



**VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF JANUARY 28, 2020
ASSEMBLY HALL
395 MAGNOLIA RD.
PINEHURST, NORTH CAROLINA
4:30 PM**

1. Call to Order.
2. Invocation and Pledge of Allegiance. (Reverend David Beam of Pinehurst United Methodist Church)
3. Reports:
 Manager
 Council

4. Motion to Approve Consent Agenda.

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

- A. Consider a Budget Amendment to Reclassify Operating Items as Capital
- B. Consider Resolution 20-02 Reappointing John Taylor to the Historic Preservation Commission.
- C. Public Safety Reports
- D. Approval of Village Council Meeting Minutes
- E. Budget Amendments Report

End of Consent Agenda.

5. Discuss and Consider Resolution 20-01 Appointing a New Voting Member to the Moore County Transportation Advisory Committee.
6. Discuss and Consider Proposed Updates to the Historic District Guidelines.
7. Review and approve the FY 2021 Balanced Scorecard, FY 2021 Areas of Focus, and the FY 2021-2025 Initiative Action Plans.
8. Other Business.
9. Comments from Attendees.
10. 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

- ▣ 2020 Key Partners List



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



**CONSIDER A BUDGET AMENDMENT TO RECLASSIFY OPERATING
ITEMS AS CAPITAL
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn, Natalie Hawkins & Carlton Cole

DATE OF MEMO:

1/15/2020

MEMO DETAILS:

In the FY 2020 budget, the Fire Department requested \$14,400 in operating funding for SCBA breathing apparatus and air cylinder replacements. These units are on a standard replacement schedule to ensure equipment is current and meets safety regulations. The pricing obtained when bidding these items is higher than originally expected due to recently updated National Fire Protection Association standards. We have determined that the SCBA units meet the Village's capitalization threshold of \$5,000.

Based on this finding, we request that \$11,800 of the funds budgeted in the Fire Department operating budget be transferred to their capital outlay budget to properly account for these purchases.

A budget amendment is attached for your review and consideration.

Please feel free to contact me with any questions.

ATTACHMENTS:

Description

- ▣ Ordinance 20-01 Budget Amendment (Fire Operating to Capital)

ORDINANCE #20-01:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2020, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA (TRANSFER OF FIRE DEPARTMENT OPERATING BUDGET TO CAPITAL OUTLAY)

THAT WHEREAS, the FY 2020 General Fund operating budget included funding for Fire Department SCBA breathing apparatus replacements; and,

WHEREAS, staff has determined that at current pricing, these units will meet the Village's capitalization threshold of \$5,000 and should be properly reflected as Fire Department capital outlay;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 28th day of January, 2020, as follows:

SECTION 1. To amend the FY 2020 General Fund budget with regard to revenues and expenditures, the revenue and expenditure accounts are to be changed as follows:

<u>Account No.</u>	<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>
10-10-320-7400	Capital Outlay: Equipment	\$ 11,800	
10-10-320-5400	Departmental Supplies		\$ 11,800

SECTION 2. Copies of this budget amendment shall be furnished to the Clerk to the Village Council, Village Manager, and Financial Services Director for their direction and implementation.

THIS ORDINANCE passed and adopted this 28th day of January, 2020.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**CONSIDER RESOLUTION 20-02 REAPPOINTING JOHN TAYLOR TO THE
HISTORIC PRESERVATION COMMISSION.**

ADDITIONAL AGENDA DETAILS:

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

1/22/2020

MEMO DETAILS:

Attached is draft resolution 20-02 for Council to consider reappointing John Taylor to the Historic Preservation Commission for another 2 year term, expiring on January 31, 2022.

ATTACHMENTS:

Description

- ☐ Resolution 20-20
- ☐ Current HPC Terms

RESOLUTION #20-02:

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

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

WHEREAS, the terms of Mr. John Taylor expires on January 31, 2020; and

WHEREAS, Mr. Taylor and the Village Council of Pinehurst are both desirous of him continuing to serve as a member of the Historic Preservation Commission.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 28th day of January, 2020, as follows:

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

Mr. John Taylor is re-appointed as a member of the Historic Preservation Commission, effective February 1, 2020, said term to expire January 31, 2022.

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

THIS RESOLUTION passed and adopted this the 28th day of January, 2020.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



VILLAGE OF PINEHURST
APPOINTED HPC MEMBERS

TITLE	LAST NAME	CURRENT APPOINTMENT	TERM EXPIRATION
ERIC	VON SALZEN	1/1/2019	12/31/2020
JIM	MCCHESNEY	5/31/2018	5/30/2020*
JOHN	TAYLOR	1/31/2018	1/30/2020
MOLLY	GWINN	5/31/2018	5/30/2020*
THOMAS	SCHROEDER	2/01/2019	1/31/2021
TERRY	LURTZ	2/1/2019	1/31/2021
RICHARD	VINCENT	8/1/2019	7/31/2021

* MAX TERM LIMIT



**PUBLIC SAFETY REPORTS
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

1/21/2020

MEMO DETAILS:

Attached are the December, 2019 Public Safety reports.

ATTACHMENTS:

Description

- ☐ December Fire Report
- ☐ December Police Report



HISTORY, CHARM, AND SOUTHERN HOSPITALITY

SUMMARY FOR THE MONTH OF DECEMBER 2019

SUMMARY OF INCIDENT CALLS

TYPE OF INCIDENT	NUMBER THIS MONTH	NUMBER FYTD	NUMBER THIS MONTH LAST YEAR	NUMBER FYTD LAST YEAR	PERCENTAGE YTD
Fire	2	27	2	22	23%
Overpressure Rupture, Explosion, Overheat - no fire	0	4	0	1	300%
Rescue & EMS Incidents	40	280	47	275	2%
Hazardous Conditions - no fire	11	75	20	102	-26%
Service Call	33	185	35	171	8%
Good Intent Call	30	162	19	163	-1%
False Alarm & False Call	32	174	28	227	-23%
Severe Weather & Natural Disaster	0	7	0	91	-92%
Special Incident Type	0	1	0	0	100%
TOTAL INCIDENTS	148	915	151	1052	-13%

SUMMARY OF INSPECTION

TYPE OF INSPECTIONS	NUMBER THIS MONTH	NUMBER FYTD	NUMBER THIS MONTH LAST YEAR	NUMBER FYTD LAST YEAR	PERCENTAGE YTD
Residential	9	83	10	65	28%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	0	0	0	7	-700%
Commercial	0	34	22	133	-74%
Plan Review/Site Inspections	2	5	7	21	-76%
Reinspection	0	95	6	121	-21%
Occupancy Certificates	0	0	0	1	-100%
TOTAL INSPECTIONS	11	217	45	348	-38%
Violations Found:	0	75	59	379	-80%
YTD Violations to be Corrected:		61		266	
YTD Violations Corrected:		53		161	
Correction Percentage:		87%		61%	

January 17, 2020

J. Carlton Cole, Fire Chief

FIRE DEPARTMENT

395 Magnolia Road • Pinhurst, NC 28374 • Telephone (910) 295-5575 • Fax (910) 295-4861 • www.vopnc.org



PINEHURST FIRE DEPARTMENT

By The Numbers - December 2019



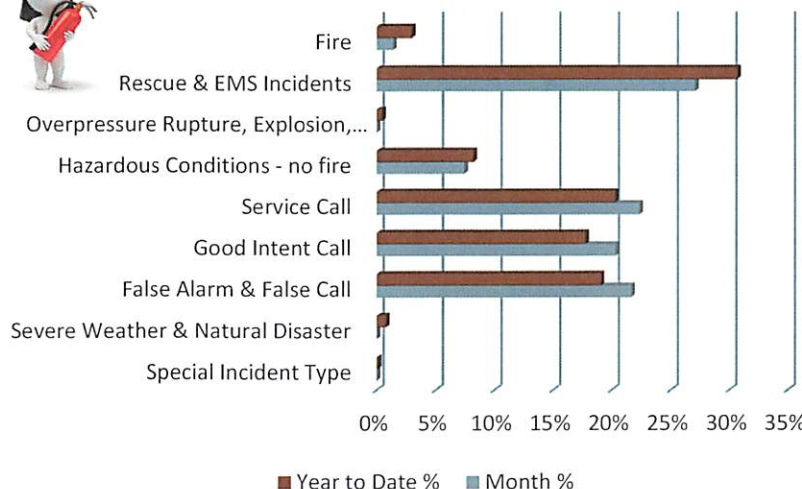
Month

Calls for Service **148**
 % Overlapping Incidents **4.10%**
 Busiest Day of Week **MON**
 Busiest Hour of Day **NOON**
 # of Times Staff Recalled **1**

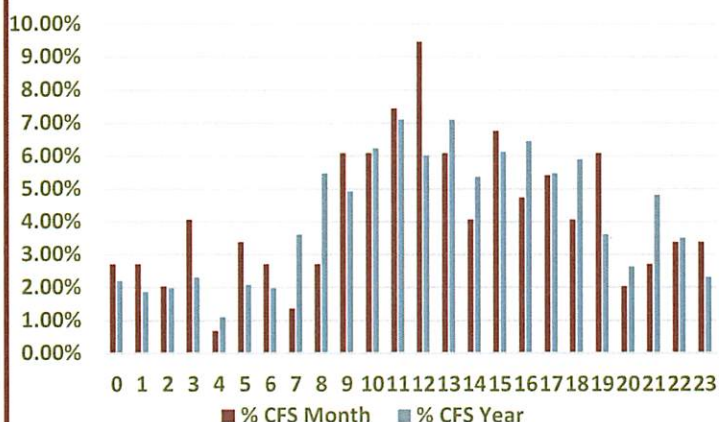
Year

Calls for Service **915**
 % Overlapping Incidents **9.00%**
 Busiest day of Week **TUES**
 Busiest Hour of Day **11am/1pm**
 # of Times Staff Recalled **10**

% of Calls for Service (CFS)



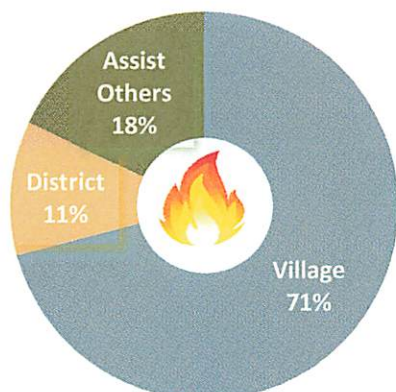
% CFS BY HOUR OF DAY



5 Year Comparison Through this Month of Year



LOCATION OF CFS FOR FY20



Inspections Completed this

MONTH **11**
 YEAR **217**

Code Violations Found this

MONTH **0**
 YEAR **75**

Percentage of Violations

Corrected YTD **87%**



Days Since Last Lost Time Accident in FD **901**

YTD Training Hours

IN HOUSE **3032**
 OUTSIDE **495**



Public Awareness Contacts

MONTH **1,527**
 YTD **26,199**

Police Department Monthly Report to Council December 2019



Prepared by

Chief Earl L. Phipps

01/22/2020



Police Department Monthly Report



Welcome to our new monthly **National Incident Based Reporting System (NIBRS)** report to Council. This report will replace the old UCR Summary Report. In 2018, the police department migrated completely from the old Uniform Crime Reporting (UCR) Summary reporting System to the National Incident-Based Reporting System (NIBRS). Our reporting system is 100% compliant with the FBI's Year 2021 mandate. A few frequently asked questions might assist you in understanding the transition and the new methodology a bit better. I have put together a list of the most asked questions below for your benefit.

What is NIBRS?

National Incident-Based Reporting System (**NIBRS**) is an incident-based reporting system managed by the FBI UCR Program that collects data on each single crime occurrence. The FBI designed NIBRS to generate data as a byproduct of local, state, and federal automated records systems. In 2013, the NIBRS collected data on each single incident and arrest within 23 crime categories made up of 49 specific crimes called Group A offenses. For each of the offenses coming to the attention of law enforcement, various facts about the crime are collected. In addition to the Group A offenses, there are 10 Group B offense categories for which only arrest data are reported.

What is the advantage of the NIBRS over the UCR?

With **NIBRS** data, analysts can generate state and national statistics that are not available using the traditional Summary Reporting System (SRS) data. The **NIBRS** provides a more comprehensive view of crime in the United States, and offers greater flexibility in data compilation and analysis. A major advantage of NIBRS, beyond the increase in data collected, is the capability to break down and combine crime offense data into specific information. For example, an examination of the data determines whether a high robbery clearance rate is associated with more serious types of robberies, or if there are different age peaks in arrest rates for different racial groups, or if the average monetary loss associated with juvenile larceny arrestees differs from that associated with adult larceny arrestees.

What is the difference between NIBRS and SRS Reporting?

The most significant difference between NIBRS and the traditional Summary Reporting System (SRS) is the degree of detail in reporting. In the traditional SRS reporting, law enforcement agencies tally the occurrences of eight Part I crimes. NIBRS is capable of producing more detailed, accurate, and meaningful data because it collects data about when and where crime takes place, what form it takes, and the characteristics of its victims and

perpetrators. In order to obtain important data, specific categories or segments organize facts recorded and preserved about the incident. The vehicle used in recording these facts is a "data element." Data elements, given proper data values (much like answers to questions), provide information about a criminal incident and its associated victims, offenders, property, arrestees, etc.

