021 are presented for your information and review.

Highlights and details are provided in the accompanying memo. Also attached is a brief presentation to facilitate our discussion on our fund balance policy.

ATTACHMENTS:

Description

- ▢ Financial Statements Memo 12-31-21
- ▢ Quarterly Financial Statements 12-31-21
- ▢ Fund Balance Policy Overview - Feb 2022

Brooke Hunter, CPA
395 Magnolia Road
Pinehurst, NC 28374
Phone: 910-295-8646
Fax: 910-295-4434
e-mail: bhunter@vopnc.org

Village of Pinehurst

Memo

To: Village Council
From: Brooke Hunter
CC: Jeff Sanborn, Doug Willardson & Senior Leadership
Date: February 1, 2022
Re: Financial Statements for the Six Months Ended December 31, 2021

Attached are the quarterly financial statements for the six months ended December 31, 2021. The Village remains in a good financial position through the first half of the fiscal year. Revenues exceeded expenditures by a larger margin than anticipated in our forecast for the first two quarters. In addition, our operating expenditures are below expected levels and our revenue outlook is on target. These results should position us well to carry out the objectives outlined in the FY 2022 Strategic Operating Plan.

Financial Position:

The Village's General Fund is showing \$7.2 million in income for the first six months of the year, which is higher than the \$5.6 million the prior year. The Village budgeted for revenues to exceed expenditures by roughly \$2.3 million for the first two quarters. Over \$4.2 million was encumbered by December 31, which means the funds were committed for a particular purpose and a purchase order or contract was signed, but the funds were not yet paid.

Fund balance in the General Fund is currently 83% of budgeted expenditures, which is greater than the 74% level seen the previous year at December 31. The American Rescue Plan Act Special Revenue Fund is being used to track the use of the Village's Federal allocation in accordance with US Treasury guidance. The first half of the Village's allocation was received in the first quarter totaling \$2,648,000.

The Village's total cash and investment balances increased by \$6,385,000, or 43.5%, compared with the previous year due primarily to the receipt of the American Rescue Plan Act funds. Another reason for this variance is due to revenues that are higher than expected and expenditures that are lower than expected at this point in the fiscal year, as discussed in further detail below.

Of the \$21.0 million in cash and investments at December 31, 2021, \$20.9 million was invested in the North Carolina Capital Management Trust (NCCMT) Government portfolio. The Village does not have any installment financing debt obligations as of December 31.

Revenues & Expenditures:

General fund revenues were \$1,181,000, or 7.9%, above the year-to-date budget projections. Property tax revenues were \$681,000, or 6.5%, above the quarterly revenue estimate. This increase is primarily due to higher collection levels than anticipated through December 31. The real and personal property tax collection rate of 93.8% is 0.2% higher than this time last year. The real and personal base grew by 1.6% and motor vehicle tax base grew by 2.8%, compared to the same period last year. Both of these rates are comparable to our FY 2022 budgeted increases of 1.5% and 1.0% for real and personal property and motor vehicles, respectively.

For local option sales taxes, the adopted budget forecast a 3% increase over the previous year. So far, the actual collections for the first four months of the year are running 15% ahead of the previous year's collections. These same four months are \$213,000 above budget, and a recommended adjustment to this revenue source will be proposed in the mid-year budget amendment presented to Council at a future meeting. The impact of online sales tax collections continues to be greater than originally projected, however this is only one factor that contributed to the increase.

General fund operating expenditures were \$1,897,000, or 19%, below the quarterly budget. This variance is above the expected expenditure variance of 5%; however, differences of this nature are typical at this point in the year. There are a few identifiable causes for the variance. Salaries and benefits are below quarterly budget due to position vacancies that have taken longer to fill. Also, when developing the FY 2022 budget, the Village anticipated assuming responsibility for Given Memorial Library and Tufts Archives in October. The Village and the Library Board continued conversations and established a final transfer date by April 15, 2022. Thus operating expenditures will begin approximately six months later than originally expected. Lastly, professional services expenditures are below quarterly budget due to the timing of the stormwater master plan and PDO rewrite project.

For capital outlay, approximately 31% of the capital outlay budgeted in the first two quarters was expended. A significant portion of the variance includes a fire engine for \$625,000 and a Solid Waste truck for \$220,000 that were ordered but not received by December 31. Another factor relates to the timing of the Village Hall office expansion project. The remaining variance is due to several other projects that were planned for the first two quarters but not yet completed. We expect staff to finish most of these projects by the end of the fiscal year.

Financial Outlook:

The Village issued 44 single-family residential building permits valued at approximately \$19,596,000 during the first two quarters compared to 71 the previous year. At this point, we do not anticipate reaching the forecasted number of 150 homes constructed by year-end and expect 100-125 homes to be more likely.

From an economic outlook perspective, we continue to monitor inflation and interest rate projections as we enter budget preparations for FY 2023. The Federal Reserve is expected to begin increasing interest rates as early as March, and most economists project multiple interest rate increases during 2022.

Other Items:

During the first two quarters, the Fair Barn covered 92% of operating expenditures with operating revenues. This is significantly greater than the same quarter last year, in which the Fair Barn covered only 12% of expenditures due to COVID-related facility closures. The number of event postponements as a result of the pandemic has drastically decreased and actual events are reaching pre-pandemic levels. This year's results are in line with our balanced scorecard target of 95%.

The Harness Track covered 56% of its operating expenditures compared to 61% the previous year. Revenues were approximately \$8,000 higher than last year, but operating expenditures were also higher by approximately \$32,000. While these results are currently above the annual balanced scorecard target of 45%, the actual percentage will decrease as the year progresses since most seasonal stall revenue has been received for the year and operating expenditures will continue.

Conclusion:

The Village Council and Village managers should be commended for exceeding most of the Village's financial targets. Fortunately, the impacts of the pandemic on our revenues and expenditures have been less severe than originally anticipated. As we begin preparing our budget for the upcoming year, we should continue to maintain operating expenditure growth that is in line with operating revenues. We will also consider the American Rescue Plan Act funds and develop a plan to expend those funds in a way that complies with Federal restrictions and benefits the Village long-term. The Village continues to remain in a solid financial position as a result of our conservative financial policies, good financial planning, and diligent budget oversight. Should you have any questions about these quarterly statements, please feel free to contact me.

VILLAGE OF PINEHURST



FINANCIAL STATEMENTS
FOR THE SIX MONTHS ENDED
DECEMBER 31, 2021

**Village of Pinehurst
Financial Statements
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Village of Pinehurst
Combined Balance Sheet - All Fund Types
December 31, 2021

	Governmental Fund Type		Account Groups		Totals	Totals
	General Fund	Special Revenue Fund	General Capital Assets	General Long - Term Debt	December 31, 2021	December 31, 2020
ASSETS						
Cash & investments	\$ 18,400,811	\$ 2,648,477	\$ -	\$ -	\$ 21,049,288	\$ 14,664,757
Taxes receivable	729,722	-	-	-	729,722	693,878
Assessments receivable	-	-	-	-	-	5,179
Due from other governmental agencies	2,713,774	-	-	-	2,713,774	2,916,877
Other receivables	280,081	-	-	-	280,081	301,779
Prepaid items	5,486	-	-	-	5,486	10,650
Inventory	59,183	-	-	-	59,183	55,574
Capital assets	-	-	53,001,188	-	53,001,188	51,202,629
Amounts to be provided for retirement of general long-term debt	-	-	-	6,243,696	6,243,696	4,748,700
TOTAL ASSETS	\$ 22,189,057	\$ 2,648,477	\$ 53,001,188	\$ 6,243,696	\$ 84,082,418	\$ 74,600,023
LIABILITIES AND FUND EQUITY						
Accounts payable	\$ 6,738	\$ -	\$ -	\$ -	\$ 6,738	\$ 38,981
Withholdings & accrued expenses	237,181	-	-	-	237,181	234,907
Accrued vacation	-	-	-	819,600	819,600	748,482
Total pension liability (LEO)	-	-	-	1,687,722	1,687,722	1,243,898
Net pension liability (LGERS)	-	-	-	3,736,374	3,736,374	2,756,320
Deposits	275,777	-	-	-	275,777	233,252
Unavailable revenues	1,164,835	-	-	-	1,164,835	1,117,970
Total Liabilities	1,684,531	-	-	6,243,696	7,928,227	6,373,810
EQUITY						
Investment in general capital assets	-	-	53,001,188	-	53,001,188	51,202,629
Fund Balance:						
Nonspendable:						
Inventory	59,183	-	-	-	59,183	55,574
Prepaid items	5,486	-	-	-	5,486	10,650
Restricted:						
Stabilization by state statute	6,745,488	-	-	-	6,745,488	5,156,522
Public safety	35,976	-	-	-	35,976	-
Transportation	568,951	-	-	-	568,951	21,035
Special Revenue - American Rescue Plan	-	2,648,477	-	-	2,648,477	-
Committed:						
Cultural and recreation	-	-	-	-	-	219,417
Library and Archives	1,000,000	-	-	-	1,000,000	-
Future Capital	4,102,691	-	-	-	4,102,691	-
Assigned:						
Designated for expenditures	3,951,627	-	-	-	3,951,627	2,760,940
Unassigned	4,035,124	-	-	-	4,035,124	8,799,446
Total equity	20,504,526	2,648,477	53,001,188	-	76,154,191	68,226,213
TOTAL LIABILITIES & EQUITY	\$ 22,189,057	\$ 2,648,477	\$ 53,001,188	\$ 6,243,696	\$ 84,082,418	\$ 74,600,023

**Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended December 31, 2021**

	Annual Budget as of 12/31/2021	Quarterly Budget as of 12/31/2021	YTD as of 12/31/2021	YTD as of 12/31/2020	Current Year Over (Under) Prior Year	% of 2022 Budget Spent / Received YTD
Revenues						
Ad valorem taxes & penalties	\$ 12,210,000	\$ 10,425,390	\$ 11,106,111	\$ 10,397,514	\$ 708,597	90.96%
Other taxes and licenses	3,000	1,500	2,165	2,305	(140)	72.17%
Intergovernmental revenues:						
Unrestricted	6,778,700	3,053,040	3,485,742	3,017,153	468,589	51.42%
Restricted	484,250	474,010	567,643	735,806	(168,163)	117.22%
Permits & fees	894,000	447,000	463,899	486,130	(22,231)	51.89%
Sales & services	689,950	393,550	389,859	220,525	169,334	56.51%
Other revenues	374,980	180,838	141,156	111,429	29,727	37.64%
Investment earnings	1,400	720	749	2,152	(1,403)	53.50%
TOTAL REVENUES	21,436,280	14,976,048	16,157,324	14,973,014	1,184,310	75.37%
Operating Expenditures						
Governing Body	150,900	81,200	64,432	73,750	(9,318)	42.70%
Administration	1,531,210	804,756	654,697	715,856	(61,159)	42.76%
Financial Services	840,420	511,072	478,601	398,282	80,319	56.95%
Human Resources	578,860	247,032	211,927	249,793	(37,866)	36.61%
Police	3,530,709	1,834,137	1,587,220	1,474,185	113,035	44.95%
Fire	3,368,219	1,749,627	1,454,705	1,378,628	76,077	43.19%
Inspections	359,150	181,876	164,694	154,798	9,896	45.86%
Public Services Administration	766,490	362,283	239,473	266,831	(27,358)	31.24%
Streets & Grounds	1,670,160	833,292	659,933	641,727	18,206	39.51%
Powell Bill Funds	1,200,100	100	-	459,526	(459,526)	0.00%
Solid Waste	1,897,740	945,907	778,776	720,909	57,867	41.04%
Recreation	2,049,035	1,048,543	869,068	818,257	50,811	42.41%
Library	505,460	235,017	86,963	80,000	6,963	17.20%
Harness Track	583,910	294,806	248,171	215,718	32,453	42.50%
Fair Barn	368,470	183,936	139,382	111,337	28,045	37.83%
Planning	1,254,918	638,906	418,609	383,823	34,786	33.36%
Community Development	140,500	73,667	72,573	87,257	(14,684)	51.65%
Debt Service	-	-	-	144,729	(144,729)	100.00%
Total Operating Expenditures	20,796,251	10,026,157	8,129,224	8,375,406	(246,182)	39.09%
Capital Outlay Expenditures						
Administration	317,972	302,972	58,348	12,097	46,251	18.35%
Financial Services	45	45	-	3,456	(3,456)	0.00%
Human Resources	60	60	-	6,049	(6,049)	0.00%
Police	253,967	91,867	158,569	152,149	6,420	62.44%
Fire	994,682	698,682	6,987	459,178	(452,191)	0.70%
Inspections	25,030	30	-	1,728	(1,728)	0.00%
Public Services Administration	75,761	75,761	-	3,456	(3,456)	0.00%
Streets & Grounds	1,187,925	645,925	361,177	173,685	187,492	30.40%
Solid Waste	220,160	220,160	-	2,592	(2,592)	0.00%
Recreation	432,859	432,859	175,611	174,884	727	40.57%
Library	336,123	10,340	17,316	-	17,316	5.15%
Harness Track	190,132	190,132	62,920	864	62,056	33.09%
Fair Barn	135	135	-	35,939	(35,939)	0.00%
Planning	26,805	26,805	-	3,456	(3,456)	0.00%
Community Development	-	-	-	864	(864)	100.00%
Total Capital Outlay Expenditures	4,061,656	2,695,773	840,928	1,030,397	(189,469)	20.70%
TOTAL EXPENDITURES ¹	24,857,907	12,721,930	8,970,152	9,405,803	(435,651)	36.09%
REVENUES OVER (UNDER) EXPENDITURES	(3,421,627)	2,254,118	7,187,172	5,567,211	1,619,961	

**Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended December 31, 2021**

	Annual Budget as of 12/31/2021	Quarterly Budget as of 12/31/2021	YTD as of 12/31/2021	YTD as of 12/31/2020	Current Year Over (Under) Prior Year	% of 2022 Budget Spent / Received YTD
Other Financing Sources (Uses)						
Operating transfers out	\$ (550,000)	\$ -	\$ -	\$ -	\$ -	0.00%
Sales of capital assets	20,000	10,000	28,486	7,686	20,800	142.43%
Total Other Fin. Sources (Uses)	<u>(530,000)</u>	<u>10,000</u>	<u>28,486</u>	<u>7,686</u>	<u>20,800</u>	<u>-5.37%</u>
REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXP AND OTHER FINANCING USES	(3,951,627)	2,264,118	7,215,658	5,574,897	1,640,761	
Appropriated Fund Balance	<u>3,951,627</u>	<u>1,420,677</u>	<u>-</u>	<u>-</u>	<u>-</u>	
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ 843,441</u>	<u>7,215,658</u>	<u>\$ 5,574,897</u>	<u>\$ 1,640,761</u>	
FUND BALANCE, JULY 1			<u>13,288,868</u>			
FUND BALANCE, JUNE 30			<u>\$ 20,504,526</u>			

	YTD as of 12/31/2021	% of Total Expenditures
¹ Total Expenditures by Type		
Salaries & Benefits	\$ 5,537,164	62%
Operating	2,592,060	29%
Capital	<u>840,928</u>	<u>9%</u>
Total Expenditures by Type	<u>\$ 8,970,152</u>	<u>100%</u>

Village of Pinehurst
American Rescue Plan Act Special Revenue Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
From Inception and for the Fiscal Period Ended December 31, 2021

	Project Budget	Prior Years	Actual Current Year	Total To Date
Revenues				
Restricted intergovernmental:				
Grant revenue	\$ 4,860,000	\$ -	\$ 2,648,376	\$ 2,648,376
Investment earnings	-	-	101	101
TOTAL REVENUES	4,860,000	-	2,648,477	2,648,477
Expenditures				
American Rescue Plan Act expenditures	4,860,000	-	-	-
TOTAL EXPENDITURES	4,860,000	-	-	-
REVENUES OVER (UNDER) EXPENDITURES	-	-	2,648,477	2,648,477
NET CHANGE IN FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	2,648,477	<u>\$ 2,648,477</u>
FUND BALANCE, JULY 1			-	
FUND BALANCE, JUNE 30			<u>\$ 2,648,477</u>	

**Village of Pinehurst
Schedule of Interfund Transfers
For the Fiscal Period Ended December 31, 2021**

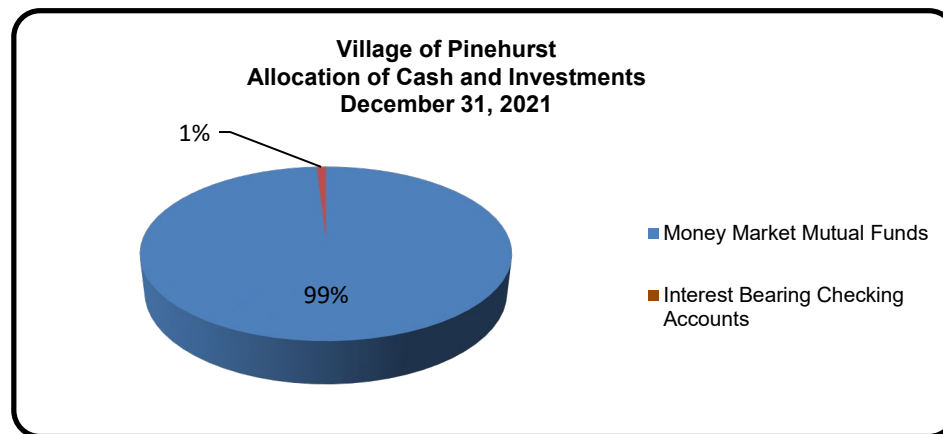
	Budgeted		Actual	
	Transfers In	Transfers Out	Transfers In	Transfers Out
General Fund Transfers:				
Downtown Parking Facility Capital Project Fund	\$ -	\$ 150,000	\$ -	\$ -
Library Expansion Capital Project Fund	-	400,000	-	-
Downtown Parking Facility Capital Project Fund	150,000	-	-	-
Library Expansion Capital Project Fund	400,000	-	-	-
	<u>\$ 550,000</u>	<u>\$ 550,000</u>	<u>\$ -</u>	<u>\$ -</u>

**Village of Pinehurst
Schedule of Cash and Investments
December 31, 2021**

Investment	Bond/Bank Ratings	Purchase Date	Maturity Date	Cost
Money Market Mutual Funds				
North Carolina Capital Management Trust - Government Portfolio	AAA _m (S&P)			\$ 20,851,260
Interest Bearing Checking Accounts				
PNC Bank Operating				197,178
Petty Cash				<u>850</u>
Total Cash and Investments				<u><u>\$ 21,049,288</u></u>
Total Cash and Investments (same quarter previous year)				<u><u>\$ 14,664,757</u></u>

Summary of Cash and Investments

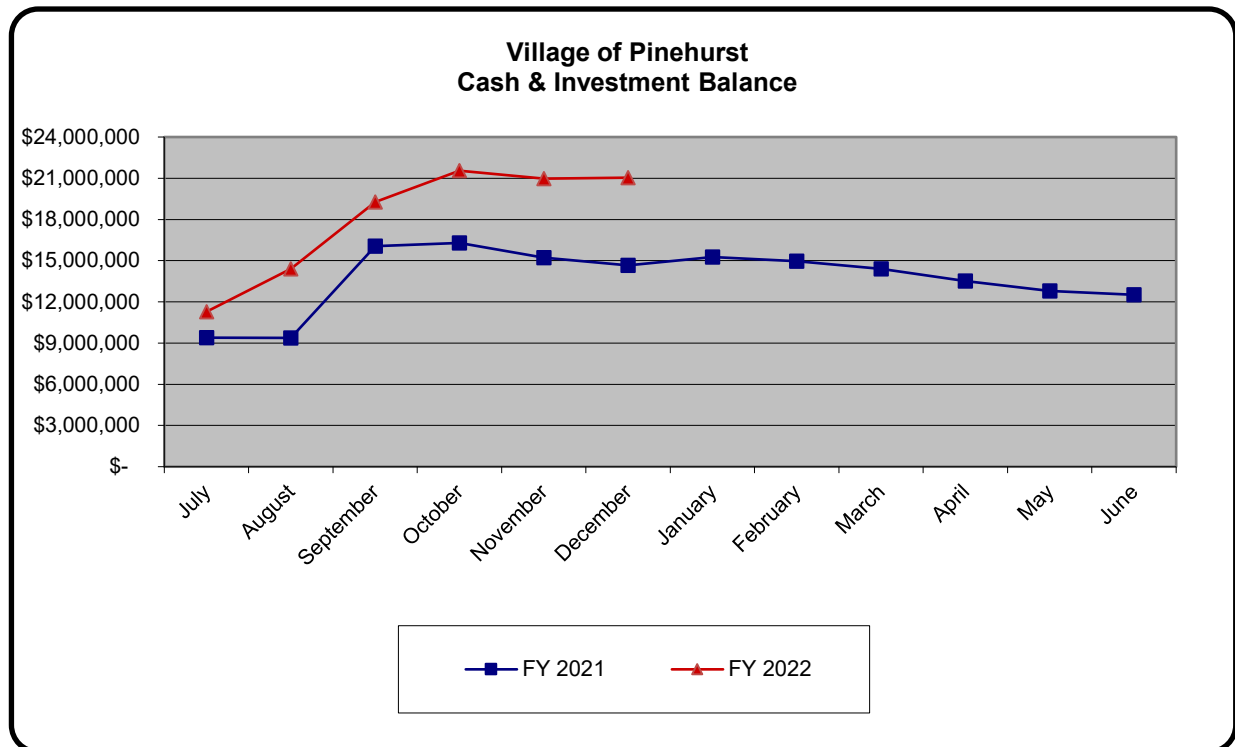
Money Market Mutual Funds	\$ 20,851,260
Interest Bearing Checking Accounts	197,178
Petty Cash	<u>850</u>
	<u><u>\$ 21,049,288</u></u>



Village of Pinehurst Investment Yield Summary

	FY 2021			FY 2022		
	Cash Balance	Investment Earnings	Investment Yield*	Cash Balance	Investment Earnings	Investment Yield*
July	\$ 9,400,575	\$ 1,110	0.14%	\$ 11,280,977	\$ 99	0.01%
August	9,375,289	479	0.06%	14,394,289	107	0.01%
September	16,045,667	228	0.02%	19,266,333	129	0.01%
October	16,288,960	155	0.01%	21,547,532	168	0.01%
November	15,214,360	113	0.01%	20,976,349	172	0.01%
December	14,664,757	126	0.01%	21,049,288	175	0.01%
January	15,254,209	123	0.01%			
February	14,952,403	112	0.01%			
March	14,411,728	122	0.01%			
April	13,512,113	112	0.01%			
May	12,783,280	110	0.01%			
June	12,525,504	103	0.01%			
Average	<u>\$ 13,702,404</u>	<u>\$ 2,893</u>	0.02%	<u>\$ 18,085,795</u>	<u>\$ 850</u>	0.01%

* Investment yield is presented on an accrual basis.



Village of Pinehurst
Schedule of Fund Balance - General Fund
December 31, 2021

	Fund Balance at 12/31/2021	Fund Balance at 12/31/2020
General Fund		
Nonspendable:		
Inventory	\$ 59,183	\$ 55,574
Prepaid Items	5,486	10,650
Restricted:		
Stabilization by State Statute	6,745,488	5,156,522
Transportation	568,951	21,035
Public Safety	35,976	-
Committed:		
Library and Archives	1,000,000	-
Future Capital	4,102,691	-
Assigned		
Subsequent year's expenditures	3,951,627	2,760,940
Unassigned	4,035,124	8,799,446
	<u>\$ 20,504,526</u>	<u>\$ 16,804,167</u>

Village of Pinehurst
Schedule of Capital Outlay by Function and Activity - General Fund
For the Fiscal Period Ended December 31, 2021

	Annual Budget	YTD Budget	YTD Expenditures	Remaining Balance
<u>Land</u>				
Streets & Grounds	\$ 265,000	\$ 265,000	\$ 101,257	\$ 163,743
Recreation	404,000	404,000	175,611	228,389
Harness Track	91,000	91,000	-	91,000
	<u>760,000</u>	<u>760,000</u>	<u>276,868</u>	<u>483,132</u>
<u>Buildings and Grounds</u>				
Administration	250,000	250,000	44,528	205,472
Police	40,056	40,056	2,056	38,000
Fire	290,000	20,000	6,750	283,250
Public Services Administration	75,000	75,000	-	75,000
Library	275,000	-	-	275,000
Recreation	28,000	28,000	-	28,000
Harness Track	99,000	99,000	62,920	36,080
	<u>1,057,056</u>	<u>512,056</u>	<u>116,254</u>	<u>940,802</u>
<u>Equipment and Furniture</u>				
Administration	67,972	52,972	13,820	54,152
Financial Services	45	45	-	45
Human Resources	60	60	-	60
Police	72,811	51,811	52,231	20,580
Fire	70,182	44,182	-	70,182
Inspections	30	30	-	30
Public Services Administration	761	761	-	761
Streets & Grounds	53,925	53,925	16,891	37,034
Solid Waste	160	160	-	160
Library	61,123	10,340	17,316	43,807
Recreation	859	859	-	859
Harness Track	132	132	-	132
Fair Barn	135	135	-	135
Planning	8,805	8,805	-	8,805
	<u>337,000</u>	<u>224,217</u>	<u>100,258</u>	<u>236,742</u>
<u>Vehicles</u>				
Police	141,100	-	104,281	36,819
Fire	634,500	634,500	237	634,263
Inspections	25,000	-	-	25,000
Streets & Grounds	32,000	5,000	-	32,000
Solid Waste	220,000	220,000	-	220,000
Planning	18,000	18,000	-	18,000
	<u>1,070,600</u>	<u>877,500</u>	<u>104,518</u>	<u>966,082</u>
<u>Infrastructure</u>				
Streets & Grounds	837,000	322,000	243,030	593,970
	<u>837,000</u>	<u>322,000</u>	<u>243,030</u>	<u>593,970</u>
Total	<u>\$ 4,061,656</u>	<u>\$ 2,695,773</u>	<u>\$ 840,928</u>	<u>\$ 3,220,728</u>

% of Capital Outlay Budget Expended

20.70%

Note: This Schedule includes Fleet Maintenance, Buildings & Grounds and Information Technology Capital Outlay.

