VILLAGE COUNCIL
AGENDA FOR REGULAR MEETING OF DECEMBER 8, 2015
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM

1. Call to Order.
2. Invocation and Pledge of Allegiance.
3. Reports:
   - Manager
   - Council
4. Motion to Approve Consent Agenda.

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

   A. Consider a resolution honoring the service of Councilmember John Strickland on the Pinehurst Village Council.

   B. Consider a resolution honoring a member of the Beautification Committee (Linda Tucker).

   C. Consider a resolution reappointing a member to the Historic Preservation Commission (Lewis).

   D. Approval of Draft Village Council Meeting Minutes.

   November 17 Regular Meeting Minutes
   November 30 Organizational Meeting Minutes

   E. Public Safety Reports

   Police Department
   Fire Department

   End of Consent Agenda.

5. Consider revisions to the Village's Engineering Standards and Specifications Manual.
6. Discuss rental fees at Fair Barn for non-profit organizations.
7. Discuss a proposed change to the golf cart sticker registration process.
8. Consider amendments to Fees & Charges Schedule.
9. Consider an ordinance amending the Municipal Code regarding routine maintenance and home improvement on Sundays.
10. Consider adopting the 2016 Village Council meeting schedule.
11. Other Business.

12. Comments from Attendees.
13. Motion to Adjourn.

CONSIDER A RESOLUTION HONORING THE SERVICE OF COUNCILMEMBER JOHN STRICKLAND ON THE PINEHURST VILLAGE COUNCIL.

ADDITIONAL AGENDA DETAILS:

FROM:
Lauren Craig

CC:
Jeff Sanborn

DATE OF MEMO:
12/2/2015

MEMO DETAILS:
Attached is a resolution honoring John Strickland for his service on the Pinehurst Village Council. Once approved by Council, we will invite Mr. Strickland to a meeting in January to have this resolution presented to him.

ATTACHMENTS:

	Description
🗋	Resolution 15-49 Honoring Councilmember Strickland

RESOLUTION #15-49:

A RESOLUTION HONORING THE SERVICE OF MR. JOHN C. STRICKLAND AS COUNCILMEMBER AND TREASURER OF PINEHURST, NORTH CAROLINA

THAT WHEREAS, Mr. John C. Strickland has served the Village of Pinehurst as a Councilmember and Treasurer from 2011-2015; and

WHEREAS, as Treasurer and as a member of the Village Council, he has devoted his time, energy and talents to this Village and provided experience and sound judgment on its behalf with unfailing integrity, dignity and thoughtful reflection; and

WHEREAS, as Treasurer and as a member of the Village Council, he has reviewed and deliberated on all matters, facts and proposals presented before the Council, and at all times kept the public's interest as a first priority; and

WHEREAS, Mr. Strickland was instrumental in supporting and implementing modern financial procedures and cost control measures to the benefit of Pinehurst citizens and to maintain the strong financial condition of the Village and efficient use of taxpayer's money; and

WHEREAS, Mr. Strickland had a keen interest and provided thoughtful opinion and expertise on important land use matters which came in front of the Village Council, balancing the need to preserve the quality of life and essential character enjoyed by Pinehurst citizens with appropriate growth and development; and

WHEREAS, Mr. Strickland also was, and continues to be, a strong supporter for the Village Center businesses and a proponent for Village Center vitality reflected in both public and private initiatives.

NOW, THEREFORE, BE IT RESOLVED, by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled this 8th day of December, 2015, 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 commitment in carrying out the duties of Treasurer for the Village of Pinehurst.

SECTION 2. That a copy of this resolution be spread upon the permanent minutes of the Village of Pinehurst, and a copy thereof, duly executed by the Mayor and Village Clerk, be presented to Mr. Strickland as a token of our gratitude.

THIS RESOLUTION passed and adopted this 8th day of December, 2015.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

DRAFT

By: _____
Nancy Roy Fiorillo, Mayor

Attest:

_____
Lauren M. Craig, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

CONSIDER A RESOLUTION HONORING A MEMBER OF THE BEAUTIFICATION COMMITTEE (LINDA TUCKER).

ADDITIONAL AGENDA DETAILS:

FROM:
Lauren Craig

CC:
Jeff Batton, Jeff Sanborn

DATE OF MEMO:
12/2/2015

MEMO DETAILS:
Beautification Committee member, Linda Tucker, has moved from the area and resigned from her position on the Pinehurst Beautification Committee. Please consider the attached ordinance honoring Linda for her work as a volunteer for the Village of Pinehurst. Linda has served over 4 years as an appointed member of this committee which also will qualify her for a brick on the Volunteer walkway this year. Thank you!

ATTACHMENTS:

	Description
🗋	Resolution 15-50 Honoring Linda Tucker (Beautification)

RESOLUTION 15-50:

A RESOLUTION HONORING THE SERVICE OF MS. LINDA TUCKER TO THE VILLAGE OF PINEHURST BEAUTIFICATION COMMITTEE

THAT WHEREAS, the Village Council of Pinehurst, North Carolina, wishes to acknowledge and express its appreciation to Ms. Linda Tucker for her dedicated service to the citizens of Pinehurst as a member of the Pinehurst Beautification Committee; and

WHEREAS, Ms. Tucker was appointed to the Beautification Committee on October 27, 2011 and served continuously and faithfully from that time; and

WHEREAS, Ms. Tucker was instrumental in the efficient operation of the Beautification Committee always conducting the Village's business in a courteous, professional manner; and

WHEREAS, Ms. Tucker was 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, Ms. Tucker was instrumental in numerous beautification projects throughout the Village, in conjunction with and in cooperation with the Pinehurst Garden Clubs and the Village of Pinehurst Public Services Department,

NOW, THEREFORE, BE IT RESOLVED by the Village Council of Pinehurst, North Carolina, in a regular meeting assembled this 8th day of December, 2015 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 of the Beautification Committee.

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

THIS RESOLUTION passed and adopted this 8th day of December, 2015.

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

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CONSIDER A RESOLUTION REAPPOINTING A MEMBER TO THE HISTORIC PRESERVATION COMMISSION (LEWIS).

ADDITIONAL AGENDA DETAILS:

FROM:
Lauren Craig

CC:
Jeff Sanborn

DATE OF MEMO:
12/2/2015

MEMO DETAILS:
Attached is a resolution reappointing Jim Lewis as the HPC Chairman.

ATTACHMENTS:

	Description
🗋	Resolution 15-51 Reappointment to the HPC(Lewis)

RESOLUTION #15-51:

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

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

WHEREAS, the term of Mr. Jim Lewis shall expire on January 10, 2016; and

WHEREAS, Mr. Lewis and the Village Council of Pinehurst are desirous of him continuing to serve as member and as the Chairman of the Historic Preservation Commission;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 8th day of December, 2015, as follows:

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

Mr. Jim Lewis is re-appointed as the Chairman of the Historic Preservation Commission, effective January 10, 2016, said term to expire January 30, 2018.

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

THIS RESOLUTION passed and adopted this the 8th day of December, 2015.

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

APPROVAL OF DRAFT VILLAGE COUNCIL MEETING MINUTES.

ADDITIONAL AGENDA DETAILS:

November 17 Regular Meeting Minutes
November 30 Organizational Meeting Minutes

FROM:
Lauren Craig

CC:
Jeff Sanborn

DATE OF MEMO:
12/2/2015

MEMO DETAILS:
See attachments for draft minutes.

ATTACHMENTS:

	Description
🗋	November 17 Regular Meeting
🗋	November 30 Organizational Meeting

MINUTES OF
VILLAGE COUNCIL REGULAR MEETING
NOVEMBER 17, 2015

395 MAGNOLIA ROAD
ASSEMBLY HALL
PINEHURST, NORTH CAROLINA
4:30 P.M.

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, November 17, 2015 in the Assembly Hall of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Ms. Claire L. Berggren, Councilmember
Mr. Clark H. Campbell, Councilmember
Mr. John R. Cashion, Mayor Pro-Tem
Mr. John C. Strickland, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Lauren M. Craig, Village Clerk

And approximately 27 attendees, including 7 staff and 1 press.

1. **Call to Order.**
Mayor Nancy Roy Fiorillo called the meeting to order.

2. **Invocation and Pledge of Allegiance**
Pastor Dean Engebretson from Christ Community Church offered the invocation and the Manager led everyone in the Pledge of Allegiance.

3. **Reports**

Manager

- Highlighted that Village Hall will be closed Thursday and Friday for the Thanksgiving Holiday next week.
- Strategic Planning Retreat will be held December 3-4, 2015 in Assembly Hall.

Council

- Councilmember Strickland reported that the Beautification Committee is working hard on the Christmas decorations for the Village.
- Mayor Fiorillo noted the annual tree lighting event will be held on December 4 and she noted the VetFest activities and thanked those who organized the events.

4. **Motion to Approve Consent Agenda.**

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

A. Consider a resolution reappointing a member to the Planning and Zoning Board and Board of Adjustment (Ashton).
B. Consider a resolution reappointing a member to the Historic Preservation Commission (Farrell).
C. Approval of Draft Village Council Meeting Minutes.
October 13 Regular Meeting Minutes
October 27 Regular Meeting Minutes
D. Public Safety Reports
Police Department
Fire Department

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End of Consent Agenda.

Councilmember Cashion moved to approve the Consent Agenda. The motion was seconded by Councilmember Strickland and passed unanimously with a vote of 5-0.

5. **Discuss Boys and Girls Club of the Sandhills sponsorship request.**
Manager Jeff Sanborn explained that the Village has received a sponsorship request from the Boys and Girls Club of the Sandhills. Caroline Eddy from the Boys and Girls Club spoke about their plans for their annual fundraising event that is planned for March 18, 2016 and they would like for the Village of Pinehurst to be a co-sponsor by waiving the fee of the Fair Barn. Council held a discussion with Mark Wagner, Director of Parks and Recreation, about the event and sponsorship request and formed a consensus to sponsor the event by reducing the rental of the Fair Barn to $1,750, inclusive of other items such as tables, chairs, dancefloor, etc. Councilmember Cashion noted his interest to write a personal check to the Boys and Girls Club for the rental fee. After discussion, Council also agreed to review the fee schedule regarding nonprofit rentals of the Fair Barn in the near future.

6. **Discuss the Wicker Park splash pad conceptual rendering.**
Mark Wagner, Director of Parks and Recreation, shared the splash pad conceptual renderings for the Village Parks and Recreation Department. Mr. Wagner explained that the Aquatics Resources group out of Charlotte developed the most comprehensive features for the splash pad design which will be located in Wicker Park at the north end of the concession stand by the playground and the hockey rink. He noted the design is built as a circulation system to recycle water and keep usage to a minimal with this feature. Mr. Wagner shared the conceptual drawings and aerial views of the concept. Councilmember Campbell suggested adding the email conversation with Doug Middaugh in the meeting record. Council held a discussion about the maintenance of the splash pad and monitoring plans. Council formed a consensus about the concepts provided.

7. **Motion to Recess Regular Meeting and Enter Into a Public Hearing.**
Upon a motion by Councilmember Strickland, seconded by Councilmember Berggren, Council unanimously approved to recess the regular meeting and enter into a public hearing by a vote of 5-0.

8. **Public Hearing No. 1**
The purpose of the public hearing is to receive public comment on the Preliminary Assessment Roll for the levying of special assessments for storm water management system improvements in the area commonly known as the Cotswold subdivision.

John Frye, Director of Financial Services, introduced the public hearing to receive public comment on the Preliminary Assessment Roll for levying of special assessments for storm water management system improvements in the area commonly known as the Cotswold subdivision. Mr. Frye noted that immediately following the public hearing, Council has the opportunity to confirm or modify the Assessment Roll.

There were no public comments from the audience.

9. **Motion to Adjourn the Public Hearing and Re-Enter the Regular Meeting.**
Upon a motion by Councilmember Strickland, seconded by Councilmember Campbell, Council unanimously approved to adjourn the public hearing and re-enter the regular meeting by a vote of 5-0.

10. **Consider a motion to confirm Assessment Roll for Storm Water Management System Improvements in the Cotswold Subdivision located in the Village of Pinehurst, North Carolina.**
The Manager explained the need for Council to consider confirming the Assessment Roll. Upon a motion by Councilmember Cashion, seconded by Councilmember Strickland, Council unanimously approved to confirm the Assessment Roll dated November 17, 2015 for storm water management system improvements in the area commonly known as the Cotswold Subdivision in the Village of

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Pinehurst, North Carolina by a vote of 5-0. The vote was recorded on Tuesday, November 17, 2015 at 5:01PM.

11. Presentation of the Comprehensive Annual Financial Report (CAFR) and Financial Condition Assessment.

John Frye, Director of Financial Services, presented Council with the Village's Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2015. Mr. Frye noted these financial statements have been prepared in accordance with generally accepted accounting principles (GAAP) and audited in accordance with Government Auditing Standards by a firm of licensed certified public accountants. Mr. John Frank of Dixon Hughes Goodman, LLP presented the firm's opinion on these statements and he noted that overall the financial position of the Village improved during FY 2015 and the audit firm issued a clean opinion. Mr. Frye also presented the Village's financial condition which included five-year trend information from the CAFR with comparative data from peer municipalities. Mr. Frye noted the report is divided by Resource Flow and Resource Stock and gave Council several things to consider.

12. Presentation of the FY 2016 Strategic Plan Status Update for Q1.

Natalie Dean, Assistant Village Manager, presented Council with an update on the status of implementing the FY 2016 strategic initiatives outlined in this year's Strategic Operating Plan. Ms. Dean shared there are a total of 37 Initiative Action Plans (IAPs) for FY 2016. She noted at the end of September 30, 2015, 3 IAPs were completed, 5 IAPs are scheduled to begin in a future quarter, and 29 IAPs are currently in progress. Ms. Dean covered a summary of these IAPs based on each perspective and noted there are no recommended modifications after the first quarter unless Council has items to add. Council thanked Ms. Dean for this report.

13. Consider an ordinance amending the Pinehurst Municipal Code regarding the time period for code enforcement compliance.

Kevin Reed, Director of Planning and Inspections, and Angel Smith, Code Enforcement Officer, explained that the Code Enforcement BIRDIE was undertaken as a result of declining citizen satisfaction ratings with code enforcement, as indicated in the Community Surveys mailed to Pinehurst residents since 2012. The team recommended a 30 day abatement deadline for all code violations and the Municipal Code needs to be updated to reflect this change. Ms. Smith shared a list of violations that are included in the Municipal Code and the Pinehurst Development Ordinance. Upon a motion by Councilmember Campbell, seconded by Councilmember Cashion, Council approved Ordinance 15-20 amending the Pinehurst Municipal Code Chapter 92 as it pertains to the code enforcement process by a vote of 5-0. (A copy of this ordinance can be found in the Ordinance Book.)

14. Consider an ordinance for a road dedication at The Villas at Forest Hills.

Jeff Batton, Assistant Village Manager, presented a request from The Villas a Forest Hills to accept a road dedication for two streets within the development and these roads comply with all of the Village's standards to be accepted into the Village network. Upon a motion by Councilmember Strickland, seconded by Councilmember Campbell, Council approved Ordinance 15-21 accepting the petition for the dedication of streets and rights-of-ways in the Villas at Forest Hills and amending the Municipal Code Section 7, Schedule II regarding stop intersections by a vote of 5-0. (A copy of this ordinance can be found in the Ordinance Book.)

15. Consider an ordinance to correct a stop sign location in the Cotswold subdivision.

Jeff Batton, Assistant Village Manager, explained the need for Council to correct a clerical error from a previous ordinance when the Village accepted the roads in the Cotswold subdivision. Upon a motion by Councilmember Campbell, seconded by Councilmember Berggren, Council unanimously approved Ordinance 15-22 amending the Pinehurst Municipal Code Chapter 7, Schedule II to correct Ordinance 15-06 regarding the location of stop signs in the Cotswold subdivision by a vote of 5-0. (A copy of this ordinance can be found in the Ordinance Book.)

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16. Consider a resolution establishing the time and date of the Organizational Meeting of the Pinehurst Village Council.

Jeff Sanborn explained the need for Council to consider the resolution establishing the Organizational Meeting for Monday, November 30 at 11:30am in the Assembly Hall. Upon a motion by Councilmember Cashion seconded by Councilmember Berggren, Council approved Resolution 15-48 establishing the date for the organizational meeting of the Village Council pursuant to the election held on November 3, 2015 by a vote of 5-0.

17. Other Business

- Councilmember Berggren announced Small Business Saturday is Saturday, November 28 and encouraged everyone to shop local to keep our money in the area.
- Manager Jeff Sanborn announced that this is Councilmember Strickland's last regular meeting and he thanked Mr. Strickland for his service on the Village Council.

18. Comments from attendees.

- Audience member Tom Campbell said 10-15 years ago he went by the police station and counted the cars and Andy Wilkison explained at that time how the decision is made on the number of cars needed. Mr. Campbell noted other citizens inquire about this and suggested that the reasoning be added to the Village newsletter.

19. Motion to Adjourn.

Councilmember Cashion moved to adjourn the Regular Meeting. The motion was seconded by Councilmember Campbell and carried unanimously. The Regular Meeting adjourned at 5:50 p.m.

Respectfully Submitted,

Lauren M. Craig
Village Clerk

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MINUTES OF
VILLAGE COUNCIL ORGANIZATIONAL MEETING
NOVEMBER 30, 2015

395 MAGNOLIA ROAD
ASSEMBLY HALL
PINEHURST, NORTH CAROLINA
11:30 A.M.

The Pinehurst Village Council held an Organizational Meeting at 11:30 a.m. on Monday, November 30, 2015 in the Assembly Hall of the Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following were in attendance:

Ms. Nancy Roy Fiorillo, Mayor
Ms. Claire L. Berggren, Councilmember
Mr. John F. Bouldry, Councilmember
Mr. Clark H. Campbell, Councilmember
Mr. John R. Cashion, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Lauren M. Craig, Village Clerk

And approximately 23 attendees, including 8 staff and 1 press.

1. **Call to Order.**
Manager Jeff Sanborn called the meeting to order, explained the purpose of the Organizational Meeting, and introduced the Village Clerk to administer the oaths of office.

2. **Oath of Office for re-elected Mayor Nancy Roy Fiorillo**
The Village Clerk of Pinehurst, Lauren Craig, administered the oath of office to the re-elected Mayor Nancy Roy Fiorillo.

3. **Oath of Office for newly-elected Councilmember John Bouldry and re-elected Councilmember John Cashion.**
The Village Clerk of Pinehurst, Lauren Craig, administered the oaths of office to the newly-elected Councilmember John Bouldry and re-elected Councilmember John Cashion.

4. **Organizational meeting of New Village Council (Election of Mayor Pro Tem and Treasurer)**
Village Manager Jeff Sanborn chaired the process of electing a new Mayor Pro-Tem and Treasurer:

"Now we will proceed with the Organizational Meeting of the Village Council. We will proceed first with the election of the Mayor Pro-Tem from within the Village Council. I will now open the floor for nominations from the Council for the office of Mayor Pro-Tem – seconds are not required for a nomination."

Councilmember Berggren nominated Councilmember Cashion. Upon a motion by Councilmember Berggren, seconded by Councilmember Campbell, Council approved to close the nominations for Mayor Pro-Tem.

Village Manager Jeff Sanborn: "Since there is only one nominee I will ask for a vote by acclamation to elect Councilmember Cashion Mayor Pro-Tem."

"It is unanimous Councilmember Cashion is elected Mayor Pro-Tem by acclamation. Congratulations."

"I will now open the floor for nominations from the Council for the office of Treasurer – seconds are not required for a nomination."

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Councilmember Cashion nominated Councilmember Bouldry. Upon a motion by Councilmember Campbell, seconded by Councilmember Cashion, Council approved to close the nominations for Treasurer.

Village Manager Jeff Sanborn: "Since there is only one nominee I will ask for a vote by acclamation to elect Councilmember Bouldry Treasurer."

"It is unanimous Councilmember Bouldry is elected Treasurer by acclamation. Congratulations."

Welcome the new Pinehurst Village Council.

5. Remarks from Mayor and Village Council

- Mayor Fiorillo noted it will be a great four years to serve as Mayor of Pinehurst and she thanked everyone for their support and votes.
- Councilmember Cashion thanked everyone who attended today's meeting and those who elected the Council.
- Councilmember Berggren said it's a great day and good to get back to work as a Council.
- Councilmember Campbell noted he is happy with this Council and believes they will do good work.
- Councilmember Bouldry thanked everyone who supported his campaign and for confidence in him as the Council moves forward.
- Assistant Village Manager Natalie Dean shared materials to review in advance of the Strategic Planning Retreat. Ms. Dean included the agenda for Thursday and Friday, December 3-4, 2015 and several items to prepare for the retreat.

6. Motion to Adjourn.

Councilmember Campbell moved to adjourn the Organizational Meeting. The motion was seconded by Councilmember Cashion and carried unanimously. The Organizational Meeting adjourned at 11:45 a.m.

Respectfully Submitted,

Lauren M. Craig
Village Clerk

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PUBLIC SAFETY REPORTS
ADDITIONAL AGENDA DETAILS:

Police Department
Fire Department

ATTACHMENTS:

	Description
🗋	Police Report November 2015
🗋	Fire Report November 2015

Incident IBR Reported Offenses Month To Month Comparison

Pinehurst Police Department

November 2015 - November 2014

Part I Offenses	November 2014	November 2015	+/-	Percent Changed	Year-To-Date 2014	Year-To-Date 2015	+/-	Percent Changed
Murder	0	0	0	0%	0	0	0	0%
Rape	0	0	0	0%	0	1	1	-
Robbery	0	0	0	0%	1	1	0	0%
Commercial	0	0	0	0%	1	0	-1	-100%
Individual	0	0	0	0%	0	1	1	-
Assault	0	1	1	-	0	6	6	-
Violent Total:	**0**	**1**	**1**	**-**	**1**	**8**	**7**	**700%**
Burglary	0	1	1	-	0	2	2	-
Residential	0	1	1	-	0	2	2	-
Non-Residential	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Other	0	0	0	0%	0	0	0	0%
Larceny	7	4	-3	-43%	108	86	-22	-20%
Auto Theft	0	0	0	0%	1	1	0	0%
Arson	0	0	0	0%	0	0	0	0%
Property Total:	**7**	**5**	**-2**	**-29%**	**109**	**89**	**-20**	**-18%**
Part I Total:	**7**	**6**	**-1**	**-14%**	**110**	**97**	**-13**	**-12%**

Part II Offenses	November 2014	November 2015	+/-	Percent Changed	Year-To-Date 2014	Year-To-Date 2015	+/-	Percent Changed
Drug	5	19	14	280%	95	74	-21	-22%
Assault Simple	0	2	2	-	17	10	-7	-41%
Forgery/Counterfeit	0	0	0	0%	6	2	-4	-67%
Fraud	8	3	-5	-63%	45	44	-1	-2%
Embezzlement	0	0	0	0%	1	0	-1	-100%
Stolen Property	0	0	0	0%	8	9	1	13%
Vandalism	3	5	2	67%	35	27	-8	-23%
Weapons	0	2	2	-	5	4	-1	-20%
Prostitution	0	0	0	0%	0	0	0	0%
All Other Sex Offenses	0	0	0	0%	4	0	-4	-100%
Gambling	0	0	0	0%	0	0	0	0%
Offenses Against Family/Children	0	0	0	0%	1	4	3	300%
D.W.I.	1	3	2	200%	7	10	3	43%
Liquor Law Violation	0	1	1	-	3	4	1	33%
Disorderly Conduct	0	0	0	0%	5	3	-2	-40%
Obscenity	0	0	0	0%	1	0	-1	-100%
Kidnap	0	0	0	0%	0	0	0	0%
All Other Offenses	20	21	1	5%	216	168	-48	-22%
Part II Total:	**37**	**56**	**19**	**51%**	**449**	**359**	**-90**	**-20%**
Incident Total:	**44**	**62**	**18**	**41%**	**559**	**456**	**-103**	**-18%**

Arrest IBR Reported Offenses Month To Month Comparison

Pinehurst Police Department

November 2015 - November 2014

Part I Offenses	November 2014	November 2015	+/-	Percent Changed	Year-To-Date 2014	Year-To-Date 2015	+/-	Percent Changed
Murder	0	0	0	0%	0	2	2	-
Rape	0	0	0	0%	0	0	0	0%
Robbery	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Individual	0	0	0	0%	0	0	0	0%
Assault	1	1	0	0%	3	5	2	67%
Violent Total:	**1**	**1**	**0**	**0%**	**3**	**7**	**4**	**133%**
Burglary	0	1	1	-	0	1	1	-
Residential	0	0	0	0%	0	0	0	0%
Non-Residential	0	0	0	0%	0	0	0	0%
Commercial	0	0	0	0%	0	0	0	0%
Other	0	0	0	0%	0	0	0	0%
Larceny	17	3	-14	-82%	63	60	-3	-5%
Auto Theft	0	0	0	0%	0	2	2	-
Arson	0	0	0	0%	0	0	0	0%
Property Total:	**17**	**4**	**-13**	**-76%**	**63**	**63**	**0**	**0%**
Part I Total:	**18**	**5**	**-13**	**-72%**	**66**	**70**	**4**	**6%**

Part II Offenses	November 2014	November 2015	+/-	Percent Changed	Year-To-Date 2014	Year-To-Date 2015	+/-	Percent Changed
Drug	4	11	7	175%	163	79	-84	-52%
Assault Simple	1	1	0	0%	17	13	-4	-24%
Forgery/Counterfeit	0	0	0	0%	4	0	-4	-100%
Fraud	10	0	-10	-100%	24	11	-13	-54%
Embezzlement	0	0	0	0%	1	1	0	0%
Stolen Property	11	1	-10	-91%	43	18	-25	-58%
Vandalism	14	2	-12	-86%	25	12	-13	-52%
Weapons	1	0	-1	-100%	8	1	-7	-88%
Prostitution	0	0	0	0%	0	0	0	0%
All Other Sex Offenses	0	0	0	0%	4	0	-4	-100%
Gambling	0	0	0	0%	0	0	0	0%
Offenses Against Family/Children	0	0	0	0%	3	3	0	0%
D.W.I.	2	5	3	150%	64	67	3	5%
Liquor Law Violation	0	2	2	-	11	10	-1	-9%
Disorderly Conduct	0	0	0	0%	6	5	-1	-17%
Obscenity	0	0	0	0%	0	0	0	0%
Kidnap	0	0	0	0%	0	0	0	0%
All Other Offenses	40	32	-8	-20%	304	376	72	24%
Part II Total:	**83**	**54**	**-29**	**-35%**	**677**	**596**	**-81**	**-12%**
Arrest Total:	**101**	**59**	**-42**	**-42%**	**743**	**666**	**-77**	**-10%**

1895
VILLAGE OF
PINEHURST

HISTORY, CHARM, AND SOUTHERN HOSPITALITY

SUMMARY FOR THE MONTH OF NOVEMBER 2015

SUMMARY OF INCIDENT CALLS

TYPE OF INCIDENT	*NUMBER THIS MONTH*	*NUMBER YTD*	*NUMBER THIS MONTH LAST YEAR*	*NUMBER YTD LAST YEAR*	*PERCENTAGE YTD*
Fire	1	48	3	57	-16%
Overpressure Rupture, Explosion, Overheat - no fire	0	5	0	3	67%
Rescue & EMS Incidents	12	82	4	107	-23%
Hazardous Conditions - no fire	13	136	9	118	15%
Service Call	15	209	20	157	33%
Good Intent Call	22	236	20	254	-7%
False Alarm & False Call	21	296	15	221	34%
Severe Weather & Natural Disaster	0	17	3	6	183%
Special Incident Type	0	1	0	1	0%
TOTAL INCIDENTS	**84**	**1030**	**74**	**924**	**11%**

SUMMARY OF INSPECTION

TYPE OF INSPECTIONS	*NUMBER THIS MONTH*	*NUMBER YTD*	*NUMBER THIS MONTH LAST YEAR*	*NUMBER YTD LAST YEAR*	*PERCENTAGE YTD*
Residential	8	122	8	81	51%
Residential New Systems	0	0	0	0	0%
Residential Fire Sprinkler	0	2	0	5	-60%
Commercial	6	371	38	239	55%
Plan Review/Site Inspections (*)	0	7	2	1487	N/A
Reinspection	22	342	33	222	54%
Occupancy Certificates	0	0	0	1	0%
TOTAL INSPECTIONS	**36**	**844**	**81**	**2035**	**-59%**
Violations Found:	6	666	101	547	22%
YTD Violations to be Corrected:		660		476	
YTD Violations Corrected:		590		434	
Correction Percentage:		89%		91%	

(*) US Open Tent/Property Inspections (June 2014)

December 3, 2015

J. Carlton Cole, Fire Chief

CONSIDER REVISIONS TO THE VILLAGE'S ENGINEERING STANDARDS AND SPECIFICATIONS MANUAL.

ADDITIONAL AGENDA DETAILS:

FROM:
Kevin B. Reed, Director of Planning and Inspections

CC:
Jeff Sanborn, Village Manager; Jeff Batton, Assistant Village Manager

DATE OF MEMO:
12/3/2015

MEMO DETAILS:
The attached memorandum from Mike Apke gives an explanation of the process to make changes to the Village's Engineering Standards and Specifications Manual (ESSM). The memo from Mike also highlights the significant changes by section. I would like to thank Council Member Campbell, Mike Apke, Randy Gould and Leonard McBryde for their willingness to serve on the review team and provide invaluable input throughout the review process. In addition to the review team members, several members of Village staff (including the Fire Chief and Village Attorney) were involved in the process as needed. I look forward to discussing the proposed revisions to the ESSM with the Village Council at its December 8 meeting. A resolution is included in this agenda item for Council to consider adopted the revised ESSM. Please do not hesitate to contact me if you have any questions or concerns.

ATTACHMENTS:

Description

- Memo from Mike Apke
- Resolution 15-53 Amending the ESSM
- Exhibit A:Updated ESSM

Memorandum

To: Mayor Fiorillo and Pinehurst Village Council

From: Mike Apke, P.E., McGill Associates

Cc: Jeff Sanborn, Village Manager
Jeff Batton, Assistant Village Manager
Kevin Reed, Village Planning Director

Date: December 2, 2015

Re: Engineering Standards and Specifications Manual

For the past several months, a 5-member committee has been working together to review and update the Village of Pinehurst's Engineering Standards and Specifications Manual (ESSM). This committee included myself, Village Council Member Clark Campbell, Village Planning Director Kevin Reed, Moore County Public Works Director Randy Gould, and Moore County Engineer Leonard McBryde. The committee also obtained input from various Village staff members and the Village Attorney as necessary throughout the review process.

The ESSM was originally adopted by Village Council in August 2004, and provides standards and specifications for various infrastructure items associated with new development within the Village's jurisdiction (streets, sidewalks, storm drains, etc.). The current Manual also includes detailed standards and specifications for water and sewer facilities, even though those items are owned and operated by other entities within the Village's jurisdiction.

Village Council approved a few changes to the ESSM in 2010, but the majority of the original Manual adopted in 2004 remains in use today. Our committee reviewed each section and met on a regular basis to identify, discuss, and recommend needed modifications and improvements. These recommendations have resulted in the preparation of a re-organized, more concise Manual that is intended to be a more user-friendly document.

The current ESSM includes eight (8) sections plus an Appendix. Our committee recommends that the re-organized Manual be reduced to six (6) sections plus an Appendix by combining the current Sections 6 (Water Distribution), 7 (Sanitary Sewer) and 8 (Wastewater Lift Stations) into one new Section 6 entitled "Water Distribution and Wastewater Collection".

McGill Associates, P.A. • 5 Regional Circle, Suite A, Pinehurst, North Carolina 28374 • 910-295-3159 • FAX 910-295-3647

Other notable recommended changes include:

Section 1 – Preliminary Considerations and Instructions

- This section has been reorganized to more clearly communicate the submittal, review, and plan approval process, and the items that should be included on design the plans.
- References have been added noting that the ESSM is available on the Village website in lieu of having to purchase the document.

Section 2 – General Provisions

- Abbreviations and Definitions have been updated to current standards.
- The process for approval of "blasting" in the Village has been modified to require approval from the Village Manager in lieu of the Planning Department.
- Language conflicting with House Bill 721 related to financial guarantees has been removed.

Section 3 – Streets

- Discrepancies related to new road width requirements have been corrected.
- A provision has been added allowing Council to waive the requirement for curb and gutter in certain cases, provided that acceptable drainage facilities are engineered and installed.
- Street specifications have been modified to be more consistent with NCDOT standards, and allow 6-inches of ABC stone to be used as a Base Course on local and cul-de-sac roads.

Section 4 – Curb and Gutter, Driveways, Greenways, and Sidewalks

- A clarification has been added noting that driveway pipes and the placement of sod within the Village's right-of-way may be required to promote proper drainage and prevent erosion.

Section 5 – Storm Drainage

- More flexibility is provided in the allowable means and methods that can be used by licensed professionals to design stormwater facilities.
- The Village policy requiring stormwater management facilities to be designed so that post-development runoff does not exceed pre-development runoff for a 10-year storm event has been clarified.

Section 6 – Water Distribution and Wastewater Collection

- The majority of the previous Village standards have been removed, with references made to Moore County standards (or Southern Pines standards for work within CCNC). Additional requirements related to fire protection as requested by the Village Fire Department have been retained.
- The minimum fire flow requirements have been reduced for one and two family dwellings with an area that does not exceed 3,600 square feet to 1,000 gallons per minute in accordance with Appendix B of the NC Fire Code.

Appendices

- Numerous outdated worksheets and other documents have been removed, with references provided that current copies are available on the Village's website.
- Standard details have been updated to coincide with changes to the written specifications.

As always, if you have any questions related to the updated Manual or the work performed by this committee, please feel free to contact me.

RESOLUTION #15-53:

A RESOLUTION AMENDING THE ENGINEERING STANDARDS AND SPECIFICATIONS MANUAL FOR THE VILLAGE OF PINEHURST.

WHEREAS, the Village of Pinehurst first adopted the Engineering Standards and Specifications Manual (ESSM) in August 2004; and

WHEREAS, the manual provides standards and specifications for various infrastructure items associated with new development within the Village's jurisdiction; and

WHEREAS, the Village of Pinehurst has amended the Engineering Standards and Specifications Manual from time to time; and

WHEREAS, with the direction of the Village Council a small team was formed to review the manual, obtaining input from various Village staff members, Village Attorney, and other constituents with Moore County; and

WHEREAS, the committee determined to re-organize and modify the Engineering Standards and Specifications Manual in its entirety to make it more user-friendly and in the best interest of the Village of Pinehurst.

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 8th day of December, 2015, as follows:

SECTION 1. That the Village of Pinehurst hereby adopts the updated Engineering Standards and Specifications Manual effective December 8, 2015, said manual attached hereto as Exhibit A.

SECTION 2. That the Engineering Standards and Specifications Manual for the Village of Pinehurst shall be and remain in full force and effect from and after the 8th day of December, 2015.