What are the FBI goals of NIBRS reporting?

The goals of the NIBRS are to enhance the quantity, quality, and timeliness of crime data collected by law enforcement and to improve the methodology used for compiling, analyzing, auditing, and publishing the collected crime data. The NIBRS offers law enforcement more comprehensive data than ever before available for management, training, planning, etc.

I hope this helps you to understand the NIBRS transition a bit better. The following new monthly report contains the data now available to our team. It looks a bit different from the reports of the past. Remember, there are no longer Part I and Part II crimes; instead we have Group A Crimes and Group B Crimes.

Group A are incident based and are sorted in three categories: Crimes Against Persons, Crimes Against Society and Crimes Against Property.

Group B Crimes are mostly the officer originated proactive type of incidents. Group B also contains the category of "90Z" Offenses. 90Z Offenses are non-reportable offenses. These are mainly quality of life type of enforcement activities such as ordinance violations and NC State specific charges that are not uniform across the entire United States. Even though these type of crimes are non-reportable to the FBI, they are still very important to maintaining the level of quality of life our residents are accustomed to living.

As we continue to improve the process, we will streamline this report based on your feedback of what areas now available in the report you wish to see each month and what you want us redact as we move forward.

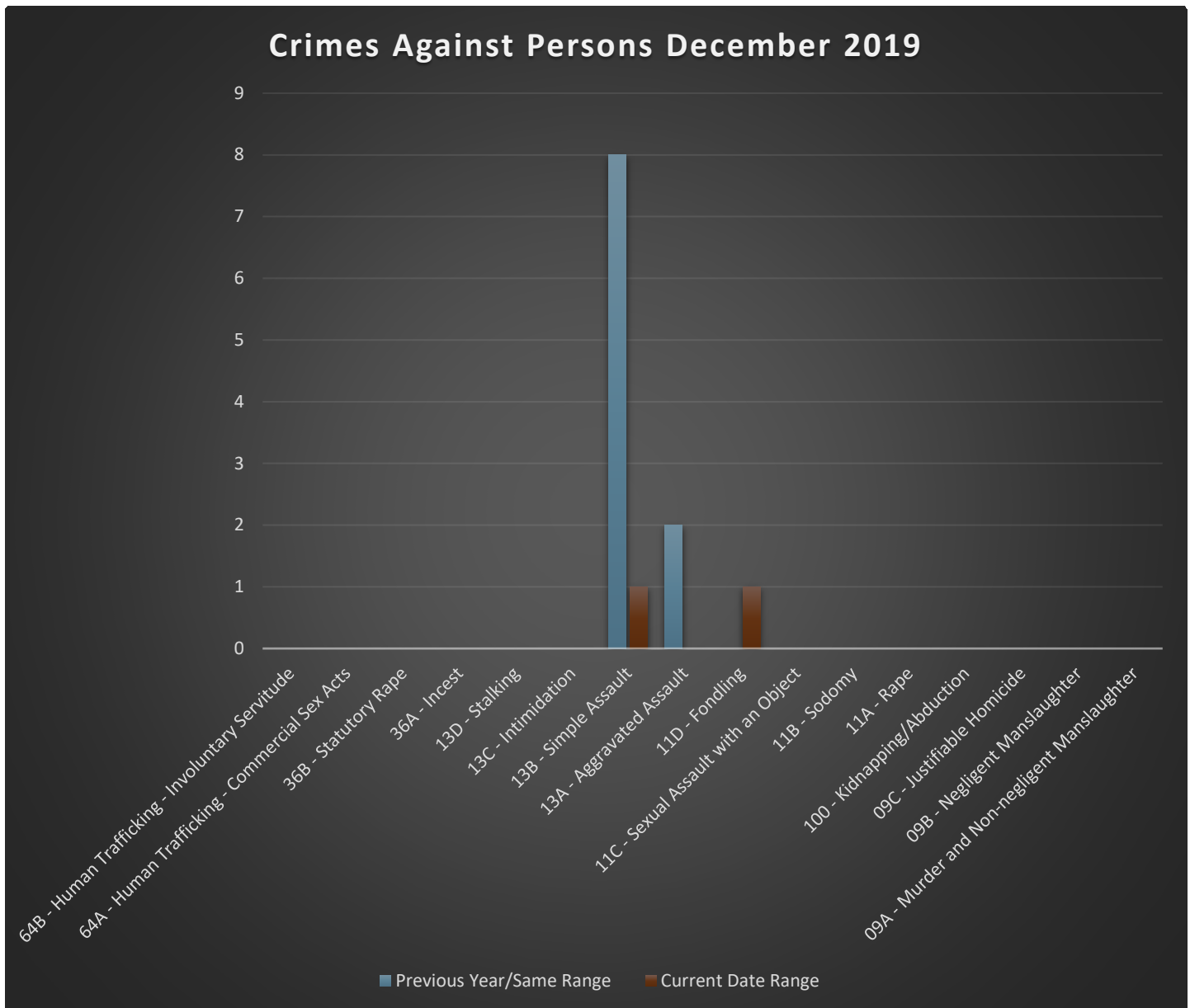
Respectfully,



Chief Earl Phipps

Monthly Report December 1 through 31, 2019 (With Previous Year / Same Month Range)

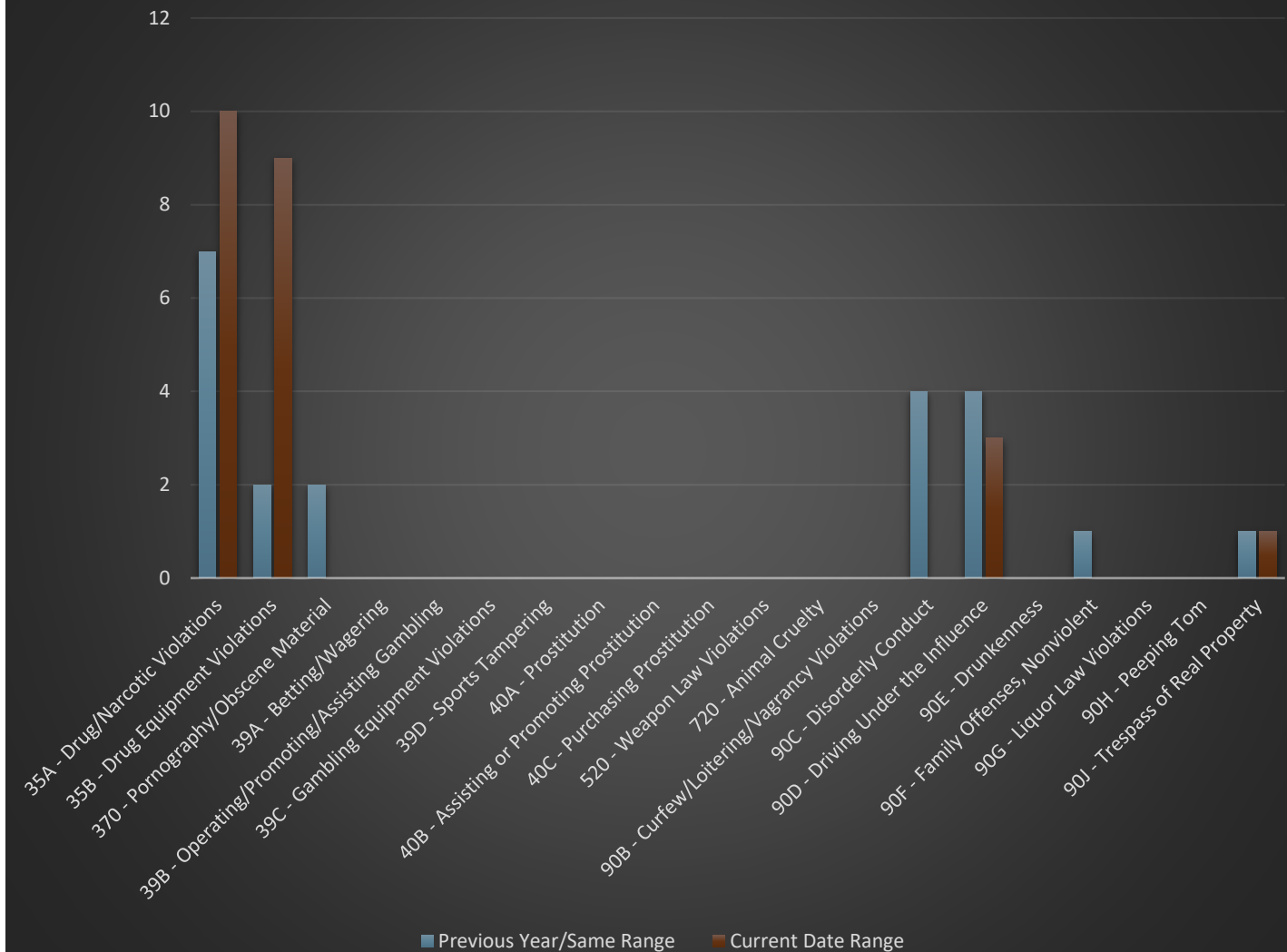
Reported Crimes:



December 2018 Total Crimes Against Persons: 10

December 2019 Total Crimes Against Persons: 2

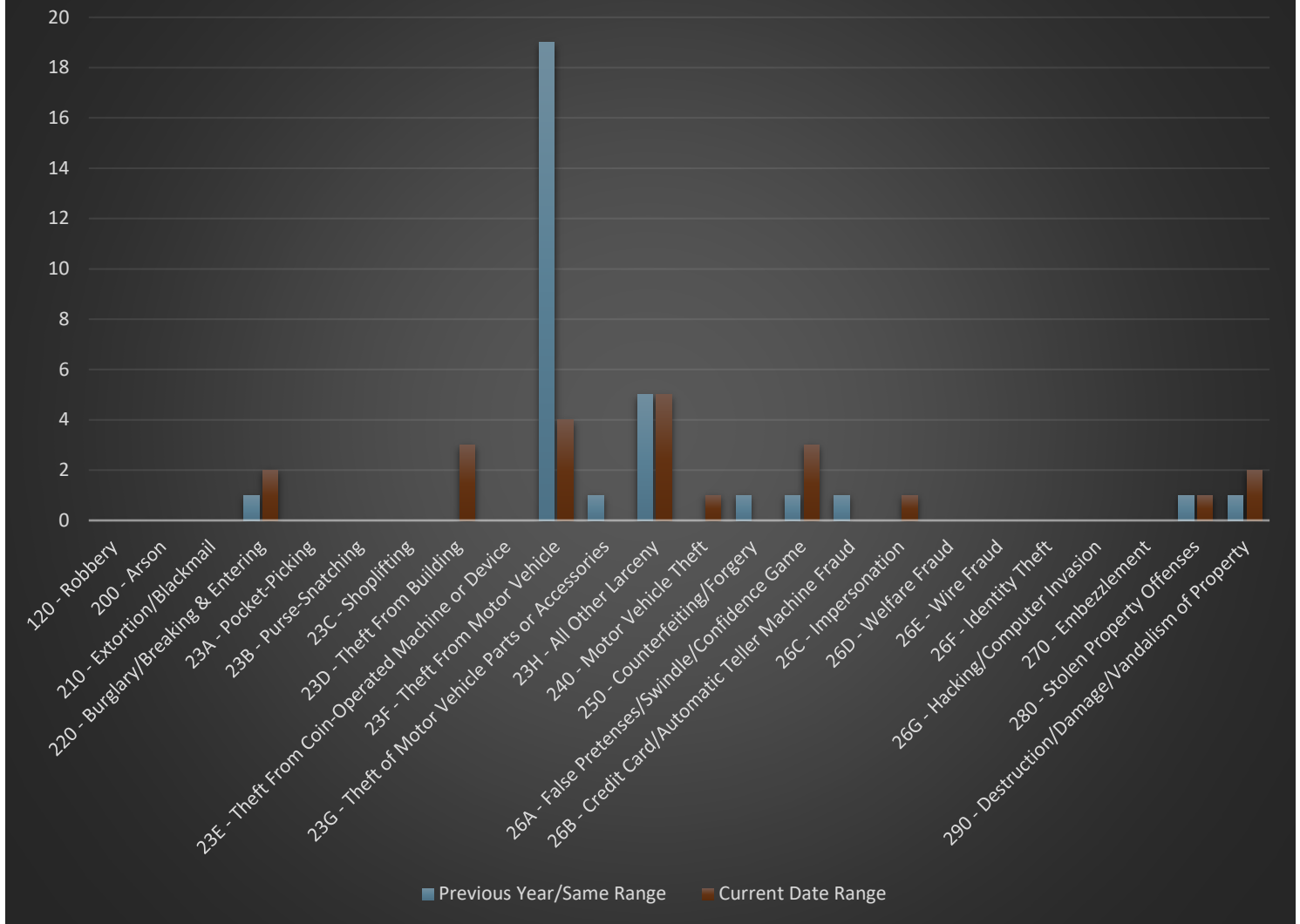
Crimes Against Society December 2019



December 2018 Total Crimes Against Society: 21

December 2019 Total Crimes Against Society: 23

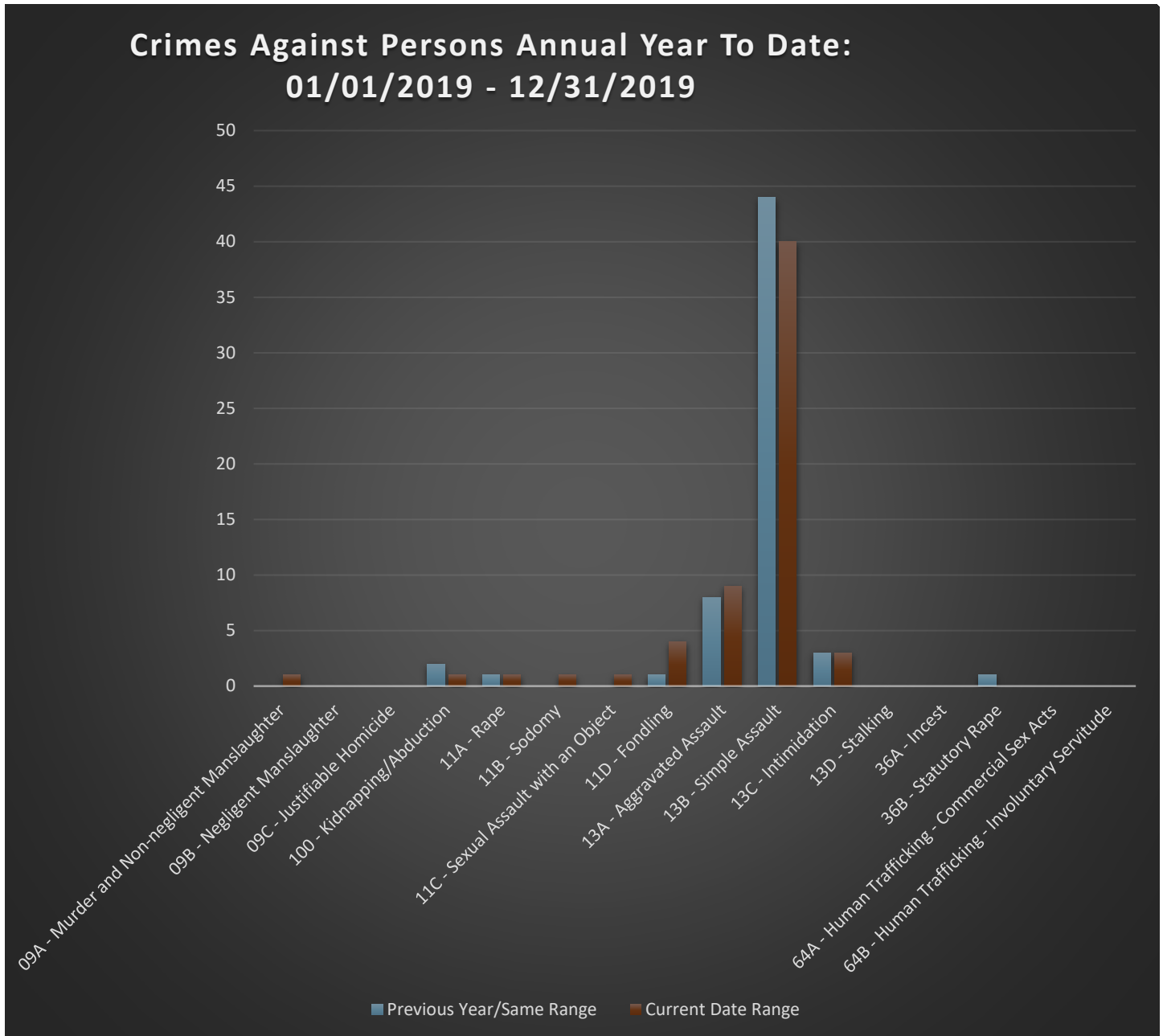
Crimes Against Property December 2019



December 2018 Total Crimes Against Property: 31

December 2019 Total Crimes Against Property: 22

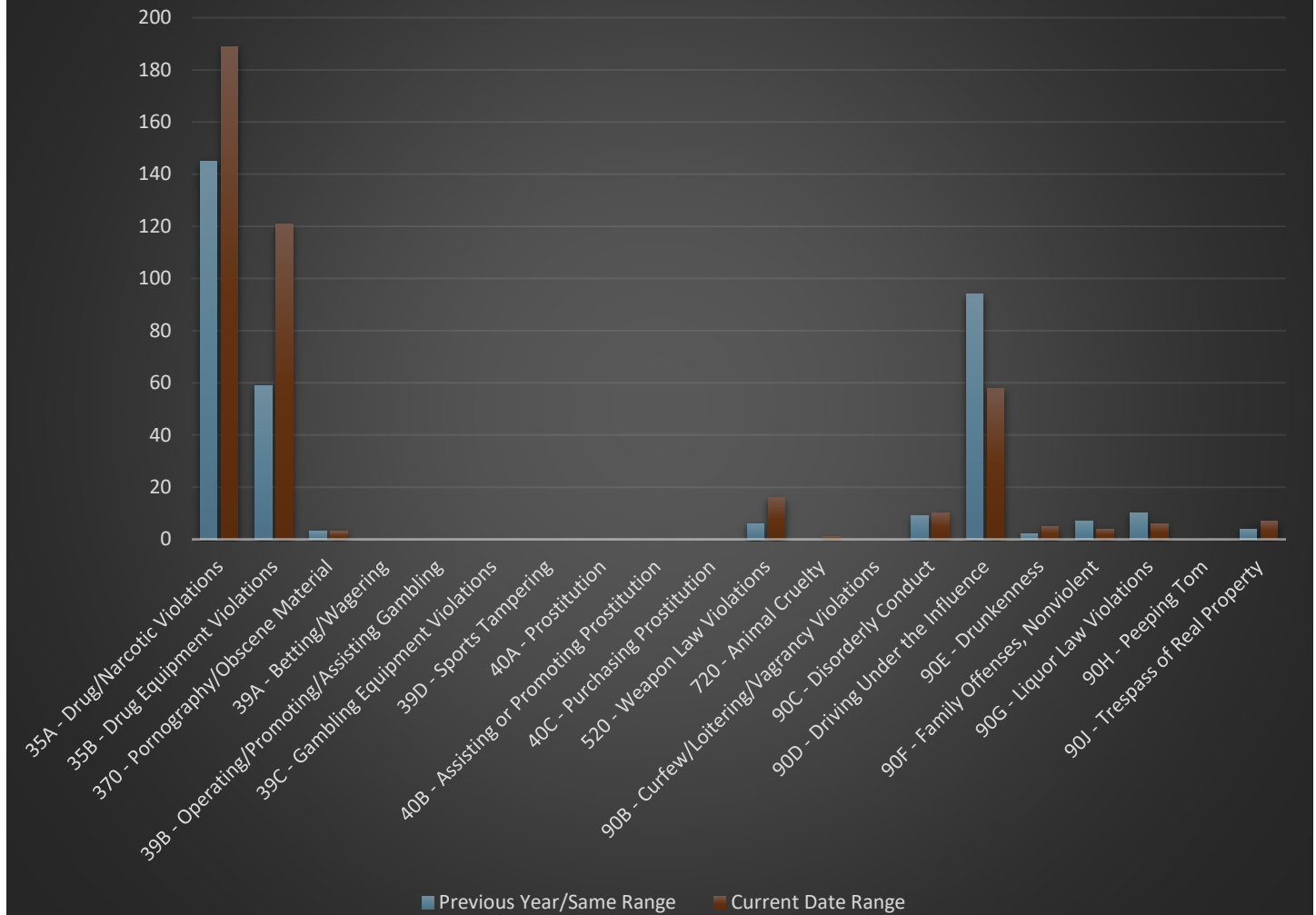
Rolling 12 Month, Total Crimes Reported (With Previous Year 12 Month Total)



2018 Total Crimes Against Persons: 60

2019 Total Crimes Against Persons: 61

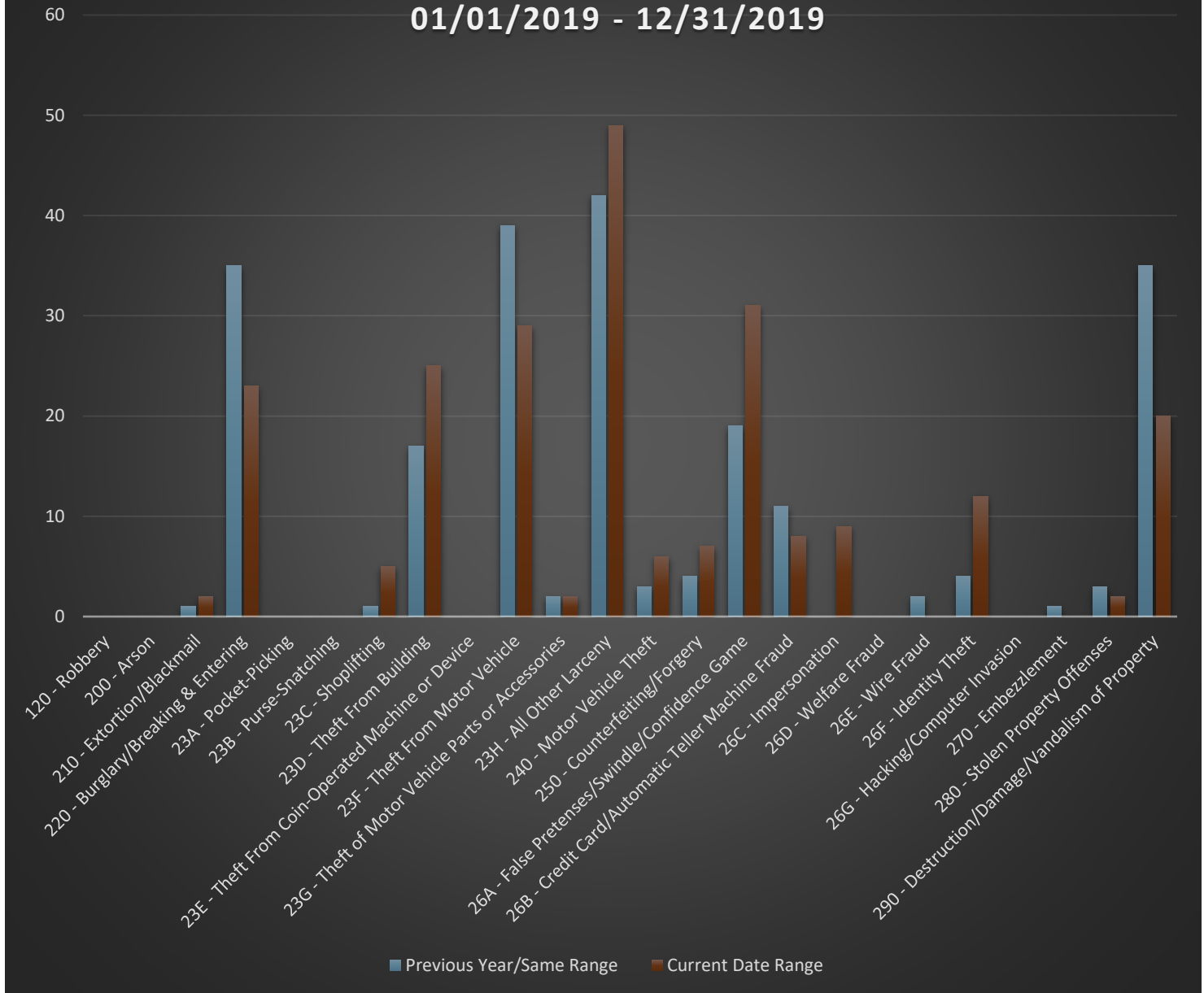
Crimes Against Society Annual Year To Date: 01/01/2019 - 12/31/2019