**Village of Pinehurst
Schedule of General Long Term Debt
December 31, 2021**

	Balance at 12/31/2021	Balance at 12/31/2020	Increase (Decrease)
Total Pension Liability (LEO) *	\$ 1,687,722	\$ 1,243,898	\$ 443,824
Net Pension Liability (LGERS) *	3,736,374	2,756,320	980,054
Accumulated Vacation	819,600	748,482	71,118
	<u>6,243,696</u>	<u>4,748,700</u>	<u>1,494,996</u>
	<u><u>\$ 6,243,696</u></u>	<u><u>\$ 4,748,700</u></u>	<u><u>\$ 1,494,996</u></u>

* Based on an independent annual actuarial valuation

Village of Pinehurst
Schedule of Budget Amendments - General Fund
For the Fiscal Period Ended December 31, 2021

	Original FY 2022 Budget	Amended * Qtr Ended 9/30/2021	Amended Qtr Ended 12/31/2021	Amended Qtr Ended 3/31/2022	Amended Qtr Ended 6/30/2022	Total Amendments	Amended FY 2022 Budget
REVENUES							
Ad valorem taxes	\$ 12,210,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,210,000
Other taxes and licenses	3,000	-	-	-	-	-	3,000
Unrestricted Intergov't Revenues	6,778,700	-	-	-	-	-	6,778,700
Restricted Intergov't Revenues	484,250	-	-	-	-	-	484,250
Permits & Fees	894,000	-	-	-	-	-	894,000
Sales & Services	689,950	-	-	-	-	-	689,950
Other Revenues	394,980	-	-	-	-	-	394,980
Investment Income	1,400	-	-	-	-	-	1,400
Appropriated Fund Balance	2,530,950	1,420,677	-	-	-	1,420,677	3,951,627
TOTAL REVENUES	\$ 23,987,230	\$ 1,420,677	\$ -	\$ -	\$ -	\$ 1,420,677	\$ 25,407,907
OPERATING EXPENDITURES							
Governing Body	147,400	-	3,500	-	-	3,500	150,900
Administration	1,537,410	-	(6,200)	-	-	(6,200)	1,531,210
Financial Services	840,420	-	-	-	-	-	840,420
Human Resources	572,860	-	6,000	-	-	6,000	578,860
Police	3,485,750	44,959	-	-	-	44,959	3,530,709
Fire	3,333,310	34,909	-	-	-	34,909	3,368,219
Inspections	359,150	-	-	-	-	-	359,150
Public Services Administration	759,490	-	7,000	-	-	7,000	766,490
Streets & Grounds	1,669,540	620	-	-	-	620	1,670,160
Powell Bill	1,200,100	-	-	-	-	-	1,200,100
Solid Waste	1,897,740	-	-	-	-	-	1,897,740
Planning	1,209,730	41,188	4,000	-	-	45,188	1,254,918
Community Development	134,500	-	6,000	-	-	6,000	140,500
Recreation	2,008,590	40,445	-	-	-	40,445	2,049,035
Library	539,460	-	(34,000)	-	-	(34,000)	505,460
Harness Track	578,910	5,000	-	-	-	5,000	583,910
Fair Barn	368,470	-	-	-	-	-	368,470
Other Financing Uses	550,000	-	-	-	-	-	550,000
Total Operating Expenditures	21,192,830	167,121	(13,700)	-	-	153,421	21,346,251
CAPITAL EXPENDITURES							
Administration	299,682	15,590	2,700	-	-	18,290	317,972
Financial Services	540	(495)	-	-	-	(495)	45
Human Resources	720	(660)	-	-	-	(660)	60
Police	253,911	56	-	-	-	56	253,967
Fire	328,637	666,045	-	-	-	666,045	994,682
Inspections	25,360	(330)	-	-	-	(330)	25,030
Public Services Administration	76,121	(360)	-	-	-	(360)	75,761
Streets & Grounds	913,750	274,175	-	-	-	274,175	1,187,925
Solid Waste	220,490	(330)	-	-	-	(330)	220,160
Planning	27,260	(455)	-	-	-	(455)	26,805
Recreation	228,719	180,140	24,000	-	-	204,140	432,859
Library	325,783	(660)	11,000	-	-	10,340	336,123
Harness Track	92,962	121,170	(24,000)	-	-	97,170	190,132
Fair Barn	465	(330)	-	-	-	(330)	135
Total Capital Expenditures	\$ 2,794,400	\$ 1,253,556	\$ 13,700	\$ -	\$ -	\$ 1,267,256	\$ 4,061,656
TOTAL EXPENDITURES	\$ 23,987,230	\$ 1,420,677	\$ -	\$ -	\$ -	\$ 1,420,677	\$ 25,407,907

Amended Budget as a % of
Original Budget

105.9% 105.9%

* Includes \$1,420,677 that was reappropriated from FY 2021.

Village of Pinehurst
Schedule of Encumbrances
For the Fiscal Period Ended December 31, 2021

	Annual Budget as of 12/31/2021	YTD as of 12/31/2021	Encumbered Amount	Unencumbered Balance
GENERAL FUND				
Operating Expenditures				
Governing Body	\$ 150,900	\$ 64,432	\$ 29,088	\$ 57,380
Administration	1,531,210	654,697	30,958	845,555
Financial Services	840,420	478,601	19,898	341,921
Human Resources	578,860	211,927	22,030	344,903
Police	3,530,709	1,587,220	52,749	1,890,740
Fire	3,368,219	1,454,705	77,680	1,835,834
Inspections	359,150	164,694	1,100	193,356
Public Services Administration	766,490	239,473	105,085	421,932
Streets & Grounds	1,670,160	659,933	137,931	872,296
Powell Bill Funds	1,200,100	-	1,116,232	83,868
Solid Waste	1,897,740	778,776	481,442	637,522
Recreation	2,049,035	869,068	84,365	1,095,602
Library	505,460	86,963	5,633	412,864
Harness Track	583,910	248,171	55,934	279,805
Fair Barn	368,470	139,382	28,739	200,349
Planning	1,254,918	418,609	44,021	792,288
Community Development	140,500	72,573	20,023	47,904
Fleet Maintenance	781,180	364,650	39,484	377,046
B&G Maintenance	1,409,230	552,250	248,999	607,981
Information Technology	1,349,750	671,120	121,968	556,662
Debt Service	-	-	-	-
Total Operating Expenditures *	24,336,411	9,717,244	2,723,359	11,895,808
Capital Outlay Expenditures				
Administration	317,972	58,348	-	259,624
Financial Services	45	-	-	45
Human Resources	60	-	-	60
Police	253,967	158,569	-	95,398
Fire	994,682	6,987	-	987,695
Inspections	25,030	-	-	25,030
Public Services Administration	75,761	-	-	75,761
Streets & Grounds	1,187,925	361,177	67,302	759,446
Solid Waste	220,160	-	-	220,160
Recreation	432,859	175,611	-	257,248
Library	336,123	17,316	-	318,807
Harness Track	190,132	62,920	-	127,212
Fair Barn	135	-	-	135
Planning	26,805	-	-	26,805
Community Development	-	-	-	-
Fleet Maintenance	1,124,760	121,410	919,438	83,912
B&G Maintenance	1,215,476	295,155	464,381	455,940
Information Technology	116,000	31,136	48,242	36,622
Total Capital Outlay Expenditures *	6,517,892	1,288,629	1,499,363	3,729,900
Transfers to Capital Project Funds	550,000	-	-	550,000
Charges to Other Departments *	(5,996,396)	(2,035,721)	-	(3,960,675)
TOTAL GENERAL FUND EXPENDITURES	\$ 25,407,907	\$ 8,970,152	\$ 4,222,722	\$ 12,215,033
AMERICAN RESCUE PLAN SPECIAL REVENUE FUND				
Expenditures				
American Rescue Plan Act expenditures	\$ 4,860,000	\$ -	\$ -	\$ 4,860,000
Total Expenditures	4,860,000	-	-	4,860,000
TOTAL SPECIAL REVENUE FUND EXPENDITURES	\$ 4,860,000	\$ -	\$ -	\$ 4,860,000

* In this schedule, General Fund operating and capital expenditures are overstated due to internal service allocation budgets appearing in both the internal service departments (Fleet, B&G, & IT) and the department to which the expenditure is eventually allocated. Total expenditures, however, reflect the actual General Fund budget.

Village of Pinehurst
Schedule of Ad Valorem Property Tax Collections
For the Fiscal Period Ended December 31, 2021

Real and Personal

Tax Year	For the Fiscal Period Ended December 31, 2021			For the Fiscal Period Ended December 31, 2020		
	Budgeted Collections	Gross Collections	% Collected Through 12/31/2021	Budgeted Collections	Gross Collections	% Collected Through 12/31/2020
Third Prior Year	\$ -	\$ 10	100.00%	\$ -	\$ 358	100.00%
Second Prior Year	-	(6)	100.00%	-	9	100.00%
First Prior Year	5,000	3,515	70.30%	5,000	3,136	62.72%
Current Year	11,386,000	10,682,082	93.82%	10,679,000	9,999,945	93.64%
	<u>\$ 11,391,000</u>	<u>\$ 10,685,601</u>	<u>93.81%</u>	<u>\$ 10,684,000</u>	<u>\$ 10,003,448</u>	<u>93.63%</u>

Motor Vehicles

Tax Year	For the Fiscal Period Ended December 31, 2021			For the Fiscal Period Ended December 31, 2020		
	Budgeted Collections	Gross Collections	% Collected Through 12/31/2021	Budgeted Collections	Gross Collections	% Collected Through 12/31/2020
Third Prior Year	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Second Prior Year	-	-	0.00%	-	-	0.00%
First Prior Year	-	-	0.00%	2,000	-	0.00%
Current Year	819,000	419,165	51.18%	717,000	394,038	54.96%
	<u>\$ 819,000</u>	<u>\$ 419,165</u>	<u>51.18%</u>	<u>\$ 719,000</u>	<u>\$ 394,038</u>	<u>54.80%</u>