THIS RESOLUTION passed and adopted this 8th day of December, 2015.

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

The Village of Pinehurst

Engineering Standards and Specifications Manual

Adopted: August 24, 2004
Amended: September 29, 2010
Amended: October 27, 2010
Amended: December 8, 2015

Table of Contents

Section 1.0	Preliminary Considerations & Instructions
Section 2.0	General Provisions
Section 3.0	Streets
Section 4.0	Curb & Gutter, Driveways, Greenways and Sidewalks
Section 5.0	Storm Drainage
Section 6.0	Water Distribution and Wastewater Collection
Appendix	Plan Approval Stamps, Inspections Notice to Contractors, Engineering Inspection Fees Worksheet, Permit Forms, As-Built Checklist

Standard Construction Details

SECTION 1 - PRELIMINARY CONSIDERATIONS & INSTRUCTIONS

1.01 General

The Standard Specifications as contained herein are to be utilized as the minimum standards for all new development within the jurisdiction of the Village of Pinehurst. New development shall include, but is not limited to, commercial building sites, subdivisions, improvements in the Village right-of-way and similar developments. All development projects shall also comply with the most recent version of the Village of Pinehurst ***"Pinehurst Development Ordinance"*** (PDO) and the Pinehurst Municipal Code of Ordinances, as well as all other applicable State and Federal codes, regulations and laws. Design and development standards for buildings, platted residential sites, and additional items (including but not limited to off-street parking, landscaping, setbacks and buffers, lighting, signage, etc.) are provided in the PDO.

The purpose of these Specifications is to present **minimum** standards for typical conditions encountered. For infrastructure and engineering design matters not specifically covered in this manual, the Project Designer should schedule a pre-design meeting with the Village Engineer to determine specific standards for those items. Failure on the part of the Project Designer to contact the Village Engineer an adequate amount of time prior to plan submittals for special standards and details may result in review and approval delays.

All projects that include construction of storm drainage facilities, streets, fire lanes, or other improvements included within this manual require that the design services be performed by, or under the direct supervision of, a Professional Engineer licensed to practice in the State of North Carolina, or an appropriately licensed professional that is qualified to provide such services. The Village reserves the right to require the Project Designer to submit evidence of professional licensure and authority to design and assume responsibility for proposed improvements. Design plan requirements for public water and public sewer shall be in accordance with the North Carolina General Statutes and Moore County Public Works Standards.

The existence of these Standard Specifications and Construction Details in no way relieves the Project Designer of the responsibility to correctly adapt these standards to the actual site conditions encountered on specific projects. The Project Designer shall review the applicable portions of these specifications and determine that these minimum standards will function correctly for the project.

There may be circumstances whereby the Project Designer may wish to employ additional strength pipe, bedding requirements, reinforcing, etc. In such situations where the designer wishes to propose any changes or modifications to these standards, the Village Engineer should be consulted prior to completion of final design and plan submittal. This will serve to help ensure that the plan review time is minimized. Such approval shall be clearly indicated at one location on the construction drawings and labeled "Exceptions to the Standard Specifications of the Village of Pinehurst."

These standards are available on the Village of Pinehurst website (www.vopnc.org) and periodic updates may also be posted on the website. It shall be the responsibility of the Project Designer to ensure that his/her copy of the manual is current and kept up-to-date.

Projects shall be constructed according to the Standard Specifications in effect at the time the project receives final construction approval by the Village of Pinehurst. The project contractor shall have at least one (1) complete set of approved plans at the job site at all times that work is being performed.

1.02 Submittal Requirements

Persons desiring to construct subdivisions, roadway, sidewalk, storm drainage, or utility extensions within the jurisdiction of the Village of Pinehurst must submit final construction drawings sealed by an appropriately licensed professional in the State of North Carolina.

All plans shall include the Village's standard approval blocks as follows:

- Construction Plan Approval Block on all sheets
- Infrastructure Inspection Notice To Contractor Block on all sheets
- Signed and Sealed Certification Block on the Cover Sheet
- Authorization To Construction Improvements Block on the Cover Sheet

Copies of these blocks are provided in the Appendix of this manual for reference. Digital (AutoCAD) copies may be obtained by contacting the Village Engineer.

The submittal process for subdivisions and site plans (both Minor and Major) are identified in the PDO. For development not subject to subdivision or site plan review (such as a roadway extension within an existing platted area), please consult with the Village Engineer regarding submittal requirements.

The Village's standard Plan Review Fees Worksheet shall accompany all sets of final drawings presented to the Village for approval along with payment of the calculated review fee. This worksheet is available on the Village's website, and shall be signed, sealed, and dated by the North Carolina licensed design professional responsible for the project. No plans shall be reviewed until all plan review fees are paid in full.

The Village's standard Infrastructure Inspection Fees Worksheet shall also accompany all sets of final drawings presented to the Village for Construction Plan Approval. This worksheet is available on the Village's website, and shall be signed, sealed, and dated by the North Carolina licensed design professional responsible for the project. No plans will be granted Final Construction Approval until such time as all required fees are paid in full.

In the event the Village levies re-inspection fees due to dilatory progress or continued poor workmanship by any of the Contractors at the site thus necessitating repeated inspections, all re-inspection fees shall be promptly paid or the Village Engineer may

issue a "Stop-Work" order for *all* activities at the site until such time as the re-inspection fees are paid in full.

The above worksheets must be submitted in addition to the applicable worksheets and fees required for site plan and subdivision approval by the PDO.

1.03 Plan Requirements

a. Subdivisions:

All plan submittals for subdivision construction should, at a minimum, include the following elements. These elements are in addition to the specific requirements set forth in the PDO. More detailed information is contained in the pertinent sections for each type of infrastructure.

(1) Plans sealed and signed by an appropriately licensed design professional registered to practice in North Carolina. Plan size shall be 24" x 36" unless otherwise approved by the Village Engineer.

(2) Plan/profile drawings shall be provided for all street/sidewalk improvements, off-street sanitary sewers, storm sewers and culverts, water mains, sanitary sewer force mains, and for all utility extensions. All plan/profile drawings shall be prepared at a scale of not less than: 1" = 50' Horizontal and 1" = 5' Vertical (existing grades shall be based on field survey).

(3) Boundary of the tract with all courses and distances indicated. At least one (1) corner of the tract shall be tied to the NC Plane Coordinate System with x, y,& z for that corner specified on the drawings. A tieline giving bearing and distance from the control corner specified to the NCGS monument used shall also be shown on the plans with the monument name and data called out.

(4) Vicinity Map, scale of drawings, and NC Grid North directional arrow.

(5) Master Plan(s) showing all improvements and including: existing contour elevations (1-foot intervals) and USGS datum with benchmarks indicated.

(6) 100-year flood plain limits and notation as to the NFIP-FIRM map/panel/community #, effective/index date.

(7) Owner, PIN #, and zoning of all properties adjoining the site shall be noted on each adjoining parcel shown in the drawings.

(8) Tract area and specific data required by the PDO.

(9) Public & Private Streets

- Street width - back-to-back of curbs or edge of pavement.

NOTE: Street width shall conform to applicable Village Thoroughfare and Transportation Plans as well as the sections presented in the Standard Details.

- Right-of-way width.

- Horizontal curve data (centerline only) for each curve including L, delta, R, and other data as requested by the Village Engineer.

- Vertical curve alignment and data including length, g1, g2, K-value and other pertinent data.

- Distances to existing driveways, streets and intersections.

- Typical section for each street showing proposed pavement design and other cross-sectional elements.

(10) Wastewater Facilities

- Pipe material, size, length, slope, invert and top elevations at all manholes, separation from other utilities, existing and proposed ground/cover profile above the pipe segment.

- 100-year flood elevations

- Special construction details - piers, boring, encasement, etc.

- Easement widths

- Location, size, and material of all proposed & existing service laterals

- Location of lots where sewer service backflow valves may be required

- Pump station plans - including:

  - 100-year flood elevation and source of this information
  - site layout plan, proposed lift station easement limits, and access road
  - detailed plan and elevation view of pump station facility
  - electrical equipment and wiring

- Pump station and force main calculations - including:

  - volume and cycle time calculations
  - total discharge head calculations and pump selection curve
  - hydrostatic uplift calculations
  - stream classification

(11) Water Distribution Facilities

- Pipe material, size, location, and separation from other utilities

- Hydraulic modeling data including estimated daily demand (average & max.), C-factors, ISO fire flow computations, ISO modeling, etc.

- Valves, fittings, blow offs including size
- Fire hydrant locations
- Service lateral locations
- Location of lots where pressure reducing valves may be required
- Special details - boring, etc.
- Easement locations and widths (if applicable – NOTE: any proposal to locate a watermain outside of a Public Street Right-of-Way shall have the prior written approval of the Village Engineer.)
- Permanent sampling stations

(12) Storm Drainage and Erosion Control

- Drainage areas and run-off for each section of storm drain pipe
- Off site drainage areas and design volumes
- Invert elevation and top elevations at each structure - catch basin, curb inlet, etc.
- Pipe material, length, slope, etc.
- Exit velocity and details of velocity reduction facilities at each open outlet
- Complete hydraulic calculations
- Special details - open channels, etc.
- Easement widths
- Minimum elevations for building construction
- Erosion control measures and calculations in accordance with NCDEQ standards

(13) Miscellaneous Data

- Owner/developer: name, address, and telephone and fax numbers
- Engineer: name, address, and telephone and fax numbers
- Limits of clearing and land disturbance
- Landscaping including species. Special care should be taken when specifying landscaping that will be installed in any public or private right-of-way to ensure that as the plantings mature, they will not adversely affect sight distances.
- General Notes as required, including a note - "All construction materials and methods shall conform to the ***Standard Specifications & Construction Details*** of the Village of Pinehurst."

- Summary of quantities of infrastructure improvements in Data Table Format, by project phase if applicable, i.e. linear feet of water mains (by size), sewer mains (by size and material), storm drainage pipe (by size & material), sidewalk (by material), and street (by owner and width)

b. Site Plans

All site plans submittals shall, at a minimum, include the following elements. These elements are in addition to the specific requirements set forth in the PDO.

(1) Plans sealed and signed by an appropriately licensed design professional, registered to practice in North Carolina. Plan size shall be 24" x 36" unless otherwise approved by the Village Engineer.

(2) Boundary of the tract with all courses and distances indicated. One corner of the tract shall be tied both horizontally and vertically to the NC Plane Coordinate System with tie line and grid monument data provided to the corner. Total gross area of tract shall be indicated.

(3) Vicinity map, scale of drawing, and NC Grid North directional arrow.

(4) Existing and proposed contour elevations at minimum interval of 1-foot. Elevations based on USGS/NCGS Datum with benchmark indicated.

(5) 100 year flood plain and/or alluvial soils line. A note shall be placed on the plans indicating the NFIP-FIRM map/panel/community #, effective/index date, and soils mapping source information.

(6) Owner, PIN #, and zoning of all properties adjoining the site shall be noted on each adjoining parcel shown in the drawings.

(7) Data on Adjoining Streets

- Street name.
- Street width and right-of-way dimensions.
- Existing utilities and storm drainage.
- Proposed and existing streets, and driveway entrances onto site and adjoining properties.

(8) Building Site Data

- Number of buildings and dwelling units in each (for residential site plans).
- Building "footprint" dimensions and finished ground floor elevation.
- Front, side and rear yard setbacks.

(9) Parking Data

- Number of parking spaces provided.
- Number of parking spaces required.
- Location and dimensions of parking areas - angle of parking, typical width, length, aisle width, etc.

(10) Storm Drainage and Erosion Control

- Pipe material, size, length, slope, etc.
- Drainage areas and run-off for each storm drain pipe.
- Numbering Plan, Invert elevation, and top elevation for each structure - catch basin, curb inlet. Invert elevations for each flared end section, headwall, etc.
- Exit velocity and details of velocity reduction facilities at each outlet.
- Complete hydraulic calculations, including HGL. All computations to be in neat, legible tabular form.
- Special details as required.
- Easement widths clearly specified on the easement.
- Erosion control measures and calculations in accordance with NCDEQ Standards.

(11) Utilities

- Waterline location and size.
- ISO Fireflow computations for the proposed development and hydraulic modeling to support the proposed sizing of mains.
- Water meter location and size; size of service branch
- Backflow Preventer
- Sewer line location and size
- Sewer service lateral - size and location
- Water and sewer easements
- Fire hydrant locations (on and off site)
- Backflow preventer for fire sprinkler line (if applicable)
- Fire Department Connection (if applicable)

(12) Landscaping

- Clearing limits
- Landscaping plan
- Summary of landscaping requirements as required by the PDO

(13) Signage

- Master sign plan per applicable provisions of the PDO

c. Revisions to Previously Approved Plans:

Revised plans shall be resubmitted and approved by the Village and affected State regulatory agencies (if required) prior to construction of any facilities for which the revisions are proposed. The submittal procedure for revised plans shall be as previously specified for the original submittal. Developers shall consult with the Village Engineer to determine whether a proposed change to previously approved plans warrants a resubmittal, or if the change can be shown on the project Record Drawings without the need for resubmittal.

1.04 Construction of Proposed Improvements

Prior to commencing any phase of construction of the proposed facilities, the Developer shall obtain all permits, encroachments, easements, right of ways, etc., which are required to complete the construction proposed in the approved plans. The appropriate permit numbers and issue dates shall be included in the ATC Improvements block on the cover sheet, and copies of all permits shall be provided to the Village.

Once all permits, easements, and encroachments have been obtained, the Developer shall contact the Village Engineer to schedule a pre-construction conference with Village officials, the Project Designer, and the selected contractor(s). NCDOT Representatives shall also be contacted to attend this meeting if any work is contemplated within NCDOT Rights-of-Way. All Conferences shall be scheduled at least five (5) business days in advance, unless otherwise approved by the Village Engineer.

The Village of Pinehurst will perform periodic inspections of the work in progress to assure compliance with approved plans and Village specifications. Inspections will be performed by Village personnel or by a duly authorized representative of the Village Engineer. Inspections performed by the Village shall be scheduled no less than 48 normal business hours in advance.

No infrastructure work shall be permitted outside of regular business hours per the Pinehurst Municipal Code without prior written approval from the Village Manager. The developer shall reimburse the Village for inspections performed at times other than during the Village's normal business hours at the rates set by the Village Manager and Village Finance Director.

Upon completion of the proposed improvements, the Developer shall request a comprehensive inspection by the Village to establish a list of deficient items, which must be corrected prior to final acceptance. Inspections such as this generally require a minimum of five (5) business days notice for scheduling.

Final acceptance by the Village will occur upon completion and confirmation of the following:

(1) Correction of all items found to be deficient during the previous comprehensive inspection, including erosion and sediment control measures.

(2) Submittal of record drawings per Section 1.05. Accuracy of the record drawings will be checked during the final inspection.

(3) Submittal of certifications by the Project Designer as required by the State Regulatory Agencies per Section 1.05. No certificates of occupancy shall be issued prior to proof of submission of these certifications.

(4) Submittal by the Developer of evidence from the NCDOT that any improvements constructed in DOT right-of-way have been completed to the satisfaction of the DOT inspector. This in no way relieves the Developer of his obligations to the DOT as outlined in the encroachment agreements.

(5) Submittal of the letter of warranty and supporting documents as required under paragraph 2.11 of these Specifications and in the Village's Codes and Ordinances.

1.05 Record Drawings & Certifications (As-Builts)

Record drawings, which reflect "as-built" conditions, must be submitted and approved prior to final acceptance by the Village of Pinehurst and Moore County Public Works. The record drawings must be labeled "RECORD DRAWINGS" and sealed by the Project Designer. The record drawings submitted to the Village of Pinehurst shall be permanent, reproducible drawings and shall include a PDF copy on a compact disc.

A checklist is contained in the Appendix to assist in development of Record Drawings for submission to the Village Engineer. Record drawings for water and wastewater improvements shall be provided to Moore County Public Works in accordance with current County requirements.

Upon completion of the improvements, the Project Designer of record shall issue the certifications as required by the NC Department of Environmental Quality. Copies of the certifications shall also be submitted to the Village of Pinehurst.

1.06 Stop Work Orders

The Village Engineer may issue a Stop Work Order (written or verbal with written follow-up) instructing that the Developer/Contractor to immediately cease (any or all) work if such work poses a threat or hazard to the public or to Village owned facilities or is being performed without proper approvals, or a current set of the approved plans onsite. In the event work is undertaken prior to appropriate approvals being secured or is not properly inspected by the Village Representative, the Village Engineer may require removal and reinstallation of all work not properly inspected or approved and may also issue a "Stop Work" order for all other construction at the site until the matter in question has been fully corrected to the satisfaction of the Village Engineer. The Stop Work Order may also include instructions for remedial work or repairs deemed necessary to correct such threats or hazards. In the event that corrective measures are not taken properly or in a timely manner, the Village reserves the right to implement such corrective measures and will pursue any and all legal means to seek reimbursement for any costs to the Village incurred as a result. The Village will not bear any responsibility for consequential damages incurred by the Developer/Contractor or others resulting from issuance of a Stop Work Order, such damages including, but limited to, lost time or liquidated damages, loss of materials, payroll and overhead costs, equipment rental costs, permit costs, fines or legal costs, etc.

SECTION 2 - GENERAL PROVISIONS

2.01 General

All construction shall conform to the requirements and dimensions on the approved construction plans, Village Standard Details, the Code of the Village of Pinehurst, or as stated in these Specifications. The material requirements for stone, concrete, asphalt, and other construction products shall conform in full to the latest edition of the NCDOT "Standards and Specifications" unless otherwise modified by this manual or as directed by the Village Engineer.

2.02 Abbreviations & Definitions

a. ABBREVIATIONS

AASHTO	American Association of State Highway and Transportation Officials
A.F.F.	Above Finished Floor
ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
APWA	American Public Works Association
AWWA	American Water Works Association
CO	Certificate of Occupancy
°C	Degrees Celsius
°F	Degrees Fahrenheit
DIP	Ductile Iron Pipe
DIPRA	Ductile Iron Pipe Research Association
ETJ	Extraterritorial Jurisdiction
ft	foot
gpd	gallons per day
gpm	gallons per minute
ID	Inside Diameter

ISO	Insurance Services Office
lbs	pounds
MCPWD	Moore County Public Works Department
MSL	Mean Sea Level
MUTCD	Manual on Uniform Traffic Control Devices
NCDEH	North Carolina Division of Environmental Health
NCDEQ	North Carolina Department of Environmental Quality
NCDOT	North Carolina Department of Transportation
NCDWR	North Carolina Division of Water Resources
NCGS/USGS	North Carolina Geodetic Survey/United States Geodetic Survey
N.C.G.S.	North Carolina General Statutes
NCRLA	North Carolina Registered Landscape Architect
NCPE	North Carolina Registered Professional Engineer
NCPLS	North Carolina Professional Land Surveyor
N.E.C.	National Electric Code
NFPA	National Fire Protection Association
NRCS	Natural Resource Conservation Service (formerly SCS)
OD	Outside Diameter
OSHA	Occupational Safety and Health Administration
P.C.	Point of Horizontal Curvature
ppm	parts per million
psi	pounds per square inch
P.C.	Point of Curvature
P.I.	Point of Intersection

P.T.	Point of Tangency
PVC	Polyvinyl Chloride
P.V.C.	Point of Vertical Curvature
P.V.I.	Point of Vertical Intersection
P.V.T.	Point of Vertical Tangency
SU	Single Unit Truck (with 20 foot wheelbase and 30 foot overall length)
UL	Underwriters' Laboratories, Inc.
V	Volts
VAC	Voltage - Alternating Current

b. DEFINITIONS

- CERTIFICATE OF OCCUPANCY - Approval granted by the Village for a new or renovated structure to be occupied.
- CODE - The Village of Pinehurst Code of Ordinances, including the Pinehurst Development Ordinance.
- CONTRACTOR - The entity performing the work indicated in the plans. All Contractors performing construction or installation of any public facilities in the Village's jurisdiction shall be properly licensed for the work by the NC Licensing Board for General Contractors in accordance with N.C.G.S. 87. Prior to commencing work, the Contractor shall submit proof of licensure, if requested by the Village. The Contractor shall also submit information including mailing and street address for the firm, ownership information, telephone numbers for contact during regular business hours and emergency telephone numbers for contact during nights, weekends and holidays.
- COUNCIL - The Village Council of the Village of Pinehurst.
- DETAILS - The drawings found within the Village of Pinehurst Engineering Standards and Specifications Manual.
- DEVELOPER – The person or persons investing in and developing land associated with a particular project.
- EASEMENT - An interest in land owned by another that entitles its holder to a specific use.
- FIRE OFFICIAL/FIRE MARSHAL - The Fire Chief, an assistant or other representative duly authorized by the Village.

- INSPECTOR - The Infrastructure Superintendent, an assistant, or other representative duly authorized by the Village Engineer.
- INVERT - The lowest point in the internal cross section of a pipe or culvert.
- PLANS - The approved design drawings that show the work to be done.
- PROJECT DESIGNER - The design professional retained by the developer, and the person responsible for the preparation of the final construction drawings. All design professionals shall be properly licensed by and in current good standing with their respective licensing board.
- PROJECT ENGINEER – see "PROJECT DESIGNER"
- RIGHT OF WAY - The area which encompasses public streets, sidewalks, and utility strips.
- SPECIFICATIONS - The "Village of Pinehurst Engineering Standards and Specifications" manual.
- SUBBASE - See SUBGRADE
- SUBGRADE - That portion of the roadbed prepared as a foundation for the stone and asphalt or concrete pavement structure.
- VILLAGE - The Village of Pinehurst, North Carolina
- VILLAGE ENGINEER - The individual or consultant, as selected by the Village Council that is responsible for reviewing development plans and applications, determining compliance with the standards herein, and approving any deviations from the standards herein, on a specific project. Additional duties and powers of the Village Engineer are provided in the Pinehurst Development Ordinance.
- VILLAGE MANAGER – The Village Manager appointed by the Village Council of the Village of Pinehurst.
- VILLAGE REPRESENTATIVE – see "Inspector", above.

If an item is not specifically defined in the listing above or elsewhere in this manual, the definition established by the Village Engineer shall govern.

2.03 Insurance Requirements & Damage to Existing Facilities

If work is to be performed within any Village street right-of-way or on Village owned property, the Developer/Contractor shall submit a current and valid certificate of insurance to the Village stating that such coverage is in effect during the project duration. The limits of coverage shall be at a minimum in accordance with the Schedule of Insurances as set by the Village.

Any damages caused to any existing infrastructure due to construction and/or development activities, shall be repaired by the party causing the damage to the full satisfaction of the Village Engineer prior to any further work occurring. If the party in question fails to repair the damages in a timely manner as determined by the Village

Engineer, a Stop-Work order may be issued until all repairs have been satisfactorily made. The Village may also elect to have the repairs done by a third party or Village forces, in which case the party causing the damage shall be liable in full for all repair costs plus an administrative fee determined by the Village. Any such costs shall be paid in full prior to re-initiation of any work associated with the project in question.

2.04 Erosion & Sedimentation Control

a. General Requirements:

Erosion and sedimentation control plans that disturb more than one acre should be submitted directly by the owner to NCDEQ – Land Quality (NCDEQ-LQ Section), Fayetteville Regional Office. Copies of all submittals to and approvals from NCDEQ – LQ shall be provided to the Village at the same time they are submitted to or received from NCDEQ-LQ by the developer or Project Engineer. Erosion and sedimentation control plans for projects that disturb less than one acre shall be submitted to the Village for review.

Temporary and permanent erosion control measures shall be provided in accordance with the erosion control plan approved by either the Land Quality Section, NCDEQ, or the Village of Pinehurst, depending upon the amount of land disturbance proposed. The approved Erosion Control Plan and any Approval Certificates shall be kept on site by the Contractor at all times that work is being performed.

All permanent erosion control measures shall be incorporated into the work at the earliest practicable time, and in no case shall an area remain denuded for more than seven (7) calendar days. Temporary erosion control measures shall be coordinated with permanent erosion control measures and all other work on the project to ensure economical, effective and continuous erosion control throughout the construction and post construction period and to minimize siltation of streams, lakes, reservoirs, and other water impoundments, ground surfaces, roadways, or other property. In the event compliance with the timelines established in this section are not complied with or offsite siltation occurs, including tracking of mud onto public streets, the Village may issue a "Stop-Work" order until such time as all areas have been properly restored and all required erosion control measures installed or properly repaired.

All erosion control measures designed and installed within the Village's jurisdiction shall comply with current NCDEQ regulations and the most recent version of the North Carolina Erosion and Sediment Control Planning and Design Manual.

b. Maintenance:

It shall be the developer's responsibility to ensure that all erosion and sediment control measures are properly maintained throughout construction of the project. In the event

that erosion control measures fail or if mud and sediment travel off-site or into adjacent properties or streets, the developer shall be responsible for all costs associated with clean-up and restoration efforts.

c. Clearing Limits:

All clearing limits shall be clearly identified and staked prior to any construction. The Village shall be given 48-hour notice prior to beginning clearing operations.

2.05 Earthwork

a. General:

Earthwork shall be defined as the removal of soil (including rock) from its natural location and the depositing of such material into the proper fill areas as indicated on the plan.

b. Rock Excavation - by Blasting:

Blasting is not permitted within the jurisdiction of the Village of Pinehurst unless written approval is obtained from the Village Manager. In the event blasting operations are desired, the developer or contractor shall notify the Village Engineer of the request, in writing.

c. Removal of Unstable Material:

Where unstable material, including organic material ("muck"), is encountered in trenches or in roadways, the material shall be completely removed and replaced with suitable material as approved by the Village Engineer or Village Representative and thoroughly compacted. The Village reserves the right to require appropriate geotechnical testing of all materials used to replace unsuitable materials.

2.06 Workzone Safety

The Contractor shall provide for and maintain safety measures necessary for the protection of all persons on the work; and shall fully comply with all laws and regulations and building code requirements to prevent accident or injury to persons on or about the location of the work, including all applicable provisions of OSHA regulations. The Contractor shall protect all trees and shrubs designated to remain in the vicinity of the operations and barricade all walks, roads, and areas to keep the public away from the construction. All trenches, excavations, or other hazards in the vicinity of the work shall be well barricaded, and properly lighted at night.

The Contractor shall be responsible for the entire site and the necessary protection as required by the Village and by laws or ordinances governing such conditions. He shall be responsible for any damage to Village property, or that of others, by the Contractor, his employees, subcontractors or their employees, and shall correct and/or repair such damages to the satisfaction of the Village of Pinehurst and/or other affected parties. He shall be responsible for and pay for any such claims against the Village.

2.07 Maintenance of Traffic & Work Zone Traffic Control

Existing public streets or highways shall be kept open to traffic at all times by the Contractor unless permission to close the streets, or portions thereof, is granted by the Village Representative. The Village of Pinehurst Police Department must also be contacted by the Contractor a minimum of 48 hours before any streets are to be temporarily closed or partially closed. Proper and sufficient barricades, lights, signing and other protective devices shall be required to be installed when deemed necessary by the Police Department or the Village Representative. All traffic control shall conform to the standards set forth in the MUTCD, and any NCDOT amendments to the MUTCD.

Failure to comply will result in issuance of a Stop Work Order as well as fines and penalties as specified in the various Village and/or NCDOT codes, ordinances, and laws.

2.08 Concrete

Concrete shall be only plant-mixed or transit-mixed concrete conforming to ASTM C33 for aggregates and to ASTM C94 for ready-mixed concrete. Any concrete poured that has a slump over 4 inches as per ASTM C143, or has a batched time of more than 90 minutes, will be considered unacceptable and shall be immediately removed. All concrete shall meet the requirements of the most recent edition of the NCDOT "Standard Specifications" for the use intended.

Concrete shall not be deposited on frozen subgrade. Concrete shall not be poured when the air temperature is falling and below 40 degrees F, and the predicted low temperature for the succeeding 24-hour period is less than 32 degrees F. All concrete when placed in the forms shall have a temperature of between 50 and 90 degrees F and shall be maintained at a temperature of not less than 50 degrees F for at least 72 hours for normal concrete and 24 hours for high-early strength concrete, or for as much time as is necessary to secure proper rate of curing and designed compressive strength. The Village Representative may require use of insulating blankets or other measures as deemed appropriate to minimize the possibility of the concrete freezing.

All formwork and subgrades shall be inspected and approved by the Village Engineer or Village Representative prior to placement of any concrete. Any forms or subgrades found to be deficient shall be corrected to the satisfaction of the Village Representative and re-inspected prior to placement of any concrete. All forms shall be properly oiled to ensure clean release when removed. All reinforcing steel and forms shall be fully inspected and approved by the Village Representative prior to placement of any concrete.

Concrete shall be air entrained at 5% (±1%). Retarding and accelerating admixtures shall be used only upon prior approval of the Village Representative.

2.09 Installation of Utilities

The Developer shall arrange for the installation of all utilities. Restoration of Village right-of-way disturbed by utility installation shall be the ultimate responsibility of the Developer. *The Developer shall provide the Village Engineer a copy of the installation plan and the appropriate Encroachment Agreement for utilities at least ten (10) business days prior to actual installation of utilities taking place.*

2.10 Materials

All materials incorporated in work to be accepted by the Village of Pinehurst for maintenance shall be new, first quality material installed in accordance with the manufacturer's instructions or these Specifications, whichever is more stringent.

Shop drawings for items not related to public water or sewer shall be provided by the developer or contractor to the Village Engineer or Village Representative for review and approval prior to acceptance of materials on site. Shop drawings for public water and sewer infrastructure shall be provided to Moore County Public Works for review and approval prior to acceptance of materials on the site.

It is the intent of this Specification to provide materials and construction methods of high standard and quality; and to provide materials free from defects in workmanship and product. Equal materials not specified herein may be submitted for consideration of use in the project provided documentation (shop drawings) and samples are furnished to the Village not less than twenty-one (21) days before their delivery to the construction site. A sufficient number of copies shall be submitted such that the Village may retain three (3) copies. The Village Engineer will issue written approval or disapproval of the proposed alternate materials. The current Village Specifications and/or the latest revisions of the material manufacturer shall apply in all cases where materials are described by these Specifications.

2.11 Warranty Periods and Financial Guarantees

The Developer shall provide a written guarantee on workmanship and materials for a period of at least one (1) year after the date of acceptance by the Village of Pinehurst. Any defects observed within the one (1) year guarantee period shall be repaired and/or replaced to the Village's satisfaction. The guarantee shall apply to street and sidewalk construction, storm sewers and structures (including ditches, drainage channels, etc.),

and appurtenances. The guarantee shall apply to any improvements proposed by the approved plans and any revisions of the plans approved by the Village Engineer. The Village Engineer, in consultation with the Village Manager, may elect to require an extended warranty period on any or all of the improvements constructed as part of any project.

The Village reserves the right to delay final acceptance and assuming maintenance responsibility for infrastructure (roads, sidewalks, drainage, etc.) if defects observed within the warranty period are not repaired and/or replaced to the Village's satisfaction by the Developer.

Warranty periods for water lines and appurtenances, sanitary sewer lines and appurtenances, lift stations, force mains, controls and related appurtenances shall be coordinated with the appropriate system owner.

SECTION 3 - STREETS

3.01 General

Unless otherwise provided herein, all materials and street construction methods shall at a minimum conform to the applicable requirements as outlined in the ***Standard Specifications for Roads & Structures***, latest edition, as published by the North Carolina Department of Transportation.

Whenever the following terms are used in said NCDOT specifications, the intended meaning of such terms shall be as follows:

"State" or "Commission" shall be replaced by the words "Village or its authorized testing agent."

"Inspection by Commission" shall be replaced by "inspection by Village or its duly authorized representative."

3.02 Design

a. General:

Street design shall conform to the standards and typical sections set forth in the applicable sections of this manual, current NCDOT, AASHTO and MUTCD manuals, and any direction provided by the Village Engineer. Information on specific design criteria is shown in Figure 3-1 at the end of this section. Private streets shall meet in full the same design, construction, and inspection standards as set forth herein for Public Streets.

At intersections in residential areas, all streets shall be rounded with radii not less than:

Curb Radius	- 30 Feet (at back of curb or edge of pavement)
Property Lines	- 20 Feet

In non-residential areas, the curb and right-of-way radii shall be increased as directed by the Village Engineer to accommodate anticipated truck traffic. The NCDOT Roadway Design Manual shall be followed for preliminary design of intersections in non-residential areas.

The minimum clear roadway width (exclusive of gutter width) shall be 20 feet with greater widths as required by the Village Engineer to meet roadway classification standards and traffic conditions. All streets, except those in the Historic Preservation Overlay District, shall have curb & gutter conforming to the standards set forth in Section 4 of this manual unless a waiver is obtained from Village Council.

For areas within the Historic Preservation Overlay District and areas that receive a waiver from Village Council and utilize 'ribbon' asphalt paving, the minimum width of paving shall

be 22'. Alternate types of curb & gutter upon approval by the Village Engineer may be used in the Historic Preservation Overlay District.

A sight triangle easement shall be provided at all intersections of new streets with existing or proposed collector streets, highways, or other major street classifications. Sight triangle easements shall be not less than 10 feet by 70 feet. The 10-foot dimension shall be the setback from the right-of-way of the major street, and the 70-foot dimension shall be measured along the right-of-way of the major street. Such sight triangle easements shall be shown on the final plat for the subdivision. Landscape & planting materials placed within the sight triangle shall be limited to a height of 30 inches at maturity.

Stopping Sight Distance (SSD) shall apply to both Horizontal and Vertical elements of the street geometry and shall at a minimum, meet the criteria set forth in the AASHTO "Greenbook:, latest edition. The Village Engineer may increase or modify these requirements on a project-by-project basis.

Intersection Sight Distance (ISD) shall apply to all streets covered by this manual. Intersection sight distance shall at a minimum meet the criteria set forth in the AASHTO "Greenbook", latest edition. The Village Engineer may increase or modify these requirements on a case-by-case basis.

b. Soils Evaluation & Pavement Design:

Pavement design for all new streets shall be based upon subgrade soil conditions, a 20-year (minimum) design life and projected traffic loadings (ADT and percent trucks).

Soils testing work shall be performed by a qualified geotechnical engineering firm. Standard penetration test borings shall be obtained along the centerline of all roadways at intervals not greater than 300 feet, and shall extend a minimum of five feet below proposed subgrade elevations, or in the case of fill sections to a depth of five feet below existing grade. The pavement designs shall be performed by a qualified professional engineer using standard methods developed by the NCDOT, AASHTO, The Asphalt Institute, or other similar methods as may be approved by the Village Engineer.

Two (2) copies of the Laboratory Soil Test Report and the Pavement Design Calculations shall be submitted with the initial design documents.

The final pavement thickness shall be the calculated thickness, but in no case shall the thickness be less than that shown in the standard street section details, or that required by the NCDOT for streets to be maintained by the State, with the most stringent condition governing.

