VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF JANUARY 14, 2014
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. Resolution 14-01 Honoring Donald Van Roosen (Water Committee)

   B. Resolution 14-02 Honoring Percy Bennett (P&Z)

   C. Resolution 14-03 Honoring Bart and Martha O'Connor (Beautification)

   End of Consent Agenda.

4. Discussion about PDO Rewrite with Steering Committee

5. Renovation of the Atrium located between main lobby and Assembly Hall

6. Flag Display Program

7. Annual Update of Fees and Charges Schedule

8. Ordinance Change - Solid Waste Services

9. Removing the Residential Assurance and Bonding Requirements for Single Family Home Construction from Municipal Code

10. Strategic Planning Retreat Follow Up

11. Downtown Parking Enforcement

12. Other Business.

13. Comments from Attendees.

14. Motion to Adjourn.

1895

VILLAGE OF

PINEHURST

History, Charm, & Southern Hospitality.

Vision

The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions, enhanced by a unique combination of cultural arts and recreational activities.

Mission

Preserve and enhance the community's character and ambience by guiding growth, managing change, and providing services in a financially responsible manner.

Values

Competent
Courteous
Professional
Responsive

RESOLUTION 14-01 HONORING DONALD VAN ROOSEN (WATER COMMITTEE)

ADDITIONAL AGENDA DETAILS:

ATTACHMENTS:

Description

- Resolution 14-01

RESOLUTION 14-01:

A RESOLUTION HONORING THE SERVICE OF MR. DONALD VAN ROOSEN TO THE VILLAGE OF PINEHURST WATER COMMITTEE

THAT WHEREAS, the Village Council of Pinehurst, North Carolina, wishes to acknowledge and express its appreciation to Mr. Donald Van Roosen for his dedicated service to the citizens of Pinehurst as a member and Chairman of the Pinehurst Water Committee; and

WHEREAS, Mr. Van Roosen was appointed to the Water Committee as the Chairman on June 8, 2010 and served continuously and faithfully from that time; and

WHEREAS, Mr. Van Roosen was instrumental in the efficient operation of the Water Committee, always conducting the Village's business in a courteous, professional manner; and

WHEREAS, Mr. Van Roosen was involved in numerous deliberations and the formulation of recommendations of great value to the Village of Pinehurst and Moore County Public Utilities, particularly in the area of groundwater and well-field protection, and the securing of long term water supplies for the Southern Moore County area; and

WHEREAS, Mr. Van Roosen was an excellent ambassador on behalf of the Village of Pinehurst to the water supply task force of the Moore County Summit, contributing many hours to the deliberations of that committee as it sought to bring regional efficiencies to the water supply and sewage treatment practices of Moore County.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina, in a regular meeting assembled this 14th day of January, 2014 as follows:

SECTION 1. That the Village Council hereby expresses on behalf of the citizens of Pinehurst, deep appreciation and gratitude for the gifts of time, ability, and determination given as a member and Chairman of the Water Committee.

SECTION 2. That the Village Manager is hereby directed to have a copy of this Resolution presented to Mr. Van Roosen as a token of our gratitude.

THIS RESOLUTION passed and adopted this 14th day of January, 2014.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

DRAFT

Attest:

_____

Lauren M. Craig, Village Clerk

Approved as to Form:

_____

Michael J. Newman, Village Attorney

DRAFT

RESOLUTION 14-02 HONORING PERCY BENNETT (P&Z)

ADDITIONAL AGENDA DETAILS:

ATTACHMENTS:

Description

- Resolution 14-02

RESOLUTION 14-02:

A RESOLUTION HONORING THE SERVICE OF MR. PERCY BENNETT TO THE VILLAGE OF PINEHURST PLANNING AND ZONING BOARD

THAT WHEREAS, the Village Council of Pinehurst, North Carolina, wishes to acknowledge and express its appreciation to Mr. Percy Bennett for his dedicated service to the citizens of Pinehurst as a member and Chairman of the Pinehurst Planning and Zoning Board; and

WHEREAS, Mr. Bennett was appointed to the Planning and Zoning Board on October 28, 2009 and served continuously and faithfully from that time; and

WHEREAS, Mr. Bennett was instrumental in the efficient operation of the Planning and Zoning Board always conducting the Village's business in a courteous, professional manner; and

WHEREAS, Mr. Bennett was involved in numerous reviews of significant development in Pinehurst and its extraterritorial jurisdiction in which he always ensured that the Planning and Zoning Board fully examined all of the aspects of the proposed development and provided the best possible recommendation to the Village Council concerning each development or land use request; and

WHEREAS, Mr. Bennett was an influential member of the Pinehurst Development Ordinance re-write committee as Chairman of the Planning and Zoning Board, and he provided essential advice and opinion to the rest of the committee, consultants, staff and Village Council on this important project for the Village of Pinehurst.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina, in a regular meeting assembled this 14th day of January, 2014 as follows:

SECTION 1. That the Village Council hereby expresses on behalf of the citizens of Pinehurst, deep appreciation and gratitude for the gifts of time, ability, and determination given as a member and Chairman of the Planning and Zoning Board.

SECTION 2. That the Village Manager is hereby directed to have a copy of this Resolution presented to Mr. Bennett as a token of our gratitude.

THIS RESOLUTION passed and adopted this 14th day of January, 2014.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

DRAFT

Attest:

_____

Lauren M. Craig, Village Clerk

Approved as to Form:

_____

Michael J. Newman, Village Attorney

DRAFT

RESOLUTION 14-03 HONORING BART AND MARTHA O'CONNOR (BEAUTIFICATION)

ADDITIONAL AGENDA DETAILS:

ATTACHMENTS:

Description

- Resolution 14-03

RESOLUTION 14-03:

A RESOLUTION HONORING THE SERVICE OF MR. AND MRS. BART O'CONNOR TO THE VILLAGE OF PINEHURST BEAUTIFICATION COMMITTEE

THAT WHEREAS, the Village Council of Pinehurst, North Carolina, wishes to acknowledge and express its appreciation to Mr. and Mrs. Bart O'Connor for their dedicated service to the citizens of Pinehurst as members and Co-Chairs of the Pinehurst Beautification Committee; and

WHEREAS, Mr. and Mrs. O'Connor were appointed to the Beautification Committee as the Co-Chairs on November 16, 2010 and served continuously and faithfully from that time; and

WHEREAS, Mr. and Mrs. O'Connor were instrumental in the efficient operation of the Beautification Committee always conducting the Village's business in a courteous, professional manner; and

WHEREAS, Mr. and Mrs. O'Connor were deeply involved in planning and implementing the annual decorating of the Village for Christmas in both the Village Center and the surrounding historic district, a tradition which has brought great pleasure to residents and visitors to Pinehurst alike and which has brought much favorable publicity to the Village; and

WHEREAS, Mr. and Mrs. O'Connor were instrumental in planning and implementing numerous beautification projects throughout the Village, in conjunction with and in cooperation with the Pinehurst Garden Clubs, the Village of Pinehurst Public Services Department, the Resorts of Pinehurst, and the NCDOT; and

WHEREAS, Mr. and Mrs. O'Connor were most helpful in establishing and beautifying the first George P. Lane Welcome Center located at the Sandhills Women's Exchange, providing an inviting location for new visitors to Pinehurst to learn about the Village and the surrounding area;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina, in a regular meeting assembled this 14th day of January, 2014 as follows:

SECTION 1. That the Village Council hereby expresses on behalf of the citizens of Pinehurst, deep appreciation and gratitude for the gifts of time, ability, and determination given as members and Co-Chairs of the Beautification Committee.

SECTION 2. That the Village Manager is hereby directed to have a copy of this Resolution presented to Mr. and Mrs. O'Connor as a token of our gratitude.

THIS RESOLUTION passed and adopted this 14th day of January, 2014.

DRAFT

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

RENOVATION OF THE ATRIUM LOCATED BETWEEN MAIN LOBBY AND ASSEMBLY HALL

ADDITIONAL AGENDA DETAILS:

FROM:
Bo Bozarth, CAC Chairperson

CC:
Tresa Long

DATE OF MEMO:
12/30/2013

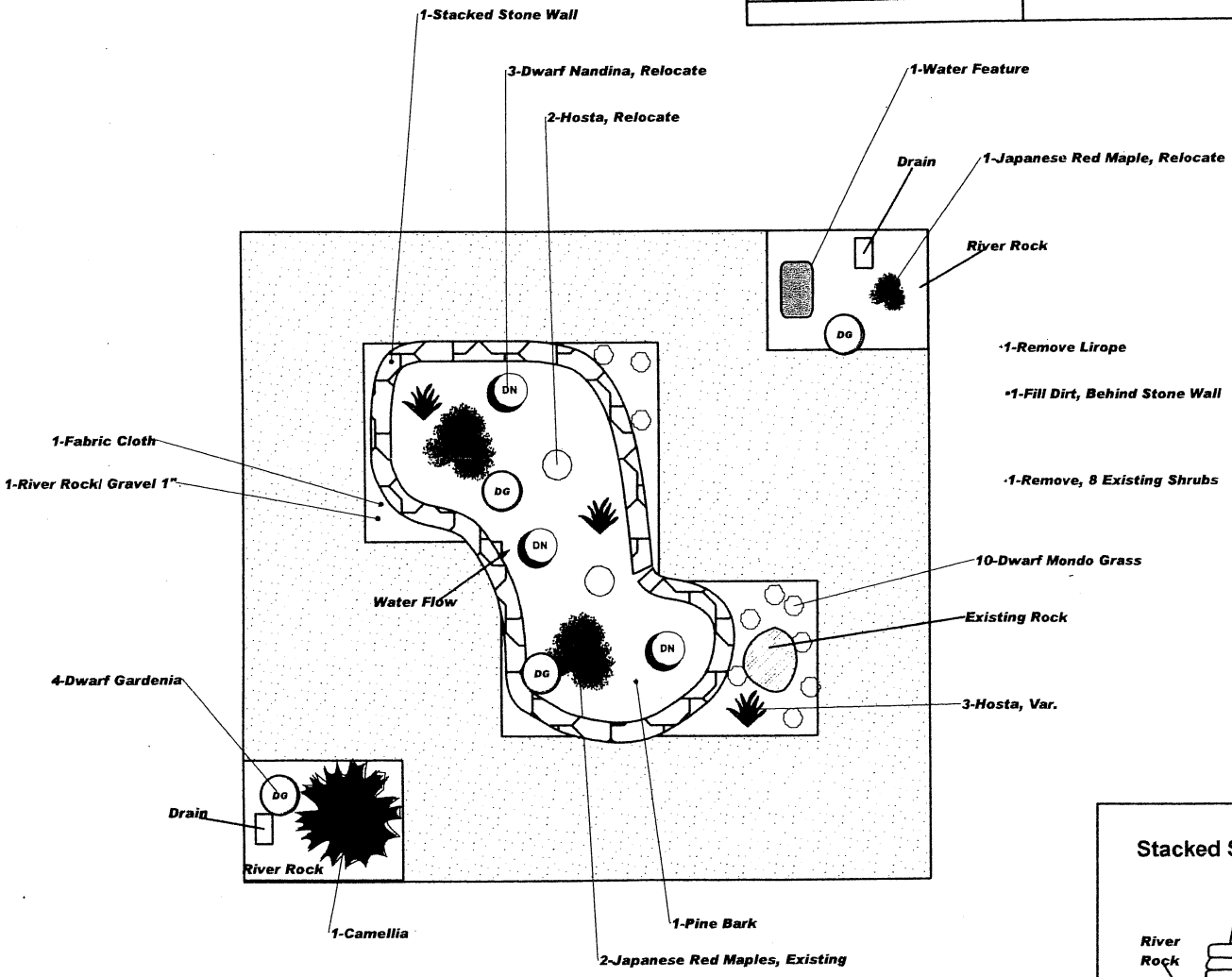
MEMO DETAILS:
The Village of Pinehurst Community Appearance Commission (CAC) under its Programs and Projects has identified the Village Hall Atrium as an area that would benefit from a major renovation. The board under the direction of Amy McKenzie has put forth a tremendous effort to design a garden-like setting for our citizens and visitors to enjoy, while keeping the area low maintenance for our buildings and grounds department. Ms. McKenzie met with three separate landscape design companies and presented their proposals to the CAC Board. The Board voted unanimously to award the project to Aurora Hills Landscaping, LLC. Along with the landscape and irrigation project, plans are to add ground lighting that will enhance the area and serve as a safety feature.