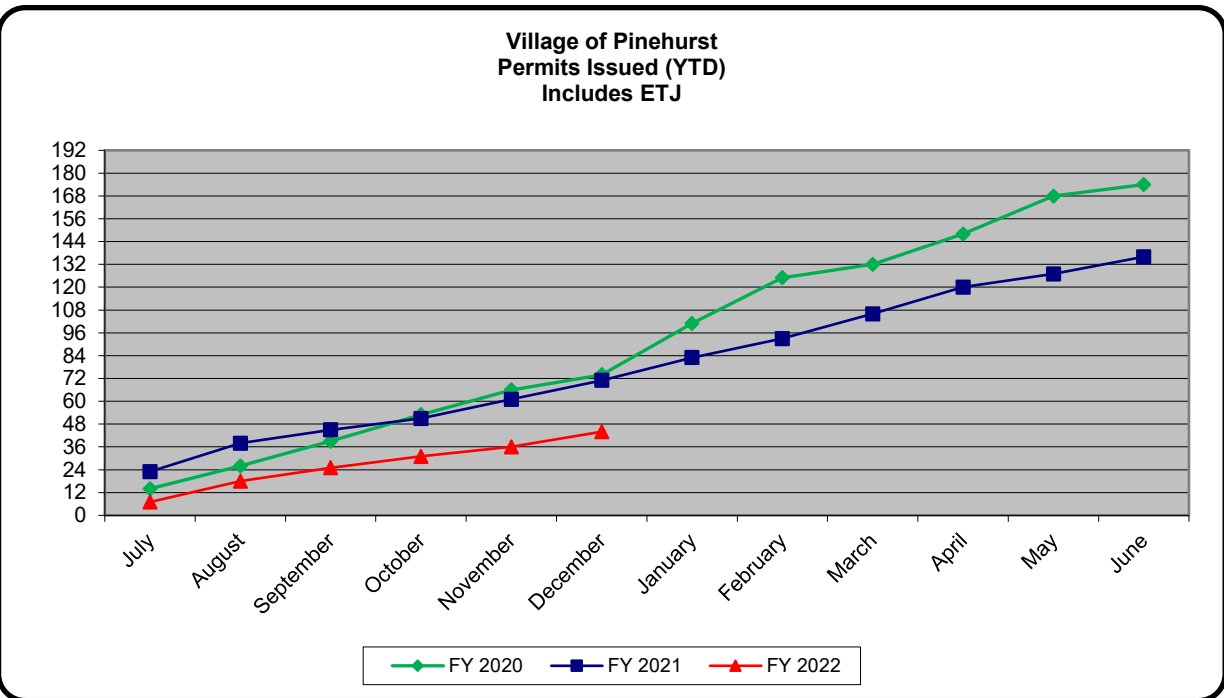
Village of Pinehurst
Schedule of Ad Valorem Property Tax Levy
For the Fiscal Period Ended December 31, 2021

Property Valuation				
	For the Fiscal Period Ended December 31, 2021	For the Fiscal Period Ended December 31, 2020	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal Motor Vehicles	\$ 3,620,739,711	\$ 3,564,332,874	\$ 56,406,837	1.58%
	135,529,089	131,789,234	3,739,855	2.84%
	<u>\$ 3,756,268,800</u>	<u>\$ 3,696,122,108</u>	<u>\$ 60,146,692</u>	<u>1.63%</u>

Levy				
	For the Fiscal Period Ended December 31, 2021	For the Fiscal Period Ended December 31, 2020	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal Motor Vehicles	\$ 11,406,987	\$ 10,695,305	\$ 711,682	6.65%
	418,294	392,803	25,491	6.49%
	<u>\$ 11,825,281</u>	<u>\$ 11,088,108</u>	<u>\$ 737,173</u>	<u>6.65%</u>

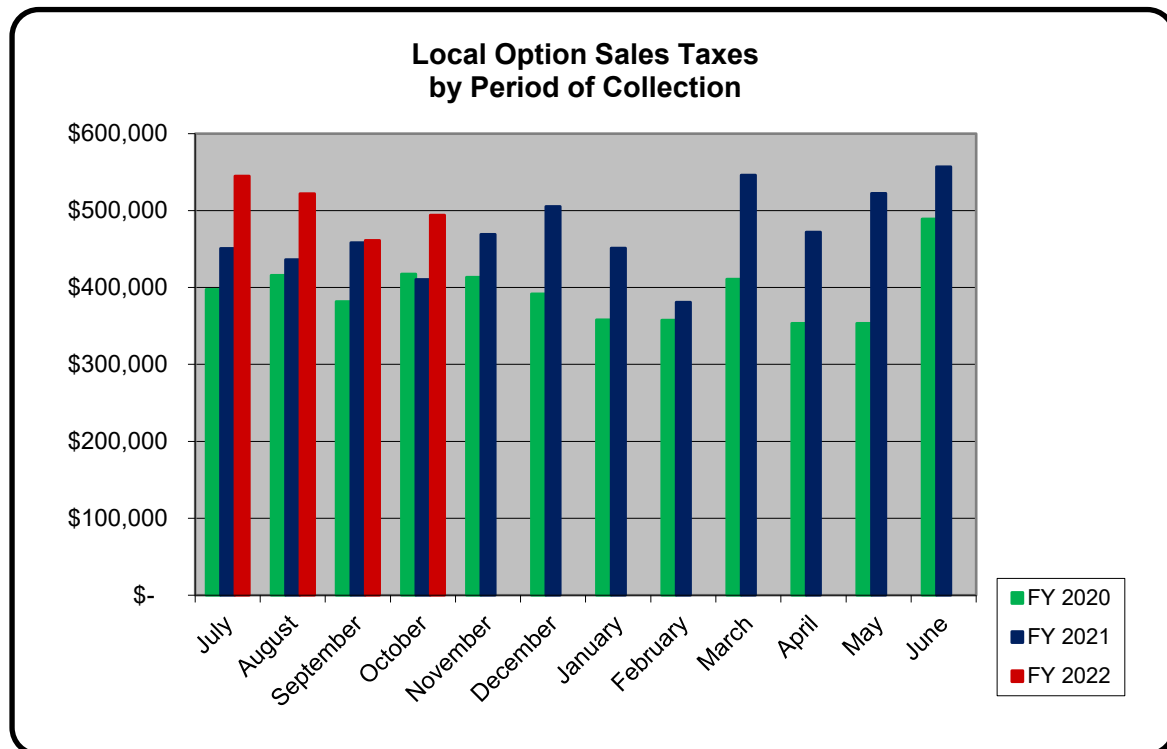
**Village of Pinehurst
Residential Building Permits - Includes ETJ**

	FY 2020		FY 2021		FY 2022		Construction Costs Percentage Change YTD
	# of	Est.	# of	Est.	# of	Est.	
	Permits Issued	Construction Costs	Permits Issued	Construction Costs	Permits Issued	Construction Costs	
July	14	\$ 2,607,470	23	\$ 5,718,524	7	\$ 2,564,160	-55.16%
August	12	6,686,427	15	3,078,264	11	2,497,720	-42.46%
September	13	1,813,297	7	2,673,000	7	1,735,473	-40.74%
October	14	4,773,000	6	1,307,750	6	4,424,927	-12.17%
November	13	5,366,374	10	1,953,891	5	4,238,749	4.95%
December	22	4,775,079	10	3,319,997	8	4,134,890	8.56%
January	27	4,865,881	12	4,567,500	-	-	
February	24	3,997,192	10	4,785,880	-	-	
March	7	4,405,630	13	6,219,340	-	-	
April	16	4,302,080	14	3,723,799	-	-	
May	20	4,533,155	7	4,181,579	-	-	
June	6	4,418,540	9	2,533,541	-	-	
YTD	188	\$ 52,544,125	136	\$ 44,063,065	44	\$ 19,595,919	



**Village of Pinehurst
Local Option Sales Taxes**

	FY 2020	FY 2021	FY 2022	Same Month Change From Prior Year
July	\$ 397,457	\$ 451,006	\$ 544,778	20.79%
August	415,784	436,367	522,224	19.68%
September	381,836	458,347	461,280	0.64%
October	417,586	410,637	493,967	20.29%
November	413,475	469,034	-	
December	391,920	505,555	-	
January	358,058	451,085	-	
February	357,608	380,857	-	
March	410,883	545,977	-	
April	353,585	472,104	-	
May	353,540	522,352	-	
June	489,195	556,832	-	
YTD	<u>\$ 4,740,927</u>	<u>\$ 5,660,153</u>	<u>\$ 2,022,249</u>	



Village of Pinehurst
Schedule of Fair Barn Revenues and Expenditures
For the Fiscal Period Ended December 31, 2021

	Annual Budget as of 12/31/2021	Quarterly Budget as of 12/31/2021	Actual 12/31/2021	YTD as of 12/31/2020	Current Year Over (Under) Prior Year	% of 2022 Budget Spent / Received YTD
<u>Fair Barn</u>						
Revenues	\$ 190,000	\$ 105,750	\$ 158,547	\$ 15,793	\$ 142,754	83.45%
Expenditures						
Operating	368,470	183,936	139,382	111,337	28,045	37.83%
Capital	135	135	-	35,939	(35,939)	0.00%
Debt Service	-	-	-	102,796	(102,796)	0.00%
	<u>368,605</u>	<u>184,071</u>	<u>139,382</u>	<u>250,072</u>	<u>(110,690)</u>	<u>37.81%</u>
Net <u>Before</u> Discounts	<u>(178,605)</u>	<u>(78,321)</u>	<u>19,165</u>	<u>(234,279)</u>	<u>253,444</u>	<u>-10.73%</u>
Event Revenue Discounts			<u>(29,930)</u>	<u>(2,700)</u>	<u>(27,230)</u>	
Net <u>After</u> Discounts	<u>\$ (178,605)</u>	<u>\$ (78,321)</u>	<u>\$ (10,765)</u>	<u>\$ (236,979)</u>	<u>\$ 226,214</u>	<u>6.03%</u>
Operating Revenues as a % of Operating Expenditures - Before Discounts	52%	57%	114%	14%		
Operating Revenues as a % of Operating Expenditures - After Discounts	52%	57%	92%	12%		
Target			95%			

Village of Pinehurst
Schedule of Harness Track Revenues and Expenditures
For the Fiscal Period Ended December 31, 2021

	Annual Budget as of 12/31/2021	Quarterly Budget as of 12/31/2021	Actual 12/31/2021	YTD as of 12/31/2020	Current Year Over (Under) Prior Year	% of 2022 Budget Spent / Received YTD
<u>Harness Track</u>						
Revenues	\$ 185,400	\$ 143,700	\$ 138,900	\$ 131,345	\$ 7,555	74.92%
Expenditures						
Operating	583,910	294,806	248,171	215,718	32,453	42.50%
Capital	<u>190,312</u>	<u>190,132</u>	<u>62,920</u>	<u>864</u>	<u>62,056</u>	<u>33.06%</u>
	<u>774,222</u>	<u>484,938</u>	<u>311,091</u>	<u>216,582</u>	<u>94,509</u>	<u>40.18%</u>
Net <u>Before</u> Discounts	<u>(588,822)</u>	<u>(341,238)</u>	<u>(172,191)</u>	<u>(85,237)</u>	<u>(86,954)</u>	<u>29.24%</u>
Event Revenue Discounts			-	-	-	
Net <u>After</u> Discounts	<u>\$ (588,822)</u>	<u>\$ (341,238)</u>	<u>\$ (172,191)</u>	<u>\$ (85,237)</u>	<u>\$ (86,954)</u>	<u>29.24%</u>
Operating Revenues as a % of Operating Expenditures - Before Discounts	32%	49%	56%	61%		
Operating Revenues as a % of Operating Expenditures - After Discounts	32%	49%	56%	61%		
Target			45%			



Village of Pinehurst

Fund Balance Policy Discussion

February 8, 2022

Purposes of Fund Balance (FB):

1. Provide cash flow when current revenues may not be available to fund current expenditures
 - a) For example, most property taxes are received in August and December. Sufficient cash reserves must be in place to cover operating costs when cash is at its lowest point.
 - b) Allows us to avoid short-term borrowing.
2. Provide a “rainy day” fund for emergency situations