The *minimum* pavement section for local and cul-de-sac Public and Private Streets within the Village's jurisdiction shall be six (6") inches compacted thickness ABC with a two and one-half inch (2-1/2") SF9.5A asphalt surface course overlay, placed in an initial lift of 1-1/2 inches with the final 1-inch lift being placed once all conditions specified in Section 3.03(c) have been met in full.

The *minimum* pavement section for all Public and Private Streets other than local and cul-de-sac streets within the Village's jurisdiction shall be eight (8") inches compacted thickness ABC with a two and one-half inch (2-1/2") SF9.5A asphalt surface course overlay, placed in an initial lift of 1-1/2 inches with the final 1-inch lift being placed once all conditions specified in Section 3.03(c) have been met in full.

The Village may require the use of full-depth asphalt in lieu of ABC base courses or additional thickness pavement sections in certain situations (such as major collector streets, thoroughfares, etc.). In these instances, a signed and sealed pavement design by an appropriately licensed professional engineer shall be submitted to the Village.

A full width asphalt surface course overlay shall be provided as a final wearing surface in all cases where additional lanes, roadway widening, or other improvements to an existing road are required. The overlay shall cover the full width of the street, both the pre-existing section and the new improvements and shall extend at least 50 feet each way beyond the limits of improvements.

3.03 Construction Requirements

a. General:

All roadway subgrade, and storm sewer construction shall be inspected and approved by the Village Representative and all water/sewer construction shall be inspected and approved by Moore County prior to placement of the base course materials.

All streets shall be cleared and graded for the full width of the right-of-way within 50 feet of any street intersection. Additional street clearing and grading shall be as follows:

(1) Major Thoroughfare - the full width of the right-of-way, generally 90'.

(2) Principal Arterial - the full width of the right-of-way, generally 80'.

(3) Major Collector - the full width of the right-of-way, generally 70'.

(4) Minor Collector - the full width of the right-of-way, generally 65'.

(5) Minor Commercial - the full width of the right-of-way, generally 65'.

(6) Major Local, Local & Cul-De-Sac Streets - the full width of the right-of-way on the sidewalk side and a minimum of eight (8) feet from back of the curb on the non-sidewalk side. Right of way for this class of streets is generally 60', unless otherwise noted on the Village's standard details. The Village Engineer may allow lesser right of way widths for minor cul-de-sacs and residential streets on a case-by-case basis.

b. Placement of Aggregate Base Course:

No Base Material shall be placed on any roadway or firelane until the subgrade, stormdrainage system and structures, water & sewer system, and all other conflicting

items have been inspected and approved by the Village Representative and other appropriate review agency.

Aggregate base course shall be placed and compacted in strict conformance with the requirements of the NCDOT. Each layer shall be compacted to a density equal to at least 100 percent of the maximum dry density as determined by AASHTO Method T-180 as modified by the NCDOT.

c. Placement of Bituminous Surface Course:

No Bituminous surface courses shall be placed on any roadway or firelane until all Base Course materials have been placed and approved by the Village Engineer or Village Representative.

For public streets to be conveyed to the Village, the second lift shall be 1-inch nominal thickness and its placement shall be delayed during the period of initial residential or commercial site construction activity and until such time as all defects to the first lift have been completed and approved by the Village Engineer and 75% buildout of the area serviced has been attained. The final lift shall be covered by a financial guarantee posted by the Owner/Developer in an amount approved by the Village Engineer and in accordance with the Pinehurst Development Ordinance.

The contractor shall provide temporary drains through the concrete gutter at all low points to allow the first lift to drain and to eliminate ponding at the low points. Prior to placing the final lift of SF9.5A surface course, the initial course shall be thoroughly cleaned and repaired. Bituminous tack shall be applied prior to surfacing to assure bond between lifts, along gutters and around castings.

3.04 Inspection

a. Proof-Rolling:

Street embankments shall be graded and compacted as noted below. Fill material for roadway embankments shall be free from stones greater than 4 inches in size, construction material debris, frozen material, organic matter or other unstable material. Fill material placed in roadway embankments shall be placed in lifts of 8 inches or less and compacted to a density of not less than 95% of maximum dry density as measured by AASHTO Method T-99. The compaction requirement shall be increased to 100% in the uppermost 12" of subgrade. These compaction requirements shall apply for that portion of the roadway measured from the back of curb and extending on a slope of 1 to 1, limits may be compacted to a density of not less than 90% of maximum dry density as measured by AASHTO T-99.

After all utilities and storm sewers have been installed, the subgrade shall be fine graded and restored to required grade, and then proof rolled, utilizing a fully loaded tandem axle

truck having a gross weight not less than 40,000 pounds and with the tires inflated to not less than 70 psi. The Village Engineer reserves the right to require presentation of weight tickets prepared by a State of North Carolina- Certified "Scalemaster" verifying the loaded weight of the proof roll truck. The Village Engineer, Village Representative or their designee shall witness the proof roll on behalf of the Village.

Should any "pumping" or displacement be observed by the Village during the proof-rolling, the defective area(s) shall be repaired based on the recommendations of an appropriately licensed geotechnical engineer. If deemed appropriate by a licensed geotechnical engineer, geotextile fabric may be utilized below base course material. The geotextile shall be installed in strict accordance to the manufacturer's recommendations with respect to overlap, depth of cover, etc. Prior to installing geotextile fabric, a copy of the manufacturer's literature shall be submitted to the Village, along with the geotechnical engineer's recommendations. The locations of geotechnical fabric shall be indicated on the Record Drawings.

Proof-rolling shall be repeated until there is no evidence of "pumping" or displacement.

b. Compaction Testing - Subgrade:

Upon completion of the proof-rolling, the Developer/Contractor shall furnish to the Village Representative a report from a certified soils testing laboratory. The report shall present the results of a Proctor analysis demonstrating that the subgrade compaction is acceptable in accordance with standard requirements of the NCDOT. The subgrade shall then be inspected by the Village Representative, and upon its acceptance and approval, the stone base course may be placed. However, no stone base may be placed prior to backfilling behind the curb.

One field density (compaction) test shall be required for 3,000 SY of street surface - for each lift of fill material placed into the roadway embankment. The Village Engineer may require additional testing beyond that specified above.

All compaction testing shall be performed by a certified testing laboratory with all results sealed by a North Carolina Professional Engineer with specific experience in Geotechnical Engineering. The cost of such testing shall be borne by the developer.

c. Base Course & Surface Course Inspection Requirements:

Prior to placement of bituminous surface course material, a Proctor analysis shall be furnished on the Aggregate Base Course placed in the roadway. The report shall be prepared by a certified testing laboratory and shall evidence compliance with the compaction requirements. Quarry tickets shall also be presented to the Village Representative to enable a check for yield at the specified final thickness. The base material shall then be inspected by the Village Representative, and upon acceptance and approval, the bituminous surface course may be placed.

The frequency and number of base course field density tests shall be in accordance with requirements of the NCDOT or as may otherwise be directed by the Village Representative or the Village Engineer.

Bituminous surface course material shall be placed and compacted in accordance with NCDOT requirements. Copies of delivery tickets shall be furnished to the Village Representative to enable a check for yield at the specified final thickness.

Should there be a question as to the final thickness of Aggregate Base Course or bituminous surface course, the Village Representative reserves the right to require the Developer/ Contractor to provide random corings by an independent testing laboratory to demonstrate actual thickness of base and surface courses. Core samples shall be taken by a certified testing laboratory and the results shall be presented to the Village Representative. Should the corings reveal insufficient thickness, the Contractor shall provide additional surface course as may be required or shall furnish other remedial measures as may be acceptable to the Village Representative.

The cost of all ABC and asphalt product compaction testing and coring work shall be borne by the Developer.

3.05 Pavement Marking & Signage

The Developer shall be responsible for furnishing and installing all street identification (name) and regulatory signs. Signs materials shall conform to those specified by the Village. In general, all street name, regulatory, and warning signs shall be installed on treated wood posts as specified by the Village. The Developer shall also be responsible for striping and markings required by the Village as part of the project on all public streets constructed and/or modified as part of the development project as follows:

- Stop Bars and Crosswalks - all streets in accordance with the Village's Standard Details and the MUTCD, latest edition.

- Continuous Centerline Striping – double yellow line on all collector, thoroughfare and marginal access streets as designated by the Village.

- Edgelines – 4" white edge lines on all collector, thoroughfare, and marginal access streets as designated by the Village.

a. Pavement Markings - Materials:

Pavement markings shall be made with reflectorized thermoplastic. The thermoplastic marking material shall be applied by fusing to the pavement surface by application of heat. Materials and application methods shall comply fully with the requirements set forth

in latest edition of the ***Standard Specifications for Roads & Structures***, as published by the NCDOT. Use of markings shall conform to the latest edition of the MUTCD, any modifications or clarifications of the MUTCD promulgated by NCDOT, and the direction of the Village Engineer with the most stringent governing. The Village Engineer may require use of alternate methods or materials when determined by the Village Engineer to be in the best interest of the Village.

b. Street Identification Signs:

Street identification signs shall be placed at each intersection and shall clearly identify each street. On Village maintained streets, such signs shall be reflective and comply with standards set by the Village Public Services Director. On State-maintained routes, identification signs shall conform to NCDOT standards. Sign location placement shall be as directed by the Village. All required signs shall be placed by the developer/owner at no cost to the Village.

c. Regulatory Signs:

Regulatory signs shall meet the requirements of the *Manual on Uniform Traffic Control Devices,* latest edition and any modifications thereto established by the NCDOT. Materials shall meet the requirements set forth in the applicable Sections of the *Standard Specifications for Roads & Structures*, latest edition, as published by the North Carolina Department of Transportation. The location and types of regulatory signs shall be indicated on the construction drawings. Signs shall be mounted on galvanized steel U-channel posts meeting current NCDOT standards or on pressure treated 4 x 4 SYP posts meeting current NCDOT standards.

d. Sign Posts & Placement:

No signage may be placed in the right-of-way without prior written approval by the Village, including submission of a completed Right of Way Encroachment agreement. On Village maintained routes, regulatory signs shall be mounted on Wolmanized 4 x 4 southern yellow pine (SYP) posts and street signs shall be mounted on Wolmanized 6 x 6 SYP posts. Posts shall be furnished in 9' lengths and driven 2' into the ground.

On NCDOT-maintained routes, signs posts shall be in accordance with NCDOT Standards and specifications unless deviations are approved by both NCDOT and the Village. Sign placement on all routes shall be in accordance with the "Manual on Uniform Traffic Control Devices (MUTCD)", latest edition.

3.06 Private Irrigation Systems

Private irrigation systems proposed to be located within existing or proposed Village right-of-way shall not be installed unless a plan for the proposed system is submitted to the

Village for review, and a Right-of-Way Encroachment Agreement is executed by the Village and the system's owner. The following requirements or features must be indicated on the plan:

(1) All irrigation systems shall be equipped with a Village-approved backflow preventer located in a freeze-proof enclosure. This requirement shall apply to all systems within the Village limits and Pinehurst ETJ whether supplied by a public water system or by a private water system.

(2) All backflow preventers, control boxes, and other above ground devices shall be located outside of Village right-of-way. Only sprinkler heads, buried piping and control wiring may be located within the Village right-of-way. No sprinkler heads or other devices shall be installed within 10 feet of curbs or edges of pavement unless otherwise approved by the Village.

(3) Within the Village right-of-way, all control wiring shall be in electrical conduits and installed with no less than 24" of cover, unless greater cover is required by either the applicable electrical codes or the Village Engineer.

(4) All irrigation piping crossing beneath Village streets shall be encased in steel or ductile iron casing pipe, extending no less than 10 feet beyond curbs or edges of pavement with no less than 24" of cover. All casings shall meet NCDOT standards & specifications.

(5) Sprinkler heads shall be located and adjusted so that the spray pattern does not enter the roadway or create a visual obstruction within sight triangles.

(6) The owner of the irrigation system shall be fully responsible for operation, maintenance and repair of the system. The owner shall also be responsible for any damage to Village streets or utilities (Village or Moore County) resulting from failure of or repair to the irrigation system. *The Village shall not be responsible for damage of any kind to private irrigation systems or components located within Village right-of-way for any reason.*

In the event that the Village Representative deems that the owner failed to properly install, operate or maintain a private irrigation system within Village right-of-way, he/she will contact the Village Manager, who may revoke permission for the encroachment upon Village right-of-way. Upon revocation of permission to encroach upon Village right-of-way, the encroaching facilities shall be removed by the owner, at the expense of the owner, within 30 calendar days following said revocation. Failure to remove the encroaching facilities within the specified time period shall be cause for the Village to remove the facilities with all costs to the Village being billed to the owner and execution of other remedies as provided for in the Village's Municipal Code.

3.07 Mailboxes

Mailboxes located within Village right-of-way for the purpose of receiving delivery from the US Postal Service shall conform to the requirements set forth by the US Postal Service. All portions of the mailbox, support or any appurtenance thereto shall be no less than 12" from the back of curb (where streets have curb & gutter) or 24" from the edge of pavement along non-curb & gutter section streets. No brick or other "hardened" structures shall be used to support the mailbox for any installation within a Village-owned right-of-way. The Village reserves the right to require submission of installation details prior to mailbox installation and to require modification or removal of any mailbox structure deemed to constitute a safety hazard.

3.08 Public Utility Encroachments

All public utilities not owned by the Village (including but not limited to water, sewer, natural gas, electric, telecommunications and cable TV) that desire to utilize any portion of the Village's right-of-way or easements for installation of any above or below ground facilities shall be required to execute a Right-of-Way Encroachment Agreement with the Village for each installation unless a "blanket" Agreement has been issued by the Village. The installation shall, at a minimum, comply with the latest edition of the NCDOT "*Policies and Procedures Manual for Accommodating Utilities on Highway Right-of-Ways*" Manual and in accordance with the Standard Details contained in this manual and any Special Provisions issued by the Village as part of the Encroachment Agreement. The Village may require additional depths of bury, alternate materials, or other installation modifications on a case-by-case basis.

Failure to comply fully with all specified conditions shall be grounds for revocation of the Encroachment Agreement and refusal for consideration of any further encroachment requests until the non-compliant installation has been brought into full compliance. Further, the Village may elect pursue all remedies against the encroaching party as allowed under all local, State, and Federal codes, laws, and rules.

3.09 Private Utility and Private Structure Encroachments

No privately owned utilities or structures, including forcemains, pumps, cables, pipes, fences, sheds, or any other associated private utility facility or privately owned structure shall be allowed within any Village right-of-way or easement. In the event such an installation is found, the encroaching party shall promptly and completely remove the facility and restore the easement or right-of-way to the satisfaction of the Village. Failure on the part of the encroaching party to remove the facility within 30 business days shall result in removal by the Village with all costs being born by the encroaching party.

Further, the Village shall not be liable for any damages to the encroaching facility or any associated facilities removed by the Village. The Village may also elect to seek other remedies as provided for in various Village, State, and Federal codes and laws.

3.10 Firelanes

All Firelanes shall be installed by the contractor and inspected by the Village in accordance with the Public Street requirements contained in this manual. Fire Lanes shall be provided as required by the Village Fire Marshal.

Fire Lanes shall be at least 20 feet in width, with the edge closest to a building or fire hazard located at least 25 feet away from said hazard, unless otherwise directed by the Fire Marshal. All firelanes shall have a minimum pavement section of 8" ABC stone and 2 inches of SF9.5A asphalt.

Fire Lanes shall be designated by pavement markings and signage as required by the Fire Marshal.

All site plans shall include a fire lane plan and fire lane marking/signage plan for review by the Village Engineer and Fire Marshal.

3.11 Traffic Impact Studies

Where required, all Traffic Impact Studies shall conform to the standards set by the Village Engineer. Any proposed improvements cited in these studies shall be constructed by the Developer/Owner at no charge to the Village in conformance with Village and NCDOT standards and specifications.

It shall be the responsibility of the Developer/Owner to contact the Village in advance to determine the specific study requirements for their proposed project.

3.12 Parking

Parking facilities shall be provided in accordance with the standards set forth in the Village's PDO. The Layout and design of all parking facilities shall conform to the standards and guidelines set forth by ITE for the type of facility being serviced. All parking facilities shall have, at a minimum, the dimensions as outlined on Figure 3-2.

Parking lots shall be designed to provide safe maneuverability of vehicles. A minimum parking stall dimension of 9' x 18' shall be provided. Accessible parking spaces shall be a minimum dimension of 8 feet with a five (5) foot lane adjacent to the space (or minimum lane width of eight (8) feet where van accessibility is required) and properly marked with

signage in accordance with the N.C. Building Code and Americans with Disabilities Act (ADA) standards.

Where sidewalks abut an 18 foot deep parking bay, the sidewalk shall be a minimum width of six (6) feet, unless the bay depth is increased to allow use of standard concrete wheelstops to prevent vehicular overhang from obstructing any portion of the sidewalk.

A minimum pavement structure consisting of 6 inches of ABC and 2 inches of SF9.5A or S9.5A shall be used along the travel aisle on parking facilities for multi-family and non-residential developments. Access drives for these facilities shall also meet this minimum pavement standard. In the event any travel aisle or access drive areas are determined by the Fire Marshal to be 'firelanes', the paving section of those areas shall be increased to meet the firelane paving requirements set forth in this manual.

All minimum stall depths and module widths shall be measured to the face of curb when curb and gutter is used. For non-curb & gutter facilities, the Village Engineer may require additional stall depth and use of concrete wheelstops.

All paved parking facilities shall be striped in accordance with the MUTCD with four (4) inch white lines. All firelane areas within any parking facility shall be marked and signed in accordance with guidance provided by the Fire Marshal. Accessible parking facilities and isles shall be marked in accord ADA standards.

FIGURE 3-1

	Horizontal Curve Controls				Vertical Curve Controls		
	Minimum Design Speed (MPH)*	Maximum Superelevation (ft/ft)**	Minimum Radii (ft)	Maximum Grade (%)	Length Crest	Length Sag (ft)	Minimum Length(ft)
Major Streets (Thoroughfares)	Design standards to be determined for each case individually by a **Professional Engineer** using AASHTO guidelines & the NCDOT Roadway Design Manual with approval by the Village & NCDOT.						
Collector Street – Non-Residential	40	0.04	500	6%	55A	55A	150
Collector Streets – Residential	35	0.04	300	7%	35A	35A	125
Non-Residential Local Streets	30	reverse crown	300	7%	30A	40A	100
Residential Local Streets	30	normal crown	150	8%	30A	30A	100
Cul-de-sacs (600 feet or less)	25	normal crown	100	8%	25A	25A	75

Notes: 1. The Village Engineer may allow a lower design speed on residential streets. Approval must be given on a case by case basis.
2.The minimum clear section for local streets shall be 20 feet, exclusive of the gutter section, with 24' required for ribbon paving.
3. A minimum tangent of 100 feet shall be provided between all horizontal curves with a minimum of 150 feet for collector level and higher classification streets.
4. The minimum grade for any street shall be 0.5%. The maximum grade allowed for all streets when approaching an intersection shall be limited to 3% for the last 100 feet of pavement prior to the intersection.
5. The minimum curb radius return shall be 30' with longer returns required as determined by the Village Engineer in non-residential areas and on Major Streets.
6. Special typical section standards apply in the Historic Preservation Overlay District. Contact the Village Engineer for specific guidance.
* -Design Speed to be at least 5 mph greater than posted speed except for cul-de-sacs in which case the design speed shall be the posted speed.
** - The superelevation tables found in the AASHTO "Greenbook" latest edition will be used for determining the actual "e" for various centerline radii.

FIGURE 3-2
RECOMMENDED PARKING LOT STALL DIMENSIONS

DIMENSIONS FOR 90-DEGREE PARKING

APPLICATION		(S) STALL WIDTH (feet)	(C) STALL LENGTH (feet)	(D) STALL DEPTH (feet)	(L) LINEAR DEPTH (feet)	(A) AISLE WIDTH (feet)	(W) MODULE WIDTH (feet)
CUSTOMER, high turnover	STANDARD	9	9.5	18	18	24	60
CUSTOMER AND EMPLOYEE, low turnover	STANDARD	9	9	18	18	24	60

DIMENSIONS FOR 60-DEGREE PARKING

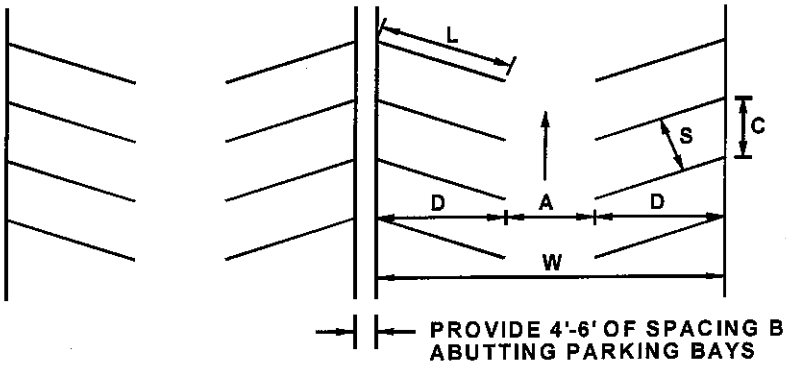
APPLICATION		(S) STALL WIDTH (feet)	(C) STALL LENGTH (feet)	(D) STALL DEPTH (feet)	(L) LINEAR DEPTH (feet)	(A) AISLE WIDTH (feet)	(W) MODULE WIDTH (feet)
CUSTOMER, high turnover	STANDARD	9	11	15.6	18	22.8	54
CUSTOMER AND EMPLOYEE, low turnover	STANDARD	9	10.4	15.6	18	20.8	52

DIMENSIONS FOR 45-DEGREE PARKING

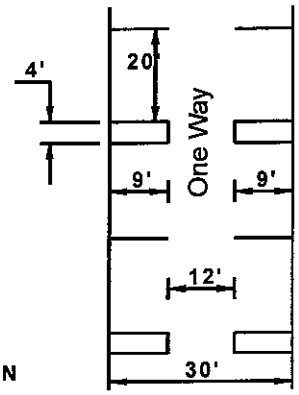
APPLICATION		(S) STALL WIDTH (feet)	(C) STALL LENGTH (feet)	(D) STALL DEPTH (feet)	(L) LINEAR DEPTH (feet)	(A) AISLE WIDTH (feet)	(W) MODULE WIDTH (feet)
CUSTOMER, high turnover	STANDARD	9	13.4	12.7	18	22.6	48
CUSTOMER AND EMPLOYEE, low turnover	STANDARD	9	12.7	12.7	18	21.6	47

DIMENSIONS FOR PARALLEL PARKING

APPLICATION		(S) STALL WIDTH (feet)	(C) STALL LENGTH (feet)	(D) STALL DEPTH (feet)	(L) LINEAR DEPTH (feet)	(A) AISLE WIDTH (feet)	(W) MODULE WIDTH (feet)
CUSTOMER, *One-Way Only ** Minimum, See Detail	STANDARD	9	20**			12*	30*



PROVIDE 4'-6' OF SPACING BETWEEN ABUTTING PARKING BAYS



NOTE: C = S FOR 90 DEGREE PARKING
D = L FOR 90 DEGREE PARKING

SECTION 4 - CURB & GUTTER, DRIVEWAYS, GREENWAYS, AND SIDEWALKS

4.01 Materials

a. Concrete:

Concrete for curb and gutter, driveways, or sidewalks shall be Portland cement concrete having a 28-day strength of 3,000 psi when tested in accordance with ASTM C39. Detailed specifications for concrete shall conform to the specifications contained in Section 2.08 hereof and with applicable sections of NCDOT "Standard Specifications for Roads and Structures", latest edition.

b. Bituminous Concrete (Asphalt):

Asphalt for driveways shall meet the requirements as set forth in the latest edition of NCDOT's Standard Specifications for Roads and Structures for SF9.5A asphalt. PG64-22 liquid binder may be used.

c. Joint Fillers:

Joint fillers shall be a non-extruding joint material conforming to ASTM D1751.

4.02 Dimensions

The minimum thickness of a sidewalk shall be 4 inches, except at driveway crossings where the sidewalk shall be a minimum of 6" in thickness. Sidewalks shall have a uniform slope perpendicular to the curb or edge of pavement of not less than 1/4-inch per foot and the utility/street tree strip between the sidewalk and the back of curb shall have a slope of not less than ¼" per foot nor greater than ½" per foot toward the back of curb. All sidewalks shall be at least five (5) feet in clear width. All sidewalks shall be within the Village street right of way unless installed within a dedicated and platted Sidewalk Easement that is approved in advance by the Village Engineer.

Curb and gutter shall be standard 24" combination curb and gutter in accordance with the Village's Standard Details. Standard median curb (18-inch) may be used on entrance islands and medians. For a 24" curb, a *back of curb* transition section into and exiting allcatch basins shall be required. The length of the transition section shall be at least five feet (5') on each side of the catch basin. Rolled or valley type concrete curb & gutter shall not be used unless specifically authorized in writing by the Village Engineer. No asphalt 'wedge' curbing shall be permitted within the Village's jurisdiction. Brick curbing,

conforming to special standards prepared by the Village, may be used in Commercial Areas of the Historic Preservation Overlay District or in other areas as determined acceptable by the Village.

4.03 Construction Methods

a. Subgrade:

The subgrade shall be excavated to the required depth to allow placement a minimum of 3" of aggregate base course beneath the curb, and shaped to the proper cross-section. Where tree roots are encountered, they shall be removed to a depth of 1 foot for the full width of the excavation. The subgrade shall be stable and thoroughly compacted, as specified in Section 3.04.

b. Forms:

Forms shall be set and maintained true to the required lines, grades, and cross sectional dimensions as shown on the Standard Details and on the Drawings. Forms shall be constructed with material of such strength and with such rigidity to prevent any appreciable deflection between supports. Straight forms shall be within a tolerance of ¼ inch in 10 feet from a true line horizontally. Vertical grade control of the forms shall be conducted by use of stringlines tied to adequate offset grade staking. Offsets shall be at least five feet (5') from the proposed back of curb. Forms shall be thoroughly cleaned of all dirt, mortar and foreign material before being used. All inside form surfaces shall be thoroughly coated with commercial quality form oil.

Curbing forms or "stringline" guides shall be carefully placed to assure that the curbing will be constructed to accurate grades and no depressions or "bird baths" are created. Curved sections shall be placed such that the radii are smooth and continuous, without abrupt bends.

c. Expansion, Contraction and Control Joints:

Contraction and control joints shall be cut to a depth equal to at least 1/3 of the total concrete thickness. Contraction or control joint spacing shall be 10 feet maximum for curbing and driveway aprons. Expansion joints for curbing shall be no more than 50 feet on centers, with the joint material extending the full depth of the concrete with the top of the filler 1/8-inch below the finished surface. Expansion and contraction joints shall be spaced such that no final curb section shall be less than 5 feet long (including repair sections). Expansion joints for sidewalks shall be spaced no greater than 50 feet apart. Sidewalks shall be finished to grade and cross-section with a float, troweled smooth, and finished with a broom. Contraction joints shall be no less than 1/8-inch in width and cut at intervals equal to the width of sidewalk.

d. Driveway Aprons:

Where driveway aprons are to be installed in an existing curb, the entire curb and gutter section shall be removed. Saw cutting and removing the curbing, and leaving the existing gutter in place, shall not be allowed. Contraction, control and expansion joints shall be located as previously specified and shown in the Village's Standard Details.

The flow line of the gutter shall be maintained across driveway aprons. Driveway aprons shall be a minimum of 6 inches thick and constructed in accordance with the Village's Standard Details contained in this manual.

4.04 Pedestrian Crossings

Pedestrian crossings, curb cuts and ramps shall be provided at all intersections in accordance with NCGS 136-44.14. Construction, pavement marking, etc. shall conform to the Village's standard details.

4.05 Driveway Criteria

No property shall have more than two (2) driveway cuts or turnouts onto any street. The spacing of all drives shall be as approved by the Village Engineer or Village Representative. The Village Engineer or Village Representative may restrict the location and/or number of driveways to a parcel when felt to be in the best interest of the overall safety of the Village. The edge of all driveways shall be offset at least 10 feet from any adjacent property lines. Greater offsets may be required in multi-family, commercial, and other non-residential zoning districts.

If required by the Village Representative, a minimum 15" RCP shall be installed beneath the driveway to accommodate positive drainage. In addition, sod shall be provided as directed by the Village Representative within the right of way to prevent erosion. Sod shall be 1" below the edge of the roadway.

a. Residential, Single Family – on curb & gutter streets, all residential driveways shall be installed and inspected in accordance with the standards and specifications contained herein and any direction provided by the Village Engineer or Village Representative. On non-curb& gutter streets, the driveways shall be installed in accordance with the Village's standard details and shall include an asphalt or

b. concrete paved apron that extends at least fifteen (15') feet from the edge of the roadway back into the right of way. Residential driveways shall be at least 12 feet wide and no more than 16 feet wide. The end point of the driveway radii for all residential driveways shall be at least thirty (30') feet back from the tangency point of the radii formed by the nearest street intersection.

c. Commercial, Institutional, Residential Multi-Family – all driveways in this class shall be fully paved. For sites requiring a Fire Lane, the driveway shall be paved and constructed to meet the Fire Lane requirements set forth in this manual. The arrangement of driveways shall be related to driveways for adjacent sites and nearby street intersections. The end point of the driveway radii for all residential driveways shall be at least one hundred (100') feet back from the tangency point of the radii formed by the nearest street intersection. The Village Engineer may require greater setback distances on a site-by-site basis.

Where two driveways are proposed along a single property frontage to facilitate operations, the minimum distance between the centerlines of the two driveways shall be at least 300 feet, unless otherwise approved by the Village with greater offset distances as required by the Village Engineer and/or NCDOT. A Street-type turnout shall be utilized when the estimated ADT of the site is greater than 100 vehicles/day, large vehicles such as fire apparatus must be accommodated, or as required by the Village Engineer.

4.06 Inspection

No concrete or other paving shall be placed until all forms, subgrades, and base courses have been inspected and approved by the Village Representative. Offset or reference points shall be maintained in place to allow for proper inspection of the forms by the Village Representative. Where machine extruded curbing is used, the "stringline" shall be inspected and approved by the Village Representative prior to placement of any curbing. A minimum of five (5') foot offset shall be used for all hubs, reference points, etc to allow for adequate room to install stringlines while minimizing the disturbance of the reference points.

4.07 Greenways

All greenways shall have a minimum section of 4" compacted thickness stone screenings. Hard surfacing such as asphalt paving may be required by the Director of Parks & Recreation if felt to be in the best interest of the Village. The minimum width of all greenways shall be 6 feet clear width, with a 3' shoulder/swale area on each side, with additional width as required by the Director of Parks & Recreation to meet the requirements of specific sites or areas, such as high pedestrian counts, or toaccommodate other needs. All greenways shall be crowned or sloped to provide for proper drainage. The maximum allowable longitudinal gradient shall be 10%. Drainage shall be provided at all crossings and shall accommodate at least the 10-year storm event, with increased drainage requirements as determined by the Village Engineer and the

Director of Parks & Recreation. All greenways shall be located within a platted 15' wide (minimum) 'Village of Pinehurst Greenway Easement.' Greenways may be placed in

Floodzone areas, provided that a hard surfacing is utilized and that the greenway shall be constructed in such a manner as to not alter the Floodzone elevations.

SECTION 5 - STORM DRAINAGE

5.01 Design

Storm drainage facilities shall be designed to collect and dispose of stormwater generated upon or passing through the project location. The determination of the quantities of water that must be accommodated will be based upon peak flows from storms having the following return periods:

Drainage Structure	Storm Event - Return Frequency
Curb inlets & Gutters	10-year storm(1)
Storm Sewer System Collector	10-year storm
Cross Street Drainage	25 to 100-year storm(2)
Roadways in Flood Plain	100-year storm(3)

(1) Assuming 50% blockage in sag inlets. Inlets shall also be located just prior to all points of 'rollover' to prevent runoff from running horizontally across the street section. Additional inlets may be required in high pedestrian traffic areas.

(2) Depending upon Street Classification, as determined by the Village Engineer.

(3) Roadways in flood plain areas should withstand the 100-year storm without overtopping or sustaining damage. The roadway embankments shall be fully protected from flows that may occur during a 100-year event. The backwater pool shall also be shown on the plans.

Prediction of the peak flow rates shall be calculated using the procedure in the USDA Soil Conservation Service Method TR-55, the Rational Method, or other calculation methods as approved by the Village Engineer. The size of stormwater culverts shall be determined by utilizing the standard energy equation for inlet control or outlet control.

Calculation submittals shall include analyses of pre and post development run off rates for the 2, 10, 25, and 100-year storm events. All calculations shall be performed under the responsible charge of an appropriately licensed design professional and sealed by that professional. All submittals shall include a full analysis and justification for the determination of C or CN factors, Tc, and other data used in the development of the computations.

For areas up to 100 acres, the Rational Method may be used. Intensity data used in computations (inches/hour) for various return period and duration storms shall be based upon data specific to the Village of Pinehurst. For areas greater than 100 acres, SCS

methods shall be used. If an automated software program other than those specifically developed by SCS/NRCS is used, adequate data regarding the program shall be submitted to the Village Engineer for review and approval.

Design of stormwater collection systems for public and private streets shall include inlet spread/capture computations based upon ' just-full' flow (gravity flow) in accordance with the Manning Equation, and a hydraulic grade line analysis to verify the system performance. Such computations shall be submitted in a neat, tabular format under the seal of the licensed design professional and include a clear numbering/labeling scheme for all structures shown on the plans as part of the proposed system. In the event software programs are used to determine inlet location and spread, such programs shall be approved by the Village Engineer.

All storm drainage facilities shall be designed in a manner such that upstream and downstream properties are not adversely affected. The Village Engineer may also require submission of an engineering analysis of the overall receiving watershed to a point downstream at which the runoff from the site in question is less than ten percent of the total predicted return period event flow for the receiving watershed. The Village may require offsite improvements to be made by the developer down to this point if deemed prudent by the Village to minimize the impact of runoff on downstream properties.

The Village generally requires stormwater management facilities to be included as part of any project such that the post-development runoff rate does not exceed the pre-development rate for a 10-year storm event. Deviations for small projects may be approved by the Village Engineer on a case by case basis. The general design shall follow the standards set forth in the publication 'Elements of Urban Stormwater Design' by H. Rooney Malcolm, PhD., P.E. Alternate types of stormwater management facilities may be allowed on a case-by-case basis. It shall be the responsibility of the designer to contact the Village Engineer in advance to discuss such facilities and the applicable standards. All stormwater management facilities shall be properly maintained by the property owner.

The minimum pipe size to be used shall be 15-inch diameter. The minimum size for a culvert crossing under a public or private street shall be 18 inches. The minimum pipe grade in all cases shall be 0.5% or the slope required to develop a 2.5 fps flow velocity at the design condition and the maximum pipe grade shall be 8% unless special anchoring details are approved by the Village Engineer.