2018 Total Crimes Against Society: 339

2019 Total Crimes Against Society: 420

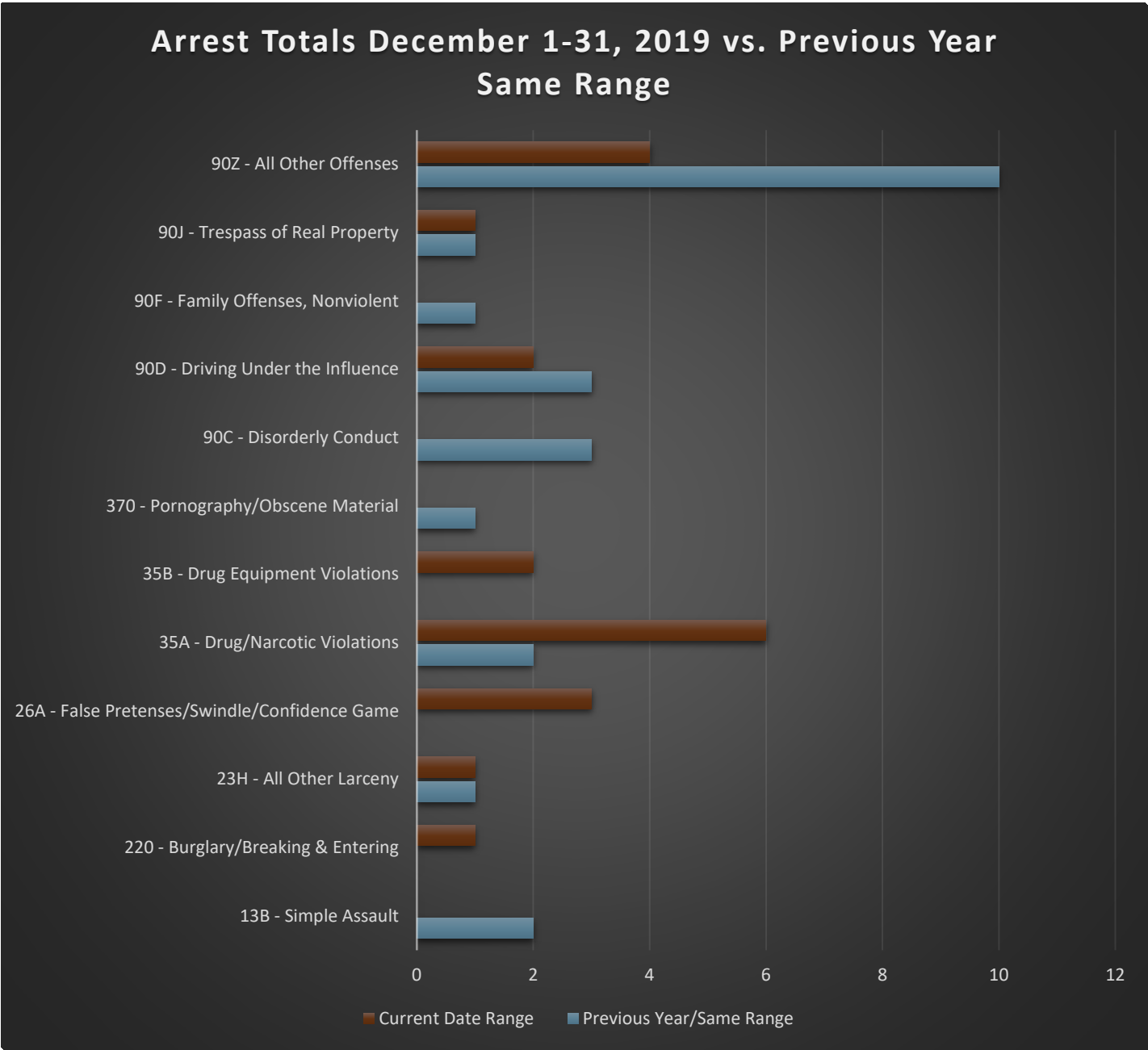
Crimes Against Property Annual Year To Date: 01/01/2019 - 12/31/2019



2018 Total Crimes Against Property: 219

2019 Total Crimes Against Property: 230

Arrest Totals December 1 through 31, 2019 (With Previous Year / Same Month Range)

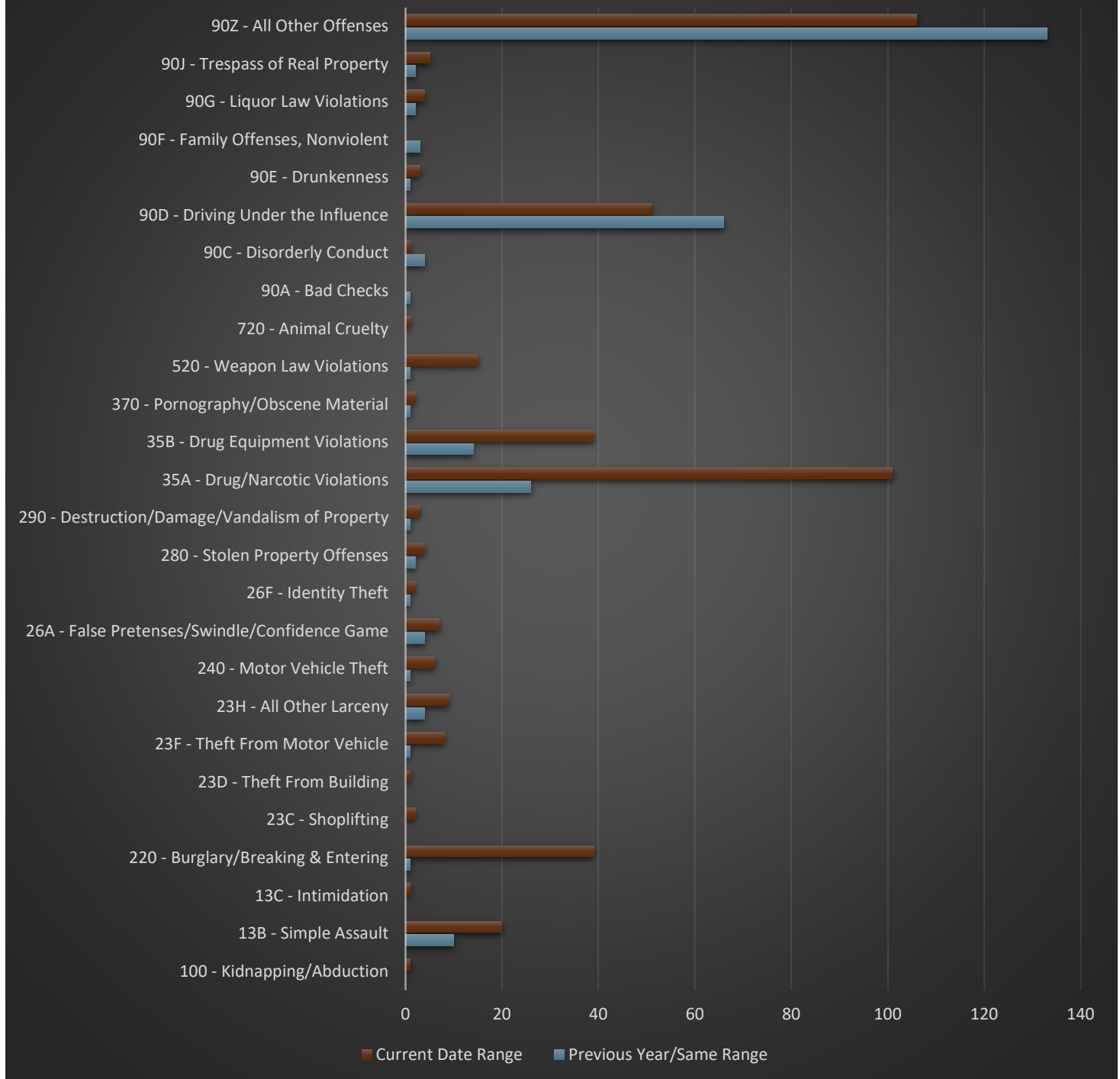


December 2018 Total Arrests: 24

December 2019 Total Arrests: 20

Rolling 12 Month, Arrest Totals (With Previous Year Same 12 Month Range):

Annual Arrest Totals January 1-December 31, 2019 vs. Previous year Same Range

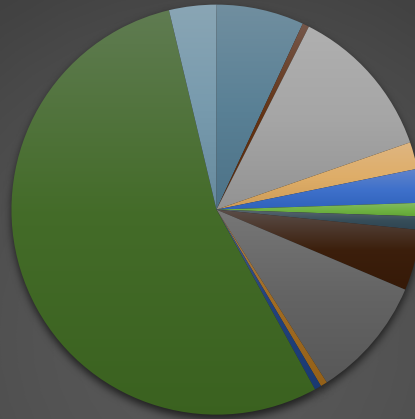


2018 Total Arrests: 281

2019 Total Arrests: 433

Citation Totals December 1 through 31, 2019
(Previous Year / Same Month Range on Following Page)

Citations Issued December 1-31, 2019

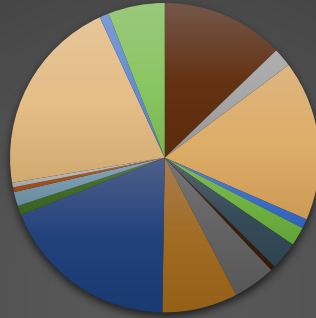


- Driving While License Revoked
- DWI
- Expired Registration
- Failure To Reduce Speed
- Failure To Stop (Stop Sign/Flashing Red Light)
- Inspection
- No Insurance
- No Operator License
- Other (Infraction)
- Possess/Consume Alcohol - Passenger
- Running Red Light
- Speeding (Infraction)
- Unsafe Movement

Monthly Citations Issued December 1-31, 2019	
Charge	Total
Driving While License Revoked	13
DWI	1
Expired Registration	23
Failure To Reduce Speed	4
Failure To Stop (Stop Sign/Flashing Red Light)	5
Inspection	2
No Insurance	2
No Operator License	9
Other (Infraction)	18
Possess/Consume Alcohol - Passenger	1
Running Red Light	1
Speeding (Infraction)	102
Unsafe Movement	7
Total Citations Dec 1 through 31 2019	188

Citation Totals December 1 through 31, 2018

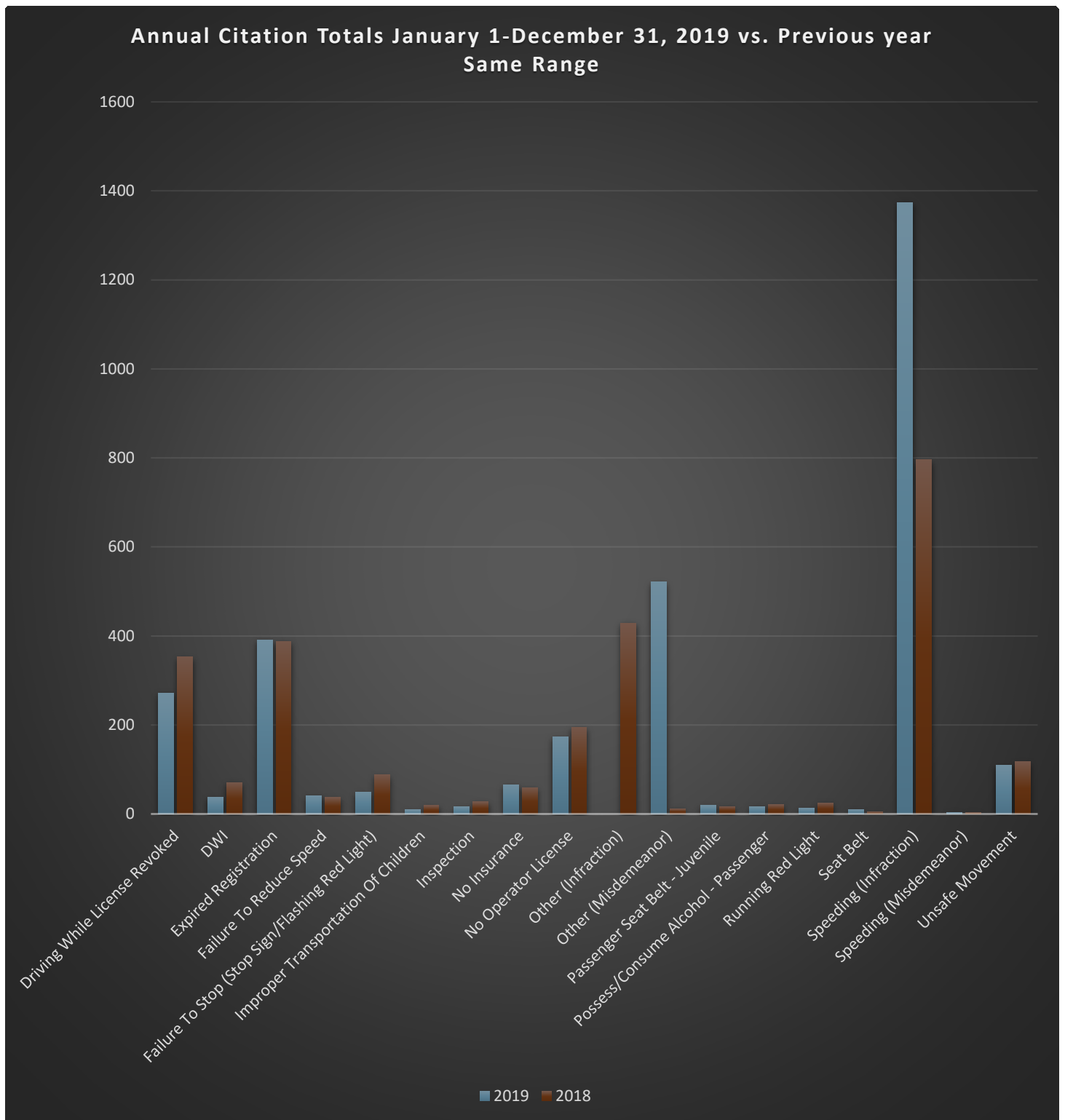
Citation Totals December 1-31, 2018 (Previous Year)



■ Charge	■ Driving While License Revoked
■ DWI	■ Expired Registration
■ Failure To Reduce Speed	■ Failure To Stop (Stop Sign/Flashing Red Light)
■ Improper Transportation Of Children	■ Inspection
■ No Insurance	■ No Operator License
■ Other (Infraction)	■ Passenger Seat Belt - Juvenile
■ Possess/Consume Alcohol - Passenger	■ Running Red Light
■ Seat Belt	■ Speeding (Infraction)
■ Speeding (Misdemeanor)	■ Unsafe Movement

Total Citations Issued December 1-31, 2018 (Previous Year)	
Charge	Total
Driving While License Revoked	26
DWI	4
Expired Registration	34
Failure To Reduce Speed	2
Failure To Stop (Stop Sign/Flashing Red Light)	4
Improper Transportation Of Children	6
Inspection	1
No Insurance	9
No Operator License	16
Other (Infraction)	38
Passenger Seat Belt - Juvenile	2
Possess/Consume Alcohol - Passenger	3
Running Red Light	1
Seat Belt	1
Speeding (Infraction)	42
Speeding (Misdemeanor)	2
Unsafe Movement	12
Total Citations Issued Dec 1-31 2018 (Previous year)	203

Rolling 12 Month, Citation Totals (With Previous Year Same 12 Month Range):



2018 Total Citations: 2,663

2019 Total Citations: 3,124



**APPROVAL OF VILLAGE COUNCIL MEETING MINUTES
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

1/22/2019

MEMO DETAILS:

Attached are the draft minutes from the Village Council Special Meeting, Regular Meeting, and Work Session on January 14, 2020.