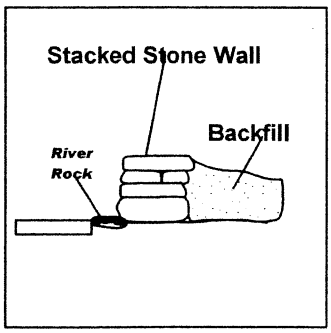
ATTACHMENTS:

Description

- Project Plans
- Photo of lighting

Name	Size	#
Japanese Red Maples, Existing	Prune	2
Water Feature	Fountain, Small	1
Camellia	4' B&B	1
Japanese Red Maple, Relocate	Relocate, 3'	1
River Rock/ Gravel 1"	1 Ton	1
Remove, 8 Existing Shrubs	Labor	1
Hosta, Relocate	Relocate	2
Dwarf Nandina, Relocate	2'	3
Fabric Cloth	Under River Rock	1
Stacked Stone Wall	60' x 8"	1
Pine Bark	2 Cu Yds	1
Remove Lirope	Remove	1
Fill Dirt, Behind Stone Wall	3 Tons	1
Hosta, Var.	1 Gal.	3
Dwarf Mondo Grass	1 Gal.	10
Dwarf Gardenia	3 Gal.	4





Aurora Hills Landscaping

THOMAS JAMES HOWE, JR. NORTH CAROLINA LICENSED LANDSCAPE CONTRACTOR LICENSE NUMBER 979

THOMAS JAMES HOWE, JR. NORTH CAROLINA LICENSED IRRIGATION CONTRACTOR LICENSE NUMBER 707

NCRWA Certified Backflow Prevention Assembly Tester

1"= 5'

Village of Pinehust	Atrium			
Aurora Hills Landscaping, LLC.	Tommy Howe	695-8551		
Total Estimate	Landscape/Irrigation	10/20/13		$3,490
Name	Size	#	Price	Total
Japanese Red Maples, Existing	Prune	2	50.00	100.00
Water Feature	Fountain, Small	1	950.00	950.00
Camellia	4' B&B	1	150.00	150.00
Japanese Red Maple, Relocate	Relocate, 3'	1	30.00	30.00
River Rock/ Gravel 1"	1 Ton	1	500.00	500.00
Remove, 8 Existing Shrubs	Labor	1	100.00	100.00
Hosta, Relocate	Relocate	2	5.00	10.00
Dwarf Nandina, Relocate	2'	3	10.00	30.00
Fabric Cloth	Under River Rock	1	100.00	100.00
Stacked Stone Wall	60' x 8"	1	950.00	950.00
Pine Bark	2 Cu Yds	1	100.00	100.00
Remove Lirope	Remove	1	50.00	50.00
Fill Dirt, Behind Stone Wall	3 Tons	1	125.00	125.00
Hosta, Var.	1 Gal.	3	15.00	45.00
Dwarf Mondo Grass	1 Gal.	10	15.00	150.00
Dwarf Gardenia	3 Gal.	4	25.00	100.00

VOLT

FLAG DISPLAY PROGRAM

ADDITIONAL AGENDA DETAILS:

FROM:
Bo Bozarth, CAC Chairperson

CC:
Tresa Long

DATE OF MEMO:
12/30/2013

MEMO DETAILS:

The Village of Pinehurst Community Appearance Commission, in an effort to recognize the dedication and sacrifice of our military service members, has created the Village of Pinehurst United States Flag Display Program. The program will honor the military service of Village of Pinehurst citizens' family member(s) who served in the United States Military thru display of the "Presentation" Flag on one of several flagpoles located throughout the Village.

The program will be administered by the Village of Pinehurst Community Appearance Commission with assistance from the Village of Pinehurst Parks and Recreation Department under the following guidelines:

o The program will be on a volunteer basis
o Application to participate in the program is required
o The applicant must be a resident of the Village of Pinehurst or its ETJ
o Applicant agrees to have their name, as well as, the name of the soldier or sailor published in the Village Newsletter, on the Village Website, and any other publication deemed proper by the Village of Pinehurst
o The Parks and Recreation Department will be responsible for flag display locations
o The flag must be clean and in good condition
o The family will keep the flag in their possession until one week prior to its display. At such time, the family will be notified to deliver the flag to Village Hall.
o The flag will be handled and stored in a dignified manner by the Village of Pinehurst
o The flag will be flown for a period of 60 days. If, during this time, the flag shows signs of deterioration due to weather conditions, the flag will be removed to respect the memory of the soldier or sailor and the integrity of the flag
o In lieu of displaying the "Presentation" Flag, a family may choose to make a monetary donation to the Village of Pinehurst to be used solely for the purchase of a flag to be displayed in memory of the family member's military service to our Nation.
o The family can request the flag be returned or have the flag disposed of in a dignified manner as outlined in Chapter 1 of Title 4 of the United States Flag Code

ANNUAL UPDATE OF FEES AND CHARGES SCHEDULE

ADDITIONAL AGENDA DETAILS:

FROM:
John Frye

CC:
Andy Wilkison

DATE OF MEMO:
12/23/2013

MEMO DETAILS:

The Village's Fees and Charges Policy was originally adopted by Council in 2004. The adopted policy calls for the periodic review of all fees and charges. Based on that policy, staff has reviewed the Village's Fees and Charges Schedule and recommends making a few modifications to the schedule in certain instances. All of the proposed fee changes, if approved, will become effective July 1, 2014.

The recommended changes to the schedule that were submitted by Senior Staff are detailed in the attached resolution. A general discussion of the basis for these changes follows:

Administration

Language was added to enhance the facility rental deposit requirements. This will create consistency in the Fee Schedule document.

Public Services

As a result of the yard debris BIRDIE, three new fees have been added. A $55 fee for an additional rolling cart for yard debris, a $150 fee for a one-time bulk load pick-up, and a $75 fee for one extra load for the same trip have been added.

The fee for an additional cart for refuse and recycle have been increased to cover the costs incurred by the Village to purchase the rolling carts.

Recreation

Parks and Recreation:

Language was added to enhance the facility rental deposit requirements. This will create consistency in the Fee Schedule document.

Harness Track:

Language related to co-sponsored events was consolidated in a new section named Village-Wide.

Village-Wide

Added the ability for the Village Manager or designee to establish fees for a co-sponsored event, waive any fee that is deemed in the best interest of the community and charge a fee not included in the fee schedule but is deemed appropriate for unique situations.

The proposed changes above are based upon recommendations from Senior Staff in the respective departments. As always, if you have any questions, please don't hesitate to give me a call.

ATTACHMENTS:

Description

- Resolution 14-04
- Exhibit A - Fees and Charges Schedule

RESOLUTION #14-04:

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, for the purpose of compiling all the previously adopted fee schedules into one central document; 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 a regular meeting assembled on the 14th day of January, 2014, as follows:

SECTION 1. That the attached "Village of Pinehurst Fees and Charges Schedule," is hereby adopted effective July1, 2014, said plan attached hereto as (Exhibit A) and made a part hereof, the same as if included verbatim.

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

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

Adopted this 14th day of January, 2014.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By:_____
Nancy Roy Fiorillo, Mayor

Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY~~NOVEMBER~~ 1~~2~~, 201~~43~~

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
12/2007	Copies	$0.10	per sheet
06/2010	Golf Cart Stickers	$5.00	per cart
	Municipal Code Copies:		
03/2004	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

Rental Fees for Use of Village Rooms

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.

	Deposit – Assembly Hall & Station 91 Conference Room:		
12/2007	Audio visual equipment is not 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:		
12/2007	Resident	$25.00	per event
12/2007	Non-Resident	$50.00	per event
	More than 3 hours	$25.00	per hour
	Rental Fee – Assembly Hall & Station 91 Conference Room:		
12/2007	Up to 3 hours:	$50.00	per event
12/2007	Resident	$100.00	per event
12/2007	Non-Resident	$25.00	per hour
	More than 3 hours		
01/2013	**Audio visual assistance**	$50.00	per hour

ADMINISTRATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
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 www.fema.gov/rrr/pa/fin_eq_rates.shtm.

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY~~NOVEMBER~~ 1~~2~~, 201~~43~~

INSPECTIONS:

Council Adopted Date	Description	Fee/Charge	Unit
New Construction and Additions			
	Residential:		
03/2004	Building	$0.18	per square foot (sf)
03/2004	Electrical	$0.06	per sf
03/2004	Mechanical	$0.05	per sf
03/2004	Plumbing	$0.05	per sf
03/2004	Insulation	$0.03	per sf
	Non-Residential:		
03/2004	Building	$0.40	per sf
03/2004	Electrical	$0.07	per sf
03/2004	Mechanical	$0.07	per sf
03/2004	Plumbing	$0.07	per sf
03/2004	Insulation	$0.04	per sf
12/2006	Minimum Fee	$100.00	per inspection, per trade
03/2004	Compliance Inspection	$100.00	per inspection, per trade
Change-Outs and Upgrades			
	Electrical (Residential and Non-Residential):		
01/2011	Change Out and Upgrade	$50.00	per unit
03/2004	Electrical Service Upgrade	$100.00	per 200 amperage
	Mechanical (Residential):		
01/2011	Change Out and Upgrade	$50.00	per unit
01/2011	Gas Piping	$50.00	per unit
	Mechanical (Non-Residential):		
03/2004	Change Out and Upgrade	$100.00	per 10 ton
03/2004	Gas Piping	$100.00	per unit
	Plumbing:		
01/2011	Change Out and Upgrade	50.00	per unit
03/2004	Fire Sprinkler System	$100.00	up to 100 heads
12/2008	Fire Sprinkler Heads	$0.50	per head after 100
06/2013	**Framing:**		
	Residential	$50.00	per unit
	Non-Residential	$100.00	per unit
06/2013	**Insulation:**		
	Residential	$50.00	per unit
	Non-Residential	$100.00	per unit
06/2013	**Irrigation:**		
	Residential	$50.00	per unit
	Non-Residential	$100.00	per unit

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Demolition			
12/2009	Application for Exterior & Interior Demolition	$100.00	per 1,000 sf
03/2004	Application for Structure Relocation	$50.00	per application
Other Fees			
03/2004	Application to Lift a STOP WORK ORDER	$200.00	per application
03/2004	Work Performed Without a Permit	Double permit fee	per violation
03/2004	Siding Installation	$50.00	per application
01/2011	Temporary Power for HVAC	$100.00	per unit
01/2011	Misc. Additional Wiring	$50.00	per unit
01/2011	Home Day Care and Foster Home Inspection	$100.00	per unit
01/2011	ABC Permit Inspection	$100.00	per unit
01/2011	Home Health and Day Care	$100.00	per unit
01/2011	Temporary Pole	$60.00	per unit
	Application for Mobile Home Permit (includes tie down, electrical, plumbing and HVAC):		
01/2011	Single Wide	$150.00	per unit
01/2011	Double Wide	$200.00	per unit
Re-Inspection Fees			
01/2011	First Offense	$50.00	per unit
03/2004	Second Offense	$100.00	per inspection
03/2004	Each Time After Second Offense	Double previous fee	per inspection
Special Extra Inspection Fees			
12/2006	Residential	$50.00	per inspection, per trade
12/2006	Non-Residential	$100.00	per inspection, per trade

INSPECTIONS (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Tents			
01/2011	Residential	$50.00	per unit
01/2011	Non-Residential	$100.00	per unit

The Non-Residential tent inspection fee will be waived if the tent is being used for a horse show.