All public storm drainage facilities shall be installed in dedicated street rights-of-way (i.e. pipe inlets and outlets shall be within street rights-of-way). If a property owner/developer desires to extend storm drainage piping to eliminate open channels on private property, such pipes shall be installed and maintained at the property owner's expense, with appropriate computations and plans submitted to the Village Engineer to ensure that such extensions will not adversely affect the performance of the existing system. No off right-of-way extension of any stormdrain system serving a public right-of-way shall be made until such time as all computations and plans for the same have been reviewed and approved. A manhole or junction box shall be provided at the public right-of-way boundary.

The minimum depth of cover shall be 2 feet below finished subgrade for all traffic bearing areas and 1 foot below finished grade for all non-load bearing areas. High strength pipe may be used upon approval by the Village Engineer in areas that cannot meet the minimum cover requirements.

Minimum widths of storm drainage easements shall be the greater of 1) the width as dictated by the appropriate following configurations listed below; or 2) the width necessary to contain the predicted 100-year water elevation plus two feet in depth:

- 20 feet for single pipes up to and including 36 inches in diameter or open channels up to 36 inches in top width

- 20 feet plus the maximum conduit or channel width (in feet) for single pipes or channels larger than 36 inches wide

- 10 feet from the edge line of the outside conduits where multiple, parallel pipes are installed.

The Village of Pinehurst shall maintain only the storm sewer systems located within Village maintained rights of way and on Village owned property unless a drainage easement meeting the criteria set forth in this manual has previously been offered *and* accepted by the Village. Storm drainage systems located on private property shall be maintained by the property owner, including those shown within a drainage easement, unless the easement has been accepted by the Village.

Erosion and sedimentation control measures shall be so designed to provide control from the calculated post-development peak rates from a 10-year frequency storm in non-HQW areas and a 25-year storm in HQW areas. Discharge from drainage systems shall not be of such a velocity as to cause damages after leaving the pipe.

At all pipe outlets, flared end sections or head walls shall be provided, with rip-rap or improved vegetated aprons designed to reduce velocity and dissipate energy so that downstream damage does not occur. The Village reserves the right to require use of water quality Best Management Practices (BMP's) at the outlet of all pipes to minimize the impact on sensitive receiving waterways such as wetlands and perennial streams as shown on USGS Quad mapping and NRCS (SCS) Soils mapping. Such BMP's shall be required in water supply watershed districts consistent with the requirements of the Watershed Protection Overlay District of the Village of Pinehurst Development Ordinance. Approved BMP's shall be in accordance with the most recent version of the NCDEQ Stormwater BMP Manual. No BMP shall be allowed within the proposed or platted public or private street right of way. Adequate platted easements shall be provided around all such devices to allow for access and maintenance by the Property or Homeowners Association. Design of these devices shall follow the criteria set forth by NCDEQ and

shall not create a tailwater condition that allows for ponding or sedimentation within any pipe or piping system.

No channel within an easement may have side slopes that exceed 3:1 (H:V) and flatter side slopes are encouraged in all cases. Channels shall be designed to have a minimum velocity of 1.5 fps to avoid siltation and capacity reduction. Maximum acceptable velocities are as shown in Figure 5-1 at the end of this section.

For shoulder section streets, the roadway swales shall be sized to handle a minimum of the 10-year storm without erosion or overtopping. Preference shall be given to utilizing grass-lines swales in lieu of rip-rap for erosion control, and the maximum front and back slopes in these areas shall be 5:1 (H:V) to allow for routine mowing and maintenance, with flatter side slopes encouraged in all cases.

Manholes or structures shall be installed at each deflection of line or grade. No "blind" junction boxes shall be permitted.

Stormwater shall not be allowed to flow across streets. Drainage structures shall be provided to intercept flow prior to the radius point(-s) of an intersection, or the design of the street shall indicate a continuous grade around the radius to allow the flow to continue down the intersecting street. Water shall be picked up before the spread into the street exceeds 4 feet for local residential-class streets. The inlets shall be spaced on other classification streets using the standards set forth in the NCDOT's Hydraulic Design Guidelines, latest edition, as modified by the Village. No curb inlets shall be installed in the curb radius of any intersection unless approved by the Village Engineer.

Storm sewer systems shall not discharge into the front yards of lots, but shall extend to within 20 feet of the rear property line in lots up to 1/2 acre in size and shall extend a minimum of 175 feet from right of way in lots larger than 1/2 acre.

Pipes, drains, flumes or other concentrated stormwater devices shall not discharge across a sidewalk or greenway, but rather shall be piped.

5.02 Pipe Materials

a. General:

All storm sewer pipes to be installed in projects within the public street rights of way belonging (or to be dedicated) to the Village of Pinehurst, within any Private Street right-of-way, under any driveway within the Village, or within the limits of any Fire Lane required by the Village Fire Marshal shall be reinforced concrete pipe (RCP). Approval to use any materials other than RCP may only be granted by the Village Engineer.

b. Reinforced Concrete Pipe (RCP):

RCP shall be as per ASTM C76, Table III, IV, or V with a minimum diameter of 15-inches. All RCP shall be of the highest quality materials, no seconds or lesser quality pipe shall be used. Joints shall be sealed with a plastic cement putty meeting Federal Specification SS-S-00210.

5.03 Materials - Storm Drainage Structures

a. General:

All structures - manholes, curb inlets, catch basins, junction boxes, etc. shall be constructed of concrete brick masonry units or pre-cast concrete. Endwalls and headwalls shall be constructed of reinforced pre-cast concrete, or structural cast-in-place concrete in accordance with NCDOT and Village Standards.

b. Concrete Brick Masonry Units:

Concrete brick masonry units shall be solid units meeting the requirements of ASTM C55, Grade S-II. All such units shall be color tinted in accordance with NCDOT standards and specifications.

c. Pre-cast Concrete Structures:

Pre-cast concrete structures shall meet the requirements of ASTM C478. Structures shall have joints sealed with a pre-formed plastic gasket per Federal Specifications SS-S-00210. Manholes shall be sized in accordance with the requirements set forth in Section 7.03.

d. Mortar:

Mortar shall be proportioned as shown below for either Mix No. 1 or Mix No. 2. All proportions are by volume. Water shall be added only in the amount required to make a workable mixture.

MIX NO. 1: 1 part Portland Cement
¼ part Hydrated Lime
3¾ parts Mortar Sand (maximum)

MIX NO. 2: 1 part Portland Cement
1 part Masonry Cement
6 parts Mortar Sand (maximum)

Portland cement shall be ASTMC-150, Type 1. Hydrated lime shall conform to ASTM C207, Type S. Masonry cement shall meet the requirements of ASTM C91. Mortar sand shall be standard size 4S, per requirements of the NCDOT.

e. Castings:

(1) General - Samples of casting(s) proposed for use shall be provided to the Village Representative for review and approval. In addition to samples, the names of other users of the castings shall be furnished along with names and telephone numbers of persons whom the Village Engineer may contact for an evaluation of the casting. All manufacturers shall be on NCDOT's Approved for Use status listing. All castings shall meet the requirements of ASTM A48, Grade 30 iron. All castings shall be of domestic origin.

(2) Curb Inlet Grate, Frame & Hood - Curb inlets shall be of the grate, frame and hood type conforming to NCDOT 840.03, Type E, F and G, based on flow direction. All Curb Inlet grates shall be of a 'bicycle-safe' type as per NCDOT. All castings shall be fully compliant with all NCDOT standards & specifications.

(3) Grates & Frames - Cast iron grates and frames for yard inlets shall conform to NCDOT 840.16 and be of the size indicated on the approved plans. Grates and frames shall only be used outside of street rights-of-way.

(4) Manhole Rings & Cover - Cast iron manhole rings and covers shall conform to NCDOT 840.54, with the words "STORM SEWER" cast on the cover. Covers shall have four 1-inch holes. Manhole castings shall be machined to provide a continuous bearing around the full periphery of the frame.

(5) Manhole Steps - shall be of polypropylene material reinforced with a 1/2 inch diameter reinforcing rod. They shall be designed for a vertical load of 400 pounds and a horizontal pullout load of 1000 pounds, and shall be set 16" on center. Holes for the installation of manhole steps shall not project through the manhole wall, but shall stop a minimum of one inch from the outside wall. Steps shall be at least 10 inches clear width and shall project at least 4 inches from the wall into which they are embedded. Steps in precast concrete structures shall be installed by the manufacturer.

f. Portland Cement Concrete:

Portland cement concrete used for storm drainage structures, endwalls, etc. shall conform to the technical requirements presented in Section 2.0 of these Specifications. Concrete shall be 4,000 psi minimum at 28 days for all precast concrete structures.

g. Reinforcing Steel:

Reinforcing steel shall be new billet steel conforming to ASTM A615 for grade 60. Reinforcing steel shall be deformed per ASTM A305.

5.04 Miscellaneous Materials

a. Riprap:

Riprap shall be large aggregate of the size and class shown on the approved drawings. Riprap shall be supplied from a quarry certified by and in good standing with NCDOT.

b. Erosion Control Materials

Any erosion control materials proposed for use shall be approved in advance by the Village Engineer and/or NCDEQ. Adequate information shall be submitted to the Village Engineer to allow for a complete evaluation to determine the suitability of the material in the intended. Such information shall include technical data, samples/swatches, and other data deemed necessary for evaluation.

c. Geotechnical Fabrics

Any geotechnical fabrics/materials proposed for use shall be approved in advance by the Village Engineer. Adequate information shall be submitted to the Village Engineer to allow for a complete evaluation to determine the suitability of the material in the intended. Such information shall include technical data, samples/swatches, and other data deemed necessary for evaluation.

5.05 Construction Methods

a. Trenching & Bedding for Storm Sewers:

The trench shall be excavated to the line and grade indicated on the Drawings and in accordance with OSHA standards. The trench bottom shall provide a firm and uniform support for the pipe. Where bell and spigot type pipe is used, recesses shall be excavated to receive the pipe bell.

Where the foundation is found to be of poor supporting value, the pipe foundation shall be conditioned by undercutting the unacceptable material to the required depth as directed by the Village Representative, and backfilling with stone or other approved material. Where necessary, surface water shall be temporarily diverted in order to maintain the pipe foundation in a dry condition. The flow of water from such temporary diversions shall be directed into suitable erosion control devices.

b. Pipe Laying:

Concrete pipe culverts shall be laid carefully with bells or grooves upgrade and ends fully and closely joined. Joints of concrete pipe shall be made with cement mortar or with plastic gasket material as specified. Where mortar is used, the joint shall be thoroughly wetted before making the mortar joint. Before succeeding sections of pipe are laid, the lower portions of the bell or groove of the pipe shall be filled on the inside with cement mortar of sufficient thickness to bring the inner surface of the abutting pipes flush and even. After the pipe is laid, the remainder of the joint shall be solidly filled with mortar and sufficient additional mortar used to form a bead or ring around the outside of the joint. The inside of the joint shall be wiped and finished smooth. Pipe which is not true to alignment, or which shows any settlement after laying, shall be taken up and re-laid.

Multiple-barrel culvert installations shall be fully bedded and encased with #67 washed stone, up to the pipe crown. Stone shall be placed evenly on each side and tamped firm to fully support the pipe without displacement. Following the initial stone backfill, a layer of Village-approved geotextile shall be placed across the stone backfill to prevent migration of soil backfill and subgrade materials into the bedding and haunching stone. Installation of this separation layer shall be in accordance with the manufacturer's recommendations and any direction provided by the Village Engineer.

No pipe may enter through the corner of any pre-cast 'waffle box.'

c. Backfilling:

The storm sewer trench shall be backfilled with approved material free from large stones or clods in 6-inch layers, loose measurement, and compacted to 95% of maximum dry density (AASHTO T-99), where the trench is within an area to be paved, or where the trench is immediately behind the curb. In streets the compaction requirement shall be increased to 100% of maximum dry density within 12" of subgrade. The backfilling shall be done on both sides of the pipe simultaneously to prevent displacement of the pipe. The backfilling shall be done on both sides of the pipe simultaneously to prevent displacement of the pipe. The backfill materials shall be moistened when necessary in the opinion of the Engineer, to obtain maximum compaction. Water settling or puddling shall not be permitted. Backfill in trenches not within the limits to be paved may be compacted in 12-inch layers after backfill is one foot above the top of the pipe.

All trash, forms, debris, etc., shall be removed from the trench before backfilling. Backfilling around structures shall be done symmetrically and thoroughly compacted in 6-inch layers with mechanical tampers to the specified 95% density.

d. Masonry Structures:

Excavations shall be made to the required depth, and the foundation on which the brick masonry is to be laid shall be approved by the Village Representative. The brick shall be laid so that they will be thoroughly bonded into the mortar by means of the "shove-joint" method. Buttered or plastered joints will not be permitted. The headers and stretchers shall be so arranged as to thoroughly bond the mass. Brickwork shall be of alternate headers and stretchers with consecutive courses breaking joint. All mortar joints shall be at least 3/8 inches in thickness. The joints shall be completely filled with mortar. No spalls or bats shall be used except for shaping around irregular openings or when unavoidable to finish out a course. Competent bricklayers shall be employed on the work and all details of construction shall be in accordance with approved practice and to the satisfaction of the Village Representative.

Steps as shown on the plans shall be placed in all catch basins and inlets when they are greater than four (4) feet in depth. The steps shall be set in the masonry as the work is built up, thoroughly bonded, and accurately spaced and aligned.

Inverts in the structures shall be shaped to form a smooth and regular surface free from sharp or jagged edges. They shall be sloped adequately to prevent sedimentation within the structure.

The castings shall be set in full mortar beds. All castings when set shall conform to the finish grade shown on the Drawings. Any castings not conforming shall be adjusted to the correct grade.

e. Concrete Construction:

The forming, placing, finishing and during of Portland cement concrete shall be performed in strict accordance with all applicable requirements as contained in the ***Standard Specifications for Road & Structures***, latest edition, as published by the NCDOT, and as modified by the Village Engineer.

f. Installation of Pre-cast Concrete Structures:

Pre-cast concrete manholes, junction boxes, etc. shall be installed level and plumb upon a firm, dry foundation, approved by the Village Representative. The Village reserves the right to require the use of bedding stone under pre-cast structures when, in the opinion of the Village Engineer, poor subgrade conditions are encountered. Structures shall be backfilled with suitable materials, symmetrically placed and thoroughly compacted so as to prevent displacement. Castings shall be set in full mortar beds to the required finished grade.

FIGURE 5 - 1

MAXIMUM PERMISSIBLE VELOCITIES IN LINED CHANNELS (1)

		PERMISSIBLE VELOCITY (See Note 1)	
Cover	Slope range (% Grade)	Erosion Resistant Soils (ft. per sec)	Easily Eroded Soils (ft. per sec)
Bermuda grass	0-5 5-10 over 10	8 7 6	6 5 4
Bahia Buffalo grass Smooth Brome Blue Grama	0-5 5-10 over 10	7 6 5	5 4 3
Grass Mixtures Reed Canary grass	0-5 (See Note 1) 5-10	5 4	4 3
Lespediza Sericea Weeping Lovegrass Redtop Alfalfa [illegible]	0-5 (See Note 2)	3.4	2.5
Common Lespedeza Sudan grass (See Note 3)	0-5 (See Note 4)	3.5	2.5

NOTES:

1. Do not use on slopes steeper than 10 percent except for vegetated side slopes in combination with a stone, concrete, or highly resistant vegetative center section.

2. Do not use on slopes steeper than 5 percent except for vegetated side slopes in combination with a stone, concrete, or highly resistant vegetative center section.

3. Annuals -- use on mild slopes or as temporary protection until permanent covers are established.

4. Use on slopes steeper than 5 percent is not recommended.

SECTION 6 - WATER DISTRIBUTION AND WASTEWATER COLLECTION

6.01 System Ownership

The water distribution and wastewater collection systems that serve the Village of Pinehurst are owned and operated by Moore County, with the exception of portions within CCNC that are owned and operated by the Town of Southern Pines and isolated areas owned and operated by private entities. All water main extensions, water distribution facilities, wastewater collection system extensions, and wastewater collection system facilities (including lift stations) within the Village limits and ETJ shall comply with current NCDEQ regulations, and the most recent version of the Moore County Public Works (MCPW) Department Standards and Specifications Manuals. Copies of the MCPW Manuals are available at www.moorecountync.gov or by calling 910-947-6315. For the purposed of this section, all references to Moore County or Moore County Public Utilities shall be modified to the Town of Southern Pines.

Additional requirements for water and sewer infrastructure installed within the Village's jurisdiction are specified herein. In the event of a discrepancy between the MCPW Standards and the Village Standards noted herein, the more stringent standard shall govern.

Water and sewer requirements for "Rural" areas noted within the MCPW Manuals do not apply to the Village's jurisdiction. In addition, references to the "Fire Marshal" in the MCPW Manuals shall refer to the Village of Pinehurst Fire Marshal for water system infrastructure installed within the Village's jurisdiction.

Water and sewer systems within the Village's jurisdiction that are intended to be privately maintained are required to meet the standards set forth in the MCPW Manuals and herein.

6.02 Inspection Responsibilities

Inspections of all public water and sewer facilities that will become part of the public utility system owned and operated by Moore County will be performed by MCPW staff during construction. The Developer shall contact MCPW for determination of and payment of inspection fees to Moore County for this infrastructure.

Inspections of private water and sewer facilities that will not become part of the public utility system owned and operated by Moore County will be performed by the Village of Pinehurst during construction. The applicable fees shall be calculated using the Village's Infrastructure Inspection Fees worksheet, and all fees shall be paid prior to construction plan approval.

Privately-maintained service laterals installed on the customer's side of the water meter or sewer clean-out assembly shall be inspected by the Village as part of the building permitting process.

6.03 Water Distribution System Design

In addition to the water distribution system design requirements contained within the MCPW Standards and Specifications Manuals, the following requirements shall apply to development within the Village's jurisdiction.

a. Available Fire Flow

The Developer/Engineer shall be responsible for contacting MCPW (910-947-6315) to determine the Available Fire Flow at the point of connection to the MCPW water system, and to confirm whether the system can meet the Needed Fire Flow for the proposed development. MCPW, in coordination with the Village Fire Marshal will provide fire flow information to the Developer/Engineer based on actual field data (hydrant tests) in the vicinity of the proposed development.

b. Needed Fire Flow Calculations

The Developer/Engineer shall submit information to the Village on the development's Needed Fire Flow and calculations to confirm that the Needed Fire Flow is available to service the development. The calculations shall be signed and sealed by a licensed North Carolina Professional Engineer.

Needed Fire Flow calculations shall be based on the ISO formula within the most recent edition of the NFPA "Fire Protection Handbook". For further information on the ISO formula and its proper application, refer to the Handbook or contact the Village Fire Marshal at 910-295-5575.

Pursuant to Appendix B (Fire Flow Requirements For Buildings) of the Village-adopted State of North Carolina Fire Code tables, the **minimum** fire-flow requirements for one- and two-family dwellings having a fire-flow calculation area which does not exceed 3,600 square feet shall be **1,000 gallons per minute (gpm)** while maintaining a minimum system pressure of 20 psi at all points in the existing distribution system.

Pursuant to Appendix B (Fire Flow Requirements For Buildings) of the Village-adopted State of North Carolina Fire Code tables, fire flow for buildings other than one- and two-family dwellings, and for one-and two-family dwellings having a fire-flow calculation area in excess of 3,600 square feet shall not be less than **1,500 gpm** while maintaining a minimum system pressure of 20 psi at all points in the existing distribution system.

Greater amounts shall be provided where required by the ISO formula and/or the Fire Code tables unless otherwise modified by the Village Fire Marshal. The Needed Fire Flow calculations shall be reviewed by the Village Engineer and Village Fire Marshal and provided to MCPW for hydraulic modeling.

c. Fire Suppression Booster Pumps

If booster pumps are required to be installed on a fire suppression system, the Developer/Engineer shall contact the Village's Fire Marshal to determine the additional requirements that apply. The booster pumps should be clearly noted on the construction plans if they are required.

d. Pipe Materials

New water mains installed within the jurisdictional limits of the Village of Pinehurst shall be either Ductile Iron Pipe (DIP) or C-900 Polyvinyl Chloride (PVC) pipe. All new water mains located within the VC and HD Zoning Districts shall be DIP. Water mains shall be designed and manufactured in accordance with ANSI, AWWA, and MCPW standards.

In some instances, High-Density Polyethylene (HDPE) pipe may be allowed when installation by directional drilling is required. In these instances, the Developer/Engineer shall provide a written request for approval from the Village Engineer, with proposed specifications for the HDPE pipe to be used, and an explanation as to why the use of HDPE is necessary.

e. Fire Hydrant Locations

Fire hydrants in the Village's jurisdiction shall be located at each street intersection. In addition, the maximum distance between fire hydrants, measured along street centerlines, shall not exceed 500 feet. In all cases, all parts of all buildings shall be within 300 feet of a hose run from a fire hydrant.

Hose run lengths shall be measured along a route not closer than 20 feet from the building(s). All fire hydrants shall have full vehicular access via durable, all weather paved surface meeting the specifications contained within this Manual and shall not be located within the anticipated "collapse zone" of any building or structure. Supplemental hydrant locations shall be as directed by the Village Fire Marshal.

A hydrant shall also be located within 50 feet of all automatic fire sprinkler system connections. The Fire Sprinkler System connection, also known as the "Fire Department Connection" (FDC) shall be a 5-inch "Storz" connection, located outside of the anticipated collapse zone of the building/structure to be served. The

Fire Marshall shall determine the final location for all FDC's. The Storz connections shall be installed in accordance with the Village's Standard Details. All piping for the fireline from the water supply main into the building and for that serving the FDC shall be DIP meeting the specifications contained herein unless otherwise approved in writing by the Village.

6.04 Cutting and Replacement of Existing Pavements

Open-cutting of existing bituminous pavement may be permitted on certain Village-maintained streets with prior written approval from the Village. Where bituminous pavements are allowed by the Village to be open-cut, the pavement shall be restored in conformance with the Village's standard details to the satisfaction of the Village Representative.

Open-cutting of existing concrete pavement may also be permitted with prior written approval from the Village at existing private driveways within the Village's right-of-way. Concrete pavement shall be restored in conformance with the Village's standard details to the satisfaction of the Village Representative.

The pavement shall be cut to true neat lines, in such a manner as not to damage the pavement outside of the cutting line. The cut pavement shall be removed from the site and properly disposed of by the Developer.

After completion of the trenching and pipe laying conditions, the backfill shall be filled to the required subgrade depth, from which point the remaining depth shall be backfilled with ABC stone, compacted in two lifts. Unless otherwise approved by the Village, the base course shall remain for a minimum of four (4) days prior to placement of paving to allow for further natural settlement. When final settlement is obtained, a portion of the ABC shall be removed to accommodate the final pavement section. All materials and pavement placement methods shall be in strict accordance with this Manual and NCDOT standard specifications for roadways.

No open-cutting of State-maintained roadways shall be performed within the Village's jurisdiction without written approval from NCDOT. The Developer is responsible for contacting and obtaining the necessary approvals from NCDOT prior to open-cutting a State-maintained road.

6.05 Fencing and Landscape Buffers For Water and Sewer Facilities

Any fencing installed at water and sewer facilities (lift stations, wells, storage tanks, etc.) shall comply with the requirements listed within the most recent version of the Pinehurst Development Ordinance (PDO). Landscape buffers installed at said facilities shall also comply with the requirements listed within the most recent version of the PDO.

Appendix

Standard Approval Blocks
As-Built Checklist
Standard Details

BLOCKS TO BE INCLUDED ON ALL SHEETS

"Construction Plan Approval Block"

Village of Pinehurst
Construction Plan Approval

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

Plan Approval Number _____

Engineering _____

Fire Department _____

Planning _____

Moore Co. Public Utilities _____

"Infrastructure Inspection Notice to Contractor Block"

INFRASTRUCTURE INSPECTION NOTICE TO CONTRACTOR

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

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

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

BLOCKS TO BE INCLUDED ON THE COVER SHEET

"Certification Block"

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

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

PROFESSIONAL SEAL

By:_____

Date:_____

"Authorization to Construct Improvements Block"

AUTHORIZATION TO CONSTRUCT IMPROVEMENTS

PART 1 - Record of Permits Issued by Other Regulatory Agencies

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

VILLAGE OF PINEHURST

AS-BUILT CHECKLIST

Upon completion of construction and **prior to acceptance of new infrastructure or issuance of a certificate of occupancy** by the Village, a signed and sealed as-built set of construction drawings shall be prepared and submitted to the Village for review and approval. The following check list is provided as a guide to indicate the items that are expected to be included on the as-built drawings. This checklist should be included with the as-built submittal, and each blank should be initialed by the applicant as being included on the as-builts or marked N/A if not applicable to the project.

All Final As-built Submittal Packages shall contain:

____ 1 set of signed and sealed plan sheets - 24" X 36"

____ 1 digital signed and sealed copy on a CD or flash drive in pdf format

1. **AS-BUILT INFORMATION**

Submitted by _____

Phone # _____

Transmittal Date _____

2. **SITE DATA** (Tabular Form)

Page # _____

_____A. Acreage in total tract
_____B. Average lot size
_____C. Total number of lots
_____D. Total linear footage of infrastructure chart, Page # _____

_____ Streets (List individually in lengths)
_____ Water mains (Identify size and length)
_____ Sewer mains (Identify size and length)

_____ Number of valves (For each size)
_____ Number of fire hydrants
_____ Number of manholes
_____ Other (Any additional appurtenances)

3. **GENERAL INFORMATION**

Page # _____

_____A. Copy of recorded plat or deed of easements, indicating easements and right of way
_____B. Boundary of tract by courses and distance with references
_____C. Tie to N.C. grid coordinate system (x,y,z). All sets shall be tied to grid with monument noted.
_____D. 500 scale vicinity map
_____E. Scale of drawings and bar scale
_____F. North arrow
_____G. Location of benchmark with M.S.L. elevations
_____H. Seal and signature of North Carolina registered professional on each sheet that performed as-builts
_____I. All easements identified and dimensioned
_____J. Statement designating drawings are "as-built" on each sheet

4.**STREETS (Public or Private)**

Page # _____

_____A. Horizontal alignment with radii, P.C.'s, and P.T.'s of all curves
_____B. Vertical alignment with centerline grades, vertical curve lengths and station and elevation of all PVC's and PVT's and centerline profile.
_____C. Dimensioned right of way and street widths
_____D. Pavement section
_____E. Typical cross section

5. **STORM DRAINAGE**

Page #_____

_____A. Outline of 100 year flood plain (FEMA and/or culvert backwater profile)
_____B. Pipe material
_____C. Structure invert and top elevations

_____D. Pipe size
_____E. Pipe slope and distance
_____F. Size of riprap dissipation pad
_____G. Statement of stormwater velocity at all outlets
_____H. Show permanent stormwater best management practice
_____I. A separate, recorded easement dedication plat for utility extensions outside right of way
_____J. Maintenance agreement responsibility statement

6. **WATER SYSTEM**

Page #_____

_____A. Pipe material labeled
_____B. Pipe size labeled
_____C. Separation from sanitary and storm sewer shown on plans
_____D. Locations with distance references (2 each per appurtenance)

_____ Valves
_____ Fire hydrants
_____ Blow-offs
_____ Meters
_____ Air release valves

_____E. Certification by a licensed NC Professional Engineer of construction in accordance with the water extension permits

_____ Certification on the plans
_____ A separate certification sheet is provided

_____F. A separate, recorded easement dedication plat for utility extensions outside right of way

7. **SANITARY SEWER SYSTEM**

Page #_____

_____A. Pipe material labeled
_____B. Pipe size labeled
_____C. Manhole top elevations
_____D. Invert in and out elevations
_____E. Pipe slope
_____F. Locations with distance references (2 each appurtenance)

_____ Clean outs
_____ Air release valves
_____ Manholes
_____ Force main valves

_____G. Horizontal control (angles at manholes)
_____H. 100-year flood plain elevation
_____I. Certification by NC Professional Engineer of construction in accordance with sanitary sewer extension permits

_____ Certification on the plans
_____ A separate certification sheet shall be provided

_____J. A separate, recorded easement dedication form for utility extensions outside right of way

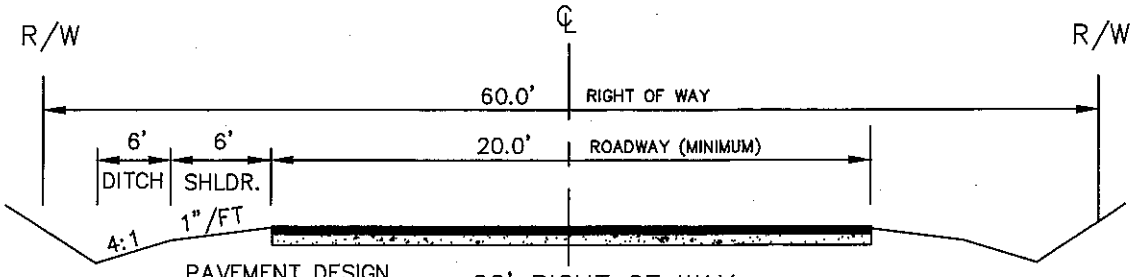
Village of Pinehurst Use Only

As-Builts Reviewed by _____ Date _____

Approved _____

Returned _____

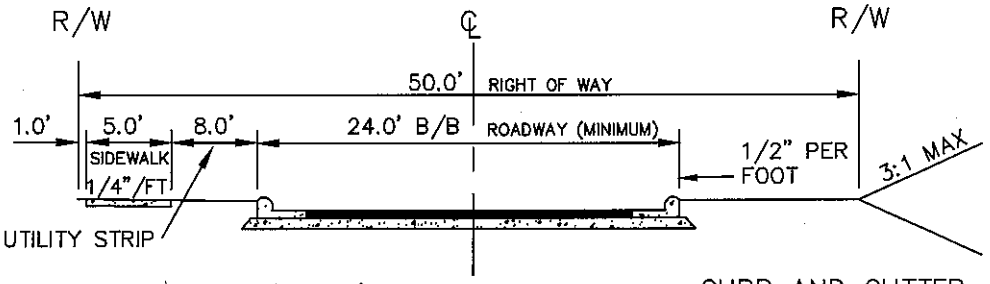
STANDARD DETAILS



PAVEMENT DESIGN
2 1/2" SF9.5A
6" OR 8" A.B.C. (SEE NOTE 3)

60' RIGHT OF WAY
20' ROADWAY SECTION

DITCH TYPE



PAVEMENT DESIGN
2-1/2" SF9.5A
6" OR 8" A.B.C. (SEE NOTE 3)

50' RIGHT OF WAY
24' ROADWAY SECTION

CURB AND GUTTER STREET

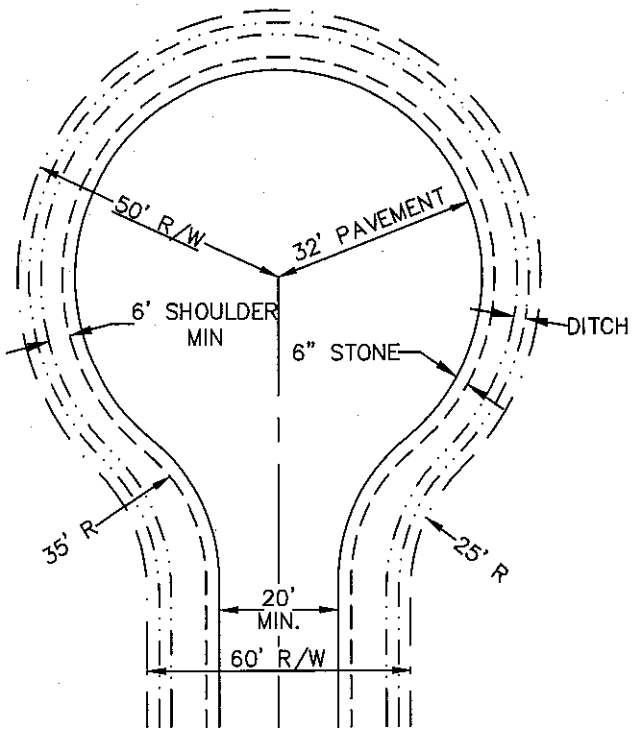
NOTES:

1. NORMAL CROWN OF 1/4" PER FOOT UNLESS OTHERWISE DIRECTED BY VILLAGE ENGINEER.
2. THE VILLAGE COUNCIL MAY WAIVE THE REQUIREMENT FOR CURB AND GUTTER IN AREAS OUTSIDE OF "OLD TOWN" (HISTORIC PRESERVATION OVERLAY DISTRICT). PROPER DRAINAGE MEASURES SHALL BE INCORPORATED INTO THE ROADWAY DESIGN IN THESE AREAS AND APPROVED BY THE VILLAGE.
3. THE MINIMUM PAVEMENT SECTION FOR LOCAL AND CUL-DE-SAC PUBLIC AND PRIVATE STREETS SHALL BE 6" ABC. ALL OTHERS SHALL HAVE 8" MINIMUM ABC.

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 3.01	SHEET 1 OF 1	

TYPICAL SECTIONS
LOCAL RESIDENTIAL
STREETS

1895 VILLAGE OF PINEHURST



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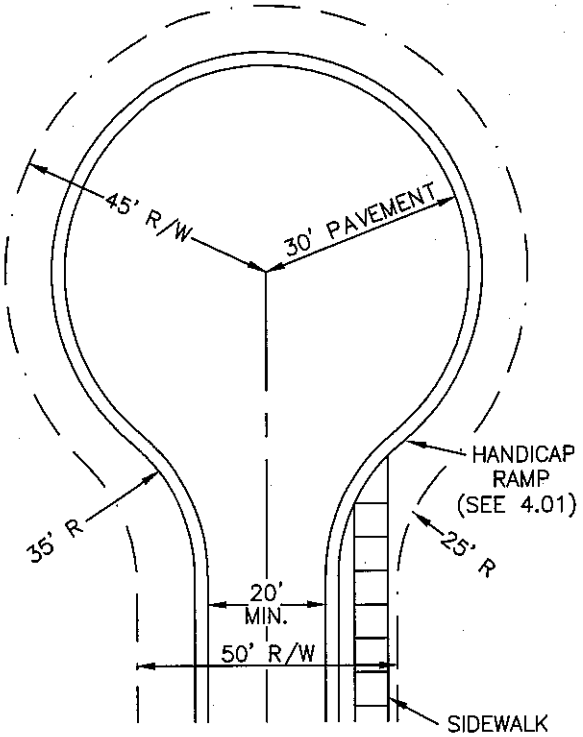


CURB AND GUTTER

NOTES:

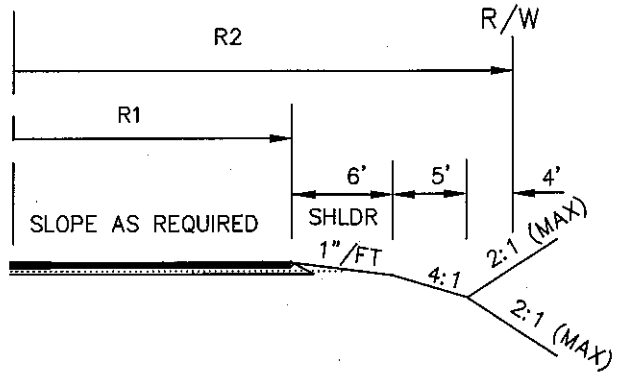
1. CURB AND GUTTER STREETS SHALL BE 24" STANDARD CURB AND GUTTER. (SEE DETAIL 4.03).
2. THE CROWN FOR PAVEMENT SHALL BE 1/4" PER FT FROM THE CENTER OF THE CUL-DE-SAC.
3. MAXIMUM CUL-DE-SAC LENGTH IS 500'.