ATTACHMENTS:

Description

- ☐ January 14, 2020 Special Meeting
- ☐ January 14, 2020 Regular Meeting
- ☐ January 14, 2020 Work Session



**VILLAGE COUNCIL
MINUTES FOR SPECIAL MEETING OF JANUARY 14, 2020
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
3:00 PM**

The Pinehurst Village Council held a Special Meeting at 3:00 p.m., Tuesday, January 14, 2020 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 30 attendees, including 4 staff and 1 press.

1. Call to Order.

Mayor Strickland, called the Village Council special meeting to order.

2. Library Needs Assessment Kickoff Presentation

Debbie Joy, with LibraryIQ, stated the purpose to the meeting was to review the Needs Assessment process, highlight the points of engagement, collect feedback and identify the next steps. She explained the assessment outcomes would include clear insight into what the community wants and will support, priorities for improvement, and options for funding and operation. The next step will be a public online survey, which will be available online starting January 27th through February 28th. There will be public input meetings at Village Hall on February 18th from 6:00 p.m. to 8:00 p.m. and on February 19th from 10:00 a.m. to 12:00 p.m. Ms. Joy also explained she will be facilitating four Community Conversations with diverse groups from the community and conducting personal interviews with Council and stakeholders. Ms. Joy explained that in April they will work with ETC to send out a random, statically valid, survey to Pinehurst residents. The survey will ask residents questions based on preliminary findings and include some estimated costs. The final written report will be presented to Village Council at the end of June.

Councilmember Hogeman asked if the consultants are going sketch out one option or many. Ms. Joy explained they will have several options based on the results of the Needs Assessment. Councilmember Drum stated we need to ask what residents are willing to pay for. Councilmember Boesch asked what Ms. Joy meant when she said there is a resurgence of libraries. Ms. Joy explained that libraries are changing ways they are used, such as people don't necessarily go to a library to conduct research. Councilmember Drum feels the consultants need to reach the quiet voices. Councilmember Hogeman stated it will be very important to add the cost context into the process.

Public Comments:

- Betsy Mitchell, Pinehurst resident, asked what is ETC and if the PowerPoint presentation would be available online.

- Natalie Hawkins, Assistant Village Manager, explained ETC is the name of the company that conducts statically valid surveys for the Village and noted that the PowerPoint is available online, as it was uploaded into the agenda for the meeting.
- Tony Elms, 60 Donald Ross Drive, stated that he would like the cost factor worked into this process. He also asked if a joint partnership has been considered with other libraries.
- Nancy, Pinehurst resident, is hoping that children services needs are included in the process.
- Peter Holmes, Southern Pines resident, stated he was a former Pinehurst resident and is an active Library contributor. He stated himself and others would like to take the survey and express their opinions.
 - Ms. Hawkins stated that the survey will be available online and anyone will be able to submit one and there is an option to say you are a non-resident on the survey.
- Audrey Moriarty, Given Library Executive Director, stated that a number of library cardholders are not Pinehurst residents but they come into the Village because they don't have anywhere else to go and they are also here and are spending money in the Village. She would like to see some non-residents input included in the assessment.
- Jack Farrell, 21 Grey Abbey Lane, stated he is excited to see the process starting, as this process has been a long time coming.

3. **Motion to Adjourn.**

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Boesch, Council unanimously approved to adjourn the special meeting, by a vote of 5-0 at 4:03 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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

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

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

Values: Service, Initiative, Teamwork, and Improvement



**VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF JANUARY 14, 2020
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 14, 2020 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 43 attendees, including 6 staff and 1 press.

1. Call to Order.

Mayor Strickland, called the Village Council meeting to order.

2. Reports:

Village Manager

- Announced that the Community Center is open. A Grand Opening will be publicized shortly, the contractors are still taking care of a few punch list items.
- Library Needs Assessment process is beginning and an online survey will open on January 27th and run until February 28th. The consultants will be onsite on February 18th through the 20th to conduct Community Conversations and Public Input Meetings.

Village Council

- Councilmember Boesch said the Community Center is wonderful. She stated that she has been diving into the information regarding the National Historic Landmark status. She shared the table of contents and the link to the online version of the nomination submitted to the National Park Service. She noted that she attended a workshop on short term rentals last week.
- Councilmember Drum stated now that the Community Center is open this will allow everyone to come together in one place and the dividend will be great. He also stated he attended the Partners and Progress meeting today and they have put together a video, with the help of the Resort and Golf Pride, promoting the area as a hub for Golf business which will be shown on the PGA show.
- Mayor Pro Tem Davis noted the Villager After Dark will open this coming Thursday and next week and the Bourbon Bar at the Manor will open as well.
- Councilmember Hogeman stated she plans to attend the Moore County Commissioners Retreat tomorrow.

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 Draft Village Council Meeting Minutes.
 - o December 2, 2019 Organizational Meeting
 - o December 3, 2019 Strategic Planning Pre-Retreat
 - o December 10, 2019 Regular Meeting
 - o December 10, 2019 Work Session
 - o December 11, 2019 Strategic Planning Retreat
 - o December 12, 2019 Strategic Planning Retreat

End of Consent Agenda.

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

4. Presentation of Resolutions Honoring Nancy Fiorillo, John Bouldry, and Jack Farrell.

Mayor Strickland, Mayor Pro Davis, and Councilmember Drum presented Nancy Fiorillo, John Bouldry, and Jack Farrell with framed resolutions, approved by Village Council, to honor them for their service on the Pinehurst Village Council. Ms. Fiorillo stated it has been an honor and a privilege to serve the Village over the past 10 years and wished the current Council well for. Mr. Bouldry congratulated the new Councilmembers and Mayor and stated it has been a pleasure to serve the Village. Mr. Farrell stated it was a fantastic opportunity to fill in for John Cashion's term and hopes he did the right thing for John and the community.

5. Discuss and Consider a Special Intensity Allocation (SIA) for the Beach Club –Phase II

Darryn Burich, Planning and Inspections Director, explained this agenda item was to consider a request for Special Intensity Allocation (SIA) of 5.81 acres to the Pinehurst Resort and Country Club for proposed Pinehurst Beach Club Improvements on Pinehurst Lake. The redevelopment project includes construction of a new pavilion and snack bar, recreational structures, surface parking improvements, and other related site improvements. Mr. Burich explained the proposed Beach Club project involves a 5.81 acre tract of land with impervious improvements totaling approximately 1.74 acres of impervious area resulting in 30% impervious area coverage, which exceeds the 12% by right limitation. Mr. Burich noted that because there were already existing impervious improvements on the site (prior to 1993 when law became effective) of 41,447.54 square feet (.95 acres) that square footage could technically be excluded from the calculation if they were trying to meet the Pinehurst Development Ordinance's 12% maximum limitation. However, with the pre-existing impervious square footage subtracted out the proposed new impervious area is approximately 19% requiring the intensity allocation as requested.

Mr. Burich explained the proposed improvements are being reviewed under the Minor Site Plan Review process through the Technical Review Committee and this allocation has to be granted prior to proceeding with the additional improvements on site. Mr. Burich stated that Village staff recommends approval of the SIA from the WS-II Watershed Protection District of 5.81 acres for the Pinehurst Resort and Country Club Beach Club Improvements as proposed. Mr. Burich noted that if Council approves this request that would leave approximately 763.084 acres of special intensity allocation remaining in the WS-II Watershed Protection District.

Perry Harrison, LKC, stated Phase 1 has been completed and a Certificate of Occupancy was issued at the end of December. Calvin Berkley, Project Manager, explained this is the next step in the development, and the goal is to have it open by June 2020. Councilmember Hogeman asked if anything is being built in the area zoned R-10. Mr. Burich stated the majority of that area is parking with minor improvements. Councilmember Hogeman also asked how the environmental protection of the lake figured into the application they have in front of them tonight. Mr. Burich explained it doesn't, the administrative standards or best management practice (BMP) is being handled at the staff level in conjunction with the Village Engineers. David Huneycutt, McGill Associates, stated they are currently working on current BMP's for the project.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Drum, Council unanimously approved, a 5.81 acre Special Intensity Allocation for Pinehurst Resort & Country Club for improvements at the existing Beach Club property on Pinehurst Lake, located in the Water Shed II District, by a vote of 5-0.

6. Other Business.

No other business was discussed.

7. Comments from Attendees.

- Leigh Manzo, 20 Medlin Road, stated she received approval from the Historic Preservation Commission (HPC) for improvements to her home. After receiving approval she decided to change the siding material and now has to pay the application fee again and get approval from the HPC. She stated she believes the \$500 application fee is discouraging homeowners to improve their homes as well as the time it takes to go through the process.
 - o Mr. Burich, Planning and Inspection Director, explained she is having to go back to the HPC because she made changes a major Certificate of Appropriation, and per the Guidelines she must do so.
- Earl Ingram, Pinehurst ETJ resident, explained he has concerns about the density in the ETJ and he asked Council to withdraw support in the development of the Western Connector.
- Frank Pacifico, 155 East Mackenzie Road, stated he was upset to see the parking lot of the Community Center being paved on a Sunday.
 - o Mayor Strickland explained the reason the Village allowed the construction.
- John Webster, Pinehurst resident, stated the Council should remove the conservation neighborhood concept from the Comprehensive Plan as well as the Western Connector. He believes the current Land Use Fiscal Analysis should be revised as the concept is erroneous.

8. Motion to Adjourn.

Upon a motion by Councilmember Drum, seconded by Councilmember Boesch, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 5:37 pm.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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

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

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

Values: Service, Initiative, Teamwork, and Improvement



**VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF JANUARY 14, 2020
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA**

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a Work Session at 5:49 p.m., Tuesday, January 14, 2020, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Treasurer
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey Sanborn, Village Manager
Ms. Beth Dunn, Village Clerk

And approximately 23 attendees, including 6 staff.

1. Call to Order.

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

2. Discuss Political Sign Ordinance.

Councilmember Boesch stated she brought up this issue because of the signs in the traffic circle. She explained she created a one page document which lists her concerns and provide staff a copy to come back to them with some recommendations. Ms. Boesch stated that when they signs are first put out it is not a problem but once Public Works has to start moving them then it seems they go into violation of the ordinance by being too close to the road, obscuring other signs, and some signs start falling into the road. Mayor Pro Tem Davis stated she doesn't believe this is a problem and believes staff has enough to work on right now. Mayor Strickland suggested to possibly reducing the amount of time the signs are allowed. Jeff Sanborn, Village Manager explained that on State roads the time limit is 30 days before early voting begins and 10 days after the polls close, the traffic circle is a state road. Councilmember Drum thought safety was the biggest issue. Mayor Strickland stated maybe in the future as we work on the Pinehurst Development Ordinance Council can revisit this ordinance. Jeff Sanborn, Village Manager, explained they reviewed the data for vehicle accidents in the traffic circle and found no correlation to the number accidents during elections time. Council agreed to defer the topic

3. Discuss Key Partners and Collaborators.

Council reviewed, discussed, and confirmed the key partner list for 2020.

4. Discuss Focus Areas in 2019 Lang Range Comprehensive Plan.

Darryn Burich, Planning and Inspections Director, reviewed the process of implementing the 2019 Comprehensive Plan. Major changes to the Pinehurst Development Ordinance (PDO) will have to be made before most strategies can be implemented. Mr. Burich noted that we are under intense development pressures around Highway 5 and in the Rattlesnake area. Mr. Burich reviewed the 5 focus areas with Council. Council discussed various details and issues in the focus areas. Mr. Sanborn explained staff will come back with a recommendation as to the next steps moving forward, based on the discussion and feedback at tonight's meeting.

Public Comments:

Kaye Pierson, Pinehurst No. 6, stated that they pointed out numerous times that this Comprehensive Plan is not what the citizens

wanted and asked the previous Council not to approve the Plan.

5. Discuss the Identified Strategic Opportunities and the FY 2021 Balanced Scorecard.

This agenda item was to discuss items related to the development of the FY 2021 Strategic Operating Plan (SOP) based on Council's discussions at the December Planning Retreat. Lauren Craig, Organizational Performance Director, reviewed the proposed Fiscal Year (FY) 2021 Initiative Action Plans (IAP's). Council discussed the timing of the implementation on the proposed IAP's. Council made some slight changes to wording and confirmed the IAP list. Ms. Craig reviewed the proposed FY 2021 Opportunities for Improvement list and the FY 2021 Balanced Scorecard. Council discussed and made minor changes, in which staff will update and bring back to Council for approval at the January 28th regular Council meeting in order to continue the development of the FY 2021 SOP.