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY~~NOVEMBER~~ 1~~2~~, 201~~43~~

ENGINEERING:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection Fees			
03/2004	New Roadway (Public and Private	$0.75	per lane, per lf
03/2004	Widening of Existing Roadway	$0.75	per lane, per lf
03/2004	Fire Lanes on Private Property	$0.40	per lane, per lf
12/2004	Sidewalk and Pathways	$0.50	per lf
03/2004	Curb Cuts for Driveways	$50.00	per drive
03/2004	Stormwater Fees	$0.45 + $40.00	per lf of pipe plus per structure
03/2004	Lift STOP WORK ORDER and Reinitiate Infrastructure Inspections	$100.00	per violation
03/2004	Re-Inspection Fees	$70.00	per hour

Plan Review
The base fee for plan review includes 2 draft reviews and 1 mylar signoff.

Third and subsequent review fees are for plans that require additional review due to failure to correct deficiencies and incorporate review comments. These fees must be paid in advance of the subsequent reviews being performed.

03/2004	Single Family Subdivision	$300.00 + $100.00	per plan plus per lot
03/2004	Commercial/Multi-Family	$300.00 + $100.00	per plan plus per acre
03/2004	Third and Subsequent Review	$300.00	per review
03/2004	Revision Review after Mylar Signoff	$100.00	per review
Other Reviews			
12/2004	Flood Study	$1,000.00	per study
12/2004	Traffic Impact Review	Cost plus 10%	per review

FIRE:

Council Adopted Date	Description	Fee/Charge	Unit
Inspection (Non-Residential)			
10/2001	Initial Inspection	No Charge	
01/2013	1st Re-Inspection	No Charge	
01/2013	2nd Re-Inspection - Corrections Made	No Charge	
01/2013	2nd Re-Inspection - No Corrections Made	$100.00.00	per inspection
01/2013	3rd and Subsequent Inspections With No Corrections Made	$250.00.00	per inspection
Fire Prevention Permits			
The fees set forth in this section are fixed for the issuance of the permits required by the Fire Prevention Code.			
10/2001	Installation/Additions to Alarm or Sprinkler Systems	$25.00	per permit
10/2001	Installation or Removal of AGST (Above Ground Storage Tanks) or UGST (Underground Storage Tanks)	$50.00	per permit
10/2001	Fireworks Display	$50.00	per permit
10/2001	Any Other Permits Required but not Listed Above	$25.00	per permit

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			
12/20094	Copy of already created map up to 8.5 x 11	$2.00	per map
12/20094	Copy of already created map up to 11 x 17	$6.00	per map
12/20094	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~~NOVEMBER~~ 1~~2~~, 201~~43~~

PLANNING:

Council Adopted Date	Description	Fee/Charge	Unit
Amendment Petition			
03/2004	Comprehensive Land Use	$300.00	per application
03/2004	Pinehurst Development Ordinance	$400.00	per application
Amendment to the Zoning Map (Rezoning or Conditional Use) – General Use District			
01/2013	Residential – Less than 5 acres	$250.00 + $100.00	per application plus per acre
01/2013	Residential – More than 5 acres	$300.00 + $100.00	per application plus per acre
01/2013	Non-Residential	$350.00 + $100.00	per application plus per acre
01/2013	Overlay	$300.00 + $100.00	per application plus per acre
Board of Adjustment			
03/2004	Request for a Variance	$400.00	per application
01/2013	Appeal of an Administrative Decision	$400.00	per application
01/2013	Appeal of the Historic Preservation Commission	$400.00	per application
12/2006	Failure to Appear for Hearing Without Notice	Actual cost	per Court Recorder invoice

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Documents and Maps			
03/2004	Comprehensive Long Range Plan (paper copy)	$35.00	per document
03/2004	PDO (paper copy)	$30.00	per document
12/2007	Zoning Map	$20.00	per map
Site Plan Approval			
	Minor Site Plan:		
03/2004	Single Family Home	$225.00	per application
03/2004	Commercial/Multi-Family	$400.00 + $100.00	per application plus per acre
03/2004	Major Site Plan	$600.00 + $100.00	per application plus per lot
03/2004	Re-review Fee (after second review)	Previous fee	per review
03/2004	Accessory Structure - Residential - All Sides Less Than 12'	$50.00	per application
01/2011	12' x 12' or greater	$225.00	per application
01/2013	Small additions 10'X5' or smaller	$50.00	per application
Special Use Permit			
03/2004	Minor Special Use	$400.00	per application
03/2004	Major Special Use	$600.00	per application
Subdivision of Land			
	Preliminary Plat – Major Subdivision:		
03/2004	Less than 5 acres	$300.00 + $100.00	per application
03/2004	More than 5 acres	$600.00 + $100.00	plus per lot
	Final Plat:		
03/2004	Exempt Subdivision	$25.00	per application
03/2004	Minor Subdivision	$150.00	per application
03/2004	Major Subdivision	$150.00 + $10.00	per application plus per lot

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Other Fees			
03/2004	Bulk Heads, Docks on Lakes	$50.00	per application
03/2004	Change an Address	$35.00	per application
12/2008	Change a Road Name	$250.00	per application plus cost of signs
03/2004	Clearing	$30.00	per permit
03/2004	Decks, Pools, Spas, and Gazebos	$100.00	per application
03/2004	Driveway	$50.00	per permit
01/2011	Fences, Walls, Arbors and Patios (using 5' encroachment)	$50.00	per application
03/2004	Home Occupation	$50.00	per permit
03/2004	Homeowner's Recovery Fee	$10.00	per application
01/2011	Permanent Sign	$50.00	per application
12/2005	Propane Tank	$25.00	per application
12/2007	Return of Sign Removed from Right-of-Way (signs will be stored for a minimum of 5 business days before disposal)	$10.00	per sign
03/2004	Street Cut	$500.00	per permit
03/2004	Temporary Use	$50.00	per permit
03/2004	Well	$100.00	per permit
03/2004	Zoning Certification Letter	$35.00	per application
03/2004	Zoning Compliance Letter	$35.00	per application
12/2005	Zoning Compliance Re-Inspection	$50.00	per application
12/2005	Zoning Use	No Charge	per permit

In addition to the fees and charges for each application or permit, Applicants must comply with all bonding requirements established by the Village of Pinehurst. Bonding requirements can be found in the applicable application packets.

POLICE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
	Parking Ticket:		
12/2004	Overtime Violation	$5.00	per ticket
12/2004	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

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY~~NOVEMBER~~ 1~~2~~, 2014~~3~~

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
Refuse			
	~~Refuse Rolling Cart:~~		
1~~2~~/2014~~07~~	~~—~~48-Gallon Cart	$48~~43~~.00	per additional cart
1~~2~~/2014~~07~~	~~—~~64-Gallon Cart	$50~~42~~.00	per additional cart
01/2014~~1~~	~~—~~96 Gallon Cart	$55~~48~~.00	per additional cart
Recycle			
	~~Recycle Rolling Cart:~~		
01/2014~~1~~	~~—~~64 Gallon Cart	$50~~42~~.00	per additional cart
01/2014~~1~~	~~—~~96 Gallon Cart	$55~~48~~.00	per additional cart
Yard Debris:			
01/2014	96 Gallon Cart	$55.00	per additional cart
01/2014	Bulk Load Pick-Up*	$150.00	first load per trip
		$75.00	extra load per trip

***Bulk load pick-up will only be provided to developed lots with established homes. Only one extra load per trip will be allowed.**

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY~~NOVEMBER~~ 1~~2~~, 201~~43~~

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
01/2013	**Base Fee Full Day (14 hours or less) ***		
	Resident	$1,375.00	per day
	Non-Resident	$1,750.00	
	Non-Profit	$1,750.00	
	Commercial	$2,000.00	
01/2013	**Base Fee Weekday (8 hours or less) ***		
	Resident	$785.000	per day
	Non-Resident	$1,000.00	
	Non-Profit	$1,000.00	
	Commercial	$1,150.00	
09/2013	**Corporate Meeting**	$785.00	greater than 4 hours
		$485.00	less than 4 hours
Other Fees			
01/2013	Additional Hours	$150.00	per hour

***Weekend rental is for Friday – Sunday for a 14 hour rental period. Weekday rental is for Monday-Thursday only within the specified time frame. 8 hour max for weekday events. Additional hours will be billed at $150/hour.**

Special Use			
12/2003	Base Fee	Determined with the approval of the Parks & Recreation Director	
Other Fees			
12/2003	Admission Charged	10%	gross sales
12/2003	Cancellation (90 days or less)	100% retained	per deposit
12/2003	Cancellation (91 days or more)	50% retained	per deposit
02/2009	Chairs (includes set-up)	$1.50	per chair
01/2012	Kitchen Cleaning/Trash Removal	$150.00	per event
	Dance Floor (21'x24' maximum available):		
12/2003	Whole	$300.00	per day
02/2009	Section	$5.00	per section per day
12/2009	Easels	$5.00	per easel per day

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
12/2007	Event Parking	Determined by Event Coordinator	
12/2003	Deposit (Security/Damage)	$500.00	per event
09/2013	Corporate Meeting Deposit	$250.00	per event
12/2007	Holiday Premium **	$275.00	per day
06/2013	Picnic Tables	$20.00	per table
12/2009	Pipe & Drape	$10.00	per section per day
01/2011	Setup/Breakdown Fee for items used off site	$200.00	per use
12/2009	Sound System	$50.00	per event

Other Fees (continued):

12/2009	Stage (4'x8' Section)	$15.00	per section per event
12/2009	Stage (24' x 16' Full)	$180.00	per event
12/2007	Tables (includes set-up)	$9.00	per table
12/2003	Vendor/Exhibitor	$25.00	per vendor/exhibitor
01/2012	Video Projector	$100.00	per day
01/2011	Video Projector Screen (12' x 12')	$100.00	per day

** 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

Categories of Renters:

12/2003 Commercial: Any individual, sole proprietorship, corporation, business or other entity that operates with a "for-profit" motive.