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 3.02-A	SHEET 1 OF 1	

CUL-DE-SAC
LOCAL RESIDENTIAL
DETAIL

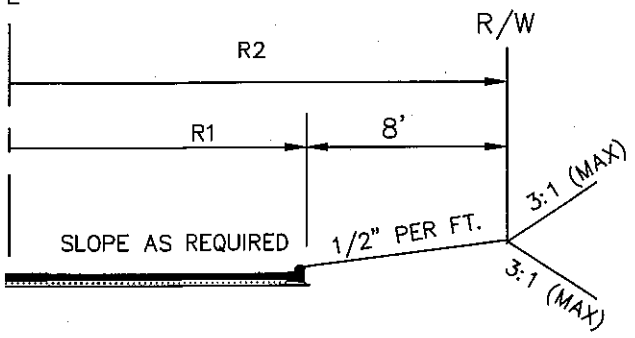
1995 VILLAGE OF PINEHURST

SECTION "A–A"



TYPE	R1	R2
RESIDENTIAL	32'	50'

SECTION "A–A"



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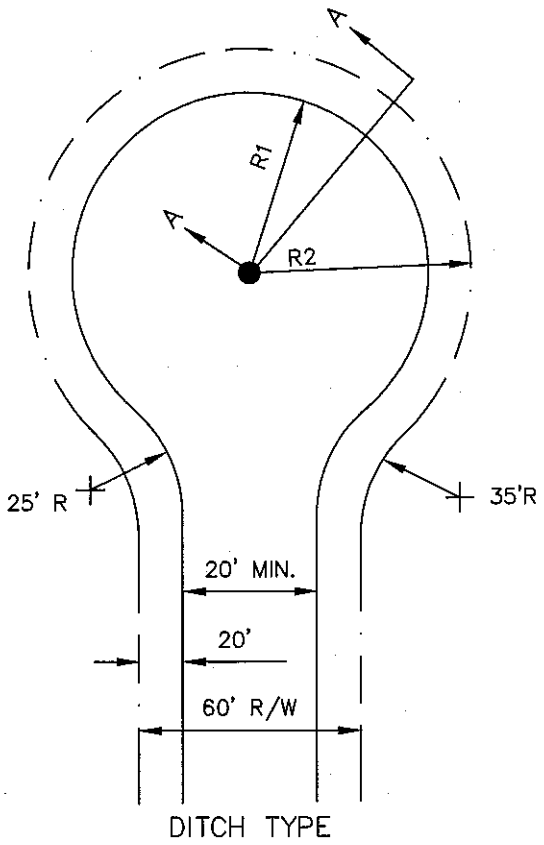
RESIDENTIAL	32'	45'



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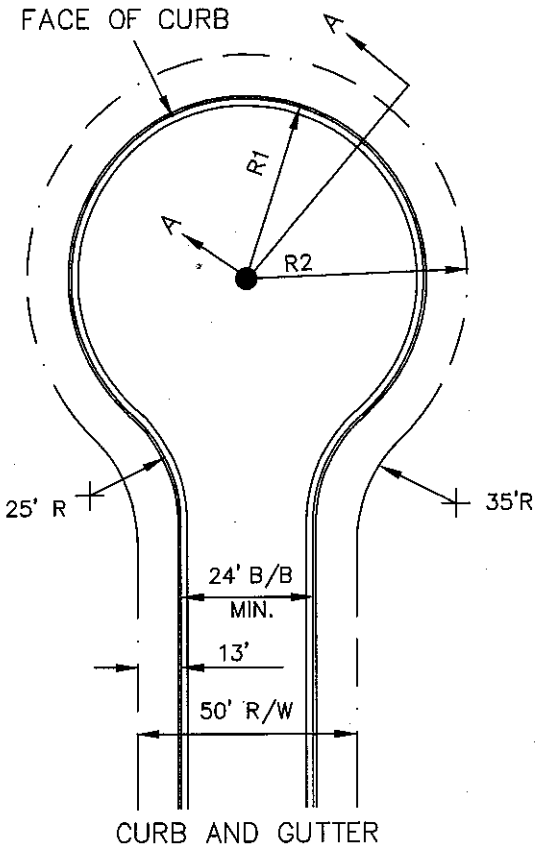

CURB AND GUTTER

REV	DESCRIPTION	DATE	APPROVED BY
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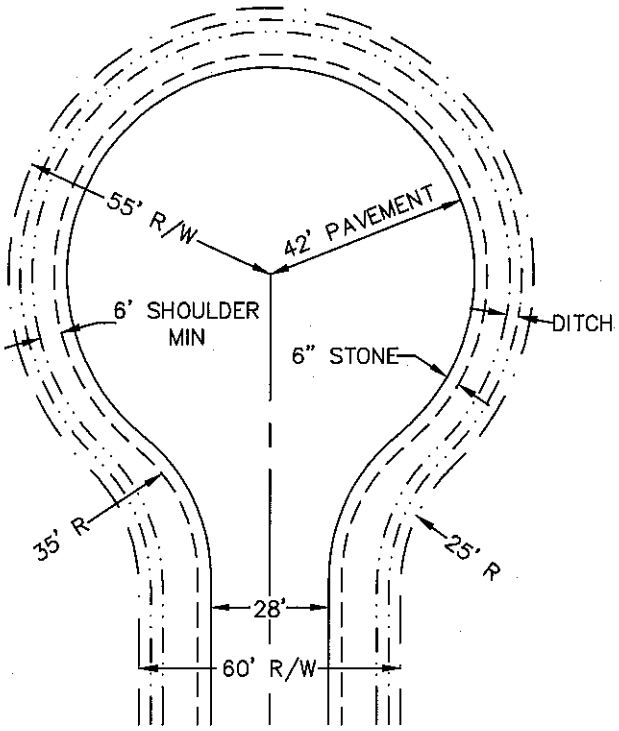
NOT TO SCALE	DWG NO. 3.02–B	SHEET 1 OF 1	

TYPICAL SECTIONS
RESIDENTIAL
CUL–DE–SAC

1995
VILLAGE OF
PINEHURST



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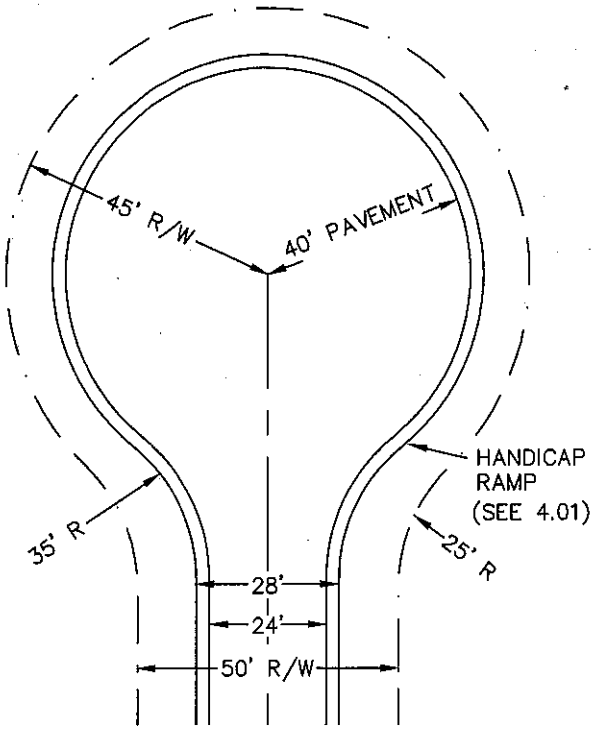


CURB AND GUTTER

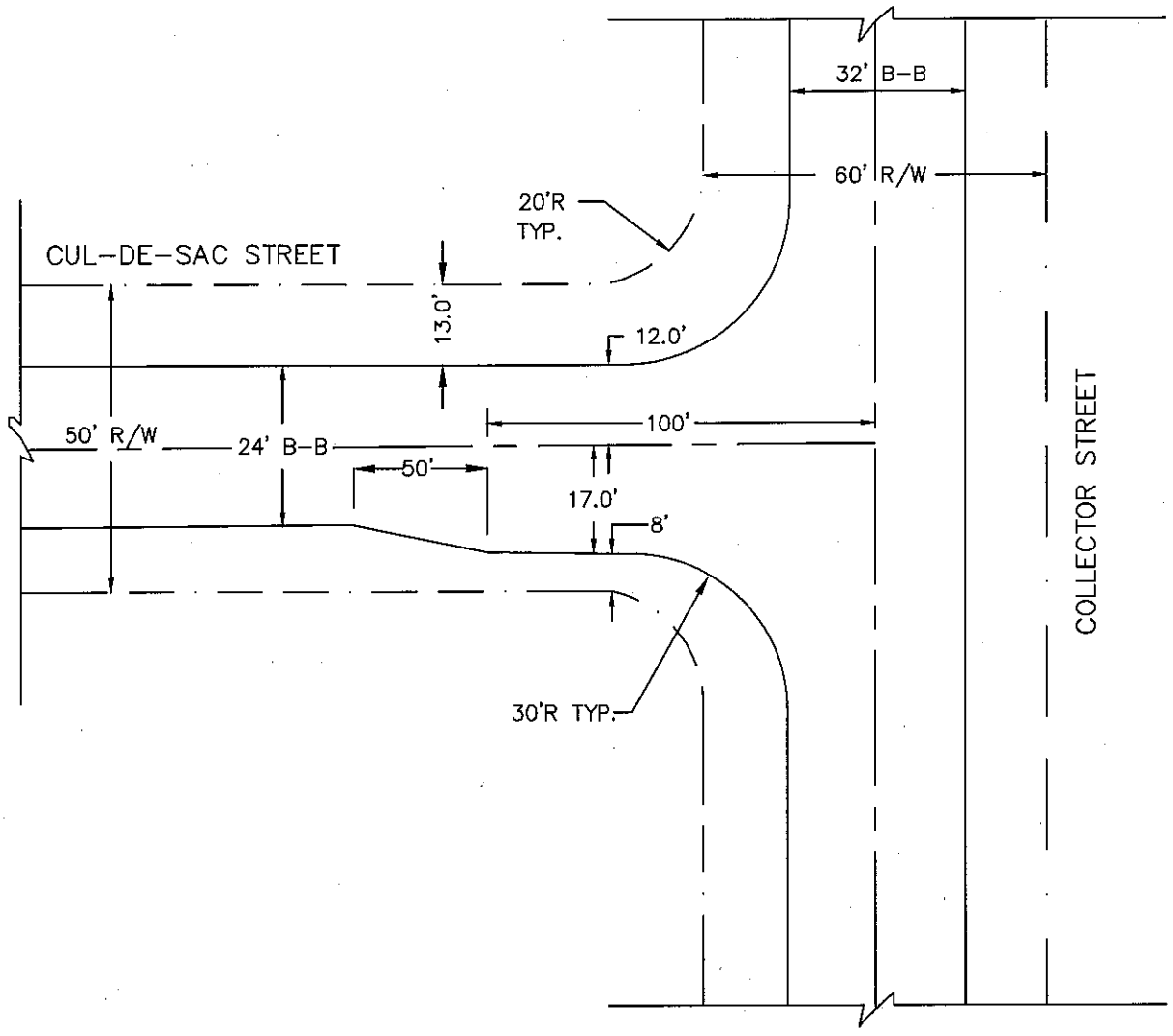
NOTES:

1. CURB AND GUTTER STREETS SHALL BE 24" STANDARD CURB AND GUTTER. (SEE DETAIL 4.03)
2. THE CROWN FOR PAVEMENT SHALL BE 1/4" PER FT FROM THE CENTER OF THE CUL-DE-SAC.
3. MAXIMUM CUL-DE-SAC LENGTH IS 500'.
4. ALTERNATIVE CUL-DE-SAC DESIGNS, INCLUDING ISLANDS SHALL BE SUBMITTED TO THE VILLAGE OF PINEHURST FOR APPROVAL PRIOR TO PLAN SUBMITTAL.
5. PAVEMENT SECTION SHALL CONFORM WITH THE DESIGN REQUIREMENTS FOR COMMERCIAL STREETS.
6. THE CROWN FOR PAVEMENT SHALL BE 1/4" PER FT FROM THE CENTER OF THE CUL-DE-SAC.
7. THE TYPICAL SECTION DIMENSIONS SHOWN ARE MINIMUMS AND MAY BE INCREASED BY THE VILLAGE ENGINEER.

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 3.03	SHEET 1 OF 1	

COMMERCIAL
CUL-DE-SAC
DETAIL

1995 VILLAGE OF PINEHURST



REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 3.04		SHEET 1 OF 1

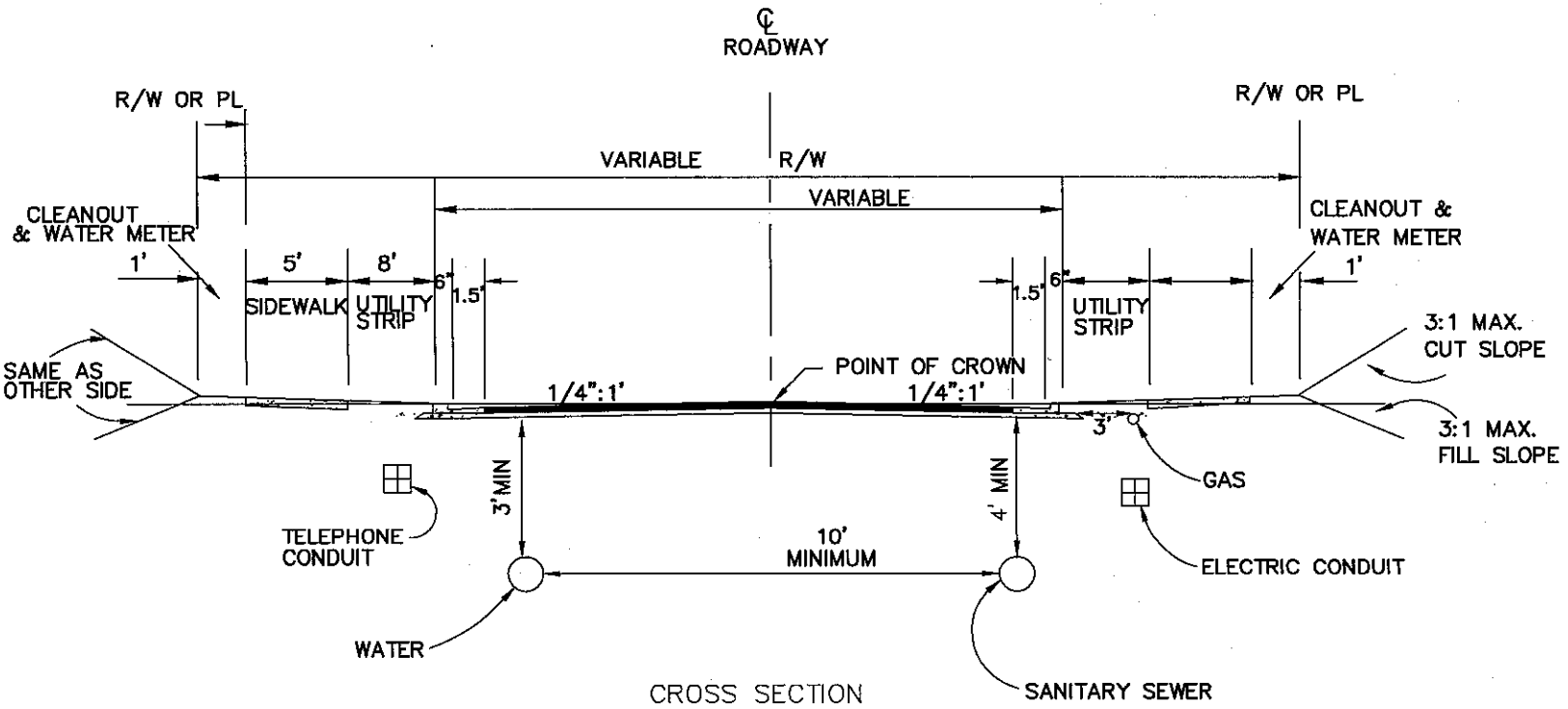
CURB & GUTTER CUL-DE-SAC INTERSECTION W/ COLLECTOR ROAD

1995 VILLAGE OF PINEHURST

REV	DESCRIPTION	DATE	APPROVED BY
1		12/15	MSA

NOT TO SCALE | DWG NO. 3.05 | SHEET 1 OF 1

STANDARD STREET CROSS SECTION

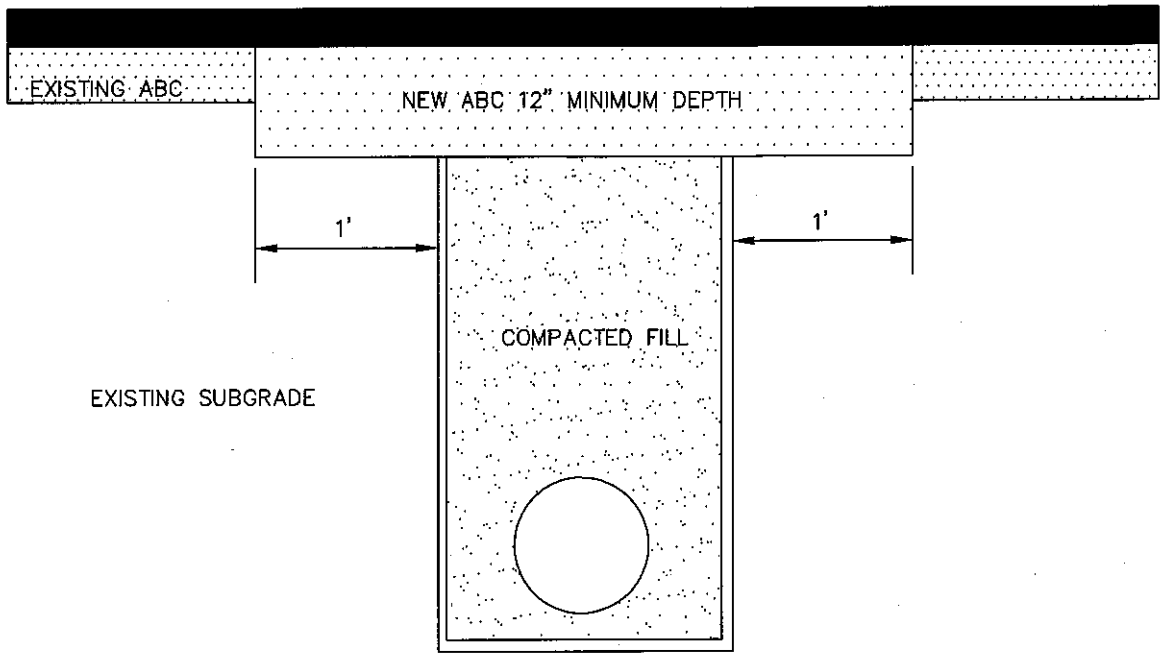


CROSS SECTION

NOTES:

1. SEPARATION DISTANCES BETWEEN WATER AND SEWER SHALL MEET NCDEQ AND MOORE COUNTY PUBLIC WORKS STANDARDS.
2. WATER AND SEWER MAIN LOCATIONS IN THE ROAD SHOULDER SHALL BE JOINTLY APPROVED BY THE VILLAGE MANAGER AND MOORE COUNTY PUBLIC UTILITIES DIRECTOR.

ASPHALT PAVEMENT PATCH



NOTES:

1. THE PAVEMENT SHALL BE DEFINED BY A STRAIGHT EDGE, PREFERABLY A MACHINED SAW CUT: TACKED.
2. THE TRENCH SUBGRADE MATERIAL SHALL BE BACKFILLED WITH SUITABLE MATERIAL AND COMPACTED TO A DENSITY OF AT LEAST 95% OF THAT OBTAINED BY COMPACTING A SAMPLE OF THE MATERIAL IN ACCORDANCE WITH AASHTO T-99 AS MODIFIED BY NCDOT.
3. THE FINAL 1' OF FILL SHALL CONSIST OF ABC MATERIAL COMPACTED TO A DENSITY EQUAL TO 100% OF THAT OBTAINED BY COMPACTING A SAMPLE OF THE MATERIAL IN ACCORDANCE WITH AASHTO T-180 AS MODIFIED BY NCDOT. BITUMINOUS BASE OR BINDER MAY BE SUBSTITUTED IF APPROVED BY THE VILLAGE ENGINEER.
4. THE ENTIRE THICKNESS/VERTICAL EDGE OF THE CUT SHALL BE TACKED.
5. THE SAME DEPTH OF PAVEMENT MATERIAL WHICH EXISTS SHALL BE REINSTALLED, BUT IN NO CASE SHALL THE ASPHALT BE LESS THAN 2" THICK.
6. THE ASPHALT PAVEMENT MATERIAL SHALL BE INSTALLED AND COMPACTED THOROUGHLY TO ACHIEVE A SMOOTH LEVEL PATCH.

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 3.06	SHEET 1 OF 1	

ASPHALT PAVEMENT PATCH

1895 VILLAGE OF PINEHURST

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA

NOT TO SCALE | DWG NO. 4.01 | SHEET 1 OF 1

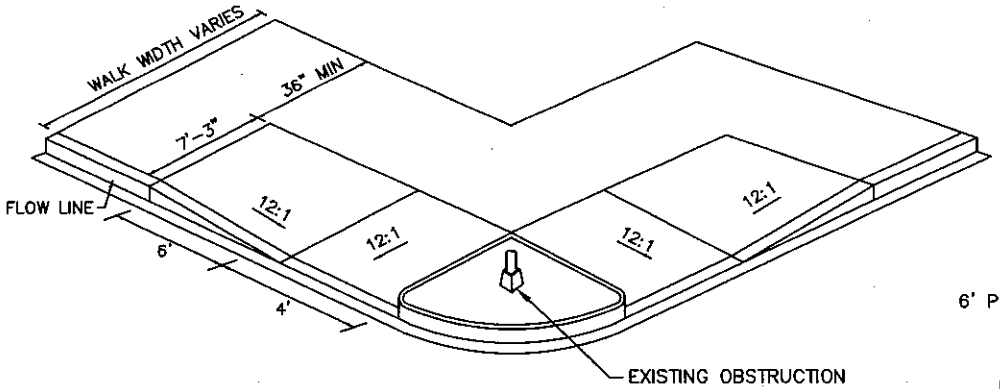
STANDARD PLACEMENT OF ACCESSIBLE RAMP & GENERAL NOTES

TOWN OF PINEHURST — VILLAGE OF — 1895

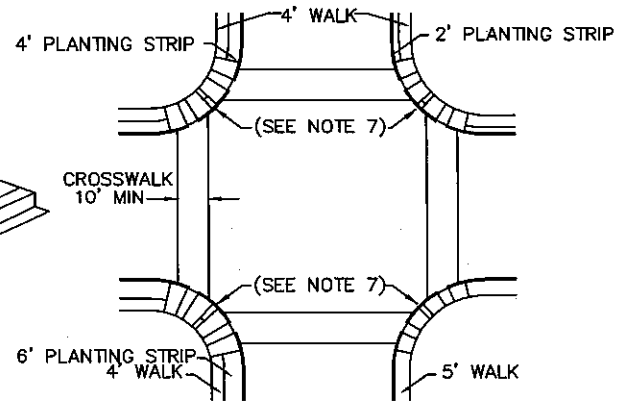
ROADWAY PLAN SYMBOL
(ACC)
FOR PROPOSED ACCESSIBLE RAMP

NOTES:

1. RAMP AND WING SLOPES SHALL NOT BE STEEPER THAN 12:1.
2. GUTTER FLOW LINE AND PLAN PROFILE SHALL BE MAINTAINED THROUGH THE RAMP AREA.
3. THE SURFACE OF THE RAMP SHALL BE FLUSH WITH THE FLOWLINE OF THE CURB AND GUTTER.
4. THE RAMP OPENING (AT THE FULLY DEPRESSED CURB) SHALL BE LOCATED WITHIN THE PARALLEL BOUNDARIES OF THE CROSSWALK MARKINGS. THE RAMP CENTERLINE SHALL BE LOCATED AT THE CORNER RADIUS CENTERLINE UNLESS OTHERWISE DIRECTED BY THE ENGINEER. DIAGONAL CURB RAMPS SHALL HAVE A SEGMENT OF STRAIGHT CURB AT LEAST 24 INCHES LONG LOCATED ON EACH SIDE OF THE WING SLOPE AND WITHIN THE CROSSWALK MARKINGS.
5. THE WING AND RAMP SURFACES SHALL BE 3600 PSI CONCRETE WITH A SIDEWALK FINISH IN ACCORDANCE WITH CURRENT EDITION NCDOT STANDARD SPECIFICATIONS FOR ROADS AND STRUCTURES.
6. DRAINAGE STRUCTURES, MAST ARMS, LIGHT POLES AND OTHER OBSTRUCTIONS SHALL NOT BE PLACED IN LINE WITH RAMPS. LOCATION OF THE RAMP SHALL TAKE PRECEDENCE OVER LOCATION OF OBSTRUCTIONS EXCEPT WHERE EXISTING OBSTRUCTIONS ARE BEING UTILIZED IN THE NEW CONSTRUCTION.
7. AT ALL LOCATIONS, NOT LESS THAN 2 FEET OF FULL HEIGHT CURB SHALL BE PLACED BETWEEN THE RAMPS.



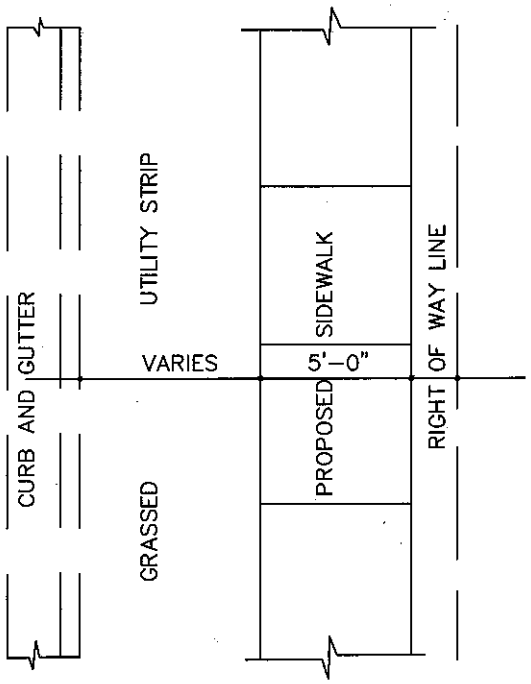
PLACEMENT FOR OBSTRUCTED CORNER RADIUS OR CORNER RADIUS LESS THAN TEN FEET



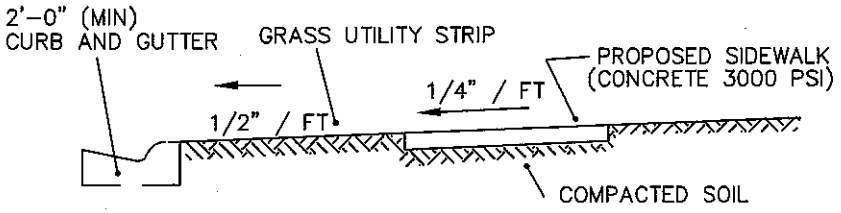
FOR TYPICAL LOCATION OF ACCESSIBLE RAMPS AND PEDESTRIAN CROSSWALKS ON STATE SYSTEM STREETS
(SEE NCDOT STANDARD DRAWINGS)

NOTES:

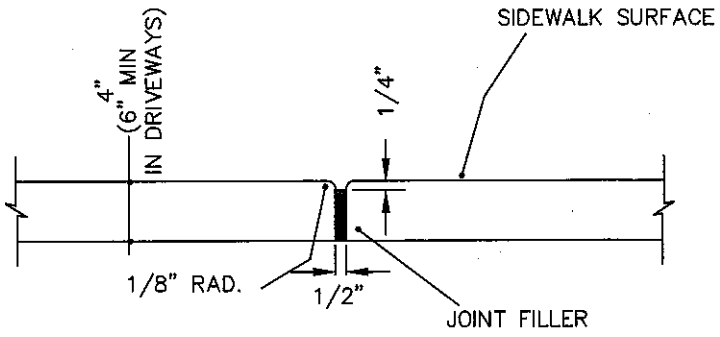
1. TRANSVERSE EXPANSION JOINT TO BE A MAXIMUM OF 50 FT. (90' – EXTRUDED CURB).
2. ALL CONCRETE TO BE FINISHED WITH CURING COMPOUND.



PLAN VIEW



TYPICAL SECTION



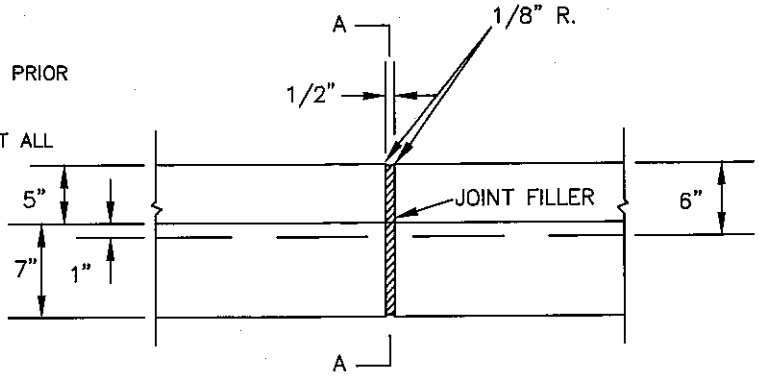
TRANSVERSE EXPANSION JOINT

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 4.02	SHEET 1 OF 1	

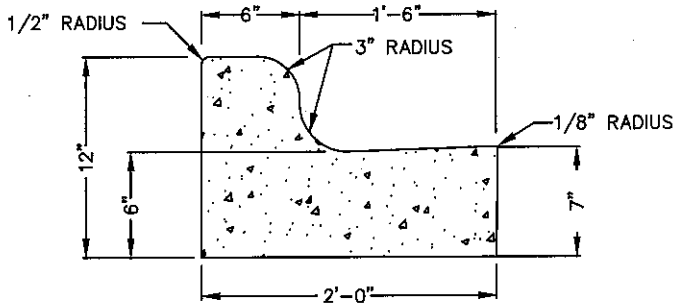
STANDARD CONCRETE SIDEWALK

VILLAGE OF PINEHURST

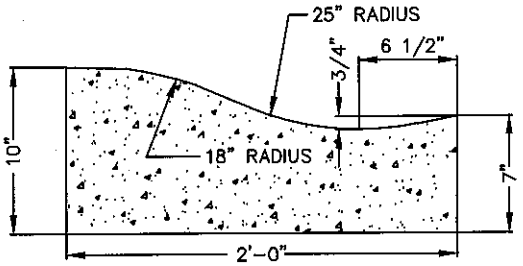
NOTES:
1. 2'–0" VALLEY GUTTER TO BE USED ONLY WITH PRIOR APPROVAL FROM VILLAGE ENGINEER.
2. MAINTAIN 50' MAXIMUM BETWEEN JOINTS OR AT ALL RIGID OBJECTS.



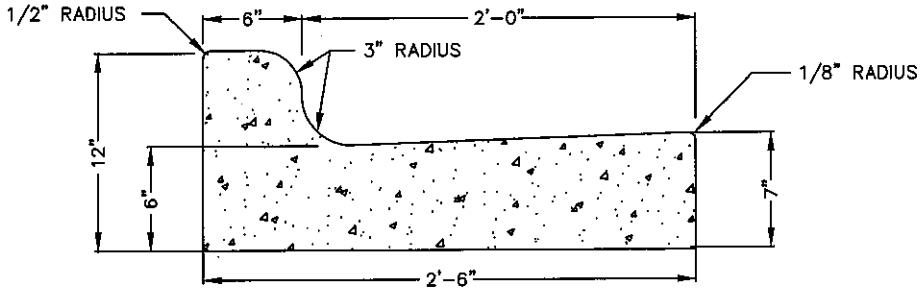
FRONT ELEVATION
TRANSVERSE EXPANSION JOINT



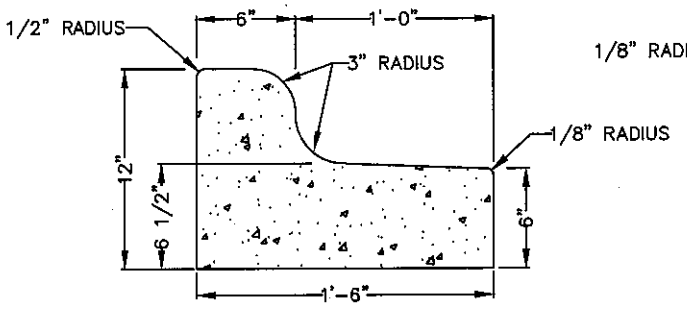
STANDARD 2'–0" CURB AND GUTTER



2'–0" VALLEY GUTTER

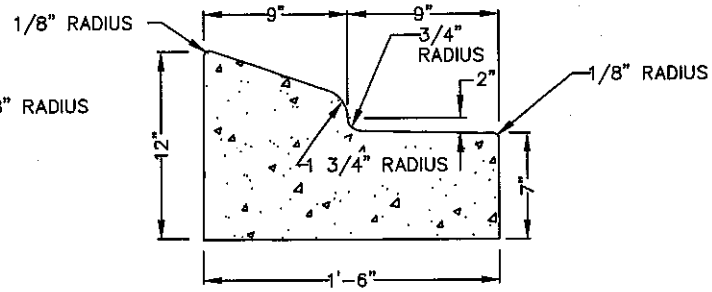


STANDARD 2'–6" CURB AND GUTTER (NCDOT STREETS)



1'–6" MEDIAN CURB AND GUTTER

TO BE USED IN MEDIANS WHEN LANES ARE SLOPED FROM ISLAND.



1'–6" MOUNTABLE CURB AND GUTTER

TO BE USED IN MEDIANS ONLY.