6. Other Work Session Business.

No other business was discussed.

7. Motion to Recess the Work Session and Enter a Closed Session.

Upon a motion by Councilmember Drum, seconded by Mayor Pro Tem Davis, Council unanimously approved to recess the work session and enter into a closed session pursuant to NCGS §143-318.11(a)(5)(i) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease and pursuant to NCGS 143-318.11(a)(3) to consult with the Village Attorney in order to preserve the attorney-client privilege. Specifically, Council will discuss a potential real estate transaction and receive an update on various legal matters, by a vote of 5-0.

8. Motion to Adjourn the Closed Session and Re-enter the Work Session.

9. Motion to Adjourn.

Council unanimously approved to adjourn the work session, by a vote of 5-0 at 10:00 p.m.

Respectfully Submitted,

Beth Dunn,
Village Clerk

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

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**BUDGET AMENDMENTS REPORT
ADDITIONAL AGENDA DETAILS:**

FROM:

Brooke Hunter

CC:

Jeff Sanborn & Natalie Hawkins

DATE OF MEMO:

1/21/2020

MEMO DETAILS:

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

ATTACHMENTS:

Description

- Budget Amendments Report - FY 2020



**VILLAGE OF PINEHURST
BUDGET AMENDMENTS APPROVED BY BUDGET OFFICER
FOR THE PERIOD JANUARY 8 - JANUARY 21, 2020**

Under Village of Pinehurst Ordinance #19-12, the Village Council grants the Budget Officer, or Village Manager, the ability to transfer appropriations under specific conditions. These conditions allow transfers of up to \$10,000 between departments (including contingency) of the same fund for the FY 2020 Budget. The Budget Officer may not transfer monies between funds at any time.

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

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

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>APPROVED DATE</u>
1	10-00-960-5901	Fleet-Equipment Repairs & Maintenance	\$ 3,000		1/13/2020
	10-00-960-7400	Fleet-Capital Outlay: Equipment		\$ 3,000	
	10-20-410-5903	Public Services Admin-Fleet Maintenance ISF Charges	\$ 3,000		
	10-20-410-7410	Public Services Admin-Capital Outlay: Fleet Equipment		\$ 3,000	

Amendment to transfer savings on Public Services generator purchase from Capital Outlay: Equipment to Repair & Maintenance: Equipment to install a disconnect switch on another Public Services building. This would allow the Village to use a portable generator to supply power to the building in case of emergency. This building houses our brine and sand supply and is the primary location we operate out of during storms.



**DISCUSS AND CONSIDER RESOLUTION 20-01 APPOINTING A NEW
VOTING MEMBER TO THE MOORE COUNTY TRANSPORTATION
ADVISORY COMMITTEE.
ADDITIONAL AGENDA DETAILS:**

FROM:

Beth Dunn

CC:

Jeff Sanborn

DATE OF MEMO:

1/21/2020

MEMO DETAILS:

Attached is draft resolution 20-01 for Council to discuss and consider to appoint John C. Strickland as the voting member of the Moore County Transportation Advisory Committee.

ATTACHMENTS:

Description

📎 Resolution 20-01

RESOLUTION #20-01:

A RESOLUTION APPOINTING A NEW VOTING REPRESENTATIVE OF THE VILLAGE OF PINEHURST COUNCIL TO THE MOORE COUNTY TRANSPORTATION ADVISORY COMMITTEE.

WHEREAS, The Council for the Village of Pinehurst expressed support for the Moore County Transportation Advisory Committee on December 12, 2000; and

WHEREAS, The Council for the Village of Pinehurst appoints representatives to this committee; and

WHEREAS, circumstances warrant appointing a new voting representative from time to time;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina, in a regular meeting assembled this 28th day of January, 2020 as follows:

SECTION 1. That the Village Council hereby appoints John C. Strickland to represent the Village of Pinehurst to the Moore County Transportation Advisory Committee as a voting representative.

SECTION 2. That this appointment is effective on the date of the adoption of this resolution.

THIS RESOLUTION passed and adopted this 28th day of January, 2020.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
John C. Strickland, Mayor

Attest:

Approved as to Form:

Beth Dunn, Village Clerk

Michael J. Newman, Village Attorney



**DISCUSS AND CONSIDER PROPOSED UPDATES TO THE HISTORIC
DISTRICT GUIDELINES.
ADDITIONAL AGENDA DETAILS:**

FROM:

Peter Hughes

CC:

Jeff Sanborn and Natalie Hawkins

DATE OF MEMO:

1/21/2020

MEMO DETAILS:

This agenda item is for the Village Council to discuss and consider proposed changes to the Historic District Guidelines to better clarify existing language and enhance the guidelines. The Historical Preservation Commission (HPC) met on December 19, 2019 and recommends the Village Council approve the proposed changes described in the two attachments to this agenda item:

1. A staff report that describes the proposed changes and reasoning
2. Exhibit A that indicates the specific changes to the Historic District Guidelines being proposed.

Village staff and HPC Chair Molly Gwinn will be available to discuss the proposed changes with the Council and answer any questions the Council may have about the recommended changes. Should the Council approve the changes proposed by staff and recommended by the HPC, Council can do so by motion.

ATTACHMENTS:

Description

- ▣ Staff Report
- ▣ Exhibit A: Redline Copy of Historic Guidelines with Proposed Updates



PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Village Council
From: Peter Hughes, Senior Planner
Cc: Historic Preservation Commission
Jeff Sanborn, Village Manager
Natalie Hawkins, Assistant Village Manager
Darryn Burich, Planning & Inspections Director
Alex Cameron, Senior Planner
Beth Dunn, Village Clerk
Date: January 21, 2020
Subject: Recommended Updates to the Historic District Guidelines

Applicant:	Village of Pinehurst
Affected Area:	The Pinehurst Historic District
Zoning:	The Pinehurst Historic District mainly contains single family residential zoning districts and the Recreational Development zoning district, however there are properties zoned Multi-Family, Village Commercial, Village Mixed Use, Village Cottage Professional, Neighborhood Commercial, Public Conservation, and Office Professional also located within the Pinehurst Historic District.
Map Overlay:	The recommended update will not change the current and established boundary of the Historic District.

Overview:

Staff is seeking approval of proposed updates to the Historic District Guidelines in order to improve the existing document and to provide clarity of existing language.

Background

The special character of the Pinehurst Historic District evolved directly from the founding of the Village of Pinehurst in 1895 by James Walker Tufts. Tuft's initial vision for the Pinehurst Community, was that of a New England Village centered around a wooded village green. His vision has endured to this day, as the Pinehurst community retains its special character of a New England Village situated in the midst of iconic North Carolina pines. This special character persisted because of the community's and its resident's thoughtful preservation of original structures from the late 19th and early 20th centuries and the continued cultivation of its lush landscapes.

Formal preservation of the Village of Pinehurst essential character started in 2006. The Village established the Pinehurst Historic Overlay District, which was approved by Village Council in accordance with North Carolina General Statute 160A-400, to "safeguard its heritage by preserving any district or landmark therein that embodies important elements of its culture, history, architectural history, or prehistory." Village Council also created the Historic Preservation Commission, which was the body responsible for the creation of the Historic District Guidelines and reviewing all Major Work within the Historic District.

The Historic District Guidelines are an important tool in preserving the historic character of the Village of Pinehurst. They are a resource for property owners, architects, building contractors, realtors and others planning to make changes to the exterior of existing buildings or to construct new buildings in the Pinehurst Historic District. The Village of Pinehurst as a method of active preservation updates the Historic District Guidelines regularly to reflect best practices, address rising concerns, and meet the community's desire to maintain and protect the historic character of the Village.

Recently, from 2016 to 2018, the Village of Pinehurst formed a revision committee tasked with performing a comprehensive rewrite of the Historic District Guidelines. The revision committee was composed of members of the Village staff, a local business owner, former and current members of the Historic Preservation Commission, and current members of the Village Council. The work of that committee was finalized with the adoption of the revised Pinehurst Historic District Guidelines by Village Council, which were made effective July 1st, 2019.

Village staff has implemented and administered the newly adopted standards for past six months. During that period staff has identified areas that need further clarification within the Guidelines that could be updated to more effectively administer the Guidelines and their intent.

Recommended Updates

Staff has prepared the following list of recommendations for the consideration of approval by Village Council. This list was compiled over the course of the last six months with the intent of presenting multiple updates to Village Council to avoid bringing individual updates separately.

Staff first presented the recommended updates at the November HPC meeting and received input on them from the Commission. Staff then revised the proposed updates incorporating the Commission's input and re-presented them to the Commission at the December HPC meeting. At the December HPC meeting the

Commission affirmed the revisions and adopted a motion to support bringing the changes before Village Council.

1. Field of Play

The term “field of play” was not included in the 2019 version of the Historic District Guidelines. “Field of play” as a term and as a practice of regulation has been included in previous versions of the Guidelines. The omission, after speaking to member of the revision committee, was unintentional and it should have been included in the latest update to the Guidelines.

The term “Field of Play” in application, alleviates the need to obtain a COA or receive approval for the day to day activities and golf course maintenance conducted on golf course property within the historic district. Historic structures and the addition of new structures within the Historic District on golf course property would still be required to go through a review process and receive a Certificate of Appropriateness.

Please consider the following language to be included in the “Frequently Asked Questions” and “Glossary of Terms” sections of the current historic Guidelines:

“The term “Field of Play” throughout this document shall mean the area within the Recreational Development (RD) zoning district where golf activity occurs. With the exception of buildings, property located within the area known as the “field of play” is excluded from these. For example, repair, relocation or addition of compatible signage, landscaping, and/or cart paths on property within the “field of play” are excluded from these regulations.”

2. Demolitions

The current Historic Guidelines has conflicting language regarding demolitions in the Historic District. In the demolition section, the following language currently appears (Village of Pinehurst Historic Guidelines, page 62):

“Demolition guidelines apply to all structures and site features such as pools and gazebos within the Pinehurst Historic District.”

Under the items list as “Minor Works” the following is included (Village of Pinehurst Historic Guidelines, page 11):

Minor Works Include

- *Demolition of small outbuildings that are 120 square feet or less*
- *Demolition or infill of pools*

The two sections of the Historic Guidelines contradict one another and create confusion for the applicant and for staff on the regulation of demolitions. Staff would recommend amending the language within the demolition section to the language provided below:

“Demolition guidelines apply to all structures within the Pinehurst Historic District, except those specified under Minor Works.”

3. Minor COA for Prior Approvals

In the Historic District Guidelines there is an item under Minor Works that accounts for minor changes for previously approved COAs. Both applicants and staff were unsure of the intent of the existing language and how it was to be applied. Staff sought guidance from the HPC and the members of the revision committee and learned that the intent was to allow for minor changes to be reviewed before the completion of work, alleviating the need to go before the HPC if the previously approved COA was for a Major Work Item.

Under Minor works, the following language currently appears (Village of Pinehurst Historic District Guidelines, page 11):

“Minor work changes to an approved COA prior to the work being completed”

Staff would recommend the following language in order to clarify the intent and avoid future confusion for this minor work item:

“Minor work changes to an approved COA prior to the work being completed, except in cases when those changes fall under the category of Major Work.”

4. Addition of an Inspection Section

The Historic District Guidelines has sections that explain the process of “How to Obtain a Certificate of Appropriateness” and the purpose of the “Public Hearing” process for Major COAs. Both these sections establish an expectation and provide additional guidance for applicants applying for a COA. In addition to these sections, staff would recommend the inclusion of an “Inspection” section that would accomplish the same objective, establishing an expectation and providing additional guidance on the inspection process and finalization of the COA.

The proposed addition would be included as section “G” under “Pinehurst Historic District Guidelines and Overview” chapter two of the Guidelines and would shift the COA flow chart to section “H”. The following is the proposed process and text:

After the public hearing process and once projects requiring a COA have been completed, the Village Planner conducts an inspection to ensure that work was completed as approved in the COA. The following is the inspection process for both Minor and Major COA inspections:

1. *When a historic district project is complete and ready for inspection please contact the Village’s Planning Department and schedule an inspection appointment with a Planner. Typically inspections can be conducted the next day or within a reasonable amount of time.*
2. *The Planner will visit your project site to inspect the work performed under the permit.*
 - a. *During the inspection, the Planner will compare the work based on the approved plans and ensure the completed work is consistent with the approved plans.*

3. *If the work is consistent with what was originally submitted and approved, the Planner will approve the work and close out the COA.*
4. *If there are any discrepancies between the approved plans and what was built, applicants have three options available to pursue:*
 - a. *The applicant may meet standards and/or address the discrepancies by building to the approved plan.*
 - b. *If the changes qualify as minor work, the applicant may apply for a minor COA*
 - c. *If the changes qualify as major work, the applicant may apply for a major COA and go before the Historic Preservation Commission.*
5. *After all the previously identified issues have been addressed, please contact the Planning Department and arrange for a re-inspection.*

Recommendation:

Staff recommends the adoption of these proposed updates as requested. Attached to this staff report is a redline copy of the Historic District Guidelines that illustrates the inclusion of these changes, as requested, within the Historic District Guidelines.