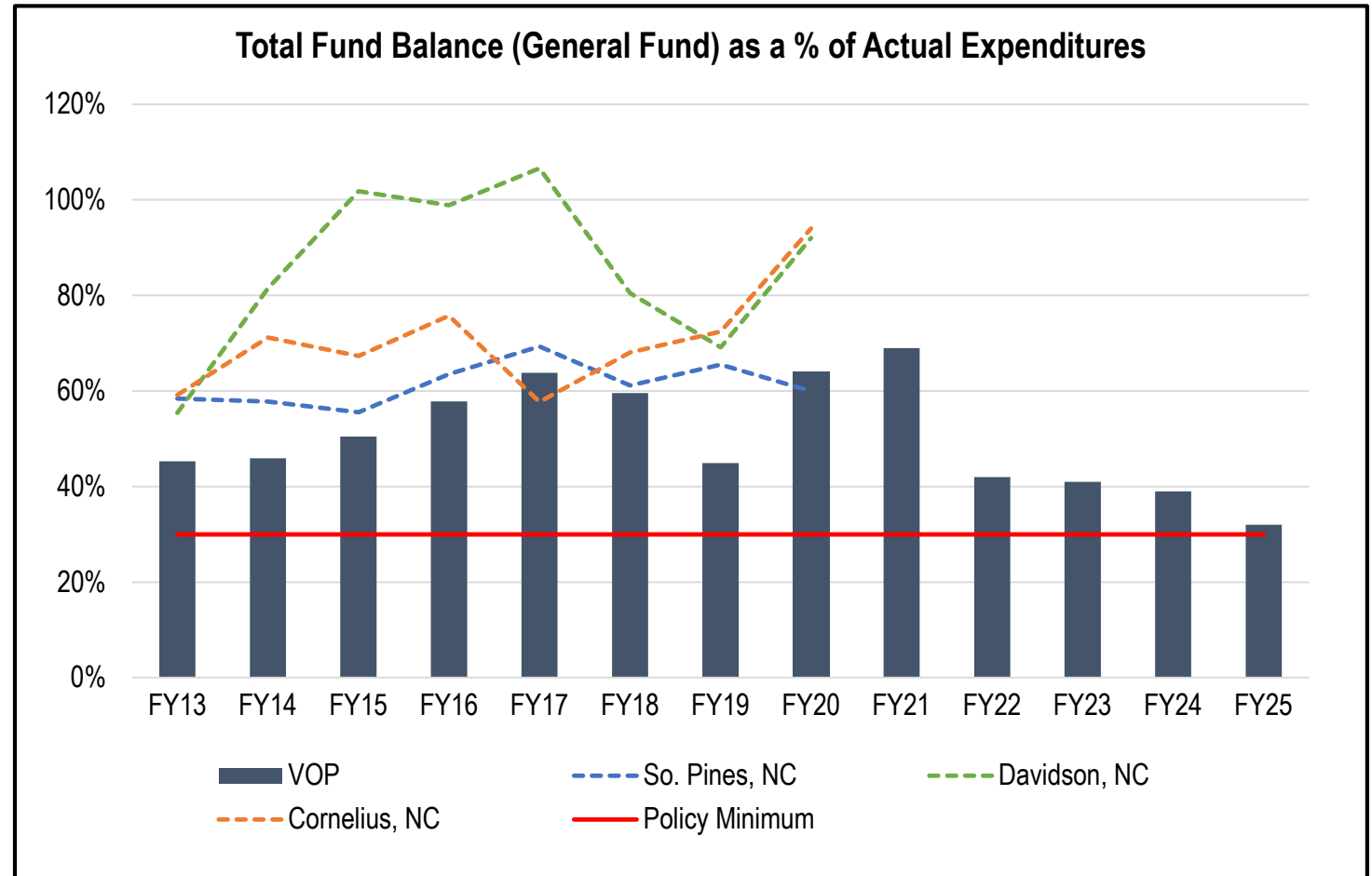
Examples include:

- a) Emergency weather, such as hurricanes or winter storms. These storms can require significant funding that may not qualify for reimbursement.
 - b) Economic downturns. Revenue sources such as sales tax and investment income, among others, are economically sensitive and can drop unexpectedly in a short period of time.
3. Save money for future capital expenditures
4. Provide funds for strategic opportunities that arise

Fund Balance Policy



- VOP has historically maintained a lower fund balance in the General Fund than comparable communities
- The fund balance needs of communities can differ widely
- The 30% of expenditures policy minimum has allowed the Village to maintain a healthy financial condition since its adoption in 2003



VOP Fund Balance Policy is a three-part policy:

Part 1 Measured at the <u>Beginning</u> of the Year	Parts 2 & 3 Measured at the <u>End</u> of the Year
When preparing the annual budget, appropriated fund balance should result in an anticipated ending <u>total</u> fund balance at a minimum of 30% of <u>budgeted</u> expenditures	<u>Unassigned</u> fund balance must be maintained at a level that is greater than 15% of <u>actual</u> General Fund expenditures as reported in the Annual Comprehensive Financial Report (ACFR) - When total fund balance exceeds 40% of <u>actual</u> General Fund expenditures as reported in the ACFR, Council may commit excess fund balance for future capital needs. In no instance shall this commitment cause unassigned fund balance to drop below 15%.

30% of expenditures in FB is approximately 3.5 months of expenditures

Factors to consider when establishing a minimum fund balance:

1. A Fund Balance Policy is a Recommended Best Practice by the Government Finance Officers Association (GFOA)
2. The NC Local Government Commission minimum FB target is 8% of expenditures (or approx. 1 month of expenditures)
3. Consider individual government's situation (resort communities, concentration of tax revenue in a single or few large taxpayers, size of unit, vulnerability to natural disasters, reliance on state or federal funding, etc.)

Factors to consider when establishing a minimum fund balance (continued):

4. The NC Local Government Commission compares key financial performance indicators each year upon submission of the audit. The first key indicator is fund balance available for appropriation. They compare our result to peer communities of a similar size. If a unit's fund balance percentage is in the lower quartile of their peer group, they will be asked to prepare a response to the LGC. In FY 2021, our peer group minimum is **25%**.

Municipalities			
General Fund Expenditures below:	Median FBA as % of Expenditures without Powell Bill	Minimum Thresholds FBA as % of Expenditures	# of Months FBA using Annualized Expenditures
\$100,000	260%	100%	12.00
\$100,000 to \$999,999	132%	71%	8.52
\$1,000,000 to \$9,999,999	63%	34%	4.08
Above \$10,000,000	46%	25%	3.00

Source: FY 2021 Data Input Worksheet

“Governments should maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.”

Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting



**DISCUSS AND CONSIDER RESOLUTION #22-01 AMENDING THE
VILLAGE OF PINEHURST FEES AND CHARGES SCHEDULE.
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn, Jeff Batton, Doug Willardson & Senior Leadership

DATE OF MEMO:

2/1/2022

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. We also recommend the addition of Library and Archives fees with an effective date of April 15, 2022, coinciding with the transfer date. This year's recommendations were discussed during Council's work session on January 25, 2022. The items proposed for your consideration are in the areas of Administration, Planning & Inspections, Public Services, Parks & Recreation, and Library/Archives.

The attached memo includes additional details regarding these changes and is same information discussed at the work session. 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 Memo 4-15-22 & 7-1-22
- ☐ Resolution 22-01 Amending the Fees and Charges Schedule
- ☐ Fee Schedule 04-15-2022 (Exhibit A)
- ☐ Fee Schedule 07-01-2022 (Exhibit B)
- ☐ Fee Schedule Changes 04-15-2022
- ☐ Fee Schedule 04-15-2022 - Redlined Version
- ☐ Fee Schedule Changes 07-01-2022
- ☐ Fee Schedule 07-01-2022 - Redlined Version

Brooke Hunter, CPA
395 Magnolia Road
Pinehurst, NC 28374
Phone: 910-295-8646
Fax: 910-295-4434
e-mail: bhunter@vopnc.org

Village of Pinehurst

Memo

To: Village Council
From: Brooke Hunter
CC: Jeff Sanborn, Doug Willardson, Jeff Batton & Senior Leadership
Date: February 1, 2022
Re: Discuss Changes to Fees and Charges Schedule

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. We also recommend the addition of Library and Archives fees with an effective date of April 15, 2022, coinciding with the transfer date. This year's recommendations were discussed during Council's work session on January 25, 2022. The items proposed for your consideration are in the areas of Administration, Planning & Inspections, Public Services, Parks & Recreation, and Library/Archives.

You will notice two Fees and Charges Schedules attached. The first schedule (Exhibit A) includes proposed fees for the Library/Archives and one minor change to Administration with an effective date of April 15, 2022 to coincide with the transfer of library services to the Village of Pinehurst. Staff reviewed fees charged by other North Carolina municipal libraries for comparison purposes, as well as evaluated the fees currently charged by the Given Memorial Library and Tufts Archives.

The second schedule (Exhibit B) includes all proposed fees for the Library/Archives and Administration mentioned above, as well as the recommendations for Planning & Inspections, Public Services, and Parks & Recreation. The second schedule has an effective date of July 1, 2022.

Some of the more significant changes include the following:

Administration (Effective 4/15/2022)

For Administration, staff recommends increasing our copy fee from \$0.10 to \$0.25 to be consistent with the recommendation at the library.

Library/Archives (Effective 4/15/2022)

For the Library, staff recommends no library card fee for residents and non-residents at this time. However, consistent with other NC municipal libraries, staff recommends considering a non-resident fee in the future after assessing software capabilities and developing a process for collecting and tracking membership. For lost items, we recommend charging the actual replacement cost or allowing patrons to replace the item with an identical copy with library staff approval. The library currently allows patrons to replace lost items on their own, which is a process that has worked well. For conference room use, staff recommends charging the same rates as other Village conference rooms. Lastly, the library currently charges \$0.25 per copy, and we recommend continuing that rate.

The Archives provides a variety of digital and print media to customers. The fee schedule is organized into **images** (various historical Pinehurst photos/information/images) and **Ross golf course graphics** (Donald Ross' golf course layouts/field sketches/blueprints).

Images:

Digital image use is charged per image for one-time domestic use. Commercial usage is \$150 per image for the first four images, \$75 per image for images five-ten, and \$25 per image for each additional. Personal usage is \$50 per image. Media usage (includes newspaper/television/magazine/etc.) is \$50 per image. A dropbox fee of \$25 is charged. This refers to images that are requested to be gathered for customer review, but ultimately are not purchased. Additional use of each image is \$10 per use.

Photographic prints prepared in house range from \$37-\$77, depending on size.

Research fees for locating information/images and prepping images are charged for work orders that take 30 minutes or more to perform. A flat \$30 is charged. The first 30 minutes of research are offered free of charge.

Ross Golf Course Graphics:

Photocopies of notes/field sketches and blueprints range from \$1-\$10, depending on type of print. Photocopies of layouts are outsourced due to their size and are charged at actual cost plus 35%.

Golf course layout prints prepared in house on graphic presentation paper range from \$47-\$77, depending on size.

Digital golf course graphics are digital images of Ross' layouts and field sketches. The digital layout is \$250, field sketches for 9 holes are \$75, field sketches for 18 holes are \$150, and field sketches for 36 holes are \$200.

Occasionally, customers request that an image be scanned or rescanned to a certain size or image quality. Staff charges \$15 per 15 minutes for these services.

General Library/Archives Fees:

Print requests that are larger than in-house printers can accommodate are outsourced to a local printer. The fee for that service is the actual cost plus 35% to cover administrative costs.

Shipping and handling charges are the greater of \$10 or the actual shipping cost per parcel. Items will be combined into a single parcel, when possible.

Planning & Inspections (Effective 7/1/2022)

In Planning, staff requests to correct the inspection fee for the residential electrical/mechanical/plumbing permit from \$40 to \$60. This was an error in the fee schedule and was recommended in the Planning & Inspections cost analysis performed in 2019. Also, staff proposes adding an Administrative Modification fee for changes that are within staff authority to recoup staff costs and to track these requests in Accela. There are only 1-2 instances of these requests each year.

Public Services (Effective 7/1/2022)

In the Solid Waste division of Public Services, staff recommends increasing the 96 gallon cart cost from \$55 to \$70 to cover our actual costs.

Recreation (Effective 7/1/2022)

Staff reviewed the fees of competing event venues in our area and recommends increasing the base fees by \$200 for residents, non-residents, and commercial full day and weekday events. This would bring Fair Barn prices more in line with competitors.

For the Harness Track, staff recommends increasing seasonal stall rent by \$100 to \$1,075 based on other training facility comparisons. Seasonal stall rent at other facilities range from \$1,050 to \$1,900 with racing

available at the higher rates. Staff also recommends decreasing the monthly stall rent from \$325 to \$250. Discussions with current and prospective trainers indicated an interest in bringing additional horses to the Harness Track for a portion of the season if the monthly rate was lower. Other competitor monthly rates range from \$150 to \$300. There were no monthly rentals last season at the \$325 rate. In connection with the monthly stall rent adjustment, staff suggests decreasing the prorated daily rate from \$11 to \$9.

In Recreation, staff recommends eliminating the athletic team fee structure and moving to a player fee structure. Also, staff recommends increasing the Facility Rental Supervisor fee to \$45 for the first two hours and \$15 for each additional hour to address higher staff costs since the fees were originally adopted in 2012. Rates for athletic facility rentals are recommended to increase after reviewing the rates at other local municipalities. These have not been adjusted since 2013.

For rental fees for use of the Arboretum and Tufts Park, staff recommends increasing the setup/break down fee from \$200 to \$400 per event. The Village now has more chairs to set up and break down for each event, plus most events utilize both locations, which requires more time to complete these steps. It takes approximately 20 hours of staff time to setup and break down each event.

Summary

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.

The Administration and Library/Archives proposed fee changes, if approved, will become effective April 15, 2022. All other proposed changes have an effective date of July 1, 2022. A resolution is presented for your consideration.

RESOLUTION #22-01:

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 8th day of February, 2022, as follows:

SECTION 1. That the attached “Village of Pinehurst Fees and Charges Schedule,” is hereby adopted effective April 15, 2022, said schedule attached hereto as (Exhibit A) is made a part hereof, the same as if included verbatim.