09/2013 Corporate Meeting: Any Commercial or Non-Profit renter using the facility Monday through Friday between the hours of 8:00 AM and 5:00 PM. Rates are inclusive of all amenities such as tables and chairs charged under Other Fees in this Schedule.

12/2003 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.

12/2003 Resident: Non-commercial, private individual that resides or owns property within the corporate limits of the Village of Pinehurst.

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

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit

Other Definitions

12/2003 Deposit: 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 all or a part of the deposit per the Fee Schedule.

12/2003 Base Fee: Minimum charge paid by all renters of the Fair Barn. Base fee must be paid in full at least five 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.

12/2003 Other Fees: 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 five business days prior to rental.

12/2003 Sponsored/Co-Sponsored: Events presented by, or coordinated with, a department of the Village of Pinehurst.

12/2003 Special Use: 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~~NOVEMBER~~ 1~~2~~, 201~~43~~

RECREATION – HARNESS TRACK:

Council Adopted Date	Description	Fee/Charge	Unit
Ground Use			
09/2001	One Infield - without Show Rings	$150.00 $100.00	per day ½ day (4 hrs. max)
01/2012	One Infield – with Show Rings	$250.00 $185.00	per day ½ day (4 hrs. max)
01/2012	Two Infields – without Show Rings	$300.00 $175.00	per day ½ day (4 hrs. max)
01/2012	Two Infields – with Show Rings	$350.00 $250.00	per day ½ day (4 hrs. max)
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
Standard Bred Training (Stall Rental)			
01/2013	Full Season	$825.00	per stall
01/2011	Monthly (No Proration Allowed)	$300.00	per stall
Standard Bred Training (Other Fees)			
01/2013	Grooms Quarters - Improved	$100.00	per month
01/2013	Grooms Quarters - Unimproved	$70.00	per month
01/2013	Grooms Quarters Cleaning Fee	$50.00	per room
02/2009	Additional Occupant	$30.00	per month
02/2009	Manure Pile Removal	$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	$25.00	per pile
	Impact Fee:		
12/2009	Temporary Stalls	$10.00	per stall, per show
01/2011	Horse not using a stall	$10.00	per day, per horse
01/2012	Paddock Fee	$25.00	per paddock per show

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Horse Shows (continued)			
01/2004	Stall Clean Out	$6.00	per stall
01/2011	Show Ring Incentive Program (promoters participating in incentive program will have tack stall fees waived for five years) (Resolution #10-36)	Waived	five (5) years
01/1997	Vendor Fee	$25.00	per vendor per show
Stall Rental	Rates are per stall, per weekend, max of 3 nights		
01/2013	Stall Rental (less than 100)	$40.00	
01/2013	Stall Rental (more than 100)	$35.00	
01/2012	Stall Rental (501c(3) Organization)	$20.00	
01/2013	Tack Stall Rental	$35.00	
01/2013	Additional Stall Nights over 3 Nights	$15.00	per stall, per night
Other Fees			
01/1997	Admission/Parking Charge	10% of gate, if admission/parking is charged	
01/2012	Oversize Vehicle Parking (RV)	$20.00	per night (maximum stay of 7 days)

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	Description	Fee/Charge	Unit

Harness Track Fees and Charges Definitions

01/2012 Ground Use Fee: 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 Clean Up Deposit: 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 Standardbred Fee: 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~~1~~ Horse Shows: 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. ~~or for any Village co-sponsored events~~.

01/1997 Other: Tack Shop, Track Restaurant, Blacksmith Shop, and Trailer Space each have their own lease agreements, which are renewed annually with an adjustment according to the Consumer Price Index (CPI).

RECREATION – PARKS and RECREATION:

Council Adopted Date	Description	Fee/Charge	Unit

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.

Athletic Events

The athletic events fee may be waived for youth at the discretion of the Director of Parks and Recreation.

01/1997	Team Fee (Resident and Non-Resident)	$20.00 plus direct costs	per team
	Individual Fee:		
01/1997	Resident	$5.00 plus direct costs	per individual
01/2011	Non-Resident	Two times the resident fee	per individual

Athletic Leagues

	Team Fee:		
01/1997	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
	Individual Fee:		
06/2013	Resident	$20.00	per individual
06/2013	Non-Resident	$40.00	per individual

Classes/Programs

01/1997	Resident	$5.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit

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.

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	$15.00	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	10%	gross sales
06/2013	Chairs	$1.50 set up by renter	per chair
		$3.00 set up by Village staff	per chair
06/2013	Tables	$4.50 set up by renter	per table
		$9.00 set up by Village staff	per table
06/2013	Stage (4'x8' Section)	$15.00	per section per event
06/2013	Stage (24'x16' Full)	$180.00	per event
06/2013	Stage Setup/Breakdown	$200.00	per stage use
06/2013	Vendor/Exhibitor	$25.00	per vendor/exhibitor
06/2013	Sound System	$50.00	per event

RECREATION – PARKS and RECREATION (continued):

Facility Rental

01/2012	Facility Rental Supervisor	$25.00 $10.00	first two hours each additional hour
	Athletic Facilities:		
06/2013	Resident	$15.00 $30.00	per game/hour without lights per game/hour with lights
06/2013	Non-Resident	$25.00 $50.00	per game/hour without lights per game/hour with lights
12/2008	Bleachers (Resident and Non-Resident)	$25.00	per bleacher per day
	Cannon Park Picnic Shelter:		
06/2013	Resident	$25.00 $15.00	first three hours each additional hour
06/2013	Non-Resident	$50.00 $15.00	first three hours each additional hour

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit

Rental Fees for Use of Village Parks

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 grounds. 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 grounds are properly cleaned by the user following the event and no damage to the grounds has occurred.

Arboretum Lawn:

The Arboretum lawn is divided into three separate areas available for rent. The Pergola Garden is adjacent to the Assembly Hall, the Meadow Lawn 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.

~~The deposit is due in advance to secure reservation of the date, 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 (30 days or less 100% retained, 31 days or more 50% retained).~~

01/2013	Pergola Garden	$250.00	per day
01/2013	Magnolia Lawn	$250.00	per day
01/2013	Meadow Lawn	$350.00	per day
01/2013	Timmel Pavilion	$40.00	per hour
02/2009	Deposit	$100.00	per event

Tufts Memorial Park:

~~The deposit is due in advance to secure reservation of the date, 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 (30 days or less 100% retained, 31 days or more 50% retained).~~

06/2013	Deposit	$100.00	per event
06/2013	Resident and Non-Resident	$250.00	per day

Special Events
At the discretion of the Director of Parks and Recreation, 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

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Trips			
	Using Non-Village Owned Vehicle:		
01/1997	Resident	$5.00 plus direct costs	per participant
01/1997	Non-Resident	$10.00 plus direct costs	per participant
	Using Village Owned Vehicle:		
01/1997	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
Other Fees			
12/2008	Overnight Parking (Resident and Non-Resident)	$2.00	per car per night

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit

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 Athletic Events: 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 Athletic Leagues: Organized sport related programs that encompass a certain number of teams.

01/1997 Classes: Programs that require more than one meeting time to complete.

12/2007 Day Camp Deposit: Amount due at registration to secure slot for each participant, per session. Deposit is non-refundable.

01/1997 Facility Rental: Fee charged for the use of Village owned property.

01/2012 Facility Supervisor: 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 Indigent Youth: Child under the age of 18 and still enrolled in school who, or whose parents or guardian, are receiving governmental financial assistance.

01/1997 Non-Resident: 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 Resident: A person who resides inside the Village limits of Pinehurst or whose parents or guardian, pays Village of Pinehurst Property taxes.

01/1997 Special Events: 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 Trips: Organized travel for a specific purpose.

01/1997 Workshops: One-day programs that are limited to a set minimum and maximum.

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
12/2008	**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 $5.00 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 $5.00 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.

The Director of Parks and Recreation will determine refunds in any special circumstance not addressed by this policy.

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JULY~~NOVEMBER~~ 1~~2~~, 201~~43~~

VILLAGE- WIDE:

Council Adopted Date	Description	Fee/Charge	Unit

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.

ORDINANCE CHANGE - SOLID WASTE SERVICES

ADDITIONAL AGENDA DETAILS:

FROM:
Jeff Batton

DATE OF MEMO:
1/3/2014

MEMO DETAILS:
Attached is a draft ordinance change to the Pinehurst Municipal Code that reflects changes to solid waste collection as recommended by the Yard Debris Study Team and agreed to by Council (in concept) at the meeting on October 22, 2013.

The draft ordinance puts in place the necessary language to require common collection areas with carts for apartments and condominiums as recommended by the Yard Debris Study Team. This eliminates the time consuming function of walking to each condominium unit to check for trash and/or recycling and permits common collection points within the complexes.

This draft ordinance also allows certain thoroughfares to be designated by the Public Services Director and would require carts to be placed on collection day in the driveway in line of sight from the road. Council may recall this was to address roads such as Linden and Midland where we must pull into the driveway to safely serve the residence. Currently, we have to get out of the vehicle and walk into back or side yards to determine if any trash or recycling is needed to be collected. This would eliminate that practice and increase efficiency by having the cart in sight on collection day so our operators would know whether to pull into that driveway or not.

This is the first step necessary to eventually convert to automated collection of yard debris and same day collection in zones. The automation of yard debris ordinance changes would come at a later date.

Call or email if you have any questions. Thanks.

ATTACHMENTS:

Description

- Ordinance 14-01

ORDINANCE #14-01:

AN ORDINANCE AMENDING CHAPTER 50, SOLID WASTE OF THE VILLAGE OF PINEHURST MUNICIPAL CODE.

THAT, WHEREAS, the Village Council of the Village of Pinehurst adopted an ordinance dated October 20, 1980, establishing and implementing certain authorized police powers for the purpose of prescribing regulations governing conditions detrimental to the health, safety, and welfare of its citizens; and

WHEREAS, on September 13, 2011 the Village Council of the Village of Pinehurst adopted Ordinance 11-25 which adopted the general ordinances of the Village of Pinehurst as revised, amended, restated, codified, and compiled in book form and declared that these shall constitute the "Village of Pinehurst, North Carolina Municipal Code;" and

WHEREAS, the organizational structure, services provided and operating procedures of the Village have been changed from time to time as circumstances and changing conditions warrant; and

WHEREAS, the Village Council has determined that it is in the best interest of the citizens of Pinehurst to amend Chapter 50, Section 50.03, Section 50.05, Section 50.07 and Section 50.08 of the Pinehurst Municipal Code;

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 14th day of January, 2014 as follows:

SECTION 1. That the following amendments be made to Section 50.03:

§ 50.03 CONTAINERS REQUIRED.

~~(A) The occupant of every residential building, premises, or place where garbage does or may exist, except as otherwise provided in this section, shall provide a garbage can made of substantial galvanized iron or other non-rusting material, in which all garbage existing at the place occupied shall be deposited. The can shall be provided with a tight-fitting cover made of the same materials as the can. All garbage cans shall be watertight. They shall be of a size that can be conveniently handled by the garbage collector, not to exceed in holding capacity more than thirty-three (33) gallons and not to weigh more than twenty (20) pounds while empty, with exception to division "E" below.~~

(~~B~~**A**) All commercial and other nonresidential properties shall provide themselves with a dumpster or other appropriate garbage receptacle. Garbage collection service for such establishments shall not be provided by the Village.