REV	DESCRIPTION	DATE	APPROVED BY
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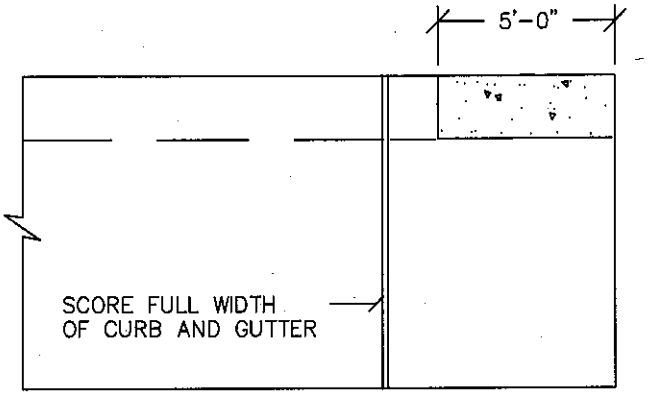
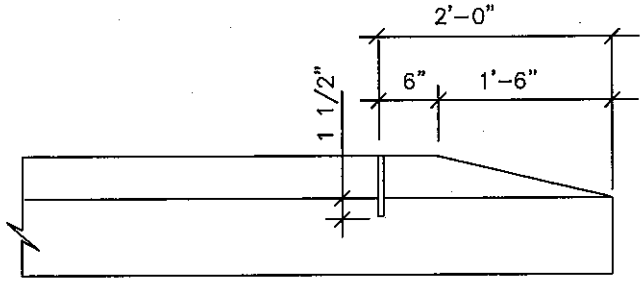
NOT TO SCALE	DWG NO. 4.03	SHEET 1 OF 1	

CURB AND GUTTER

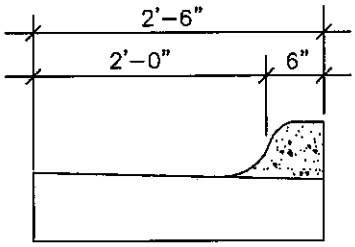
1995 VILLAGE OF PINEHURST



PLAN



FRONT



END

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 4.04		SHEET 1 OF 1

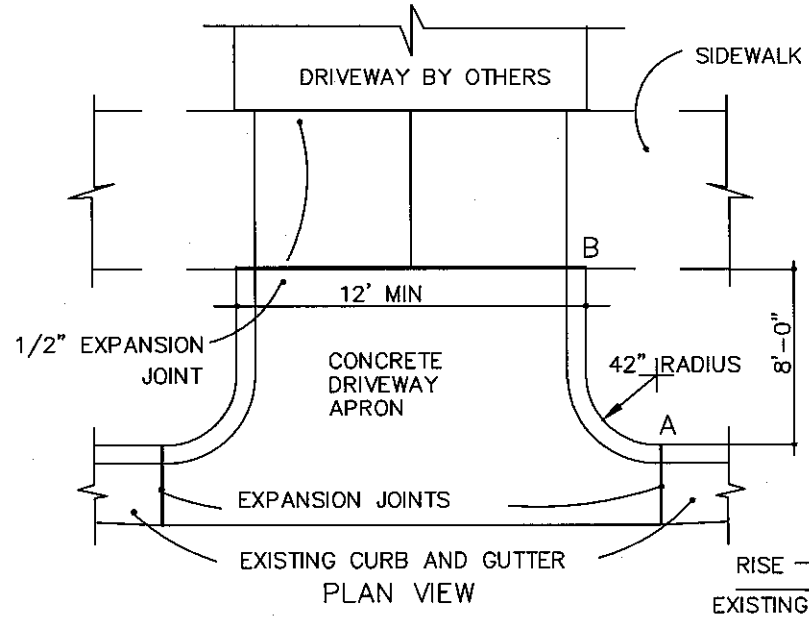
STANDARD METHOD
ENDING CURB
AND GUTTER

VILLAGE OF PINEHURST

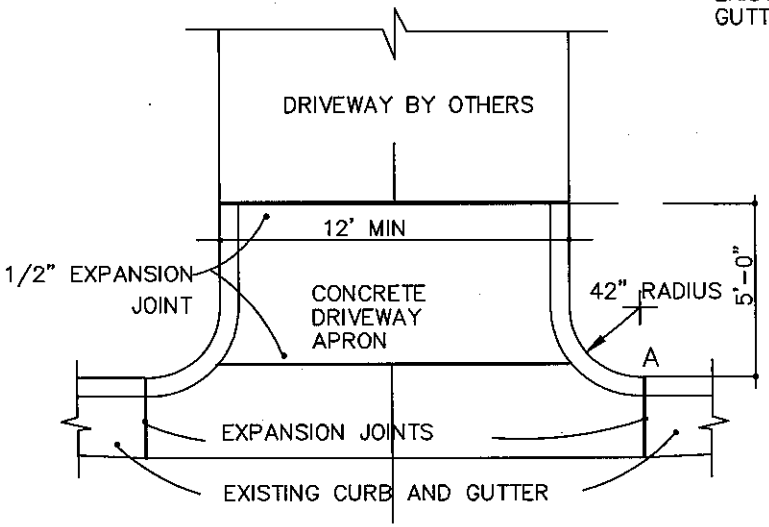
REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA

NOT TO SCALE | DWG NO. 4.05 | SHEET 1 OF 1

RESIDENTIAL DRIVEWAY APRON



PLAN VIEW

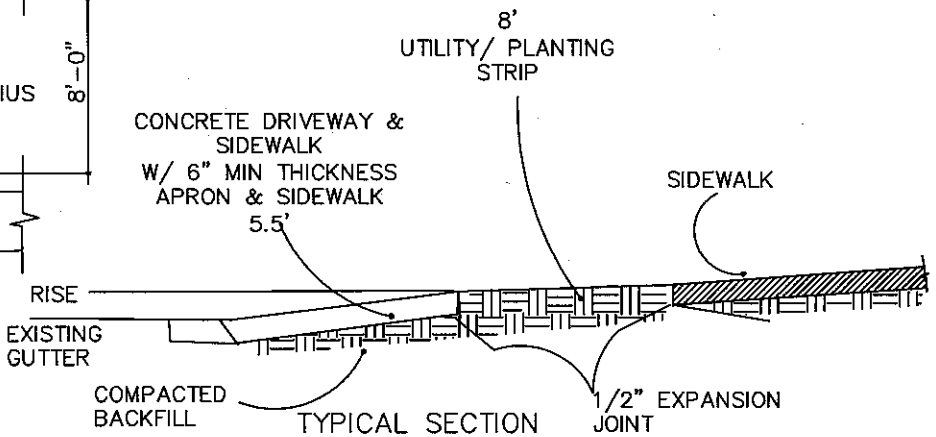


PLAN VIEW

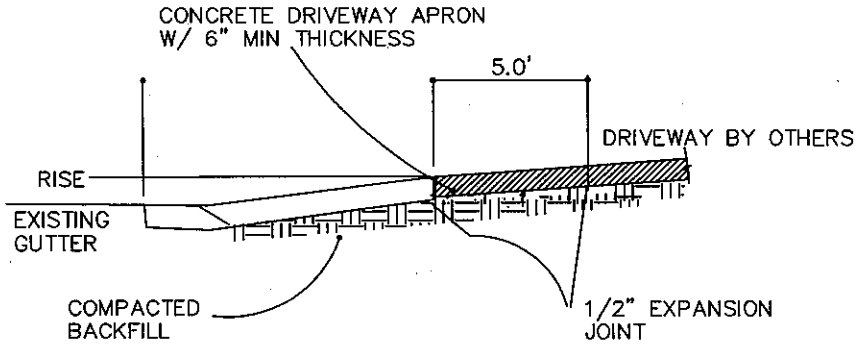
MONOLITHIC POUR

NOTES:

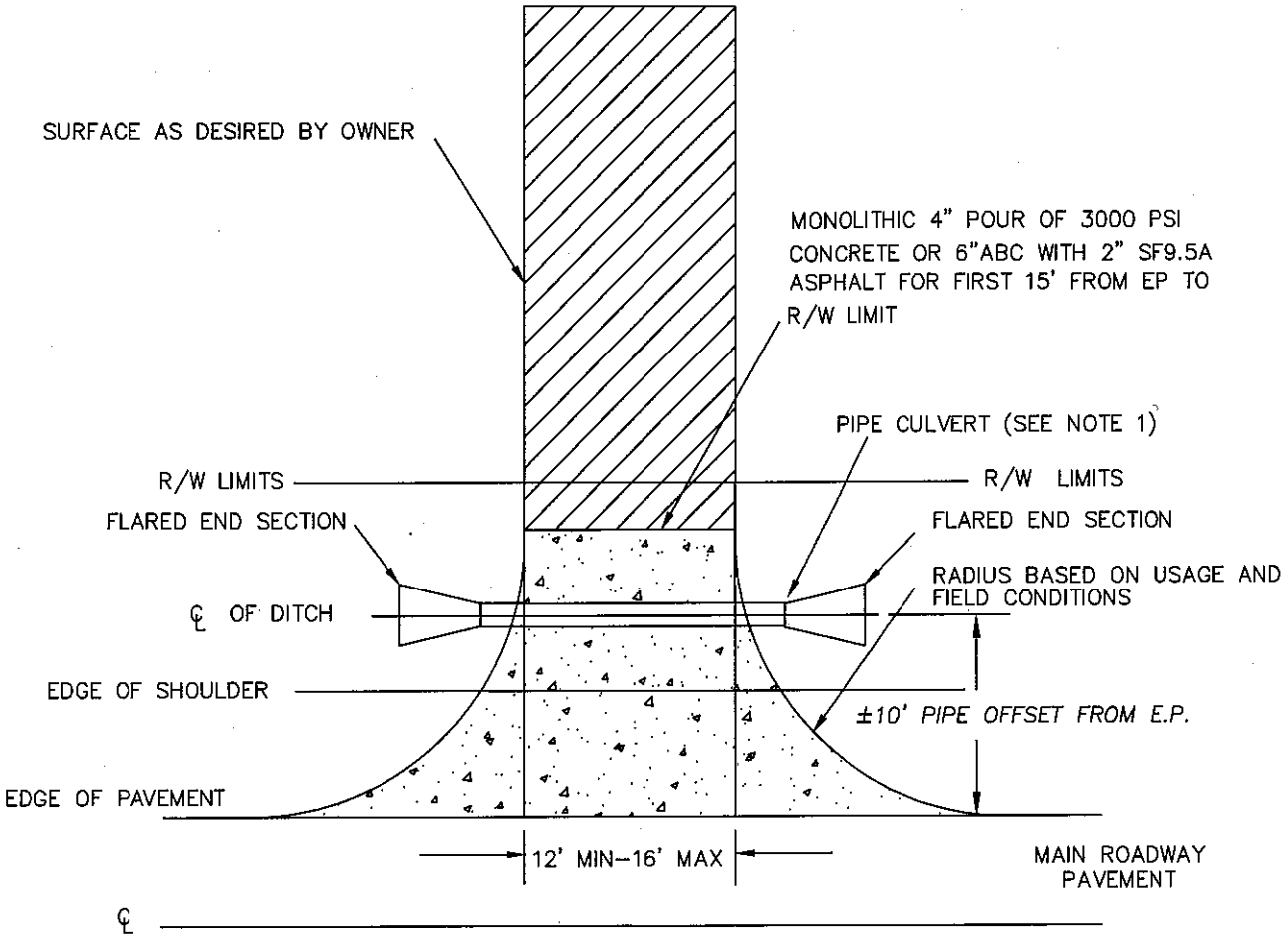
1. RESIDENTIAL DRIVEWAY TO BE 12' TO 18' IN WIDTH.
2. COMMERCIAL AND INDUSTRIAL DRIVEWAY TO BE A MAXIMUM OF 30' WIDE.
3. ALL CONCRETE SHALL BE 3000 PSI.
4. CURB RADIUS SHALL NOT RISE MORE THAN 1 INCH.
5. IF CUT IS WITHIN 5' FROM A JOINT THEN THE CUT SHALL BE MADE TO THAT JOINT.



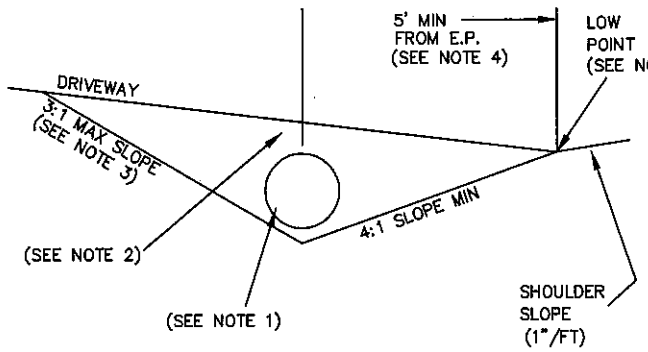
TYPICAL SECTION
DRIVEWAY APRON WITH SIDEWALK



TYPICAL SECTION
DRIVEWAY APRON WITHOUT SIDEWALK



WITH UNPAVED ROADSIDE DITCH



NOTES:

1. IF REQUIRED BY THE VILLAGE, PIPE TO BE RCP, 15" MINIMUM, AND SIZED TO CARRY THE DESIGN FLOW OF THE DITCH.
2. 6" MINIMUM COVER OVER PIPE.
3. STEEPER SLOPES CAN BE ALLOWED WHERE SPECIAL STABILIZATION IS PROVIDED IN ACCORDANCE WITH EROSION AND SEDIMENTATION CONTROL ORDINANCE.
4. USE 5' VERTICAL CURVE FOR TRANSITION.
5. IF REQUIRED BY THE VILLAGE INFRASTRUCTURE SUPERINTENDENT, SOD SHALL ALSO BE PLACED ALONG FRONTAGE WITHIN THE VILLAGE RIGHT-OF-WAY. FINISHED GRADE OF SOD TO BE 1" BELOW EDGE OF ROADWAY.

REV	DESCRIPTION	DATE	APPROVED BY
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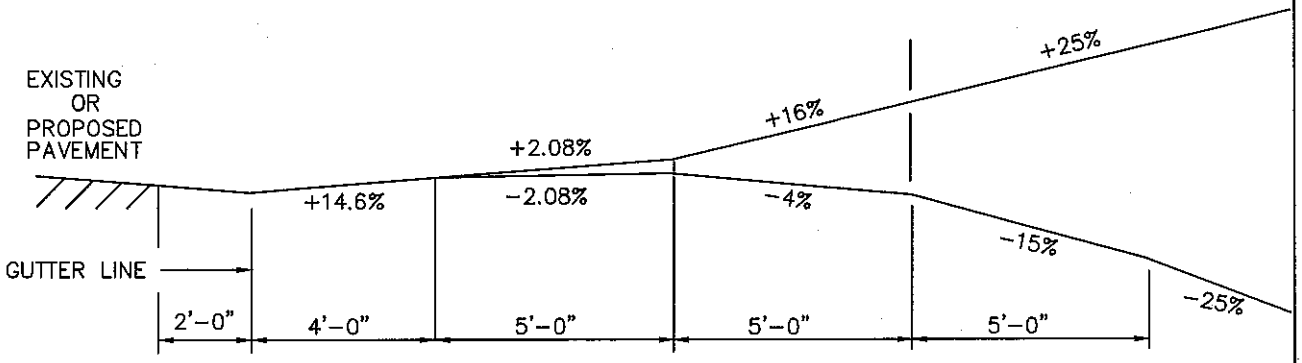
NOT TO SCALE	DWG NO. 4.06-A	SHEET 1 OF 1	

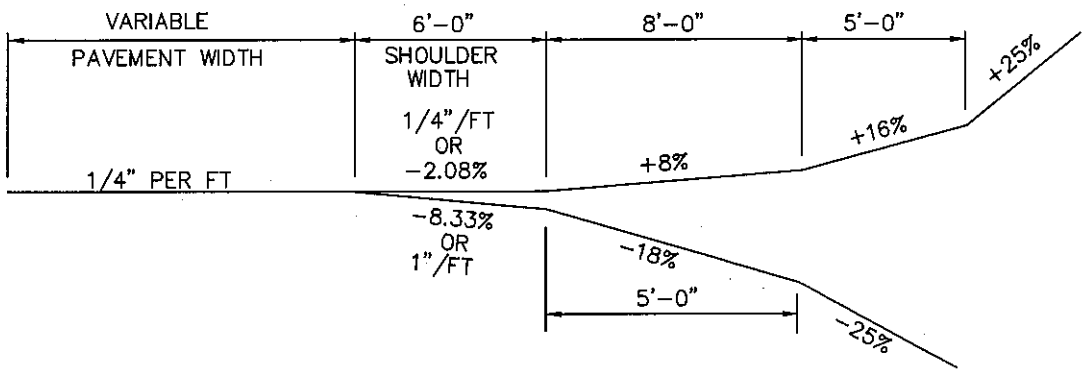
RESIDENTIAL DRIVEWAY APRON ON NON C&G STREETS

VILLAGE OF PINEHURST 1895

DRIVEWAY GRADES



A) CURB & GUTTER, SIDEWALK SECTION



B) SHOULDER SECTION

NOTES:

1. IF THE SLOPE BETWEEN THE TOP OF CURB AND GUTTER AND A POINT 30 FEET FROM THE CURB AND GUTTER EXCEEDS 20%, THIS SLOPE CAN BE ADJUSTED TO A MAXIMUM OF 8.33% (1"/FT) UP OR 4.17% (1/2"/FT) DOWN.

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 4.06−B	SHEET 1 OF 1	

TYPICAL DRIVEWAY SECTIONS NON C&G

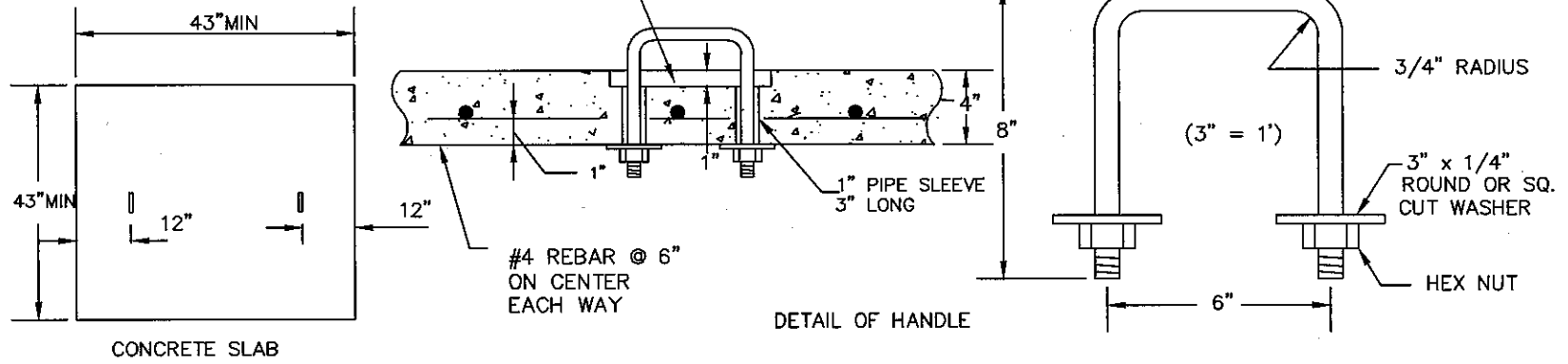
1905 VILLAGE OF PINEHURST

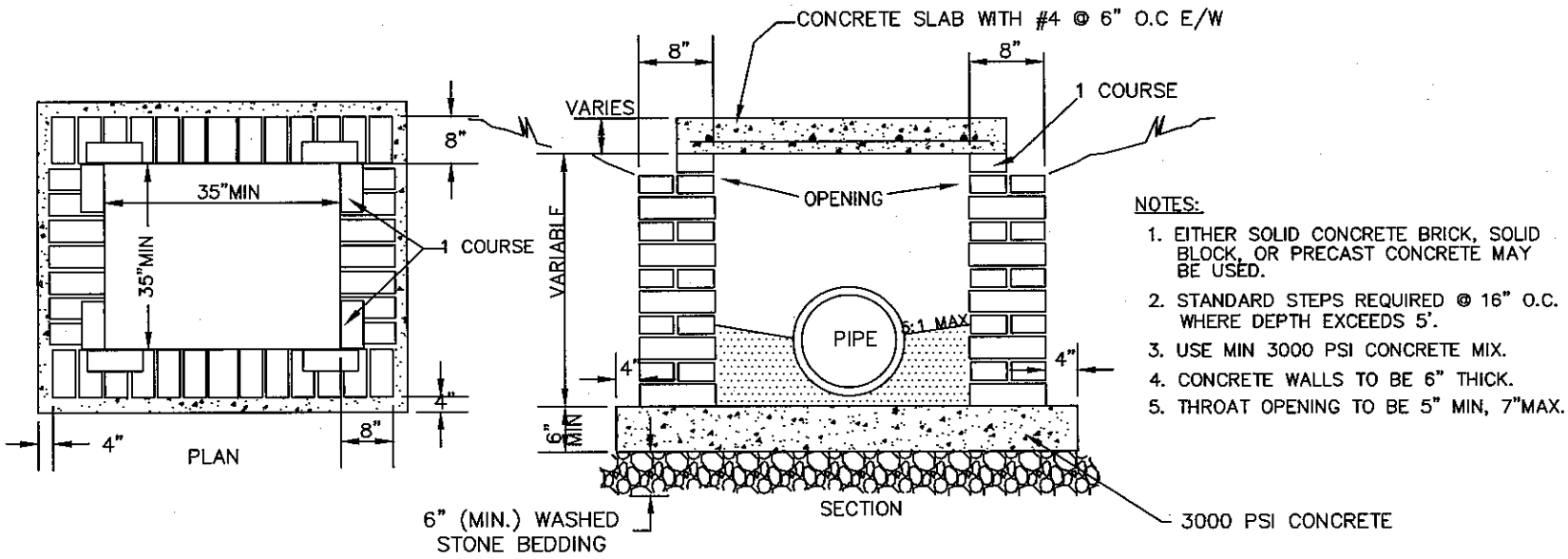
REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA

NOT TO SCALE | DWG NO. 5.01-A | SHEET 1 OF 1

STANDARD YARD INLET WITH CONCRETE SLAB LID

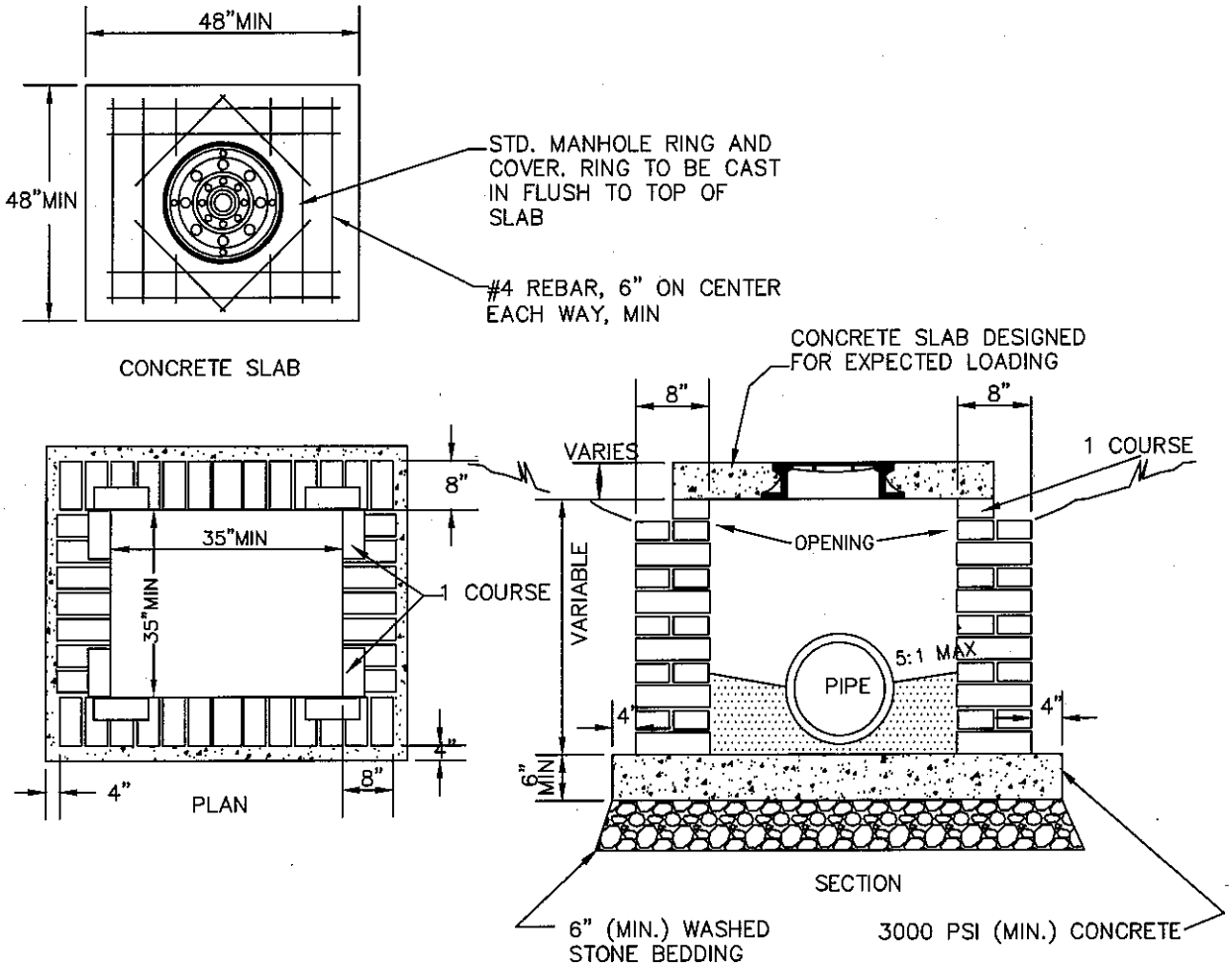
VILLAGE OF PINEHURST 1895





NOTES:

1. EITHER SOLID CONCRETE BRICK, SOLID BLOCK, OR PRECAST CONCRETE MAY BE USED.
2. STANDARD STEPS REQUIRED @ 16" O.C. WHERE DEPTH EXCEEDS 5'.
3. USE MIN 3000 PSI CONCRETE MIX.
4. CONCRETE WALLS TO BE 6" THICK.
5. THROAT OPENING TO BE 5" MIN, 7"MAX.



NOTES:

1. EITHER SOLID BRICK, SOLID BLOCK, OR PRECAST CONCRETE MAY BE USED.
2. STANDARD STEPS REQUIRED @ 16" O.C. WHERE DEPTH EXCEEDS 3'.
3. USE MIN 3000 PSI CONCRETE MIX
3. INSIDE DIMENSION FOR 24" PIPE AND GREATER USE PIPE DIA. PLUS 12".

REV	DESCRIPTION	DATE	APPROVED BY
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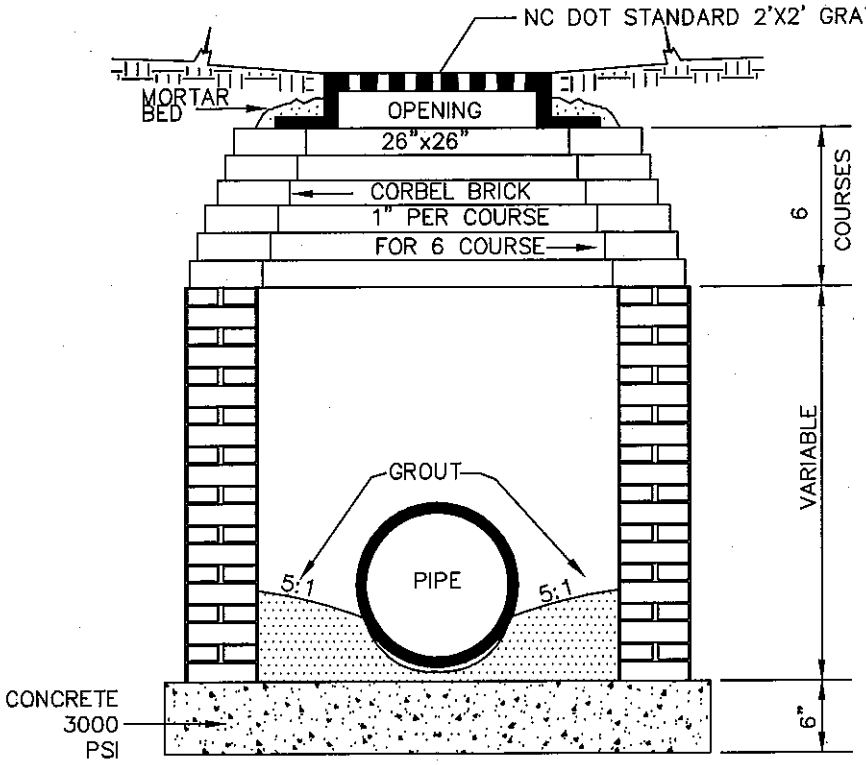
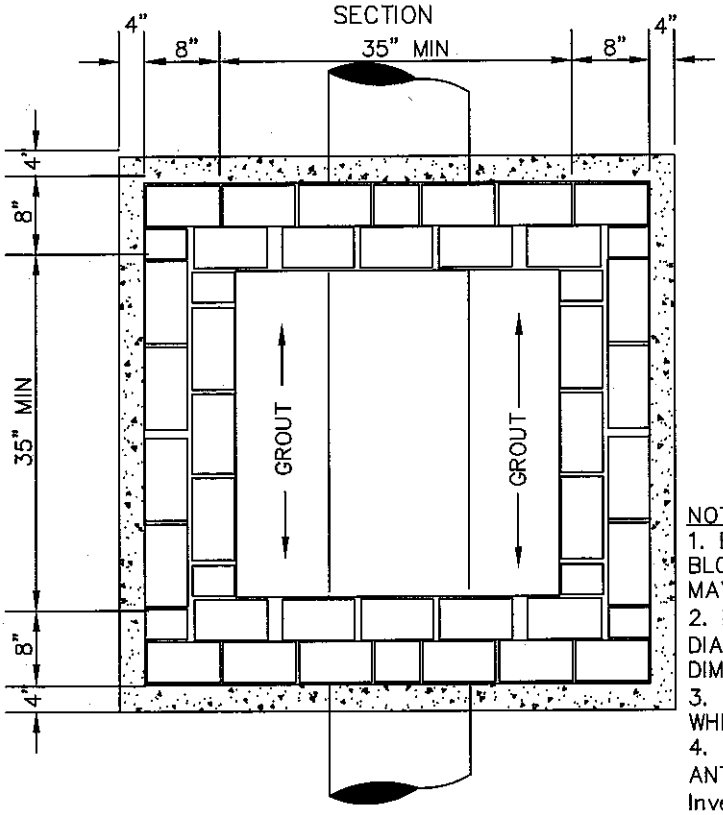
NOT TO SCALE	DWG NO. 5.01-B	SHEET 1 OF 1	

STANDARD
JUNCTION BOX

1905 VILLAGE OF PINEHURST



SECTION



PLAN

NOTES:
1. EITHER SOLID CONCRETE BRICK, SOLID BLOCK OR PRECAST CONCRETE BOX MAY BE USED.
2. FOR 24" R.C.P. AND LARGER USE PIPE DIA. PLUS 12" FOR MINIMUM INSIDE DIMENSION.
3. STANDARD STEPS REQUIRED @ 16" O.C. WHERE DEPTH EXCEEDS 3 FEET.
4. WHERE TRAFFIC WHEEL LOADS ARE ANTICIPATED, USE NCDOT 840.35 (Shaped Invert AS PER 5.02) & 840.22/840.24

REV	DESCRIPTION	DATE	APPROVED BY
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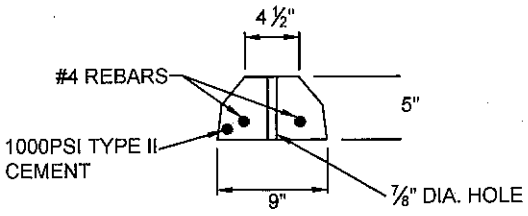
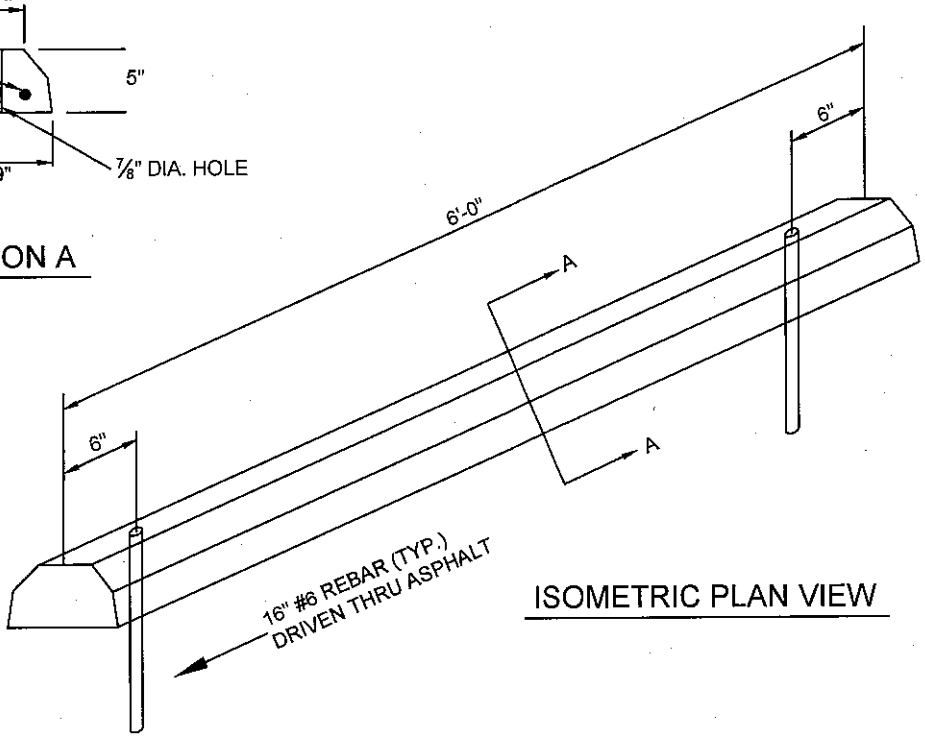
NOT TO SCALE	DWG NO. 5.02	SHEET 1 OF 1	

STANDARD YARD INLET WITH GRATE AND FRAME

1905 VILLAGE OF PINEHURST



SECTION A



ISOMETRIC PLAN VIEW

WHEEL STOP

NOT TO SCALE

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.02-A	SHEET 1 OF 1	

WHEEL STOP

1995 VILLAGE OF PINEHURST

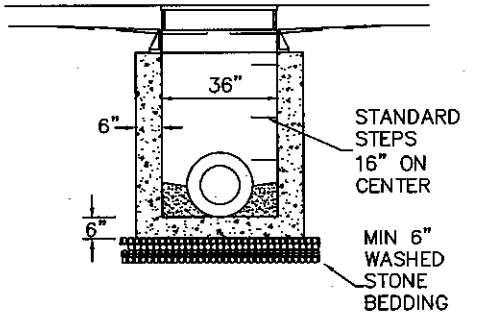
REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA

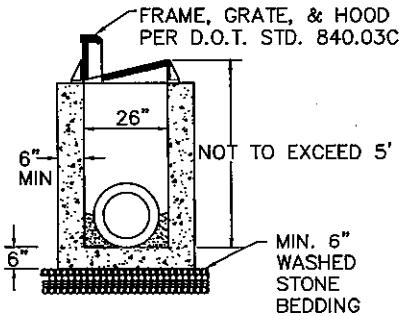
NOT TO SCALE | DWG NO. 5.03-A | SHEET 1 OF 1

PRECAST CONCRETE CATCH BASIN

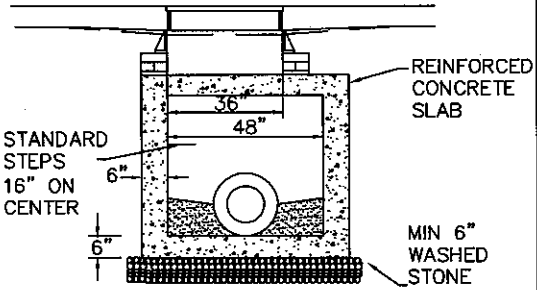
PINEHURST — 1905 — VILLAGE OF

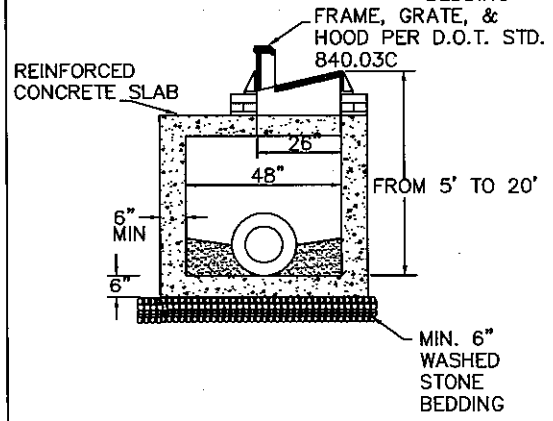
SHALLOW TYPE
(5 FEET OR LESS IN DEPTH)



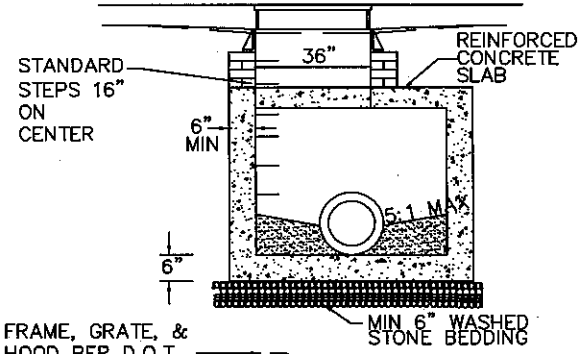


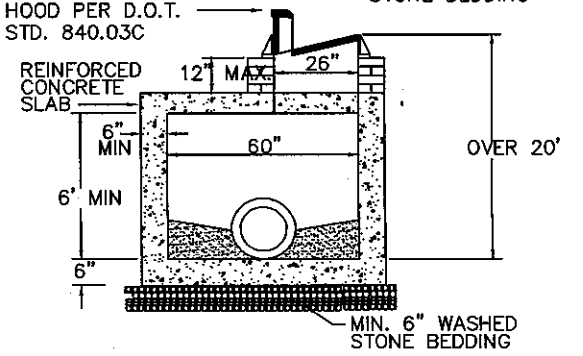
INTERMEDIATE TYPE (4'X4')
(5 FEET TO 20 FEET IN DEPTH)



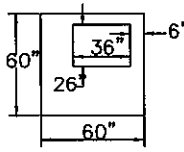


DEEP TYPE (5'X5')
(OVER 20 FEET IN DEPTH)





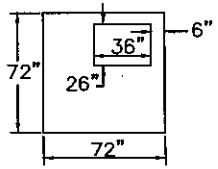
SLAB DETAIL



SLAB THICKNESS AND REINFORCEMENT FOR SOIL AND TRAFFIC LOADING BY AN ENGINEER

SLAB DETAIL

SLAB THICKNESS AND REINFORCEMENT FOR SOIL AND TRAFFIC LOADING BY AN ENGINEER



NOTES:

1. CONCRETE SHALL BE 4000 PSI MIN FOR ALL PRECAST CONCRETE CATCH BASINS.
2. PRECAST CONCRETE STRUCTURES MAY ONLY BE INSTALLED TO DEPTHS CERTIFIED AS ACCEPTABLE BY THE MANUFACTURER.
3. "WAFFLE" BOXES ARE ACCEPTABLE FOR SHALLOW TYPE CATCH BASINS.