SECTION 2. That the attached “Village of Pinehurst Fees and Charges Schedule,” is hereby adopted effective July 1, 2022, said schedule attached hereto as (Exhibit B) is made a part hereof, the same as if included verbatim.

SECTION 3. 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 4. That this Resolution shall be and remain in full force and effect from the date of its adoption.

THIS RESOLUTION passed and adopted this 8th day of February, 2022.

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

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 15, 2022**

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 APRIL 15, 2022**

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
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FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Fire Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2020	Re-Inspection with violations remaining		
	1 st Re-Inspection	\$50.00	per inspection
	2 nd Re-Inspection	\$100.00	per inspection
	3 rd and Subsequent Re-Inspection	\$250.00	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.			
02/2021	Fire Sprinkler Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Fire Alarm / Detection Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Standpipe System	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Hood Suppression System	\$75.00	per permit
02/2021	Any other required permit	\$75.00	per permit
02/2021	Re-review fees for 3 rd and subsequent submission	\$100.00	per submission
02/2021	Lift a Stop Work Order	\$100.00	per Stop Work Order
02/2021	Work performed without a permit	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 APRIL 15, 2022**

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
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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			
02/2022	Commercial Usage Fee	\$150.00 \$75.00 \$25.00	per images 1 – 4 per images 5 – 10 per images 11 +
02/2022	Personal Usage Fee	\$50.00	per image
02/2022	Media Usage Fee	\$50.00	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 APRIL 15, 2022**

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 APRIL 15, 2022**

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
<u>General Fees</u>			
02/2022	Outsourced Printing	Actual cost plus 35%	per image
02/2022	Shipping & Handling	Greater of \$10.00 or Actual Shipping Cost	per parcel

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 15, 2022**

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
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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
	Re-Roof (>\$15,000)				
02/2019	Re-Roof - Commercial	\$40	per permit	\$110	per permit
02/2019	Re-Roof - Residential	\$40	per permit	\$60	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
	Single Trade Permits - Residential				
02/2019	Residential Electrical	\$40	per permit	\$40	per permit
02/2019	Residential Mechanical	\$40	per permit	\$40	per permit
02/2019	Residential Plumbing	\$40	per permit	\$40	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
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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				
02/2019	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		
02/2019	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 APRIL 15, 2022**

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.			
01/2014	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Recycle:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Yard Debris:		
01/2016	48 Gallon Cart	\$48.00	per additional cart
	95 Gallon Cart	\$55.00	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 15, 2022**

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.			
02/2020	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,575.00 \$1,950.00 \$1,500.00 \$2,200.00	per day
02/2020	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$950.00 \$1,200.00 \$1,000.00 \$1,350.00 \$1,925.00	per day
02/2021	Additional Hour Above 8 Hour/14 Hour Maximum	\$150.00	per hour
09/2013	Corporate Meeting	\$785.00 \$485.00	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 13.			
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 APRIL 15, 2022**

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
02/2020	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
01/2015	Holiday Premium **	\$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.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 15, 2022**

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)			
02/2020	Full Season	\$975.00	per stall
02/2020	Monthly	\$325.00	per stall
02/2020	Partial Month – Prorated	\$11.00	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
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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
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 15, 2022**

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 APRIL 15, 2022**

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 beginning on January 1 st . 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
Athletic Events The athletic events fee may be waived for youth at the discretion of the Parks and Recreation Director.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	Individual Fee: Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 15, 2022**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Athletic Leagues			
01/1997	Team Fee: Resident	\$40.00 plus direct costs	per team
12/2008	Non-Resident	\$40.00 plus direct costs plus \$20.00 per non-resident on roster	per team
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. 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 APRIL 15, 2022**

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			
01/2012	Facility Rental Supervisor	\$25.00 \$10.00	first two hours each additional hour
06/2013	Athletic Facilities: Resident/Non-Profit	\$15.00 \$30.00	per hour without lights per hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	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 APRIL 15, 2022**

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 APRIL 15, 2022**

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			
01/2015	Set up/Breakdown crew for tables and chairs	\$200.00	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 APRIL 15, 2022**

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 APRIL 15, 2022**

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 APRIL 15, 2022**

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 APRIL 15, 2022**

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 APRIL 15, 2022**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
02/2019	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. When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable. 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 APRIL 15, 2022**

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, 2022**

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, 2022**

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, 2022**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Fire Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2020	Re-Inspection with violations remaining		
	1 st Re-Inspection	\$50.00	per inspection
	2 nd Re-Inspection	\$100.00	per inspection
	3 rd and Subsequent Re-Inspection	\$250.00	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.			
02/2021	Fire Sprinkler Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Fire Alarm / Detection Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Standpipe System	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Hood Suppression System	\$75.00	per permit
02/2021	Any other required permit	\$75.00	per permit
02/2021	Re-review fees for 3 rd and subsequent submission	\$100.00	per submission
02/2021	Lift a Stop Work Order	\$100.00	per Stop Work Order
02/2021	Work performed without a permit	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, 2022**

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, 2022**

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			
02/2022	Commercial Usage Fee	\$150.00 \$75.00 \$25.00	per images 1 – 4 per images 5 – 10 per images 11 +
02/2022	Personal Usage Fee	\$50.00	per image
02/2022	Media Usage Fee	\$50.00	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, 2022**

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, 2022**

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
<u>General Fees</u>			
02/2022	Outsourced Printing	Actual cost plus 35%	per image
02/2022	Shipping & Handling	Greater of \$10.00 or Actual Shipping Cost	per parcel

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2022**

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, 2022**

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, 2022**

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		
02/2019	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, 2022**

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.			
01/2014	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
02/2022	96 Gallon Cart	\$70.00	
01/2016	Recycle:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
02/2022	96 Gallon Cart	\$70.00	
01/2016	Yard Debris:		
02/2022	48 Gallon Cart	\$48.00	per additional cart
	95 Gallon Cart	\$70.00	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2022**

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.			
02/2022	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,775.00 \$2,150.00 \$1,500.00 \$2,400.00	per day
02/2022	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$1,150.00 \$1,400.00 \$1,000.00 \$1,550.00 \$1,925.00	per day
02/2021	Additional Hour Above 8 Hour/14 Hour Maximum	\$150.00	per hour
09/2013	Corporate Meeting	\$785.00 \$485.00	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, 2022**

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
02/2020	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
01/2015	Holiday Premium **	\$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: Resident: Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.		
12/2003	Non-Resident: Non-commercial, private individual that does not own property within the corporate limits of the Village of Pinehurst.		
12/2003	Non-Profit: 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	Commercial: Any individual, sole proprietorship, corporation, business or other entity that does not qualify under any other renter category.		
07/2017	Corporate Meeting: 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.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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, 2022**

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 April 15, 2022**

Administration

Administration (page 1)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Other Charges - Paper Copies	\$0.10 per sheet	\$0.15	\$0.25 per sheet	150%	Fee consistency across various departments

Library and Archives

Library Fees (page 5)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Library Card Fee - Resident/Non-Resident	-	-	No Charge	0%	Proposed fee in discussion with Library management and Village management. Consistent with other NC municipal libraries, staff recommends implementing a non-resident fee in the future after assessing software capabilities and developing a process for collecting and tracking membership.
Lost Item Fee	-	-	Actual Replacement Cost or Replacement of Identical Item With Staff Approval	100%	Proposed fee in discussion with Library management and Village management
Rental Fee- Conference Room	-	-	Same as Administration: Rental Fee- Conference Room	100%	Proposed fee in discussion with Library management and Village management. Fee would apply to Eric Nelson Conference Room.
Paper Copies	-	-	Same as Administration: Paper Copies	100%	Proposed fee in discussion with Library management and Village management

Archives (pages 5-7)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Digital Images: Commercial Usage Fee (One to Four Images) (page 5)	-	-	\$150.00	100%	Proposed fee in discussion with Library management and Village management
Digital Images: Commercial Usage Fee (Five to Ten Images) (page 5)	-	-	\$75.00	100%	Proposed fee in discussion with Library management and Village management
Digital Images: Commercial Usage Fee (Eleven Plus Images) (page 5)	-	-	\$25.00	100%	Proposed fee in discussion with Library management and Village management
Digital Images: Personal Usage Fee (page 5)	-	-	\$50.00	100%	Proposed fee in discussion with Library management and Village management
Digital Images: Media Usage Fee (page 5)	-	-	\$50.00	100%	Proposed fee in discussion with Library management and Village management
Digital Images: Dropbox Fee (page 5)	-	-	\$25.00	100%	Proposed fee in discussion with Library management and Village management
Digital Images: Additional Use of Each Image (page 5)	-	-	\$10.00 each additional use	100%	Proposed fee in discussion with Library management and Village management
Images: Photographic Prints (Prepared in House) - 5 X 7 (page 6)	-	-	\$37.00	100%	Proposed fee in discussion with Library management and Village management
Images: Photographic Prints (Prepared in House) - 8 X 10 (page 6)	-	-	\$47.00	100%	Proposed fee in discussion with Library management and Village management
Images: Photographic Prints (Prepared in House) - 11 X 14 (page 6)	-	-	\$72.00	100%	Proposed fee in discussion with Library management and Village management
Images: Photographic Prints (Prepared in House) - 11.7 X 16.5 (page 6)	-	-	\$77.00	100%	Proposed fee in discussion with Library management and Village management

Village of Pinehurst
Changes to Fees & Charges
Effective April 15, 2022

Archives (page 6 & 7)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Images: Research Fees: Basic Research Fee - up to 30 minutes time involved (page 6)	-	-	No Charge	100%	Proposed fee in discussion with Library management and Village management
Images: Research Fees: Basic Research Fee - greater than 30 minutes time involved (page 6)	-	-	\$30.00	100%	Proposed fee in discussion with Library management and Village management
Graphics: Ross Golf Course Photocopies: Notes & Field Sketches 8.5 X 11 (page 6)	-	-	\$1.00 B&W \$2.00 Color \$2.50 Photo Paper	100%	Proposed fees in discussion with Library management and Village management
Graphics: Ross Golf Course Photocopies: Blueprints 11 X 17 (page 6)	-	-	\$2.00 B&W \$5.00 Color \$10.00 Photo Paper	100%	Proposed fees in discussion with Library management and Village management
Graphics: Ross Golf Course Photocopies: Golf Course Layouts (page 6 & 7)	-	-	Outsourced Printing Fee: Actual Cost plus 35%	100%	Proposed fee in discussion with Library management and Village management
Graphics: Ross Golf Course Layout Prints on Graphic Presentation Paper (Prepared in House): 8.5 X 11 (page 6)	-	-	\$47.00	100%	Proposed fee in discussion with Library management and Village management
Graphics: Ross Golf Course Layout Prints on Graphic Presentation Paper (Prepared in House): 11 X 14 (page 6)	-	-	\$72.00	100%	Proposed fee in discussion with Library management and Village management
Graphics: Ross Golf Course Layout Prints on Graphic Presentation Paper (Prepared in House): 11.7 X 16.5 (page 6)	-	-	\$77.00	100%	Proposed fee in discussion with Library management and Village management
Graphics: Ross Golf Course Graphics - Digital Graphics: Digital Golf Course Layout (page 7)	-	-	\$250.00	100%	Proposed fee in discussion with Library management and Village management
Graphics: Ross Golf Course Graphics - Digital Graphics: Digital Field Sketches, 9 Holes (page 7)	-	-	\$75.00	100%	Proposed fee in discussion with Library management and Village management
Graphics: Ross Golf Course Graphics - Digital Graphics: Digital Field Sketches, 18 Holes (page 7)	-	-	\$150.00	100%	Proposed fee in discussion with Library management and Village management
Graphics: Ross Golf Course Graphics - Digital Graphics: Digital Field Sketches, 36 Holes (page 7)	-	-	\$200.00	100%	Proposed fee in discussion with Library management and Village management
Graphics: Ross Golf Course Graphics - Digital Graphics: Scanning or Re-Scanning of Ross Graphics (page 7)	-	-	\$15.00	100%	Proposed fee in discussion with Library management and Village management
General Fees: Outsourced Printing (page 7)	-	-	Actual Cost plus 35%	100%	Proposed fee in discussion with Library management and Village management
General Fees: Shipping & Handling (page 7)	-	-	Greater of \$10.00 or Actual Shipping Cost	100%	Proposed fee in discussion with Library management and Village management

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE ~~APRIL 15, 2022~~ JULY 1, 2021**

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
01/2016 02/2022	Paper Copies	\$0.25 40	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
Rental Fee – Conference Room:			
12/2007	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 ~~APRIL 15, 2022~~ JULY 1, 2021**