(~~C~~**B**) Any apartment complex or condominium complex shall provide itself with an appropriately sized dumpster or dumpsters for garbage collection **or be provided with an**

appropriate number of Village-owned household trash and/or recycling receptacles, as determined by the Public Services Director, to be placed in common collection areas. Common collection area placement(s) within the complex must be approved in advance by the Public Services Director. For the purpose of this Section, a *COMPLEX* shall be defined as any development having ten (10) or more units. ~~Notwithstanding the foregoing, complexes receiving hand collection service as of June 30, 2002 shall not be required to comply with the provision of this division (C).~~ The village will provide collection service for all complexes within the Village.

~~(D~~**C**) All ~~garbage~~ receptacles shall be kept reasonably clean by the homeowner or tenant by the use of effective cleaners and disinfectants.

~~(E~~**D**) The Village may elect, at its option, to provide residential receptacles **for certain solid waste services** and require the use of such by the homeowner or tenant to which it is provided. Damage to the Village provided receptacle outside of normal wear and tear can be assessed to the residence up to the full replacement cost of a new container. (1986 Code, § 12-2.3) (Ord. 04-43, passed 11-30-2004; Ord. 08-41, passed 12-16-2008)

SECTION 2. That the following amendments be made to Section 50.05:

§ 50.05 FREQUENCY OF COLLECTION AND REMOVAL.

(B) For residential properties**, including apartment and condominium complexes,** located in the Village, Village employees or contractors acting on behalf of the Village shall provide ~~solid waste~~ **household trash and recycling collection** and removal services once per week, except for holidays or when inclement weather conditions prevent the provision of this service, pursuant to a schedule prepared and maintained by the Public Services Department of the Village. Trash **and recycling** receptacles must be placed curbside**/roadside/back alley** side prior to 7:00 a.m. on the day of pickup or no earlier than 5:00 pm prior to the collection day and must be removed from curbside**/roadside/back alley** by the end of the day of pickup. **This provision does not apply to apartment and condominium complexes with common collection areas. For residential properties on major thoroughfares, as determined by the Public Services Director, trash and recycling receptacles must adhere to the same time restrictions above however they shall be placed for collection purposes in the driveway, as opposed to curbside, in such a manner as to be clearly visible from the road in which the driveway enters and/or exits.** Trash **and recycling** receptacles shall be stored between scheduled pickups either within a completely enclosed substantial structure such as a house, garage, shed, or; be stored behind the principal structures' building lines extended for all sides of the structure that directly face a street and be no more than five feet from the principal structure itself (exception: if a home is served by back alley ~~or rear lot trash~~ collection **or is an apartment or condominium complex** ~~or if there are uniform looking, designated trash receptacle storage bins as part of the development,~~ then ~~these~~ **this** requirement~~s~~ may not apply).

DRAFT

SECTION 3. That Chapter 50 Solid Waste of the Village of Pinehurst, North Carolina Municipal Code is hereby amended by deleting in its entirety the following sections:

Section 50.07 Residential Curbside Recycling
Section 50.08 Recycling at Multifamily Complexes

All subsequent sections in Chapter 50 will be renumbered accordingly.

SECTION 4. That this Ordinance amendment shall be and remain in full force and effect from and after the date of its adoption.

This Ordinance adopted this 14th day of January, 2014.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

REMOVING THE RESIDENTIAL ASSURANCE AND BONDING REQUIREMENTS FOR SINGLE FAMILY HOME CONSTRUCTION FROM MUNICIPAL CODE

ADDITIONAL AGENDA DETAILS:

FROM:
Andrea Correll, Director of Planning and Inspections

DATE OF MEMO:
1/7/2014

MEMO DETAILS:

The purpose of the agenda item is to delete the Residential Assurance Fund (RAF) and bonding requirements for new single-family homes from the Municipal Code.

Since 1988, when the 10% deposit and RAF program were established, the funds have only been needed on one or two occasions to correct issues on a construction site. Also the level of construction activity in the Village has decreased significantly. Because of the decline in the volume of building in recent years and the finite number of residential infill lots available for construction, builders are no longer building at the rate previously experienced on a speculative basis. Based on these facts, we recommend eliminating the 10% deposit requirement on new homes and closing the RAF and RAF Interest funds. These recommendations are included in the proposed PDO that is under consideration. When the proposed sections are removed from the Municipal Code, the remaining references in the Pinehurst Development Ordinance can be deleted.

Please consider taking action on the following:

1. The attached Ordinance amending the Municipal Code to remove the bonding requirement for new homes, including deletion of the Residential Assurance Fund (RAF).

2. The attached Budget Ordinance to close the RAF Interest Fund. We recommend Council adopt the attached budget ordinance to transfer the remaining cash of $7,933 in the RAF Interest Fund to the General Fund. The transferred funds represent interest earned on builder deposits in the RAF. These funds will be used for public area beautification projects in the Village as required by the RAF and any deposits currently retained by the Village in the RAF Fund will be returned.

If you have any additional questions, please contact me.

ATTACHMENTS:

Description

- Ordinance 14-02
- Ordinance 14-03

ORDINANCE #14-02:

AN ORDINANCE AMENDING THE PINEHURST MUNICIPAL CODE ELIMINATING THE BOND REQUIREMENT FOR NEW CONSTRUCTION.

THAT, WHEREAS, the Village Council of the Village of Pinehurst adopted an ordinance dated October 20, 1980, establishing and implementing certain authorized police powers for the purpose of prescribing regulations governing conditions detrimental to the health, safety, and welfare of its citizens; and

WHEREAS, on September 13, 2011 the Village Council of the Village of Pinehurst adopted Ordinance 11-25 which adopted the general ordinances of the Village of Pinehurst as revised, amended, restated, codified, and compiled in book form and declared that these shall constitute the "Village of Pinehurst, North Carolina Municipal Code;" and

WHEREAS, the Municipal Code will be subsequently amended from time to time as conditions warrant; and

WHEREAS, in recent years individual builders are no longer constructing the large volume of homes that the fund was originally intended to cover. Because of the changing condition of a finite number of infill lots remaining in our jurisdiction the fund is no longer viable.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 14th day of January, 2014, as follows:

SECTION 1. That Section 150 Building Regulations of the Village of Pinehurst, North Carolina Municipal Code is hereby amended as follows:

~~BOND~~ REQUIREMENT**S** FOR NEW CONSTRUCTION

§ 150.60 ~~AGREEMENT~~. **STANDARDS FOR CONSTRUCTION.**

~~(A) Every property owner, builder, developer, contractor or any other licensed person who undertakes to build and construct a dwelling unit, or any non-residential structure in the zoning jurisdiction of the village will be required to enter into an agreement with the village and to provide a financial instrument in the amount of at least 10% of the estimated cost of the construction for which a building permit is being applied for. This agreement is to guarantee all of the following standards for construction shall be met:~~

(~~1~~**A**) A dumpster at least ten cubic yards in size shall be located on all new construction sites unless a suitable alternative means of collecting and disposing of construction debris is approved by the Chief Building Inspector. Dumpsters shall be located on private property and shall be painted in dark brown, dark blue, dark burgundy, dark green, black or other muted color approved by the Village Planner. Signage on dumpsters shall be

limited to the identification of the dumpster manufacturer or the contractor's business name and phone number. The total surface area allowed for the signage shall not exceed four square feet in total surface area;

(~~2~~**B**) Building supplies, including bricks and lumber (with the exception of large trusses), must be stacked and covered nights, weekends and anytime work is not in progress;

(~~3~~**C**) On-site building materials are limited to those required for completion of remaining construction; for example:

(~~a~~**1**) Quantities of concrete block shall not be on-site after completion of foundation;

(~~b~~**2**) Surplus bricks, sand and mortar mix shall not be retained on-site after completion of masonry work; and

(~~c~~**3**) At no time shall a building site be used as storage for vehicles and equipment not being used for current construction activities;

(~~4~~**D**) Permit boxes shall be located on-site with approved plan and current permit at time inspection is requested;

(~~5~~**E**) Portable toilets, construction driveways and silt fences shall be installed on-site prior to the commencement of any work;

(~~6~~**F**) The property shall be landscaped in accordance with the plan approved by and filed with the village;

(~~7~~**G**) The drainage installed properly handles the flow of water in conformance with the General Statutes and stormwater run-off does not adversely impact adjacent properties; and

(~~8~~**H**) In the event a house under construction is abandoned by the contractor prior to the completion, the house and lot will be cleaned and cleared of debris from construction and other sources, and the house will be secured in a manner which will help to prevent vandalism, trespassing and vagrancy.

(~~B~~**I**) In the event that any of the above listed items are not within the scope of work which the owner has awarded to the builder, then the owner shall be responsible. ~~for the agreement and surety related to the work.~~

(1986 Code, § 9-4.1) (Ord. 88-17, passed 11-21-1988; Ord. 88-18, passed 12-19-1988; Ord. 89-32, passed 11-20-1989; Ord. 90-08, passed 02-19-1990; Ord. 95-19, passed 06-19-1995; Ord. 05-37, passed 12-20-2005)

DRAFT

SECTION 2. That Section 150 Building Regulations of the Village of Pinehurst, North Carolina Municipal Code is hereby amended by deleting in its entirety the following sections pertaining to the Bond Requirement for New Construction:

Section 150.61 Term of agreement
Section 150.62 Release of agreement
Section 150.63 Noncompliance
Section 150.64 Applicability
Section 150.65 Pinehurst Residential Assurance Fund
Section 150.66 Severability
Appendix: Application for Participation in Residential Assurance Fund

SECTION 2. That all local ordinances in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this ordinance.

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

This Ordinance adopted this 14th day of January, 2014.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

ORDINANCE #14-03:

AN ORDINANCE CLOSING THE RESIDENTIAL ASSURANCE FUND AND THE RESIDENTIAL ASSURANCE INTEREST FUND AND TRANSFERRING REMAINING INTEREST FUNDS TO THE GENERAL FUND FOR THE VILLAGE OF PINEHURST, NORTH CAROLINA.

THAT WHEREAS, the Village created the Residential Assurance Fund and the Residential Assurance Interest Fund to account for residential construction bonds and the related interest on those funds; and

WHEREAS, the Village intends to eliminate the new construction bond requirement and to close the Residential Assurance Fund, returning all construction deposits on hand; and

WHEREAS, the Village intends to close the Residential Assurance Interest Fund and transfer all remaining funds to the General Fund to be used for projects that aesthetically improve public areas within the Village of Pinehurst;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 14th day of January 2014, as follows:

SECTION 1. To close the Residential Assurance Fund and instruct the Director of Financial Services to return all construction deposits held in the fund.

SECTION 2. To amend the Residential Assurance Interest Fund with regard to revenues and expenditures, the revenue and expenditure accounts are to be changed as follows:

Account No.	Account Name	Debit	Credit
27-40-920-9010	Transfer to General Fund	$ 7,933	
27-40-190-3905	Fund Balance Appropriated		$ 7,933

SECTION 2. To amend the General Fund with regard to revenues and expenditures, the revenue and expenditure accounts are to be changed as follows:

Account No.	Account Name	Debit	Credit
10-20-420-5400	Departmental Supplies (S&G)	$ 7,933	
10-00-190-3927	Transfer From RAF Interest Fund		$ 7,933

SECTION 3. Copies of this ordinance shall be furnished to the Village Clerk, Village Manager, and to the Director of Financial Services for their direction and implementation.