EXHIBIT: A

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Commented [PH1]: The addition of the inspection section shifted the page numbers for all subsequent sections

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EXHIBIT: A

The Village of Pinehurst Historic District Guidelines

Q8. If I don't agree with the decision of the HPC, how can I appeal?

- A. If a Certificate of Appropriateness application is denied by the HPC, the property owner may appeal to the Board of Adjustment within 30 days. Objections to approved projects may also be appealed to the Board of Adjustment within 30 days. Subsequent appeals are heard by the NC Superior Court. Applications for appeals can be found on the Village's website.

Q9. Who is on the HPC? Can I apply to join the HPC?

- A. The HPC is comprised of seven citizen volunteers who are appointed by the Village Council to two-year terms. They may be reappointed to serve a maximum of three terms. Commissioners should have demonstrated a special interest, experience, or education in history, architecture, and/or archaeology. All commissioners must reside in the Village of Pinehurst. Any qualified resident is invited to apply. Volunteer applications forms are available at Village Hall and also on the Village's website at www.vopnc.org.

Q10. What projects require approval from the Historic Preservation Commission?

Can I make changes to my property without anyone's approval?

- A. Not all projects require approval from the HPC. Please review the definitions in Section II to correctly identify the type of approval your project requires.

Q11: How are the terms "congruous" and "compatible" defined and how are these terms applied?

- A. The HPC bases its decision to approve or deny a COA application on whether the project is congruous with the historic character of the Pinehurst Historic District. A project, including a renovation, addition, or new construction, must be in harmony or congruous with the character, density, scale, and setting of the surrounding properties.

Congruous means appropriate, harmonious, compatible or consistent

Incongruous means inappropriate, incompatible, or not in keeping with the character of the property or the Pinehurst Historic District

Changes or additions to an existing building must be sufficiently **compatible** with the primary structure and **congruous** with the Pinehurst Historic District. New buildings must be sufficiently **congruous** with the special character of the Pinehurst Historic District.

Q12: "The field of play" what does it mean?

- A. "The term "Field of Play" throughout this document shall mean the area within the Recreational Development (RD) zoning district where golf activity occurs. With the exception of buildings, property located within the area known as the "field of play" is excluded from these. For example, repair, relocation or addition of compatible signage, landscaping, and/or cart paths on property within the "field of play" are excluded from these regulations."

Commented [PH2]: Addition of the term "field of play" back into the Historic District Guidelines

EXHIBIT: A

The Village of Pinehurst Historic District Guidelines

C. MINOR WORK CONTINUED

- Installation of structures or features that are short-term (less than 1 year) or intermittent in nature (e.g., construction trailer, television, temporary cellular facilities, mobile units, etc.).
- Replacement of existing siding, trim, porch flooring, steps, shutters, awnings, etc., as long as replacement materials match the original or existing materials in detail and color
- Replacement of roofing material of the same style, size, and color
- Replacement of doors and windows that are the same style, material, size, and color as the existing doors and windows
- Replacement of missing details, including missing or deteriorated siding and trim, porch floors, ceilings, columns, balustrades, or other architectural details, with new materials that are compatible with existing details
- Installation of storm windows and doors
- Installation of skylights and solar panels not visible from the street
- Installation of accessory buildings with no dimension greater than 12 feet
- Demolition of small outbuildings that are 120 square feet or less
- Six-month extension of an approved Certificate of Appropriateness
- Renewal of an expired Certificate of Appropriateness where no change to approved plans is being proposed, and there has been no change to circumstances under which the certificate was initially approved
- ~~Minor work changes to an approved COA prior to the work being completed~~ Minor work changes to an approved COA prior to the work being completed, except in cases when those changes fall under the category of Major Work
- Pool demolition and infill

Commented [PH3]: Clarification of Language

EXHIBIT: A

The Village of Pinehurst Historic District Guidelines

F. PUBLIC MEETINGS

The remarks and documents presented by the property owner are important because they allow the Commission to be fully informed about the project. The purpose of review by the Commission is to determine if the project is congruous with the special character of the Pinehurst Historic District. The Commission will grant or deny a COA based on findings of fact relative to the application of the Guidelines. Approval may be subject to conditions necessary for the project to meet the Guidelines. ~~Once projects requiring a COA have been completed, the Village Planner conducts an inspection to ensure that work was completed as approved in the COA.~~

Commented [PH4]: Moved to the inspection section (the next section)

As all hearings are recorded, the video recording may be retrieved from the Village of Pinehurst website.

EXHIBIT: A

The Village of Pinehurst Historic District Guidelines

G. Inspection Process

After the public hearing process and once projects requiring a COA have been completed, the Village Planner conducts an inspection to ensure that work was completed as approved in the COA. The following is the inspection process for both Minor and Major COA inspections:

Commented [PH5]: Addition of an Inspection Section to the Historic District Guidelines

1. When a historic district project is complete and ready for inspection please contact the Village's Planning Department and schedule an inspection appointment with a Planner. Typically inspections can be conducted the next day or within a reasonable amount of time.
2. The Planner will visit your project site to inspect the work performed under the permit.
 - a. During the inspection, the Planner will compare the work based on the approved plans and ensure the completed work is consistent with the approved plans.
3. If the work is consistent with what was originally submitted and approved, the Planner will approve the work and close out the COA.
4. If there are any discrepancies between the approved plans and what was built, applicant have three options available to pursue:
 - a. The applicant may meet standards and/or address the discrepancies by building to the approved plan.
 - b. If the changes qualify as minor work, the applicant may apply for a minor COA
 - c. If the changes qualify as major work, the applicant may apply for a major COA and go before the Historic Preservation Commission.
5. After all the previously identified issues have been addressed, please contact the Planning Department and arrange for a re-inspection.

EXHIBIT: A

The Village of Pinehurst Historic District Guidelines

GH. CERTIFICATE OF APPROPRIATENESS FLOWCHART

Commented [PH6]: Change in numbering to accommodate the addition of the Inspection Section

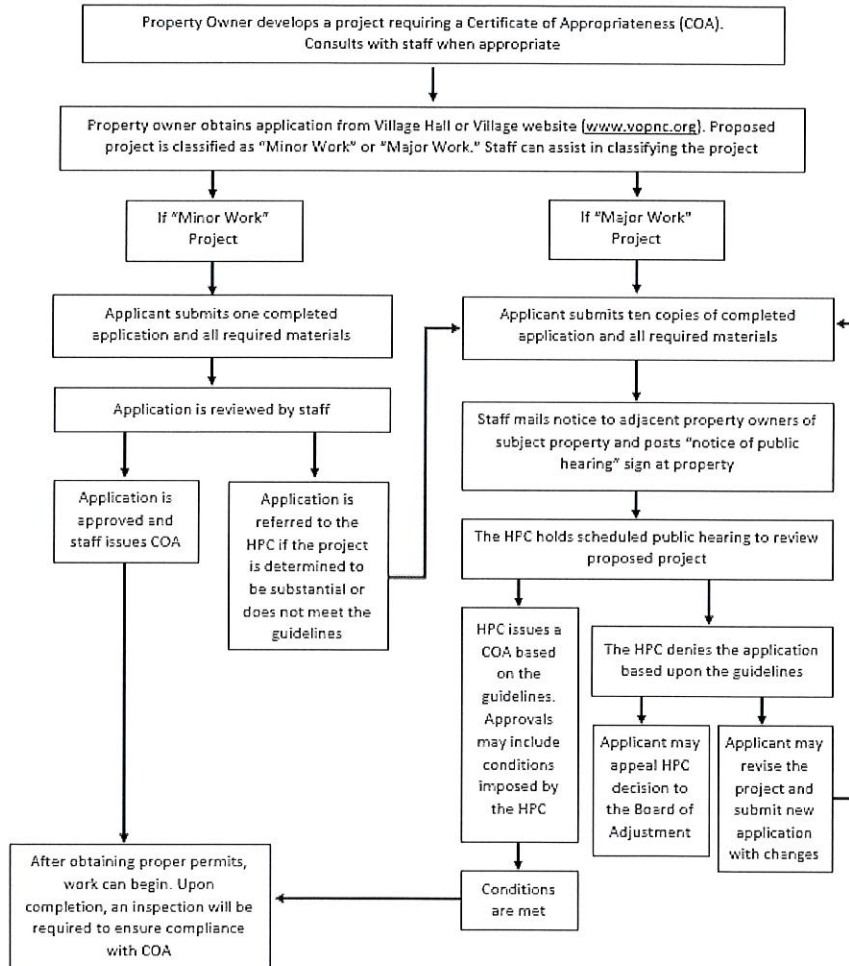


EXHIBIT: A

The Village of Pinehurst Historic District Guidelines

VIII. RELOCATION AND DEMOLITIONS

Relocations and demolitions are approved by the Historic Preservation Commission for properties within the Pinehurst Historic District.

A. RELOCATIONS

1. Relocation of a primary structure or important accessory building within the Pinehurst Historic District will be considered only when all other preservation options have been exhausted.
2. Before any existing primary structure within the Pinehurst Historic District may be moved or relocated, its original setting and context should be fully documented. Please consult with Village Staff.
3. Guidelines for new construction apply to all structures moved into or within the Pinehurst Historic District including primary structures, or accessory buildings.
4. Any damage to character-defining elements and significant architectural features during relocation should be repaired.

B. DEMOLITIONS

1. Prior to demolition, property owners should work with the Historic Preservation Commission in seeking alternatives to relocate a primary structure or important accessory building as an alternative to demolition.
2. ~~Demolition guidelines apply to all structures and site features such as pools and gazebos within the Pinehurst Historic District.~~ Demolition guidelines apply to all structures and site features within the Pinehurst Historic District, except those specified under Minor Works
3. Prior to demolition of a primary structure, a record of the primary structure **must** be made that describes any distinctive architectural features of the structure, important landscape features and any archaeological significance of the site. This documentation **must** be provided to Village Staff before the public hearing.
4. Salvageable architectural materials and features should be identified along with potential buyers or recipients of salvaged materials.
5. Significant site features and adjacent properties should be protected during demolition. Also trees should be protected from damage due to compaction of the soil by equipment or materials.
6. After demolition, all debris **must** be removed from the site within 30 days.

Commented [PH7]: Clarification of exiting language in order to remove conflict between Minor Works section and the Demolition section

EXHIBIT: A

The Village of Pinehurst Historic District Guidelines

FIELD OF PLAY: The term "Field of Play" throughout this document shall mean the area within the Recreational Development (RD) zoning district where golf activity occurs. With the exception of buildings, property located within the area known as the "field of play" is excluded from these. For example, repair, relocation or addition of compatible signage, landscaping, and/or cart paths on property within the "field of play" are excluded from these regulations.

Commented [PH8]: Addition of the term "Field of Play" to the glossary of terms section

FINIAL: A formal ornament at the top of a canopy, gable, pinnacle, street light, etc.

FRANCHISE ARCHITECTURE: A building design that is trademarked, branded, or easily identified with a particular chain or corporation and is ubiquitous in nature.

FRONT YARD: A yard across the full width of the lot, extending from the farthest projection of the structure including, but not limited to, steps, eaves, porches, terraces or patios (excluding, however, steps and overhangs permitted to project into the front yard) to the front property and/or right-of-way line.

G

GABLE: The vertical triangular portion of the end of a building having a double sloping roof, from the level of the cornice or eaves to the ridge of the roof.

GAMBREL ROOF: A gable roof with two slopes of different pitch on either side of the ridge. The slopes that meet at the ridge have a shallower pitch.

GEORGIAN REVIVAL STYLE: A revival of the prevailing 18th century style in Great Britain and the Colonies. The characteristics are a square symmetrical shape with paired chimneys; a centered front door framed by a decorative crown and pilasters; and nine-on-nine or twelve-on-twelve windows. Siding is typically brick.

H

HIPPED ROOF: A roof that slopes upward from all four sides of the building, requiring a hip at each corner.

HUMAN SCALE: A combination of qualities in architecture or the landscape that provides an appropriate relationship to human size, enhancing rather than diminishing the importance of people.

L

LIGHT: A pane of glass.

LINTEL: A beam of wood or stone that spans an opening; in masonry construction it frequently supports the masonry above the opening.

M

MANSARD ROOF: A roof with two slopes on all four sides, the lower one being much steeper than the upper.



**REVIEW AND APPROVE THE FY 2021 BALANCED SCORECARD, FY 2021 AREAS OF FOCUS, AND THE FY 2021-2025 INITIATIVE ACTION PLANS.
ADDITIONAL AGENDA DETAILS:**

FROM:

Lauren Craig

CC:

Jeff Sanborn

DATE OF MEMO:

1/21/2020

MEMO DETAILS:

This agenda item is to review and approve several items related to the development of the FY 2021 Strategic Operating Plan (SOP) based on Council's discussions at the December 11-12, 2019 Strategic Planning Retreat. Documents including the proposed Initiative Action Plans, projects, and FY 2021 Balanced Scorecard were discussed at the January 14 Work Session. Since that time, staff amended the materials based on Council's input and come to you seeking approval on the:

1. FY 2021 Balanced Scorecard (BSC), including the recommended Areas of Focus.

The ***"FY 2021 Balanced Scorecard"*** attachment to this agenda item indicates proposed goals, strategic objectives, key performance indicators (KPIs), and goals (short-term and long-term).