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 ~~APRIL 15, 2022~~ JULY 1, 2021**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Fire Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2020	Re-Inspection with violations remaining		
	1 st Re-Inspection	\$50.00	per inspection
	2 nd Re-Inspection	\$100.00	per inspection
	3 rd and Subsequent Re-Inspection	\$250.00	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.			
02/2021	Fire Sprinkler Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Fire Alarm / Detection Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Standpipe System	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Hood Suppression System	\$75.00	per permit
02/2021	Any other required permit	\$75.00	per permit
02/2021	Re-review fees for 3 rd and subsequent submission	\$100.00	per submission
02/2021	Lift a Stop Work Order	\$100.00	per Stop Work Order
02/2021	Work performed without a permit	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 APRIL 15, 2022~~JULY 1, 2021~~**

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 ~~APRIL 15, 2022~~ JULY 1, 2024**

LIBRARY AND ARCHIVES:

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

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE APRIL 15, 2022~~JULY 1, 2021~~**

LIBRARY AND ARCHIVES (continued):

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

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE ~~APRIL 15, 2022~~ JULY 1, 2024**

LIBRARY AND ARCHIVES (continued):

<u>Council Adopted Date</u>	<u>Description</u>	<u>Fee/Charge</u>	<u>Unit</u>
<u>Archive Fees (continued)</u>			
<u>Graphics – Ross Golf Course Graphics – Digital Graphics</u>			
<u>02/2022</u>	<u>Digital Golf Course Layout</u>	<u>\$250.00</u>	<u>per layout</u>
<u>02/2022</u>	<u>Digital Field Sketches, 9 Holes</u>	<u>\$75.00</u>	<u>per 9 holes</u>
<u>02/2022</u>	<u>Digital Field Sketches, 18 Holes</u>	<u>\$150.00</u>	<u>per 18 holes</u>
<u>02/2022</u>	<u>Digital Field Sketches, 36 Holes</u>	<u>\$200.00</u>	<u>per 36 holes</u>
<u>02/2022</u>	<u>Scanning or Re-Scanning of Ross Graphics</u>	<u>\$15.00</u>	<u>per 15 minutes</u>
<u>General Fees</u>			
<u>02/2022</u>	<u>Outsourced Printing</u>	<u>Actual cost plus 35%</u>	<u>per image</u>
<u>02/2022</u>	<u>Shipping & Handling</u>	<u>Greater of \$10.00 or Actual Shipping Cost</u>	<u>per parcel</u>

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE ~~APRIL 15, 2022~~ JULY 1, 2024**

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 ~~APRIL 15, 2022~~ JULY 1, 2021**

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
	Re-Roof (>\$15,000)				
02/2019	Re-Roof - Commercial	\$40	per permit	\$110	per permit
02/2019	Re-Roof - Residential	\$40	per permit	\$60	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
	Single Trade Permits - Residential				
02/2019	Residential Electrical	\$40	per permit	\$40	per permit
02/2019	Residential Mechanical	\$40	per permit	\$40	per permit
02/2019	Residential Plumbing	\$40	per permit	\$40	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 ~~APRIL 15, 2022~~ JULY 1, 2024**

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				
02/2019	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		
02/2019	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 APRIL 15, 2022~~JULY 1, 2021~~**

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.			
01/2014	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Recycle:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
01/2014	64 Gallon Cart	\$50.00	
01/2014	96 Gallon Cart	\$55.00	
01/2016	Yard Debris:		
01/2016	48 Gallon Cart	\$48.00	per additional cart
	95 Gallon Cart	\$55.00	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE ~~APRIL 15, 2022~~ JULY 1, 2021**

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.			
02/2020	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,575.00 \$1,950.00 \$1,500.00 \$2,200.00	per day
02/2020	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$950.00 \$1,200.00 \$1,000.00 \$1,350.00 \$1,925.00	per day
02/2021	Additional Hour Above 8 Hour/14 Hour Maximum	\$150.00	per hour
09/2013	Corporate Meeting	\$785.00 \$485.00	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 1349.			
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 ~~APRIL 15, 2022~~ JULY 1, 2024**

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
02/2020	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
01/2015	Holiday Premium **	\$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.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE ~~APRIL 15, 2022~~ JULY 1, 2024**

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 ~~APRIL 15, 2022~~ JULY 1, 2021**

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)			
02/2020	Full Season	\$975.00	per stall
02/2020	Monthly	\$325.00	per stall
02/2020	Partial Month – Prorated	\$11.00	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 02/2020	Impact Fee:		
	Temporary Stalls	\$10.00	per stall, per show per
	Horse not using a stall	\$10.00	day, per horse
02/2020	Paddock Fee	\$26.00	per paddock per show

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE ~~APRIL 15, 2022~~ JULY 1, 2021**

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 ~~APRIL 15, 2022~~ JULY 1, 2024**

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 ~~APRIL 15, 2022~~ JULY 1, 2024**

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 beginning on January 1 st . 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
Athletic Events The athletic events fee may be waived for youth at the discretion of the Parks and Recreation Director.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	Individual Fee: Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE ~~APRIL 15, 2022~~ JULY 1, 2021**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Athletic Leagues			
01/1997	Team Fee: Resident	\$40.00 plus direct costs	per team
12/2008	Non-Resident	\$40.00 plus direct costs plus \$20.00 per non-resident on roster	per team
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. 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 ~~APRIL 15, 2022~~ JULY 1, 2024**

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			
01/2012	Facility Rental Supervisor	\$25.00 \$10.00	first two hours each additional hour
06/2013	Athletic Facilities: Resident/Non-Profit	\$15.00 \$30.00	per hour without lights per hour with lights
07/2017	Non-Resident	\$30.00 \$60.00	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 ~~APRIL 15, 2022~~ JULY 1, 2021**

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 ~~APRIL 15, 2022~~ JULY 1, 2021**

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			
01/2015	Set up/Breakdown crew for tables and chairs	\$200.00	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 ~~APRIL 15, 2022~~ JULY 1, 2021**

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 ~~APRIL 15, 2022~~ JULY 1, 2021**

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 ~~APRIL 15, 2022~~ JULY 1, 2021**

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 ~~APRIL 15, 2022~~ JULY 1, 2024**

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 ~~APRIL 15, 2022~~ JULY 1, 2021**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
02/2019	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. When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable. 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 ~~APRIL 15, 2022~~ JULY 1, 2021**

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, 2022**

Planning and Inspections

Planning and Inspections (page 9-10)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Changes:					
Re-Roof (> \$15,000) - Commercial (page 9)	\$40.00 per permit - Planning \$110.00 per permit - Inspection	\$0.00	\$40.00 per permit - Planning \$110.00 per permit - Inspection	0%	Fee was formerly charged under Re-Roof (> \$15,000). Moving fee to Single Trade Permits - Commercial/Multi-Family - Commercial/Multi-Family Building to allow for permits that do not fall under additions/alterations.
Re-Roof (> \$15,000) - Residential (page 9)	\$40.00 per permit - Planning \$60.00 per permit - Inspection	\$0.00	\$40.00 per permit - Planning \$60.00 per permit - Inspection	0%	Fee was formerly charged under Re-Roof (> \$15,000). Moving fee to Single Trade Permits - Residential - Residential Building to allow for permits that do not fall under additions/alterations.
Single Trade Permits - Residential Electrical/Mechanical/Plumbing (page 9)	\$40 per permit - Inspection	\$20.00	\$60 per permit - Inspection	50%	Fee schedule correction to reflect recommendation from Planning & Inspections cost analysis performed in 2019.
Additions:					
Administrative Modification (page 10)	\$ -	\$100.00	\$ 100.00	100%	Adding fee to recoup cost of staff time and permanently track these requests in Accela, Planning and Inspections electronic permitting platform.

Public Services

Public Services - Solid Waste (page 11)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Miscellaneous Fees - 96 Gallon Cart	\$ 55.00	\$15.00	\$ 70.00	27%	Increase in 96 Gallon Cart fee is reflective of current cost to the Village of Pinehurst.

Recreation

Recreation - Fair Barn (page 12)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Facility Rental: Base Fee Full Day (14 hours or less): Resident	\$ 1,575.00	\$ 200.00	\$ 1,775.00	13%	Increase base fee by \$200 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): Non-Resident	1,950.00	200.00	2,150.00	10%	
Facility Rental: Base Fee Full Day (14 hours or less): Commercial	2,200.00	200.00	2,400.00	9%	
Facility Rental: Base Fee Weekday (8 hours or less): Resident	950.00	200.00	1,150.00	21%	

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2022**

Recreation (Continued)

Recreation - Fair Barn (Continued) (page 12)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Facility Rental: Base Fee Weekday (8 hours or less): Non-Resident	\$ 1,200.00	\$ 200.00	\$ 1,400.00	17%	Increase base fee by \$200 for each category to bring fees in line with the market and other facilities in the surrounding area.
Facility Rental: Base Fee Weekday (8 hours or less): Commercial	1,350.00	200.00	1,550.00	15%	

Recreation - Harness Track (page 15)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Standardbred Training (Stall Rental) - Full Season	\$ 975.00	\$ 100.00	\$ 1,075.00	10%	Increase rate based on other training facility comparisons.
Standardbred Training (Stall Rental) - Monthly	325.00	(75.00)	250.00	-23%	Trainers have indicated an interest in bringing additional horses later in the season with a lower monthly rate. Minimal monthly rentals in the last several seasons.
Standardbred Training (Stall Rental) - Partial Month - Prorated	11.00	(2.00)	9.00	-18%	Adjust prorated rate to reflect changes in recommended monthly fee.

Recreation - Parks and Recreation (pages 19, 20, 22)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Athletic Leagues: Player Fee: Resident (page 19)	\$ -	\$ 30.00	\$ 30.00	100%	Moving from a team fee to a player fee. Covers youth and adult athletics.
Athletic Leagues: Player Fee: Non-Resident (page 19)	-	60.00	60.00	100%	Moving from a team fee to a player fee. Covers youth and adult athletics.
Rental Fees for Use of Village Parks: Facility Rental Supervisor- first two hours (page 20)	25.00	20.00	45.00	80%	Cover costs as staff pay rates increase.
Rental Fees for Use of Village Parks: Facility Rental Supervisor - each additional hour (page 20)	10.00	5.00	15.00	50%	Cover costs as staff pay rates increase.
Rental Fees for Use of Village Parks: Athletic Facilities: Resident/Non-Profit - per hour without lights (page 20)	15.00	5.00	20.00	33%	Comparison to other municipalities in the surrounding area.
Rental Fees for Use of Village Parks: Athletic Facilities: Resident/Non-Profit - per hours with lights (page 20)	30.00	10.00	40.00	33%	Comparison to other municipalities in the surrounding area.
Rental Fees for Use of Village Parks: Athletic Facilities: Non-Resident - per hour without lights (page 20)	30.00	10.00	40.00	33%	Comparison to other municipalities in the surrounding area.
Rental Fees for Use of Village Parks: Athletic Facilities: Non-Resident - per hours with lights (page 20)	60.00	20.00	80.00	33%	Comparison to other municipalities in the surrounding area.
Rental Fees for Use of Arboretum and Tufts Park: Staff - Setup/Breakdown crew for table and chairs (page 22)	200.00	200.00	400.00	100%	Cover costs as staff time has increased to setup/breakdown two locations with more chairs than in the past. Approximately 20 hours of staff time required per event.