DRAFT

THIS ORDINANCE passed and adopted this 14th day of January 2014.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By:_____
Nancy Roy Fiorillo, Mayor

Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

STRATEGIC PLANNING RETREAT FOLLOW UP

ADDITIONAL AGENDA DETAILS:

FROM:
Natalie Dean

CC:
Andy Wilkison

DATE OF MEMO:
1/7/2014

MEMO DETAILS:
As a follow up to your Strategic Planning Retreat in December, I wanted to follow up with Council on three items that are separate attachments to this agenda item:

1. The finalized list of Strategic Objectives for FY 2015 - This represents the consolidation of some objectives from the prior year and rewording of others, as you discussed at your retreat.

2. Strategic Advantages and Challenges for FY 2015 - In an effort to consolidate the lists and focus on the key strategic advantages and challenges, Senior Staff reviewed the list you generated at your retreat, compared it to the list you created the previous year and prepared a condensed listing of Strategic Challenges and Advantages. Sr. Staff takes the Village's strategic advantages and challenges into consideration when proposing initiatives for the next fiscal year, so we'd like to have Council's agreement on what you believe are the key advantages and challenges early in our planning process. We ask that you review this list and either confirm your agreement or suggest modifications.

3. Blind Spot Process - At your retreat, you designed a process by which you would evaluate ideas or problems mid-year that were not included in the Village's previously adopted Strategic Operating Plan. An outline of this process is attached and we ask that you review the process and either affirm or suggest modifications. This is the process that you would utilize going forward when mid-year opportunities or issues arise.

I look forward to discussing these items with you at your meeting, and as always, if you have any questions, please contact me directly at your convenience.

ATTACHMENTS:

Description

- FY 2015 Strategic Objectives
- FY 2015 Strategic Advantages and Challenges
- Blind Spot Process

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VILLAGE OF

PINEHURST

The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions, enhanced by a unique combination of cultural arts and recreational activities.

Preserve and enhance the community's character and ambience by guiding growth, managing change, and providing services in a financially responsible manner

Village FY 2015 Strategic Objectives

Customer

- Safeguard the Community
- Preserve the Character & Ambience of the Village
- Promote Economic Opportunity
- Provide & Promote Safe Traffic & Pedestrian Mobility
- Protect the Environment
- Provide a Variety of Recreational & Cultural Opportunities

Internal

- Enhance Customer Service
- Continuously Improve Processes
- Develop Collaborative Solutions
- Meet Legal & Regulatory Requirements

Employee

- Optimize Volunteer Engagement
- Recruit & Retain a Skilled & Diverse Workforce

Financial

- Provide Value for Tax Dollars
- Maintain a Strong Financial Condition
- Invest in Capital

History, Charm, & Southern Hospitality

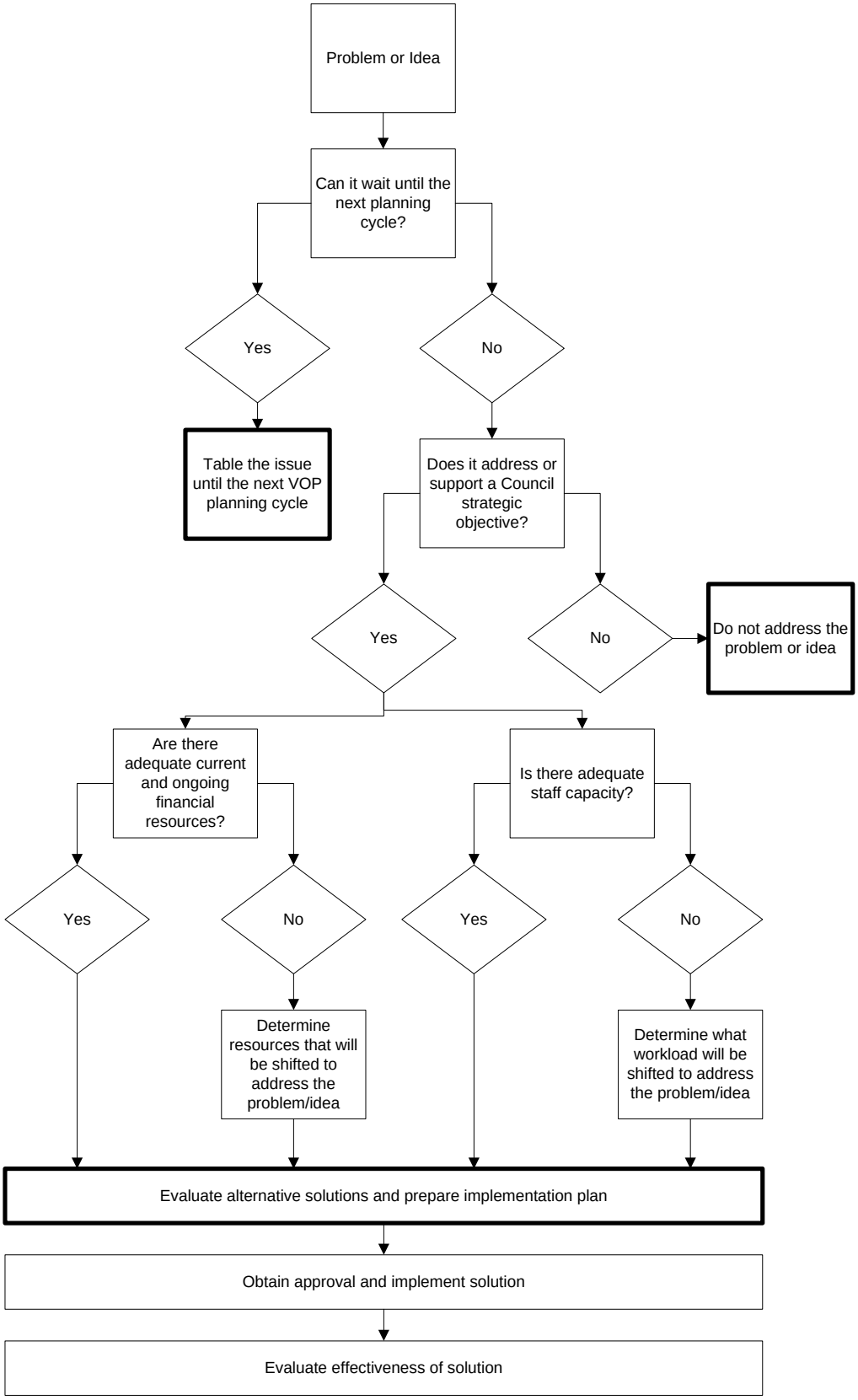
Village of Pinehurst
Strategic Advantages/Challenges
FY 2015

Strategic Advantages	
Original	**Revised**
External relationships: Resort, CVB, FirstHealth, school, PIP, Chamber, Moore Co., Business Guild, other municip. (SP, Aberdeen), contractors, NCDOT, other public safety org., SCC, Carolinas Golf and Sandhills Golf Association, USGA, US Open Committee, library	External relationships and partnerships*
Neighborhood Groups and NAC	Connections to citizens through neighborhood groups (e.g. NAC)
Core competencies	Talented volunteers*
World renowned golf	World renowned golf with international name recognition*
National Historic landmark	National Historic landmark*
Safe community	Safe community*
Equestrian community	-
Quality healthcare services	Quality healthcare services
-	Use of technology*

Strategic Challenges	
Original	**Revised**
Changing demographics	Adapting to a changing demographic*
Housing market	-
Limited revenue growth	Limited revenue growth*
Succession planning	Recruit and retaining businesses*
National Historic Landmark designation	Maintaining the National Historic Landmark designation*
Low VC occupancy	-
Attractive to family	-
Low crime rate	Maintaining a low crime rate
Communication with citizens	-
Loss of citizen connectedness	Staying connected with citizens
Maintain adequate and appropriate zoning	Determining appropriate land use regulations
Long-term water supply	-
Traffic congestion and management	-
Maintenance of infrastructure	-
Energy costs	-
Community Center	-
Maintaining high standards	Maintaining high quality of services that meet the expectations of citizens*
High expectations	-

* Was a Strategic Advantage/Challenge identified in FY 2014

Village of Pinehurst
Blind Spot Process



DOWNTOWN PARKING ENFORCEMENT

ADDITIONAL AGENDA DETAILS:

FROM:
Natalie Dean

CC:
Andy Wilkison

DATE OF MEMO:
1/7/2014

MEMO DETAILS:
At your October 22nd Council meeting, you discussed Downtown Parking enforcement with Jeff Batton and Police Chief Earl Phipps. At that meeting, Council approved the concept of hiring a Downtown Parking Ambassador to enforce employee restricted parking and directed staff to analyze the concept further. Since that meeting, staff has consulted with the UNC School of Government to research the Village's legal authority to restrict employee parking in the Village Center, determined the recommended regulations Council would need to put into place, and has determined the estimated costs associated with implementation.

The general concept for employee restricted parking is one where the Council designates the restricted parking areas and a Downtown Parking Ambassador enforces the regulations adopted. The ambassador would work with business owners to obtain the license plate information of their employees and keep that information up to date. Then the ambassador would routinely inspect the designated areas to determine if employees are parking in the restricted areas and enforce penalties for any non-compliance.

This agenda item includes the necessary resolutions and ordinances to implement a downtown parking enforcement program which were prepared in collaboration by Natalie Dean, Jeff Batton, Chief Phipps, Angie Kantor, and John Frye. The ordinances and resolutions are listed below:

1. An Ordinance amending the Pinehurst Municipal Code to designate employee restricted parking areas and identify the associated fines/penalties for non-compliance.

2. A Resolution amending the Village of Pinehurst Pay and Classification Plan to add the new position of Downtown Parking Ambassador.

3. An Ordinance amending the FY 2014 budget for the costs associated with implementation of the employee restricted parking regulations.

In December, the VCE Committee met with Chief Phipps (and Council member Strickland attended a portion of the meeting) and discussed the proposed regulations and enforcement. The committee unanimously agreed it would prefer a less aggressive and less costly approach than implementing employee restricted regulations and enforcing them with a Downtown Parking Ambassador. To that end, a letter from the VCE Chairman, Patrick Barry, is included as an attachment to your agenda item.

<u>Amendment Needed to the Pinehurst Municipal Code</u>

Under G.S. 160A-301, the Village has the authority "by ordinance [to] regulate, restrict, and prohibit the parking of vehicles on the public streets, alleys, and bridges within the city." The Village may also, by ordinance, specify the penalties for violation to the ordinance (so long as it is not unreasonable) and the ordinance may be enforced by a non-sworn law enforcement officer. A suggested area to designate as Employee Restricted Parking is indicated on the VOP Parking Map that is included with this agenda item. It includes all of the Village Center and some of those parking areas that have been designated as employee parking under the Village's "Put the Customer First" program. Should you approve of the attached map, it will eliminate 12 spaces currently designated for employee parking on Market Square and Dogwood Road beside the Holly Inn. The suggested times for restricting parking is from 10 am – 3 pm, Monday - Saturday.