KPI goals are set by reviewing historical performance relative to benchmarks and comparable communities. 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. In most cases, the Village is currently achieving excellent performance results (90% satisfaction levels or higher).

Proposed Areas of Focus for FY 2021

The recommended Areas of Focus, which are highlighted in red on the FY 2021 Balanced Scorecard were selected based on:

1. VOP performance gaps (greater than or equal to 5% below US/Regional ETC average)
2. Strategic challenges identified by Council and Senior Leaders,
3. Strategic opportunities identified by Council and Senior Leaders, and/or
4. 2019 Community Survey areas for improvement (high levels of dissatisfaction >20%)

The specific reasons for recommending the FY 2021 Areas of Focus are shown in the ***"FY 2021 Areas of Focus"*** attachment to this agenda item. The following three (3) strategic objectives are proposed as the FY 2021 Areas of Focus:

1. Manage development and enforce codes and ordinances,
2. Provide a safe and effective multi-modal transportation system, and
3. Manage stormwater systems

2. Initiative Action Plans (IAPs) for FY 2021-2025.

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 nine proposed Initiative Action Plans for the five-year planning period, five which are new and four are carrying forward from the current fiscal year. These are identified in the ***“FY 2021-2025 Initiative Action Plans”*** attachment. Initiative Action Plans are defined and measurable activities needed to address our strategic opportunities that involve a significant amount of financial and/or staff resources or have a significant community impact over the planning period.

Staff is also seeking Council's direction to proceed with the RFQ process in the current fiscal year (FY 2020) to select one consultant for the two small area plan IAPs since the small area plan for Village Place/Rattlesnake Trail Corridor was already included in this year's Strategic Operating Plan and budget.

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.

Today, we are seeking Council's approval of the FY 2021 Balanced Scorecard, the FY 2021 Areas of Focus, and the FY 2021-2025 Initiative Action Plans. This is being done now to ensure that Senior Leaders develop the FY 2021 SOP and submit budget requests that align to Council's priorities.

If you have any questions about the proposed FY 2021 Balanced Scorecard, FY 2021 Areas of Focus, or the proposed five-year Initiative Action Plans, please feel free to give me a call to discuss. We look forward to reviewing this information with Council at your meeting and appreciate your leadership and guidance as we work to develop a FY 2021 Strategic Operating Plan to advance the Village mission to “Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.”

ATTACHMENTS:

Description

- ☐ FY 2021 Balanced Scorecard
- ☐ FY 2021 Areas of Focus
- ☐ FY 2021-2025 Initiative Action Plans



Village of Pinehurst

FY 2021 Balanced Scorecard

FY 2021 Balanced Scorecard								
MISSION: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.								
	Goal We intend to...	Strategic Objective How we will...	KPI #	KPI Description How do we know...	Actual FY 19	Est FY 20	ST Goal FY 21	LT Goal FY 25
Customer	1 - Safeguard the community	Deliver effective fire and rescue services	1.1	% of residents satisfied with fire services	100%	99%	95%	95%
			1.2	% of residents satisfied with how quickly fire personnel respond to emergencies	99%	99%	95%	95%
			1.3	Fire incident rates per 1,000 residents	0.26	0.10	<0.35	<0.35
		Deliver effective police services	1.4	% of residents whose overall feeling of safety in the Village is good or excellent	99%	99%	95%	95%
			1.5	% of residents satisfied with police services	98%	95%	95%	95%
			1.6	Crime rate per 1,000 residents	41	39	<47	<47
	2 – Promote high quality development and appearance	Maintain and enhance the appearance of public spaces	2.1	% of residents who rate the overall appearance of the Village as good or excellent	98%	98%	95%	95%
		Manage development and enforce codes and ordinances AOF	2.2	% of residents satisfied with the enforcement of Village codes and ordinances	84%	85%	85%	85%
			2.3	% of residents satisfied with the quality of new development	77%	75%	80%	80%
			2.4	% of residents satisfied with Village efforts to maintain the quality of neighborhoods	84%	85%	90%	90%
	3 – Promote a thriving business community	Support businesses and facilitate economic development	3.1	% of businesses likely to recommend the Village as a business location	93%	90%	90%	90%
	4 – Promote transportation mobility and connectivity	Provide a safe and effective multi-modal transportation system AOF	4.1	% of residents satisfied with the availability of walkways	70%	70%	70%	70%
			4.2	% of residents satisfied with the availability of greenway/walking trails	94%	94%	90%	90%
			4.3	# of collisions per 1,000 residents	38.9	43.9	<45.0	<45.0
		Maintain high quality streets	4.4	% of residents satisfied with the adequacy of street lighting	75%	73%	70%	70%
			4.5	% residents satisfied with street and right of way maintenance	85%	85%	85%	85%
	5 - Protect the environment	Manage stormwater systems AOF	5.1	% of residents satisfied with the quality of stormwater management	77%	80%	80%	80%
		Provide effective and efficient solid waste collection services	5.2	% of residents satisfied with solid waste services	92%	93%	95%	95%
		Conserve natural resources	5.3	% of residents satisfied with promotion of natural resource conservation	86%	88%	90%	90%
			5.4	% of refuse diverted from the landfill	27%	22%	22%	22%
	6 – Promote active living and cultural opportunities	Provide recreation programs and facilities	6.1	% of residents satisfied with P&R programs	98%	95%	95%	95%
		Provide cultural services and events	6.2	% of residents satisfied with P&R facilities	96%	95%	95%	95%
			6.3	% of residents satisfied with Village sponsored cultural arts events	93%	95%	95%	95%
Internal	7 - Professionally manage a high performing organization	Communicate with and engage the community	7.1	% of residents satisfied with Village communications	93%	95%	95%	95%
			7.2	% of residents satisfied with the level of public involvement in local decisions	85%	85%	85%	85%
		Provide a high level of customer service	7.3	% of residents satisfied with customer service provided by VOP staff	97%	97%	95%	95%
		Continuously improve and innovate	7.4	% of residents satisfied with the value received for taxes paid	90%	90%	90%	90%
		Maintain Village assets	7.5	% of depreciable life remaining on assets	42%	46%	40-60%	40-60%
Workforce	8 - Attract & retain an engaged workforce	Provide a supportive and rewarding work environment	8.1	% of employees who agree that overall they are satisfied with their job	97%	97%	95%	95%
			8.2	% of volunteers satisfied with the volunteer experience	100%	97%	95%	95%
Financial	9 - Maintain a healthy financial condition	Meet or exceed established financial targets	9.1	Total General Fund fund balance as a % of actual expenditures	45%	43%	>30%	>30%
			9.2	General Fund operating margin	86%	86%	81%-91%	81%-91%
			9.3	General Fund debt service ratio	2%	2%	<10%	<10%

Items in red are Areas of Focus (AOF) based on VOP performance levels relative to benchmarks and comparisons, strategic challenges, strategic opportunities, and community survey areas for improvement.



Village of Pinehurst FY 2021 Areas of Focus Mapping

FY 2021 Areas of Focus							
MISSION: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.							
	Goal We intend to...	Strategic Objective How we will...	Performance Gaps	Strategic Challenges	Strategic Opportunities	Community Survey Areas for Improvement	Areas of Focus
Customer	1 - Safeguard the community	Deliver effective fire and rescue services		5	1		
		Deliver effective police services		5			
	2 – Promote high quality development and appearance	Maintain and enhance the appearance of public spaces		5			
		Manage development and enforce codes and ordinances		1, 4, 5, 6	2, 3, 4, 5	1, 3, 4, 5, 10	Short Term
	3 – Promote a thriving business community	Support businesses and facilitate economic development		5, 6, 8	6, 7		
	4 - Promote transportation mobility and connectivity	Provide a safe and effective multi-modal transportation system		2, 5, 6	8, 9, 10, 11, 12	6, 7, 9	Short Term
		Maintain high quality streets		5			
	5 - Protect the environment	Manage stormwater systems		5	13	8	Short Term
		Provide effective and efficient solid waste services		5			
		Conserve natural resources		5, 6			
Internal	7 - Professionally manage a high performing organization	Provide recreation programs and facilities	1, 2	5, 6	14, 15	2	
		Provide cultural services and events		5, 6			
		Communicate with and engage the community		6			
		Provide a high level of customer service					
Workforce	8 - Attract & retain an engaged workforce	Continuously improve and innovate			16		
		Maintain Village assets					
Financial	9 - Maintain a healthy financial condition	Provide a supportive and rewarding work environment		7			
		Meet or exceed established financial targets		3			

Items in red are Areas of Focus (AOF) based on VOP performance levels relative to benchmarks and comparisons, strategic challenges, strategic opportunities, and community survey areas for improvement. Short Term means to focus Village efforts in FY 2021 and Mid Term means to focus Village efforts in the 5-year planning period.



Village of Pinehurst FY 2021 Areas of Focus Mapping

The following performance gaps relative to comparisons, strategic challenges, strategic opportunities and community survey areas for improvement were identified by the Village Council and Senior Leaders at the December 2019 Pre-Retreat Meeting and the Village Council Strategic Planning Retreat.

Performance Gaps	Strategic Challenges
1. Quality of indoor recreation facilities (significant gap) 2. Quality of youth recreation programs <i>Performance gaps are greater than or equal to 5% below US/Regional ETC average</i>	1. Managing the quality of development 2. Minimizing traffic congestion, especially on Hwy 5 3. Increase in the cost of doing business 4. Aging housing stock 5. Responding to increased demand on existing services due to growth 6. Changing service needs due to changing demographics 7. Attracting and retaining highly qualified workforce members (employees and volunteers) 8. Attracting types of businesses to the Village that the community desires
Strategic Opportunities	Community Survey Areas for Improvement (High Levels of Dissatisfaction - >20%)
1. Evaluate, identify, and purchase land for a future third fire station 2. Update the Pinehurst Development Ordinance 3. Prepare a small area plan for Village Place 4. Pursue regulatory authority around our borders through ETJ extensions, annexation agreements, and amending the water/wastewater agreement with Moore County. 5. Create a small area plan for the NC Highway 5 commercial area 6. Partner with others to bring high speed internet and mobile services to the Village 7. Identify alternative locations for the Public Services Complex 8. Develop a comprehensive plan for mitigating traffic on Highway 5 9. Consolidate and align multi-modal transportation planning/engineering 10. Expand street lighting 11. Implement elements of the 2015 Comprehensive Pedestrian Plan and Bicycle Plan 12. Prepare consolidated multi-modal plan 13. Prepare a comprehensive stormwater master plan 14. Update the Comprehensive Parks & Recreation Master Plan while considering neighborhood open spaces and amenities 15. Create a master plan to develop West Pinehurst Park 16. Implement the GIS strategic plan (in progress)	1. Quality of new development in Village 2. Availability of recreation indoor facilities 3. Enforcing cleanup of litter & debris on private property 4. Enforcing mowing/cutting of weeds/grass on private property 5. Enforcing parking/prohibiting oversized vehicles in residential neighborhoods 6. Adequacy of street lighting 7. Availability of walkways 8. Quality of stormwater runoff/management system 9. Ease of travel through large traffic circle 10. Code Enforcement (if used service)



Village of Pinehurst

Proposed FY 2021-2025 Initiative Action Plans

Proposed FY 2021-2025 Initiative Action Plans (IAPs)								
MISSION: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.								
	Goal We intend to...	Strategic Objective How we will...	Initiative Action Plans	FY21	FY22	FY23	FY24	FY 25
Customer	1 - Safeguard the community	Deliver effective fire and rescue services						
		Deliver effective police services	Police Department Accreditation (<i>carryforward</i>)	X				
	2 – Promote high quality development and appearance	Maintain and enhance the appearance of public spaces						
		Manage development and enforce codes and ordinances <i>AOF</i>	Update the Pinehurst Development Ordinance	X	X	X	X	X
			Small Area Plan for Village Place/Rattlesnake Trail Corridor	X				
			Small Area Plan for NC Highway 5 Commercial Area	X				
	3 – Promote a thriving business community	Support businesses and facilitate economic development						
	4 – Promote transportation mobility and connectivity	Provide a safe and effective multi-modal transportation system <i>AOF</i>	Develop a Consolidated Multi-Modal Transportation Plan				X	X
		Maintain high quality streets						
	5 - Protect the environment	Manage stormwater systems <i>AOF</i>	Develop a Comprehensive Stormwater Master Plan	X	X			
		Provide effective and efficient solid waste collection services						
		Conserve natural resources						
	6 – Promote active living and cultural opportunities	Provide recreation programs and facilities						
		Provide cultural services and events						
Internal	7 - Professionally manage a high performing organization	Communicate with and engage the community						
		Provide a high level of customer service						
		Continuously improve and innovate	Build Baldrige Framework Systems and Culture (<i>carryforward</i>)	X				
			Expand GIS Capabilities (<i>carryforward</i>)	X				
		Maintain Village assets						
Workforce	8 - Attract & retain an engaged workforce	Provide a supportive and rewarding work environment	Workforce Learning and Development (<i>carryforward</i>)	X				
Financial	9 - Maintain a healthy financial condition	Meet or exceed established financial targets						

Items in red are Areas of Focus (*AOF*) based on VOP performance levels relative to benchmarks and comparisons, strategic challenges, strategic opportunities, and community survey areas for improvement.