**Village of Pinehurst
Changes to Fees & Charges
Effective July 1, 2022**

Recreation (Continued)

Recreation - Parks and Recreation (pages 18, 19 & 27)	Current Fee	(Decrease) In Fee	New Fee	% Change	Explanation
Non-Resident Family Membership (page 18)	-	-	-	-	Updated description of membership validity to one year from purchase date.
Athletic Events (page 18)	-	-	-	-	Removed section as moving to a player fee versus a team fee (see new fees in section above).
Youth Day Camps (page 19)	-	-	-	-	Updated description of camp rates publication to online.
Refund Policy (page 27)	-	-	-	-	Removed athletic team cancellations paragraph. Added language that allows registrants to receive an account credit in lieu of a refund check to reflect current practice.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2024**

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, 202~~2~~⁴**

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, 2024**

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Fire Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
02/2020	Re-Inspection with violations remaining		
	1 st Re-Inspection	\$50.00	per inspection
	2 nd Re-Inspection	\$100.00	per inspection
	3 rd and Subsequent Re-Inspection	\$250.00	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.			
02/2021	Fire Sprinkler Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Fire Alarm / Detection Systems	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Standpipe System	\$100.00 due at submittal	per permit plus \$0.01 per square foot for permit and inspection
02/2021	Hood Suppression System	\$75.00	per permit
02/2021	Any other required permit	\$75.00	per permit
02/2021	Re-review fees for 3 rd and subsequent submission	\$100.00	per submission
02/2021	Lift a Stop Work Order	\$100.00	per Stop Work Order
02/2021	Work performed without a permit	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, 202~~2~~⁴**

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
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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			
02/2022	Commercial Usage Fee	\$150.00 \$75.00 \$25.00	per images 1 – 4 per images 5 – 10 per images 11 +
02/2022	Personal Usage Fee	\$50.00	per image
02/2022	Media Usage Fee	\$50.00	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
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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

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 202~~2~~⁴**

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
<u>General Fees</u>			
02/2022	Outsourced Printing	Actual cost plus 35%	per image
02/2022	Shipping & Handling	Greater of \$10.00 or Actual Shipping Cost	per parcel

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 202~~2~~⁴**

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
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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
-	Re-Roof (>\$15,000)	-			
02/2019	Re-Roof - Commercial	\$40	per permit	\$110	per permit
02/2019	Re-Roof - Residential	\$40	per permit	\$60	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
<u>02/2022</u>	<u>Commercial/Multi-Family Building</u>	<u>\$40</u>	<u>per permit</u>	<u>\$110</u>	<u>per permit</u>
	Single Trade Permits - Residential				
02/2022	Residential Electrical	\$40	per permit	\$460	per permit
02/2022	Residential Mechanical	\$40	per permit	\$460	per permit
02/2022	Residential Plumbing	\$40	per permit	\$460	per permit
<u>02/2022</u>	<u>Residential Building</u>	<u>\$40</u>	<u>per permit</u>	<u>\$60</u>	<u>per permit</u>
	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
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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				
<u>02/2022</u>	<u>Administrative Modification</u>	<u>\$100</u>	<u>per application</u>		
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		
02/2019	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, 202~~2~~⁴**

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.			
01/2014	Refuse:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
	64 Gallon Cart	\$50.00	
02/2022 ⁴⁴	96 Gallon Cart	\$570.00	
01/2016	Recycle:		
01/2014	48 Gallon Cart	\$48.00	per additional cart
	64 Gallon Cart	\$50.00	
02/2022 ⁴⁴	96 Gallon Cart	\$570.00	
01/2016	Yard Debris:		
02/2022 ⁴⁶	48 Gallon Cart	\$48.00	per additional cart
	95 Gallon Cart	\$570.00	

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2024**

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.			
02/2020	Base Fee Full Day (14 hours or less) *: Resident Non-Resident Non-Profit** Commercial	\$1,5775.00 \$1,92,150.00 \$1,500.00 \$2,2400.00	per day
02/2020	Base Fee Weekday (8 hours or less) *: Resident Non-Resident Non-Profit** Commercial (14 hours or less) *: Commercial	\$91,150.00 \$1,2400.00 \$1,000.00 \$1,3550.00 \$1,925.00	per day
02/2021	Additional Hour Above 8 Hour/14 Hour Maximum	\$150.00	per hour
09/2013	Corporate Meeting	\$785.00 \$485.00	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, 2024**

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
02/2020	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
01/2015	Holiday Premium **	\$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.			

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 202~~2~~⁴**

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, 202~~2~~⁴**

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)			
02/202 20	Full Season	\$91,0 75.00	per stall
02/202 20	Monthly	\$325 250.00	per stall
02/202 20	Partial Month – Prorated	\$419 .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 02/2020	Impact Fee:		
	Temporary Stalls	\$10.00	per stall, per show per
	Horse not using a stall	\$10.00	day, per horse
02/2020	Paddock Fee	\$26.00	per paddock per show

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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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
FEES AND CHARGES SCHEDULE
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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.

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
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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. beginning on January 1st. 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
Athletic Events The athletic events fee may be waived for youth at the discretion of the Parks and Recreation Director.			
01/1997	Team Fee (Resident and Non-Resident)	\$20.00 plus direct costs	per team
01/1997	Individual Fee: Resident	\$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual

**VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2024**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Athletic Leagues			
021/2022 1997	Team Player Fee: Resident	\$30.00 40.00 plus direct costs	per player team
0212/2022 08	Non-Resident	\$60.00 40.00 plus direct costs plus \$20.00 per non-resident on roster	per player team
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published online in the Spring/Summer Program Guide . 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, 2024**

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			
024/202242	Facility Rental Supervisor	\$2545.00 \$4915.00	first two hours each additional hour
026/202243	Athletic Facilities: Resident/Non-Profit	\$4520.00 \$3940.00	per hour without lights per hour with lights
027/202247	Non-Resident	\$3940.00 \$6980.00	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, 2024**

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, 2024**

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			
01/2015 02/2022	Set up/Breakdown crew for tables and chairs	\$200 400.00	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, 2024**

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, 2024**

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, 202~~2~~⁴**

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, 202~~2~~⁴**

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, 2024**

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
02/2019	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. When an adult athletic team has canceled under circumstances that qualify the team for a refund, the refund will be 75% of the team's registration fee. The \$20 fee for non-resident team members is not refundable. A refund may be applied in the form of a credit to the registrants 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, 202~~2~~⁴**

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.	



**DISCUSS AND CONSIDER RESOLUTION # 22-03 CHANGES TO THE
POSITION CLASSIFICATION AND PAY PLAN
ADDITIONAL AGENDA DETAILS:**

FROM:

Angela Kantor

CC:

Jeff Sanborn

DATE OF MEMO:

2/3/2022

MEMO DETAILS:

In November 2021, Randy Kuhn, Fleet Maintenance Director, retired after serving over 25 years. Since his departure, we have assessed our needs in this department and we are recommending the Fleet Maintenance Director be changed to Fleet Maintenance Supervisor. We did slightly modify the responsibilities of the position and the pay grade would change from grade 27 to grade 23. This position will continue to report directly to the Assistant Village Manager of Operations.

I have attached the Resolution that will amend the Policy on the Administration of the Position Classification and Pay Plan based on the recommendation above. I have also attached the policy and the amended FY 2021-2022 Position Classification and Pay Plan table for your approval. Thank you for your consideration.

ATTACHMENTS:

Description

- ☐ Policy on Administration of the Position Classification and Pay Plan
- ☐ Position Classification and Pay Plan
- ☐ Resolution 22-03 Position Classification and Pay Plan Changes

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:	2/8/2022
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

2/8/2022
Date

#22-03
Village Council, Resolution

2/8/2022
Date

Village of Pinehurst
Position Classification and Pay Plan
FY 2021-2022

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
	11	Streets & Grounds Maintenance Worker I	27,893	34,867	41,840
	12	Streets & Grounds Maintenance Worker II	29,288	36,610	43,932
	13	Parks Maintenance Specialist I Solid Waste Equipment Operator Track Specialist Welcome Center Coordinator	30,752	38,440	46,128
	14	Customer Service Representative Parks Maintenance Specialist II Telecommunications Specialist I Track Crew Leader	32,290	40,362	48,435
	15	Administrative Assistant Grounds Maintenance Crew Leader Events Assistant Firefighter (Non-EMT, Reserve) Library and Archives Associate Street Maintenance Crew Leader Telecommunications Specialist II	33,904	42,381	50,857
	16	Administrative Specialist Assistant Solid Waste Superintendent Firefighter EMT (2nd Class, 1st Class) Fleet Service Technician I Facilities Maintenance Technician Human Resources Technician	35,600	44,499	53,399
	17	Financial Services Technician Fleet Service Technician II Grounds Maintenance Supervisor Parks Maintenance Supervisor	37,380	46,724	56,069
E	18	Administrative and Data Coordinator Administrative and Telecommunications Coordinator Code Compliance Technician Fair Barn Coordinator Fire and Life Safety Educator IT Technician Assistant Library Services and Archives Director Senior Firefighter (Fire Engineer) Street Maintenance Supervisor	39,249	49,061	58,873
E	19	Fire Lieutenant Planning and Zoning Specialist Police Officer Track Superintendent	41,211	51,514	61,817
	20	Athletic Coordinator Code Compliance Specialist Program Coordinator Senior Police Officer Special Events Coordinator	43,272	54,089	64,907
	21	Engineering Technician Master Police Officer Police Investigator	45,435	56,794	68,153

E=Exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)
1.2%=Grade adjustment from previous year

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

Village of Pinehurst
Position Classification and Pay Plan
FY 2021-2022

ATTACHMENT B

FLSA	GRADE	POSITION	MINIMUM	MIDPOINT	MAXIMUM
E E E	22	Building Inspector-Level I Communications Specialist Financial Services Supervisor Fire Captain (Senior Fire Captain) Planner Police Sergeant	47,707	59,633	71,560
E E E	23	Building Inspector- Level II Fleet Maintenance Supervisor Human Resources Generalist Information Technology Systems Specialist Solid Waste Superintendent	50,092	62,615	75,138
E E E E E	24	Battalion Chief Building Inspector-Level III Detective Lieutenant Buildings and Grounds Superintendent Police Lieutenant Recreation Superintendent Senior Planner Transportation Planner Village Clerk	52,597	65,746	78,895
E E E E E	25	Assistant Financial Services Director Assistant Public Services Director GIS Analyst IT Business Analyst Principal Planner	55,227	69,033	82,840
E E E E	26	Building Code Official Deputy Fire Chief IT Infrastructure Administrator Planning Supervisor Police Captain	57,988	72,485	86,982
	27		60,887	76,109	91,331
E	28	Library Services and Archives Director	63,932	79,915	95,898
E	29	Deputy Police Chief	67,128	83,911	100,693
E	30	Organizational Performance Director	70,485	88,106	105,727
E E E	31	Fire Chief Human Resources Director Parks and Recreation Director	74,009	92,512	111,014
E E E E	32	Chief Information Officer Public Services and Engineering Director Financial Services Director Planning and Inspections Director	77,710	97,137	116,564
E	33	Police Chief	81,595	101,994	122,393
E E	34	Assistant Village Manager for Administration Assistant Village Manager for Operations	85,675	107,093	128,512

RESOLUTION #22-03:

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 October 12, 2021; 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 8th day of February, 2022 as follows:

SECTION 1. That the Policy on the Administration of the Position Classification and Pay Plan is hereby amended effective February 8, 2022; said policy attached hereto as Attachment A and made a part hereof; the same as if included verbatim.

SECTION 2. That the Position Classification and Pay Plan for the Village of Pinehurst is hereby amended to include the Fleet Maintenance Supervisor position and eliminate the Fleet Maintenance Director position; 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 8th day of February, 2022.

(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



**DISCUSS AND CONSIDER RESOLUTION #22-02 NCDOT REQUEST FOR
HIGHWAY 2 TRANSITION
ADDITIONAL AGENDA DETAILS:**

ATTACHMENTS:

Description

- ▣ Resolution 22-02 NCDOT Request for Highway 2 Transition

RESOLUTION #22-02:

A RESOLUTION REQUESTING THAT THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION REMOVE NC HIGHWAY 2 DESIGNATION AND COMMERCIAL TRUCK ROUTE DESIGNATION FROM MIDLAND ROAD, PALMETTO ROAD, AZELEA ROAD AND CHEROKEE ROAD BETWEEN THE PINEHURST TRAFFIC CIRCLE AND NC HIGHWAY 5, THEREBY MAKING THE PINEHURST TRAFFIC CIRCLE THE WESTERN TERMINUS OF NC HIGHWAY 2.

WHEREAS, NC Highway 211 connects the Pinehurst Traffic Circle to NC Highway 5 in close proximity to NC Highway 2, thereby providing a readily accessible alternative for North Carolina commercial traffic; and

WHEREAS, large commercial trucks transiting this section of NC Highway 2 regularly create property damage due to tight turns and often cut-thru on residential Village streets to avoid tight turns and the traffic light at the intersection of NC Highway 2 and NC Highway 5; and

WHEREAS, commercial truck traffic using this section of NC Highway 2 has a substantially negative impact on quality of life for Village residences and small businesses; and

WHEREAS, removal of NC Highway 2 designation from this section of roads would enable the North Carolina Department of Transportation to also remove designation as a commercial truck route; and

WHEREAS, commercial trucks needing to make local deliveries on and near this section of roads would continue to be permitted to use this section of roads for those local purposes

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 8th day of February, 2022 as follows:

SECTION 1. That we request that the North Carolina Department of Transportation remove NC Highway 2 designation and commercial truck route designation from Midland Road, Palmetto Road, Azelea Road and Cherokee road between the Pinehurst Traffic Circle and NC Highway 5, thereby making the Pinehurst Traffic Circle the western terminus of NC Highway 2.

THIS RESOLUTION passed and adopted this 8th day of February, 2022.

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