To ensure compliance with the regulations, staff suggests graduated penalties for non-compliance as follows:

1st offense: $10
2nd offense: $20
3rd offense: $30
4th offense: $50

Staff feels strongly that if the Village is to enforce the regulations, the penalty for non-compliance should be significant enough to be a deterrent. Attorneys at the UNC School of Government have advised us that we likely do not have the authority to tow vehicles for repeat offenders. This means offenders could allow multiple unpaid tickets to accumulate, which is the situation we had when we had time restricted parking.

Amending the Pay and Classification Plan

The Village Council must approve of the addition of the Downtown Parking Ambassador position to the Pay and Classification Plan, per adopted policy and NC law. This position was not contemplated when the FY 2014 budget was adopted and therefore the addition of the position must be approved by resolution. Staff suggests the position be classified as PD-4 on the Police Department Pay Scale and be authorized at an estimated 20 hours/week. A draft job description is included as an attachment to this agenda item.

Due to the amount of cost associated with enforcement and the potential for unintended consequences of enforcement, staff recommends the Village create the position as a Temporary Position for twelve months and re-evaluate the effectiveness of the regulations at that time. Potential unintended consequences could include the creation of negative perceptions of the Village.

Amending the FY2014 Budget

As mentioned above, the Village has not budgeted for the costs associated with enforcing employee restricted parking regulations. The total estimated annual cost of enforcement, along with a prorated amount for FY 2014 is included in the attachment to this agenda item. The prorated amount represents ¼ of a year, as we would expect to be able to implement enforcement sometime around April/May 2014. Total costs for the first year are expected to be approximately $58,000, and prorated costs for FY 2014 are expected to be $45,500.

The following is a brief explanation of the anticipated costs:

Staffing – We estimated 20 hours per week (Monday – Saturday) for the position and the associated benefit costs.

Signage – Chief Phipps recommends the parking spaces be adequately signed, under § 70.04 of the Pinehurst Municipal Code, to enforce the regulations. The proposed locations of the signs are indicated on the Customer Parking Map that is attached to this agenda item. The spacing of the signs is similar to the spacing when we had 2-hour time restrictions on parking. As part of the VCE Committee enhancement

efforts, we are converting regulatory signs to the enhanced sign posts this year and recommend a similar sign post for the Employee Restricted Parking signs. Under our current policy, Council will need to approve of the placement of these signs in the right of way.

Other Direct Costs – The most significant other direct costs include handheld devices (that include a printer) and the associated software needed to track license plate numbers for Village Center employees and issue penalties on a graduated scale based on the number of offenses. Another significant cost is a radio which will be needed to communicate back and forth with Police dispatch.

Implementation

As mentioned above, we expect to be able to implement the regulations around April/May 2014. This will allow the time needed to not only recruit someone for the Downtown Parking Ambassador position and order/install the required signage, but educate Village Center employees on the regulations and obtain the needed employee license plate numbers. In addition, the Village will need to acquire/install the software, as well as train the Downtown Parking Ambassador on its use.

Per G.S. 160A-301(d) the Village cannot legally enforce employee restricted parking on private property, which includes several spaces in front of the Department Store and Theater buildings, unless requested in writing by the property owner. These areas are therefore excluded from the map that is attached to your agenda item. Council may want to pursue discussions with Marty McKenzie about regulating parking on the property he owns before implementing the parking regulations. I have had an initial conversation with Marty and he had several questions and concerns about the proposed regulations.

There are several other implementation issues that would need to be resolved such as creating an appeal process and a mechanism to routinely obtain up to date license plate information for employees as turnover occurs.

Conclusion

While the concept of restricting employee parking by ordinance may seem simple on the surface, there are several implementation issues to consider that come at a cost. In the end, Council should determine if the benefits of restricting employee parking are worth the associated costs.

The lack of data of the extent of the problem, the resident satisfaction levels with availability of customer parking, and the overall cost of implementation were factors in the VCE Committee's decision to request Council consider a less aggressive and less costly means to encourage employees to park in designated areas. Rather, they recommend the Village consider a more robust "Put the Customer First" program that could be administered by a Downtown Parking Ambassador (paid or volunteer). This program would reward and recognize employees and business owners for parking in their designated areas rather than penalize them for parking in employee restricted areas. While the VCE Committee did not fully develop the concept of rewarding rather than penalizing employees, there were several ideas discussed.

ATTACHMENTS:

Description

- Ordinance #14-04: An Ordinance Amending the Pinehurst Municipal Code (Employee Restricted Parking Areas)
- Village of Pinehurst Parking Map - January 14, 2014
- VOP Customer Parking Sign Map
- Resolution #14-05: A Resolution Amending the Policy on the Administration of the Pay Plan and Position Classification Plan
- Draft Job Description - Downtown Parking Ambassador
- Ordinance #14-05: An Ordinance Amending the FY 2014 Budget (Downtown Parking Enforcement)
- Detailed Est. Costs of Downtown Parking Enforcement

Letter from VCE Chairman on Downtown Parking Enforcement

ORDINANCE #14-04:

AN ORDINANCE ADDING SECTION 72.09 TO AND AMENDING SECTION 72.99 OF THE PINEHURST MUNICIPAL CODE AS IT PERTAINS TO EMPLOYEE RESTRICTED PARKING AREAS.

THAT, WHEREAS, the Village Council of the Village of Pinehurst adopted an ordinance dated October 20, 1980, establishing and implementing certain authorized police powers for the purpose of prescribing regulations governing conditions detrimental to the health, safety, and welfare of its citizens; and

WHEREAS, on September 13, 2011 the Village Council of the Village of Pinehurst adopted Ordinance 11-25 which adopted the general ordinances of the Village of Pinehurst as revised, amended, restated, codified, and compiled in book form and declared that these shall constitute the "Village of Pinehurst, North Carolina Municipal Code;" and

WHEREAS, the Municipal Code will be subsequently amended from time to time as conditions warrant; and

WHEREAS, the Village Council seeks to improve the availability of customer on-street parking in order to reduce congestion and related conditions detrimental to economic activity in the Village Center; and

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 14th day of January, 2014, as follows:

SECTION 1. That Section 72.09, Employee Restricted Parking Areas, is added:

Chapter 72: PARKING REGULATIONS

§72.09 EMPLOYEE RESTRICTED PARKING AREAS.

(A) Definitions. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

EMPLOYEE RESTRICTED PARKING AREAS. All parking spaces adjacent to the curb, as reflected on the Village of Pinehurst Parking Map dated and adopted January 14, 2014.

VEHICLE. As defined in G.S. §20-4.01(49) and shall include all such vehicles regardless of ownership.

VILLAGE CENTER. The entire VC Zoning District and the Given Memorial Library.

DRAFT

(B) As authorized by G.S. § 160A-301, it shall be unlawful for any employee of a business or other entity in the Village Center to have a vehicle parked within the employee-restricted parking areas during the employee's work hours.

(C) The provisions of this section shall be effective between the hours of 10:00 a.m. and 3:00 p.m., Monday through Saturday.

(D) The provisions of this section shall not apply to operators of vehicles displaying valid handicapped license plates or dashboard placards and parked in spaces reserved for the handicapped.

SECTION 2. That Section 72.99, Penalty, is hereby amended as follows:

(C) Violations of the terms of § 72.09 shall subject the violator to the following civil penalties and remedies as follows:

(1) First offense: $10
(2) Second offense: $20
(3) Third offense: $30
(4) Fourth offense: $50

SECTION 3. That all local ordinances in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this ordinance.

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

This Ordinance adopted this 14th day of January, 2014.

(Municipal Seal)

VILLAGE OF PINEHURST
VILLAGE COUNCIL

By: _____
Nancy R. Fiorillo, Mayor

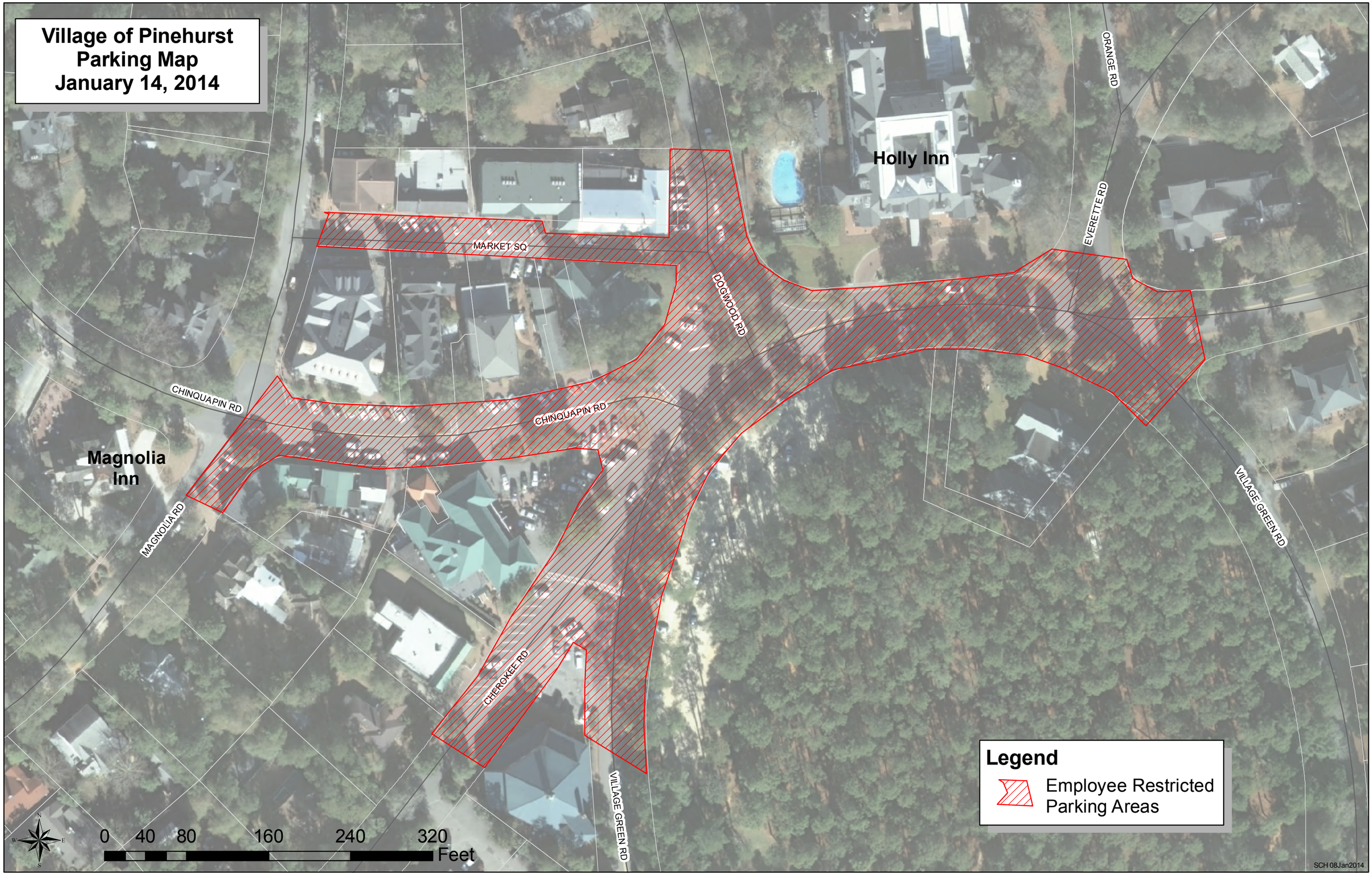
Attest:

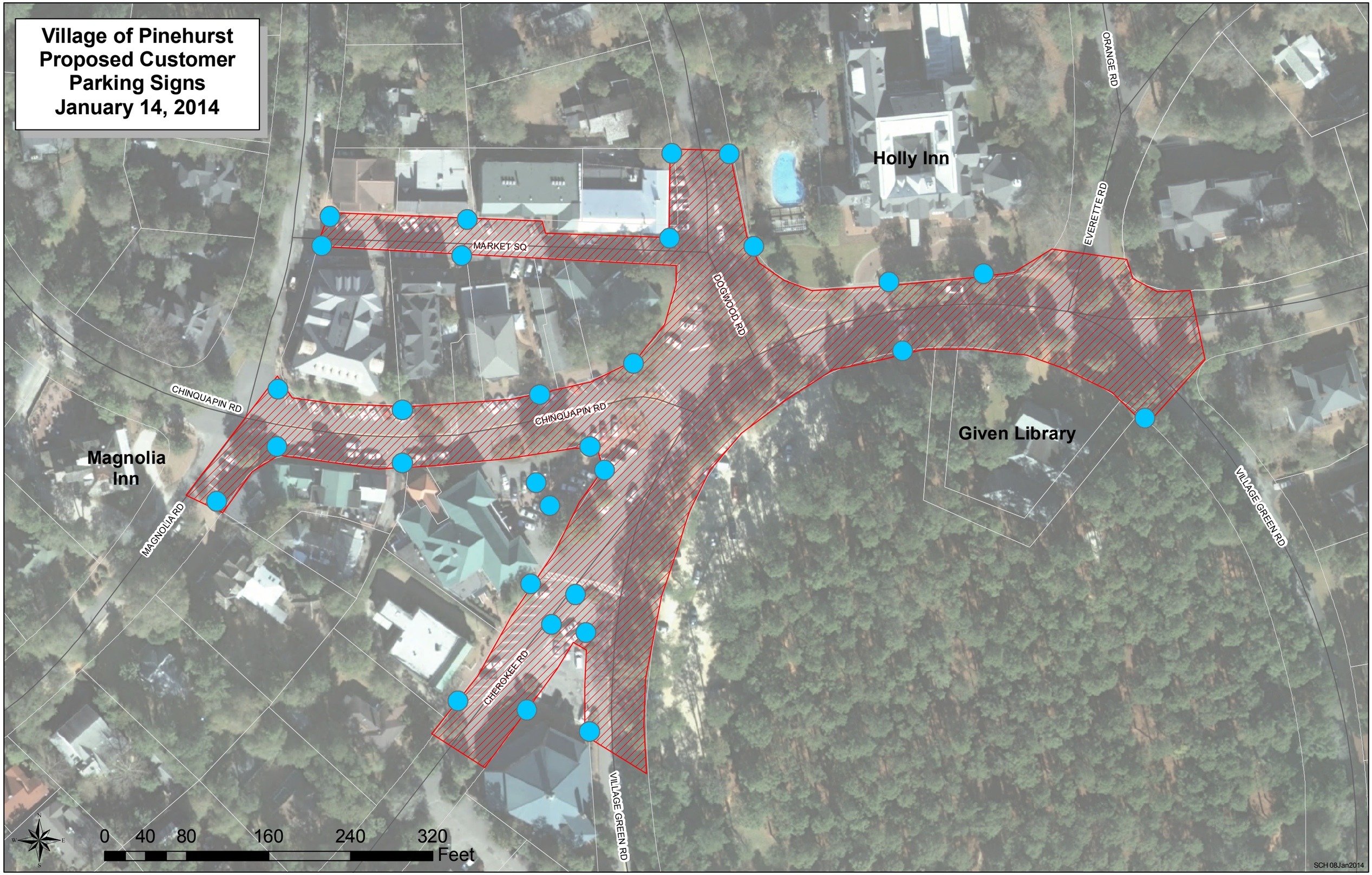
_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT


Village of Pinehurst
Parking Map
January 14, 2014
Holly Inn
Magnolia
Inn
MARKET SQ
DOGWOOD RD
ORANGE RD
EVERETTE RD
CHINQUAPIN RD
CHINQUAPIN RD
MAGNOLIA RD
CHEROKEE RD
VILLAGE GREEN RD
VILLAGE GREEN RD
Legend
Employee Restricted
Parking Areas
0 40 80 160 240 320
Feet
SCH 08Jan2014


Village of Pinehurst
Proposed Customer
Parking Signs
January 14, 2014
Holly Inn
Given Library
Magnolia
Inn
MARKET SQ
DOGWOOD RD
ORANGE RD
EVERETTE RD
CHINQUAPIN RD
CHINQUAPIN RD
MAGNOLIA RD
CHEROKEE RD
VILLAGE GREEN RD
VILLAGE GREEN RD
0 40 80 160 240 320
Feet
SCH 08Jan2014

RESOLUTION #14-05:

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

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

WHEREAS, the Village Council of Pinehurst, North Carolina, amended the Policy on Administration of the Pay Plan and Position Classification Plan on July 9, 2013; 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 Pinehurst, North Carolina, in a regular meeting assembled this 14th day of January, 2014 as follows:

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

SECTION 2. That the Pay Grades listed below on the Police Department Pay Scale and the Position Classifications are hereby amended to include those changes listed below:

AMENDMENT	**PAY GRADE**	
Amendment of Administrative Pay Scale	**Previous**	**New**
Downtown Parking Ambassador, temporary	N/A	PD-04

Amendment of Position Classification
Police Department Class
Add Downtown Parking Ambassador

THIS RESOLUTION passed and adopted this 14th day of January, 2014.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

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Village of Pinehurst
Position Classification

Class Title:	Downtown Parking Ambassador	**Reports To:**	Deputy Chief of Police
Department:	Police Department	**Directly Supervises:**	No one
Salary Grade:	PD-04	**Shift:**	TBD
Resolution:	#14-04	**FLSA Status:**	Non-Exempt / Part time/ Temporary

SUMMARY: Under general supervision, works closely in partnership with the business owners, employees, residents and staff members of the center village business district to mediate and assure parking compliance with municipal parking regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrols assigned area on foot or via vehicle to enforce parking regulations.
- Identifies and responds to parking violations as needed.
- Works closely with business owners and staff to gain parking compliance for vehicles found in violation of Village ordinances as appropriate.
- Notes improperly parked vehicles and takes appropriate enforcement action.
- Recommends justifiable excuse of violations.
- Answers inquiries from general public and provides directions and street locations.
- Files parking citations according to established procedures.
- Prepares daily reports of activities.
- Performs other related duties as assigned.

EDUCATION and/or EXPERIENCE: Graduation from an accredited high school or GED. No particular experience required. Prior ordinance enforcement experience preferred.

KNOWLEDGE, SKILLS and ABILITIES: Considerable knowledge of Village streets, locations and general layout; good working knowledge of the operations of a two-way radio communications system and related Federal Communications Commission regulations. Demonstrate a working knowledge of computer hardware and software.

Must be able to communicate effectively verbally and in writing; operate assigned equipment. Must be familiar with effective conflict resolution, mediation techniques, and community policing philosophy.

Must be familiar with local parking ordinances and other ordinances that relate to public safety; present a positive public relations image; establish and maintain effective working relationships with business owners, business employees, residents, Village employees and the general public; perform work requiring

DRAFT

good physical condition; accurately transmit radio communications; use judgment in decision making; speak clearly, distinctly, and politely; deal tactfully and courteously with the public.

SAFETY: This and all positions require enforcing and following all Village of Pinehurst and OSHA safety regulations.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid North Carolina driver's license and acceptable driving record.

PHYSICAL DEMANDS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, standing, walking, stooping, sitting, bending fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, and operation of motor vehicles or equipment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts/vehicles, fumes or airborne particles, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate but may be loud or very loud at times.

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ORDINANCE #14-05:

AN ORDINANCE AMENDING THE ORDINANCE APPROPRIATING FUNDS FOR OPERATIONS OF THE VILLAGE OF PINEHURST FOR FISCAL YEAR 2014, REGARDING REVENUES AND EXPENDITURES OF THE GENERAL FUND (DOWNTOWN PARKING ENFORCEMENT).

THAT WHEREAS, the Village Council seeks to improve the availability of on-street customer parking in the Village Center; and

WHEREAS, a parking enforcement plan has been developed to enforce municipal parking regulations downtown; and

WHEREAS, staffing and related equipment will be required to effectively implement the plan; and

WHEREAS, funds were not appropriated in FY 2014 for this purpose;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in a regular meeting assembled this 14th day of January 2014, as follows:

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

Account No.	Account Name	Debit	Credit
10-10-310-4000	Salaries	$ 3,400	
10-10-310-4200	Social Security	300	
10-10-310-4400	Worker's Compensation	150	
10-10-310-4500	Retirement	450	
10-10-310-5402	Departmental Supplies-Restricted	20,450	
10-20-420-5400	Departmental Supplies (Streets)	20,750	
10-00-190-3905	Fund Balance Appropriated		45,500

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

Adopted this the 14th day of January 2014.

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VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

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Village of Pinehurst
Downtown Parking Ambassador Costs

	Annual Costs		FY 2014 Costs	
Salary (20 hrs/week at $13.00/hr)		$ 13,520		$ 3,380
Benefits:				
FICA	$ 1,034		$ 259	
Retirement	1,021		255	
401k	676		169	
Worker's Comp	650		163	
Insurance	-		-	
		3,381		845
Total Salaries and Benefits		$ 16,901		$ 4,225
Signage:				
Signs and posts (35 at $450/sign + shipping)	$ 17,250		$ 17,250	
Installation ($100/sign)	3,500		3,500	
		$ 20,750		$ 20,750
Other Direct Costs:				
Uniforms	$ 1,550		$ 1,550	
Radio	4,000		4,000	
Handheld Units	9,000		9,000	
Software & Maint. Fees	5,400		5,400	
General Supplies (desk, chair, paper, etc.)	500		500	
		20,450		$ 20,450
Total Estimated Costs (Year 1)		**$ 58,101**		**$ 45,425**

PNC

1/6/2014

Pinehurst Village Council

Re: Downtown Parking in the VOP & "Put the Customer First"

Madam Mayor & Pinehurst Village Council,

On December 17, the Village Center Enhancement Committee met with Chief Earl Phipps, Councilmen John Strickland and the members of the Pinehurst VCE committee. The purpose was to discuss parking and the actions suggested to correct a perceived parking problem, specifically creating Employee Restricted Parking and hiring a Downtown Parking Ambassador to enforce the regulations.

Our meeting went well and I believe good dialogue, facts and ideas were shared. For several reasons the committee is not 100% convinced that parking is a problem and furthermore, if it is a problem, that it cannot be handled less aggressively and more cost effectively.

Rather, we suggest moving forward with a more robust "Put the Customer First" campaign and trying to use a more customer/community friendly & less expensive way to get Village Center employees to park in the designated employee parking areas.

Thank you for your time and consideration of this important matter.

Sincerely,

R. Patrick Barry
Chair, Village Center Enhancement Committee
Business Banker – PNC BANK
Pinehurst, NC
910-215-2553 - office
910-992-6029 - cell