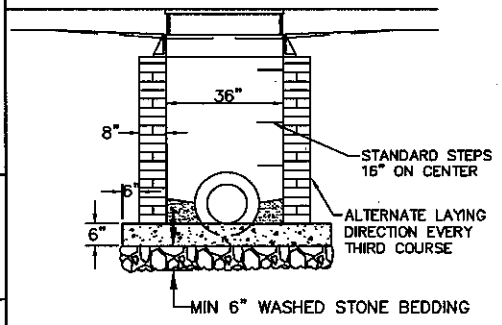
REV	DESCRIPTION	DATE	APPROVED BY
1		12/15	MSA

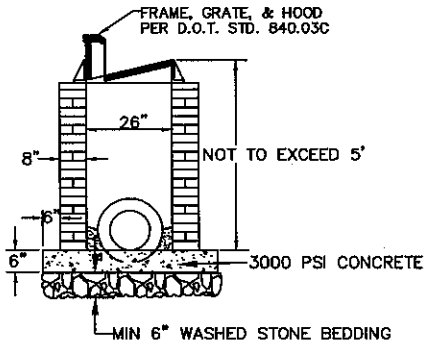
NOT TO SCALE | DWG NO. 5.03-B | SHEET 1 OF 1

CONCRETE BLOCK OR BRICK CATCH BASIN

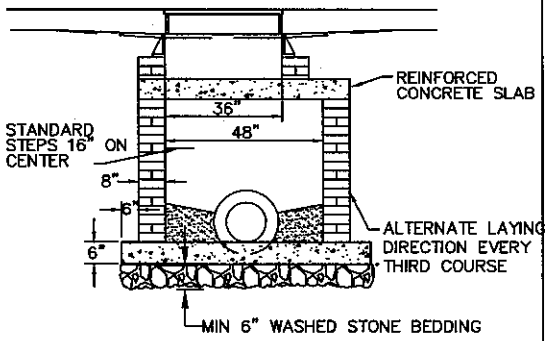
VILLAGE OF PINEHURST 1985

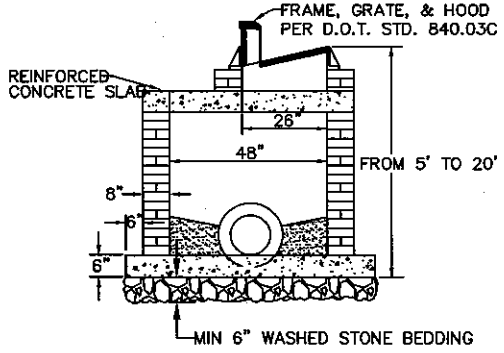
SHALLOW TYPE
(5 FEET OR LESS IN DEPTH)



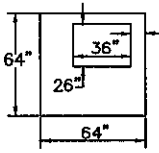


INTERMEDIATE TYPE (4'X4')
(5 FEET TO 20 FEET IN DEPTH)



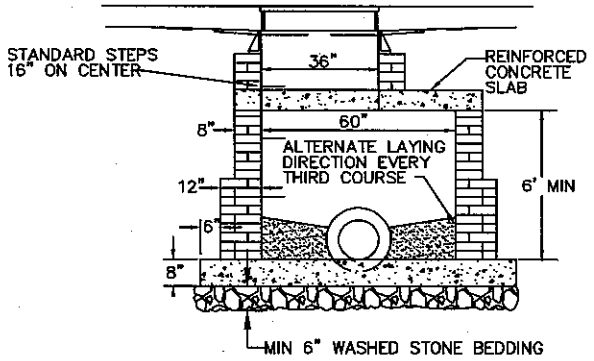


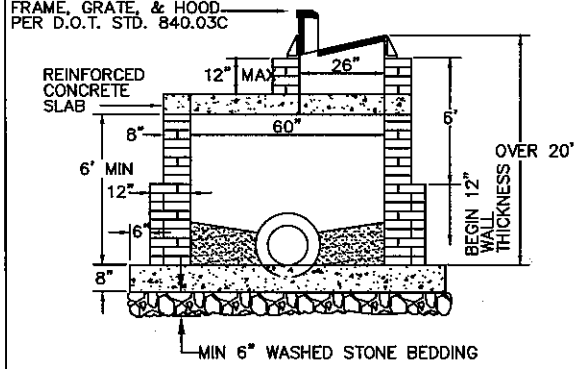
SLAB DETAIL



SLAB THICKNESS AND REINFORCEMENT FOR SOIL AND TRAFFIC LOADING BY AN ENGINEER

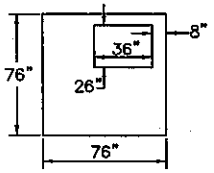
DEEP TYPE (5'X5')
(OVER 20 FEET IN DEPTH)





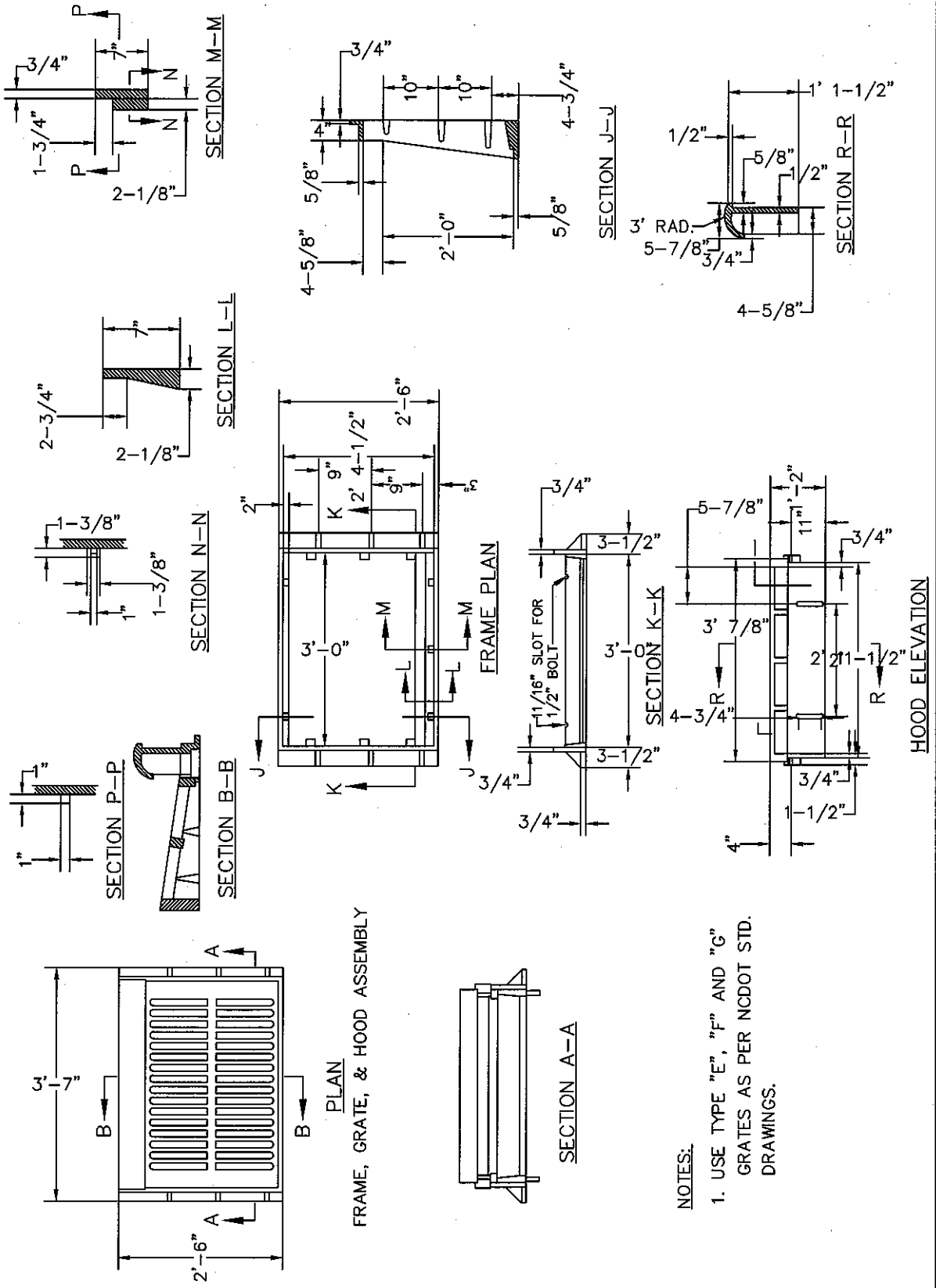
SLAB DETAIL

SLAB THICKNESS AND REINFORCEMENT FOR SOIL AND TRAFFIC LOADING BY AN ENGINEER



NOTES:

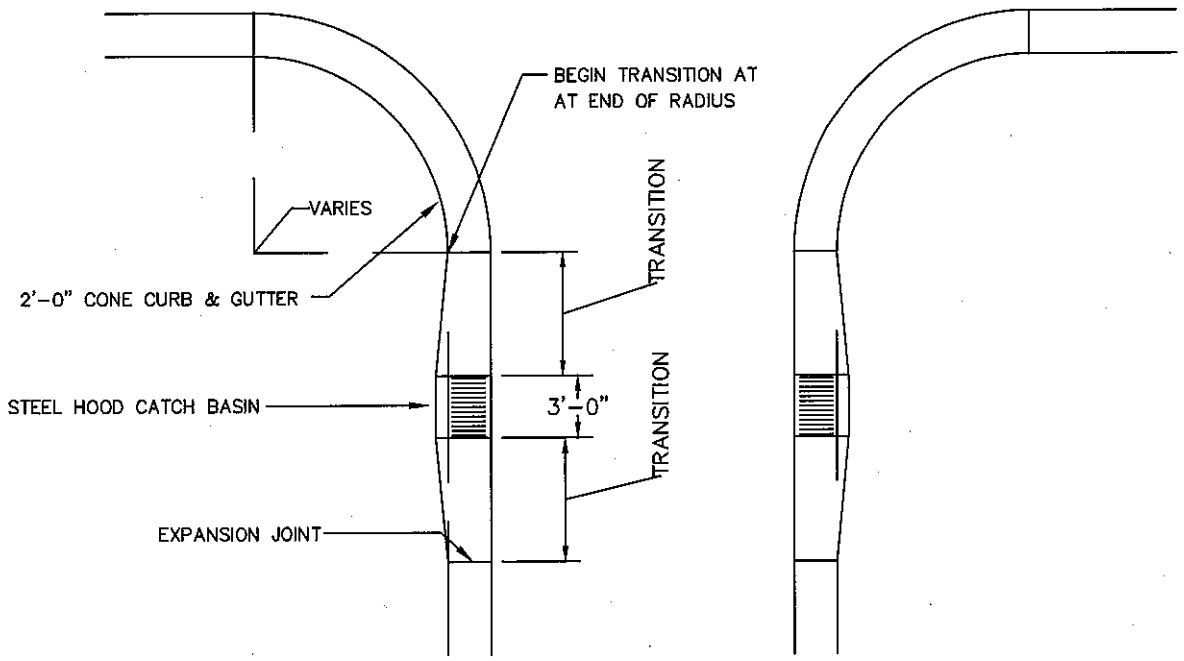
1. OVER 8' IN DEPTH, 12" WALL THICKNESS TO 6' FROM TOP OF WALL AND 8" BOTTOM SLAB SHALL BE USED.



REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.04	SHEET 1 OF 1	

FRAME, GRATE AND HOOD FOR CATCH BASIN

VILLAGE OF PINEHURST



PLAN

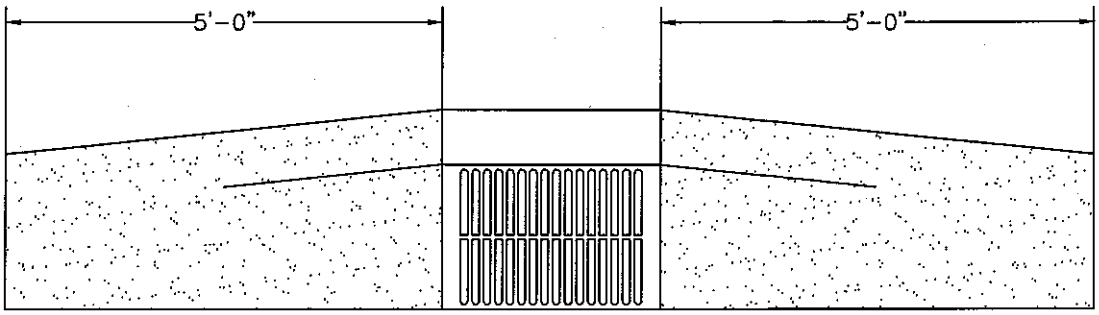
NOTES:

1. WHERE 2'-6" CURB AND GUTTER IS USED, CATCH BASINS MAY BE LOCATED AT END OF RADIUS.
2. RADIUS AT INTERSECTION MAY VARY.

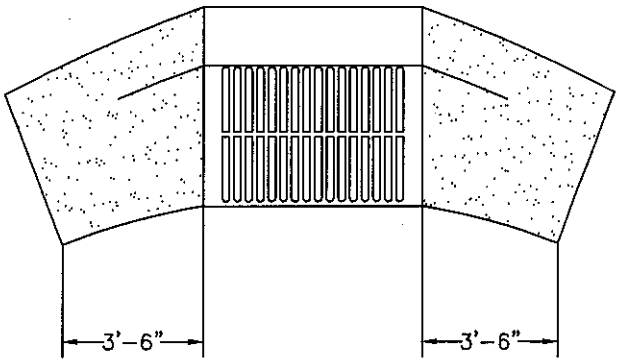
REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.05-A	SHEET 1 OF 1	

CATCH BASIN PLACEMENT AT INTERSECTIONS

1895 VILLAGE OF PINEHURST



PLAN FOR TANGENT SECTION



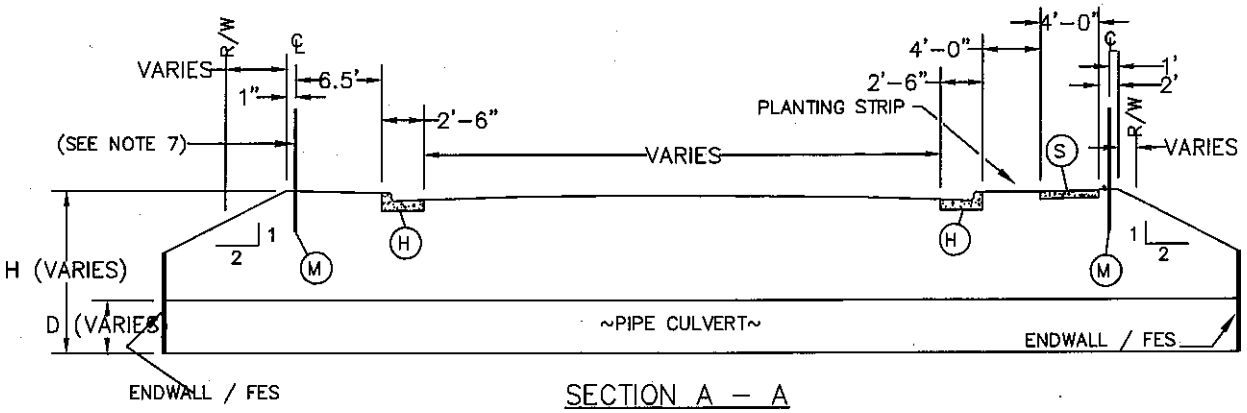
PLAN FOR RESIDENTIAL CUL-DE-SAC

NOTES:
1. TRANSITION FROM VALLEY GUTTER TO 2'-6" SECTION TO BE MADE OVER 10' LENGTH.

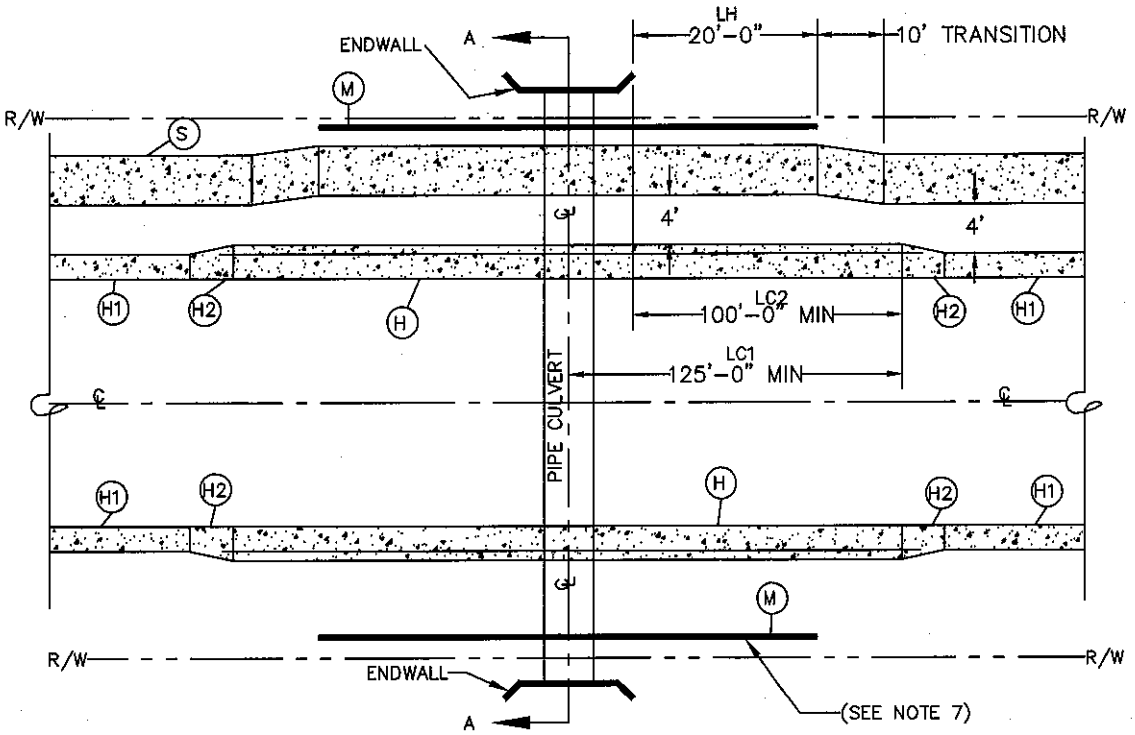
REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.05-B	SHEET 1 OF 1	

CATCH BASIN FRAME IN VALLEY CURB

1895 VILLAGE OF PINEHURST



SECTION A – A



PLAN VIEW

(H) 2'–6" CURB AND GUTTER.

(M) HANDRAIL.

(S) 4'–0" SIDEWALK.

(H1) 2'–0" VALLEY GUTTER.

(H2) CURB TRANSITION 2'–6" CURB AND GUTTER TO 2'–0" VALLEY GUTTER.

LH = DISTANCE FROM END OF WINGWALL TO END OF HANDRAIL.

LC1 = DISTANCE FROM ℄ OF CULVERT TO END OF 2'–6" CURB AND GUTTER GUTTER.

LC2 = DISTANCE FROM END OF WINGWALL TO END OF 2'–6" CURB AND GUTTER.

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.06–A	SHEET 1 OF 1	

CULVERT CROSSINGS AT RESIDENTIAL AND COMMERCIAL STREETS

1905 VILLAGE OF PINEHURST

NOTES:

1. UNLESS OTHERWISE DETERMINED BY THE VILLAGE ENGINEER, THE MEASURES ILLUSTRATED SHALL BE USED WHEN CULVERT DIAMETER, D, IS GREATER THAN OR EQUAL TO 24 INCHES AND WHEN THE DIFFERENCE IN ELEVATION BETWEEN THE CULVERT INVERT AND THE TOP OF SLOPE, H, IS GREATER THAN OR EQUAL TO 5 FEET.
2. INSTALLATION OF 2'-6" CURB AND GUTTER MAY NOT BE REQUIRED WHEN AN ADEQUATE CLEAR ZONE IS PROVIDED FOR VEHICLES WITH A MAXIMUM OF 6:1 SLOPE (SEE TABLE 1).
3. INSTALLATION OF HANDRAIL MAY NOT BE REQUIRED WHEN A 10-FOOT PEDESTRIAN CLEAR ZONE IS PROVIDED BEHIND THE SIDEWALK WITH A MAXIMUM OF 6:1 SLOPE. WHERE NO SIDEWALK IS REQUIRED, INSTALLATION OF HANDRAIL MAY NOT BE REQUIRED WHEN A 15-FOOT PEDESTRIAN CLEAR ZONE IS PROVIDED BEHIND THE CURB WITH A MAXIMUM OF 6:1 SLOPE.
4. FOR CULVERT CROSSINGS WITHOUT ENDWALLS, LH AND LC2 SHALL BE MEASURED FROM THE OUTSIDE OF THE NEAREST WALL OF THE CULVERT BARREL.
5. FOR MULTIPLE BARREL CULVERT CROSSINGS, LC1 SHALL BE MEASURED FROM THE CENTERLINES OF THE OUTBOARD CULVERT BARRELS.
6. WHEN NECESSARY, AS DETERMINED BY THE VILLAGE ENGINEER, MEASURES ADDITIONAL TO THOSE ILLUSTRATED MAY BE REQUIRED.
7. INSTALLATION OF HANDRAIL IS REQUIRED ON THE SIDEWALK SIDE OF STREET IF SIDEWALK IS ONLY REQUIRED ON ONE SIDE OF STREET. INSTALLATION OF HANDRAIL IS REQUIRED ON BOTH SIDES OF STREET IF SIDEWALK IS REQUIRED ON BOTH SIDES OR IF NO SIDEWALK IS REQUIRED.
8. DESIGN ADT IS CALCULATED ASSUMING A TRIP GENERATION OF 13 DAILY TRIPS PER SINGLE FAMILY DWELLING UNIT.
9. ALL CULVERT CROSSINGS WITHOUT HEADWALLS SHALL HAVE FLARED END SECTIONS.

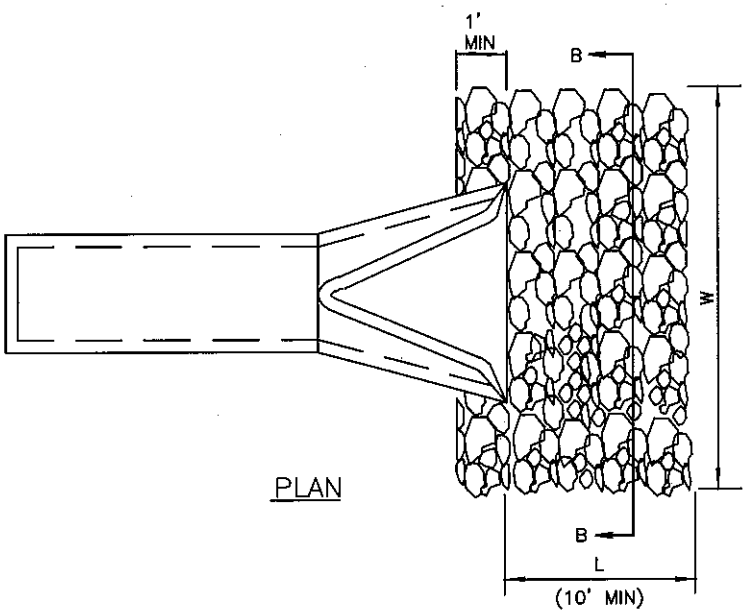
TABLE 1.
CLEAR ZONE DISTANCES
LOCAL, COLLECTOR, AND COMMERCIAL STREETS

DESIGN ADT	CLEAR ZONE FROM EDGE OF PAVEMENT	
	TANGENT SECTION	CURVE (WITHIN 125' OF CULVERT)
UNDER 750	10'	15'
750 – 1500	12'	18'
1501 – 6000	14'	21'
OVER 6000	16'	24'

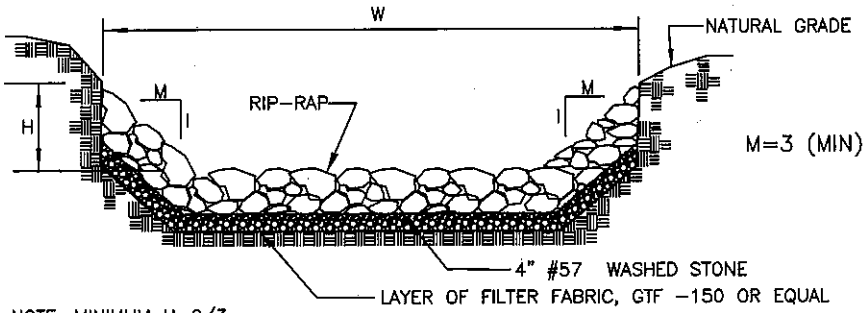
REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.06-B	SHEET 2 OF 2	

CULVERT CROSSINGS AT RESIDENTIAL AND COMMERCIAL STREETS

VILLAGE OF PINEHURST



PLAN



NOTE: MINIMUM H=2/3 PIPE DIAMETER

SECTION B-B

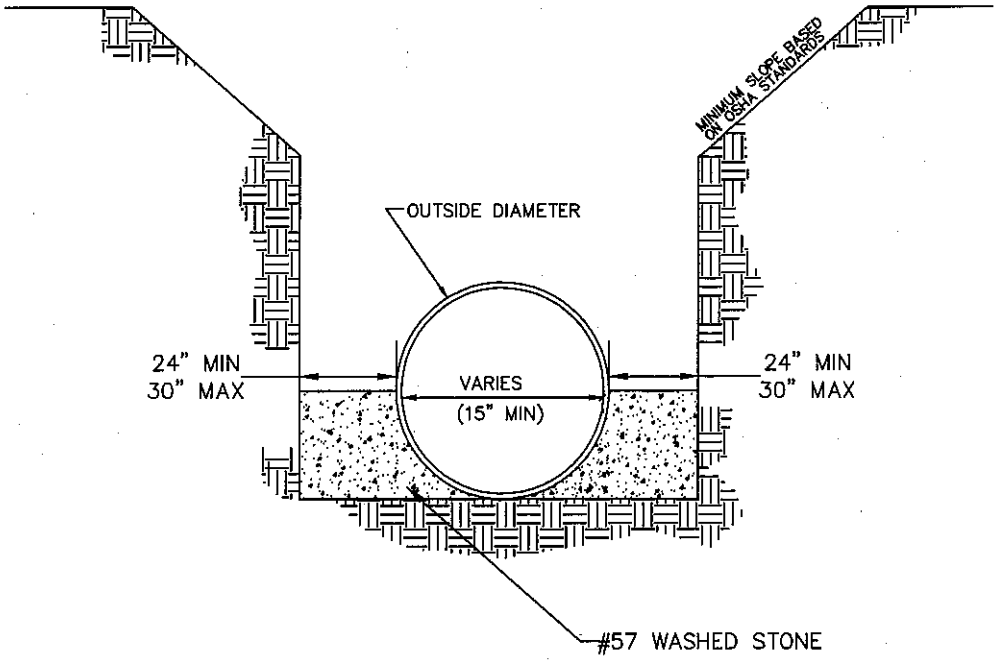
NOTES:

1. CLASS OR MEDIAN SIZE OF RIP-RAP AND LENGTH, WIDTH AND DEPTH OF APRON TO BE DESIGNED BY THE ENGINEER.
2. NO BENDS OR CURVES IN THE HORIZONTAL ALIGNMENT OF THE APRON WILL BE PERMITTED.
3. RIP-RAP SHOULD EXTEND UP BOTH SIDES OF THE APRON AND AROUND THE END OF THE PIPE OR CULVERT AT THE DISCHARGE OUTLET AT A MAXIMUM SLOPE OF 3:1 AND A HEIGHT NOT LESS THAN TWO THIRDS THE PIPE DIAMETER OR CULVERT HEIGHT.
4. THERE SHALL BE NO OVERFLOW FROM THE END OF THE APRON TO THE SURFACE OF THE RECEIVING CHANNEL. THE AREA TO BE PAVED OR RIP-RAPPED SHALL BE UNDERCUT SO THAT THE INVERT OF THE APRON SHALL BE AT THE SAME GRADE (FLUSH) WITH THE SURFACE OF THE RECEIVING CHANNEL. THE APRON SHALL HAVE A CUTOFF OR TOE WALL AT THE DOWNSTREAM END.
5. THE WIDTH OF THE END OF THE APRON SHALL BE EQUAL TO THE BOTTOM WIDTH OF THE RECEIVING CHANNEL. MAXIMUM TAPER TO RECEIVING CHANNEL 5:1.
6. ALL SUBGRADE FOR STRUCTURE TO BE COMPACTED TO 95% OR GREATER.
7. THE PLACING OF FILL, EITHER LOOSE OR COMPACTED IN THE RECEIVING CHANNEL SHALL NOT BE ALLOWED.

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.07	SHEET 1 OF 1	

RIP-RAP
APRON
AT CULVERTS

1995 VILLAGE OF PINEHURST



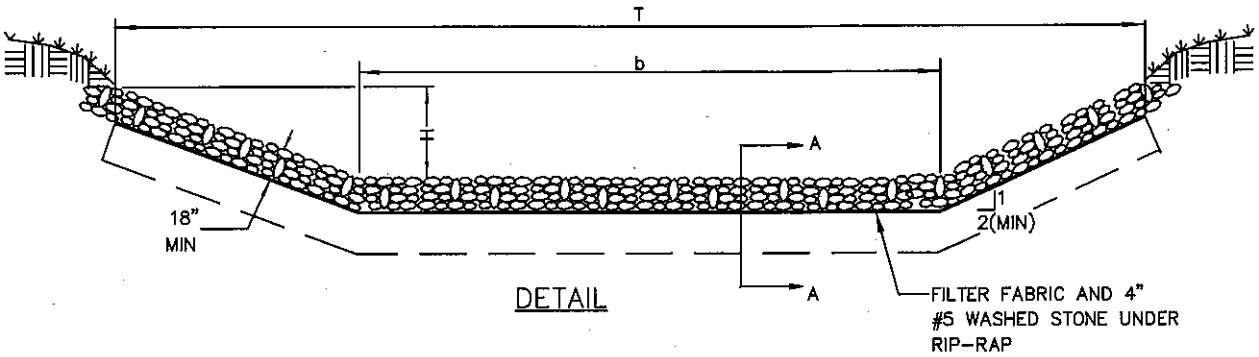
NOTES:

1. A MINIMUM OF 24" FROM OUTSIDE DIAMETER OF PIPE TO SIDE OF TRENCH MUST BE ALLOWED FOR COMPACTION OF FILL MATERIAL. BACKFILLING OF TRENCHES SHALL BE ACCOMPLISHED IMMEDIATELY AFTER THE PIPE IS LAID THE FILL AROUND THE PIPE SHALL BE PLACED IN LAYERS NOT TO EXCEED 6". UNDER NO CIRCUMSTANCES SHALL WATER BE PERMITTED TO RISE IN UNBACKFILLED TRENCHES AFTER THE PIPE HAS BEEN PLACED. COMPACTION REQUIREMENTS SHALL BE ATTAINED BY THE USE OF THE MECHANICAL TAMPS ONLY. EACH AND EVERY LAYER OF BACKFILL SHALL BE PLACED LOOSE AND THOROUGHLY COMPACTED INTO PLACE.
2. ALL BACKFILL MATERIAL SHALL HAVE AN IN PLACE COMPACTED DENSITY OF 95% OF STANDARD PROCTOR. THE FINAL 2' BELOW FINISHED GRADE SHALL BE 100%.
3. ALL TRENCHING OPERATIONS SHALL MEET OSHA STANDARDS.
4. BACKFILL MATERIAL BENEATH ROADWAY SHALL BE SELECT BACKFILL MATERIAL.
5. HAUNCHING SHALL BE WITH #57 OR #67 WASHED STONE UNLESS OTHERWISE APPROVED BY THE VILLAGE ENGINEER.

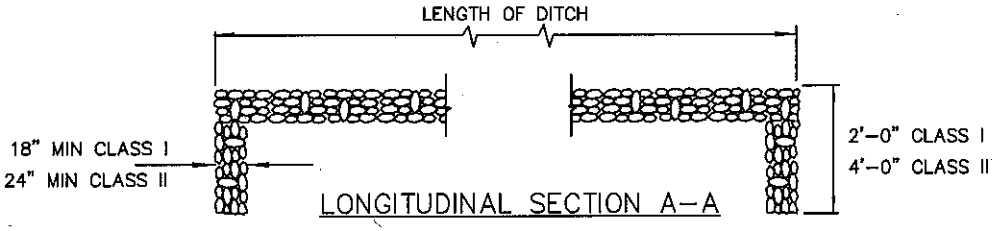
REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.08	SHEET 1 OF 1	

TRENCH DETAIL FOR STORM DRAIN PIPES

1995 VILLAGE OF PINEHURST



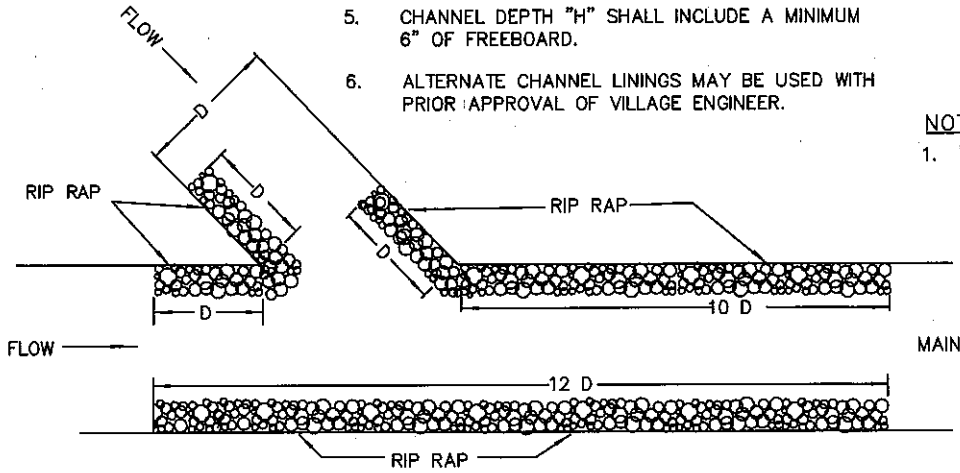
DETAIL



LONGITUDINAL SECTION A-A

GENERAL NOTES:

1. IF BEDROCK IS ENCOUNTERED WITHIN THE LIMITS OF THE TOEWALL, BEGIN TOEWALL ON THE BEDROCK OR AS DIRECTED BY THE ENGINEER.
2. WHERE ONLY ONE SIDE REQUIRES RIP-RAP CLASS I OR II, LIST STATION AND SIDE OF SAME.
3. CHANNEL AND RIP-RAP SIZE TO BE DESIGNED BY THE ENGINEER.
4. DEPENDING ON SOIL CONDITIONS, WASHED STONE AND FILTER FABRIC MAY BE NECESSARY UNDER RIP-RAP.
5. CHANNEL DEPTH "H" SHALL INCLUDE A MINIMUM 6" OF FREEBOARD.
6. ALTERNATE CHANNEL LININGS MAY BE USED WITH PRIOR APPROVAL OF VILLAGE ENGINEER.



CHANNEL INTERSECTIONS

NOTE:

1. "D" EQUALS DIAMETER OF PIPE OR BOTTOM WIDTH OF CHANNEL.

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.09	SHEET 1 OF 1	

RIP-RAP LINED DITCHES

VILLAGE OF PINEHURST

EASEMENT REQUIREMENTS FOR OPEN STORM DRAINAGE CHANNELS	
AREA IN ACREAGE	EASEMENT REQUIREMENT
0–45 AC.	20'
	20'
	20'
45–120 AC.	30'
120–500 AC.	40'
500 AC.+	(SEE NOTE)

EASEMENT REQUIREMENTS FOR STORM DRAIN PIPE	
PIPE SIZE	EASEMENT REQUIREMENT
15"	20'
18"	20'
24"	20'
30"	20'
36"	20'
42"	25'
48"	30'
54"+	30'MIN (VARIES)

NOTES:

1. FOR STREAMS CARRYING 500 ACRES OR MORE OF SURFACE RUNOFF, THE EASEMENT REQUIREMENT IS TO BE THE WIDTH OF THE STREAM FROM TOP OF BANK TO TOP OF BANK, PLUS (+) 10' ON EACH SIDE OF STREAM. (40' MINIMUM WIDTH)
2. FOR OPEN CHANNELS, THE MINIMUM EASEMENT MUST CONTAIN THE WIDTH OF THE STREAM FROM TOP OF BANK TO TOP BANK.

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.10		SHEET 1 OF 1

MINIMUM DRAINAGE EASEMENT REQUIREMENTS FOR STORM DRAIN PIPES AND OPEN CHANNELS

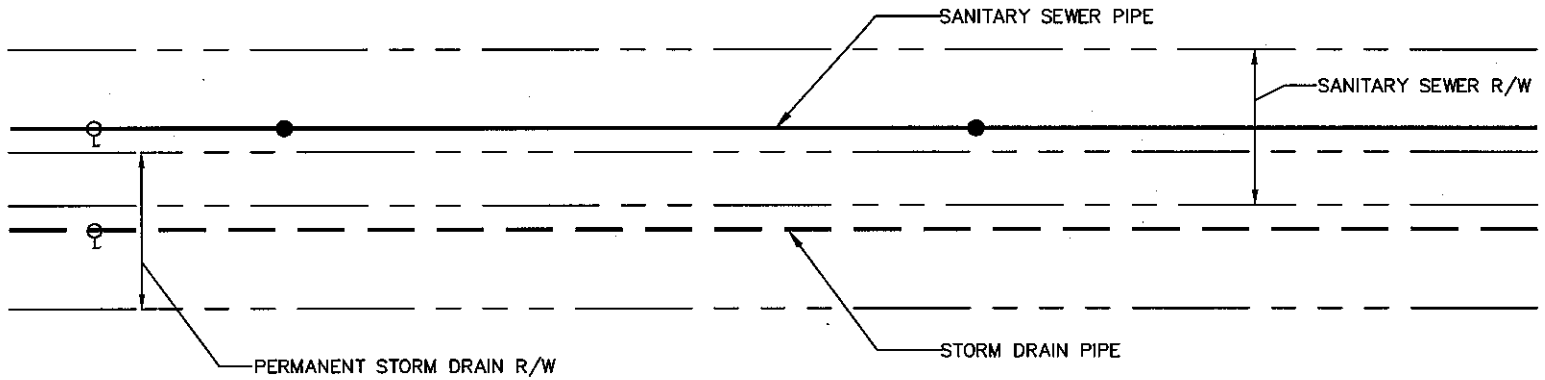
1995 VILLAGE OF PINEHURST

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA

NOT TO SCALE | DWG NO. 5.11 | SHEET 1 OF 1

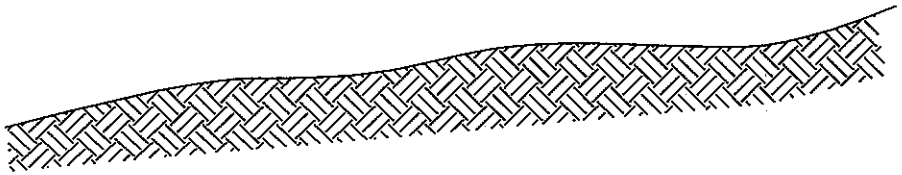
OVERLAPPING STORM DRAIN/ SANITARY SEWER EASEMENTS

VILLAGE OF PINEHURST 1895

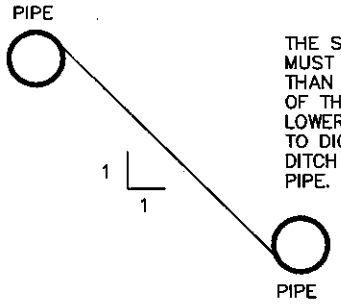


THE SANITARY SEWER AND STORM DRAINAGE RIGHTS OF WAY MAY OVERLAP; HOWEVER, THE PIPE AND ASSOCIATED STRUCTURES MUST NOT BE IN THE OTHER UTILITY'S RIGHT OF WAY. THE SANITARY SEWER RIGHT OF WAY WIDTHS SHALL BE AS OUTLINED IN THE UTILITY OWNER'S STANDARDS. THIS DETAIL DOES NOT APPLY TO STORM DRAINAGE UTILIZING OPEN CHANNEL FLOW.

PLAN VIEW

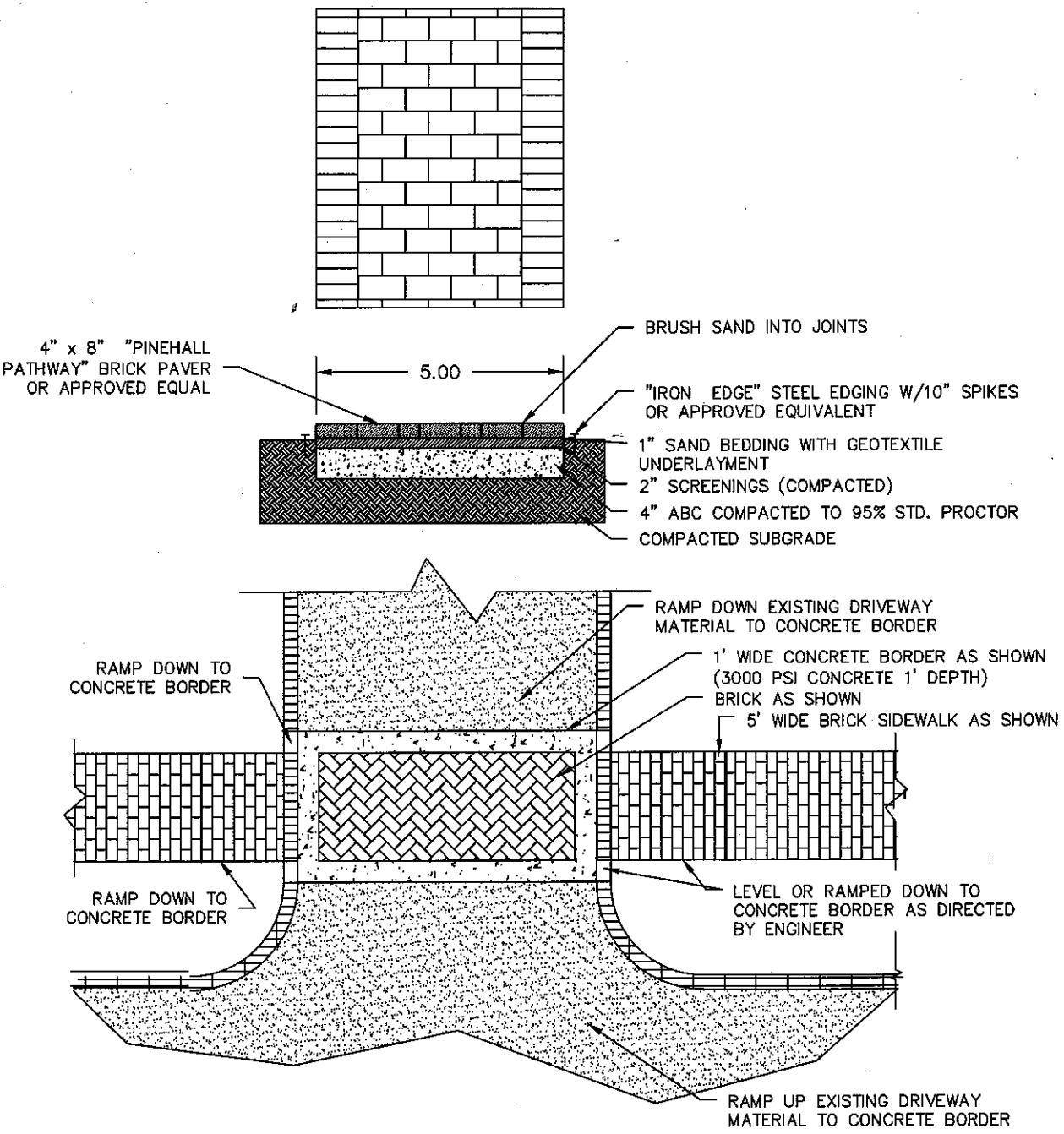


THE VERTICAL SEPARATION GUIDELINE WILL BE USED UP TO THE POINT WHERE THE TWO RIGHTS OF WAY ADJOIN EACH OTHER.



THE SANITARY SEWER AND STORM DRAINAGE PIPES MUST BE NO CLOSER TOGETHER HORIZONTALLY THAN THE VERTICAL DISTANCE BETWEEN THE TOP OF THE HIGHER PIPE AND THE BOTTOM OF THE LOWER PIPE. A MAINTENANCE CREW MUST BE ABLE TO DIG DOWN TO THE LOWER PIPE SLOPING THE DITCH ON A 1:1 SLOPE AND NOT EXPOSE THE HIGHER PIPE.

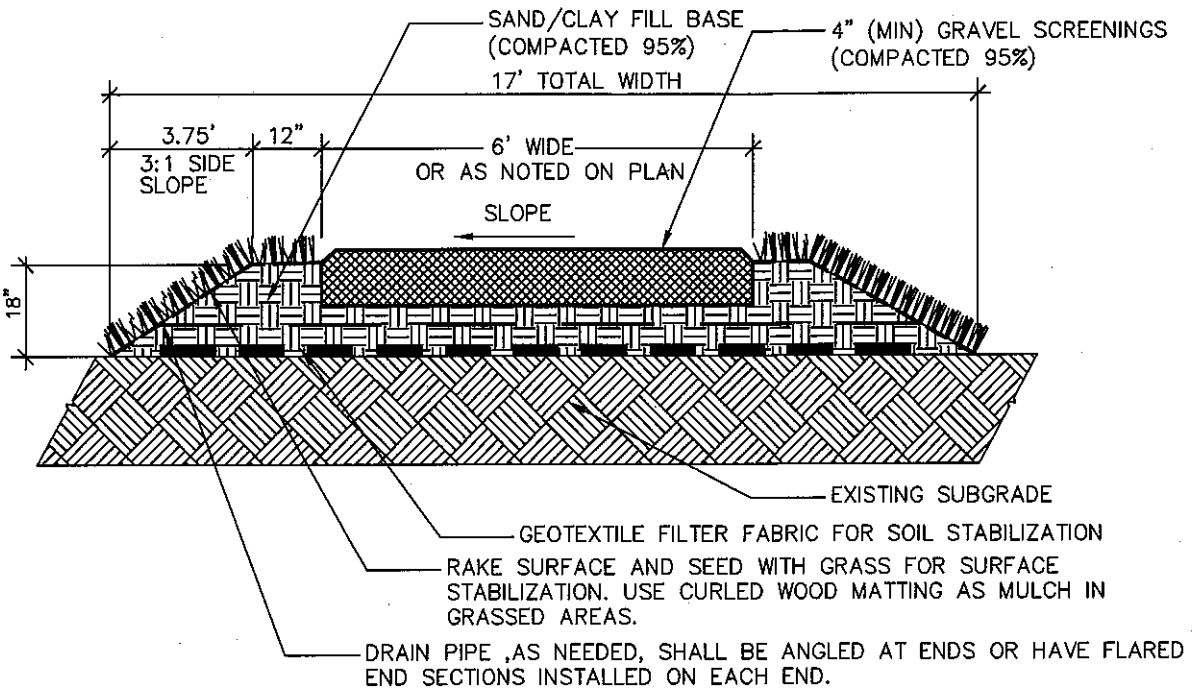
PROFILE VIEW



REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.12		SHEET 1 OF 1

BRICK SIDEWALK

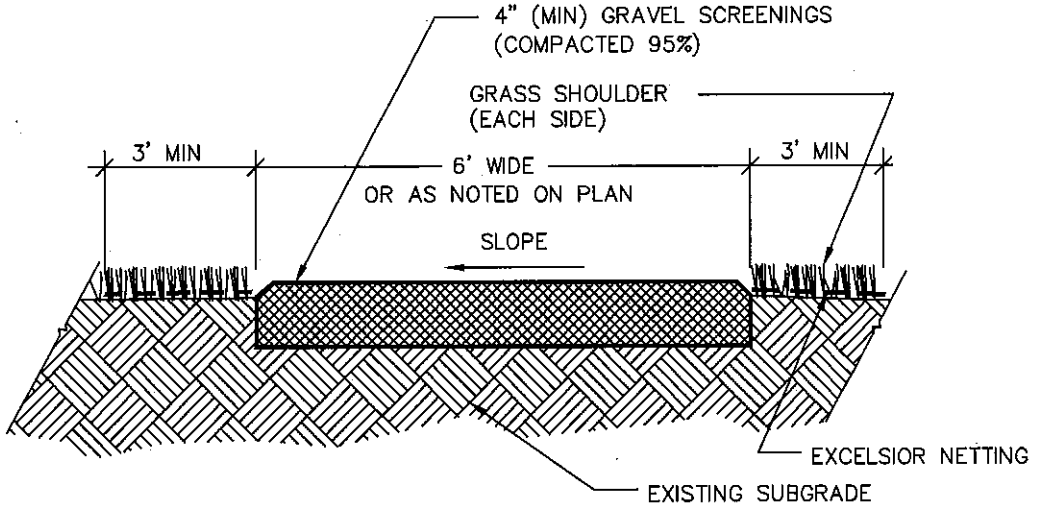
1995 VILLAGE OF PINEHURST



* FINISHED TRAIL SURFACE TO BE A MAXIMUM OF 1" ABOVE FINISHED SOIL GRADE.

* STONE SCREENINGS SHALL VARY IN SIZE FROM 1/64" TO 1/8" WITH A UNIFORM DISTRIBUTION OF SIZES. A SAMPLE OF SCREENINGS SHALL BE SUBMITTED TO THE OWNER FOR APPROVAL PRIOR TO USE IN CONSTRUCTION.

* PROVIDE A MAXIMUM CROSS SLOPE OF 1.5% TO THE LOW SIDE OF TRAIL FOR SURFACE DRAINAGE.



* FINISHED TRAIL SURFACE TO BE A MAXIMUM OF 1" ABOVE FINISHED SOIL GRADE.

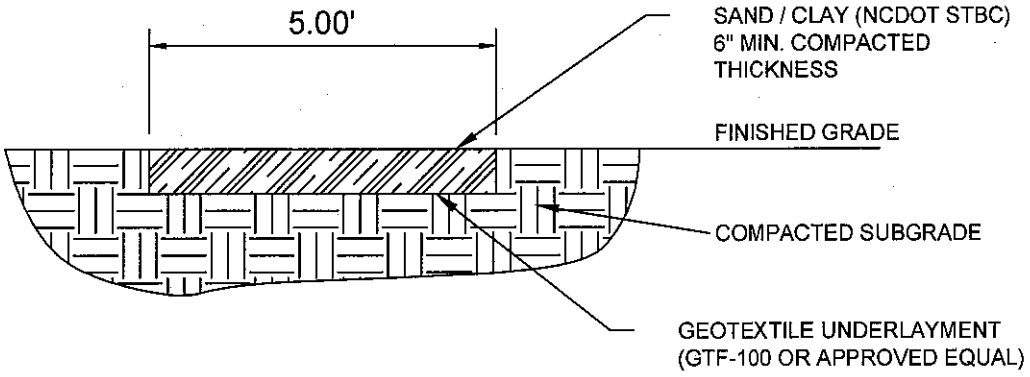
* ROOT PRUNE AREA WHERE TRAIL IS TO BE LOCATED AND COMPACT LOOSENED SOIL TO 2" MIN BELOW EXISTING GRADE. INSTALL GRAVEL SCREENINGS AND COMPACT TO A MIN DEPTH OF 3" THICK AND 1" ABOVE GRADE.

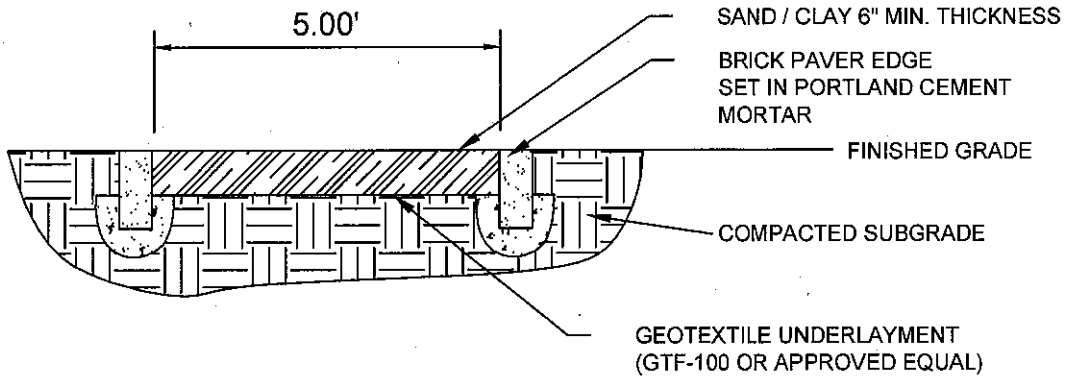
* STONE SCREENINGS SHALL VARY IN SIZE FROM 1/64" TO 1/8" WITH A UNIFORM DISTRIBUTION OF SIZES. A SAMPLE OF SCREENINGS SHALL BE SUBMITTED TO THE OWNER FOR APPROVAL PRIOR TO USE IN CONSTRUCTION.

* PROVIDE A MAXIMUM CROSS SLOPE OF 1.5% TO THE LOW SIDE OF TRAIL FOR SURFACE DRAINAGE.

REV	DESCRIPTION	DATE	APPROVED BY	
0		12/15	MSA	GREENWAY
NOT TO SCALE	DWG NO. 5.13		SHEET 1 OF 1	

VILLAGE OF PINEHURST





REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA
NOT TO SCALE	DWG NO. 5.14	SHEET 1 OF 1	

OLD TOWN
SAND-CLAY
SIDEWALKS

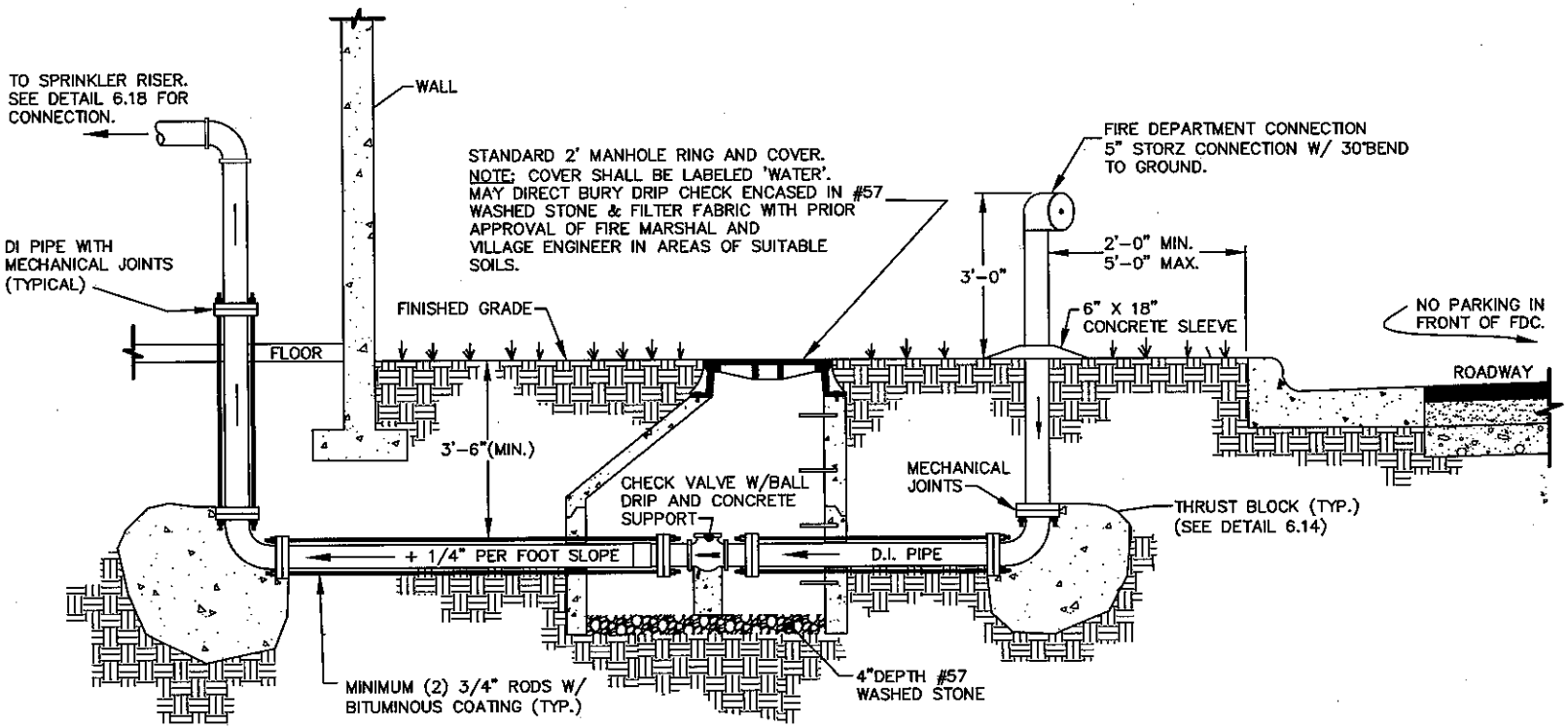
1895 VILLAGE OF PINEHURST

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA/FF

DWG NO. 6.17

SHEET 1 OF 1

FIRE DEPARTMENT CONNECTION (FDC)LAYOUT DETAIL



NOTES:

1) ALL FDC'S SHALL BE WITHIN 50 FEET OF A FIRE HYDRANT.
2) ALL FDC'S SHALL BE LOCATED OUTSIDE 'COLLAPSE ZONE' AS REQUIRED BY FIRE MARSHAL.
3) ON SHOULDER SECTIONS, FDC SHALL BE 5'(MIN) FROM TOP OF BACKSLOPE.

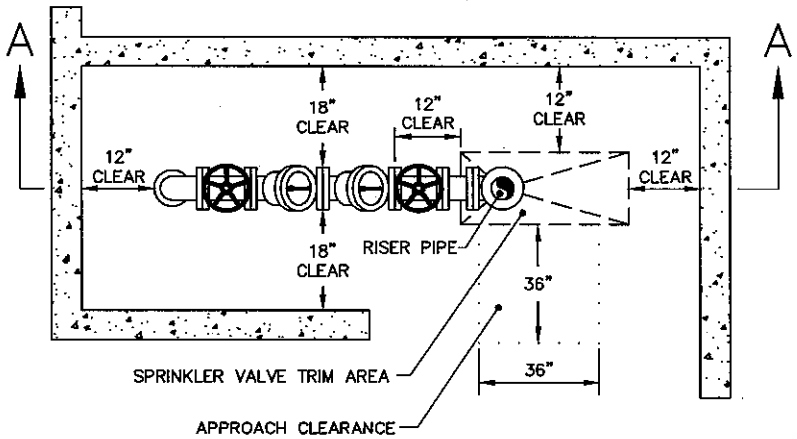
VILLAGE OF PINEHURST 1.8.9.5

REV	DESCRIPTION	DATE	APPROVED BY
0		12/15	MSA/FF

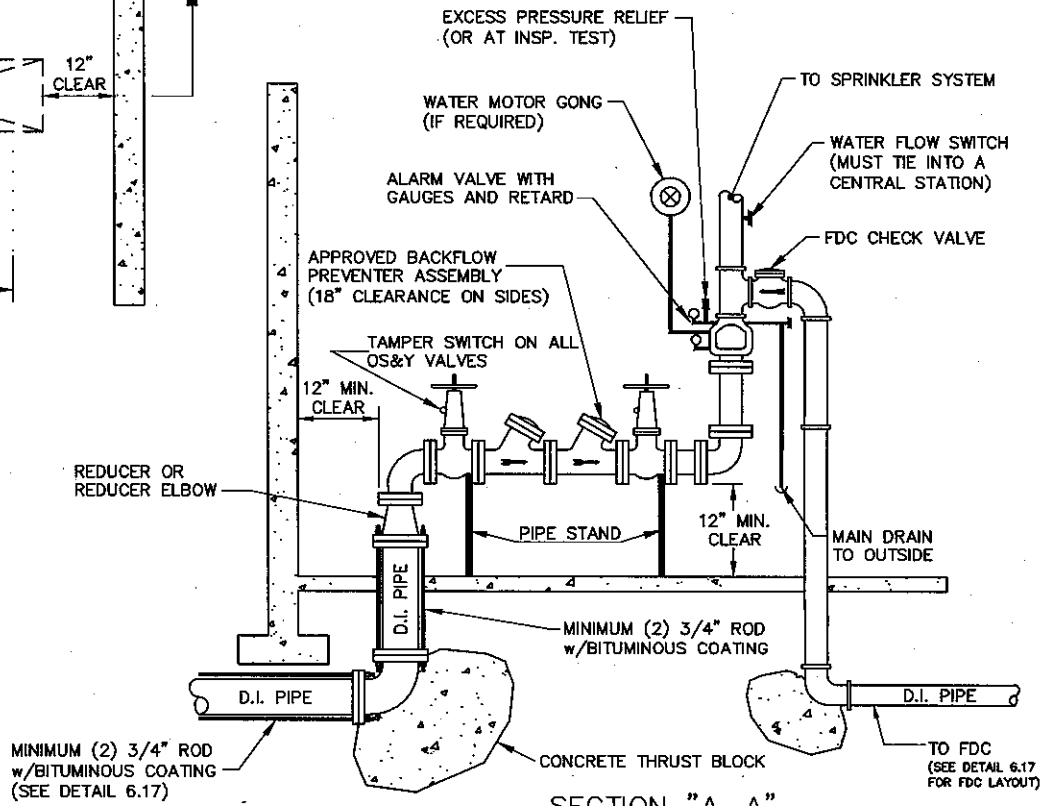
DWG NO. 6.18

SHEET 1 OF 1

STANDARD SPRINKLER RISER



TOP VIEW



SECTION "A-A"

NOTES:
1. ALL BACKFLOW PREVENTERS SHALL BE MOUNTED HORIZONTALLY UNLESS OTHERWISE APPROVED IN WRITING BY THE VILLAGE ENGINEER.

2. ALL FITTINGS SHALL BE FULLY WRAPPED WITH 6 MIL(MIN.) PE FILM PRIOR TO PLACEMENT OF CONCRETE BLOCKING.

VILLAGE OF PINEHURST
1895

DISCUSS RENTAL FEES AT FAIR BARN FOR NON-PROFIT ORGANIZATIONS.

ADDITIONAL AGENDA DETAILS:

FROM:
Mark Wagner

CC:
Jeff Sanborn, Jeff Batton, John Frye

DATE OF MEMO:
12/1/2015

MEMO DETAILS:
As discussed at the last Council Meeting, staff has looked at the current fees and charges schedule as it relates to non-profit organizations renting the Fair Barn. Based on that meeting and our subsequent discussions, I have provided the following rate structures for Council consideration:

Fair Barn Non-Profit Rate Type	Current Fee	Proposed Option A	Proposed Option B	Proposed Option C
Weekday (Monday - Thursday)	$1,000	$500	$500	$500
Weekend (Friday - Sunday)	$1,750	$1,375	$1,000	$1,000
Other Fees Charged (Tables, chairs, stage, etc.)	Yes	Yes	Yes	Fees Waived

Under each of the options above, staff feels we would be incentivizing weekday rentals (Monday – Thursday) by non-profit organizations with higher discounts during the week. With this being our lowest base fee for a full day use at $500 per day, our hope is this would encourage these organizations to utilize the discount on these nights where the Village is already trying to increase usage. Two of the options do still charge for use of tables, chairs, stage, etc., while the third option does not.

If the organization chooses to rent on a weekend (Friday – Sunday), the proposed base fee options are higher for these days at either $1,375 or $1,000 respectively. As our weekends are typically our busiest rental times for weddings and rehearsals, I would suggest we limit a non-profit group to book at the lower rates no more than 6 months in advance of their desired weekend date. I have checked with our staff and we feel this would not interfere with our wedding bookings, and still provide ample time for the non-profit organizations to plan and promote their events. Two of the options again still charge for use of tables, chairs, stage, etc., while the third option does not.

To provide some perspective on how the proposed options above would impact our revenue at the Fair Barn, we average approximately 10 rentals (5 weekday, 5 weekend) each year by non-profit organizations. Under the current fee structure, those rentals average $25,100 in revenue per year. Option A would generate $20,725 in revenue, which is a potential decrease in revenue of $4,375. Option B would generate $18,850 in revenue, which is a potential decrease in revenue of $6,250. Option C would generate $7,500 in revenue,

which is a potential decrease in revenue of $17,600. These projections of course assume no fluctuation in the number of rentals per year so actual revenue would be subject to change based on the actual number of rentals, day of the week rented, etc.

It is the recommendation of staff that Option B be approved and included in the upcoming revisions to the Fees and Charges Schedule that will be presented later in the agenda. If Option B or one of the other proposed options is approved for the fee schedule effective January 1st, I would like to request the ability to revisit our revenue projection targets in the current fiscal year as this may impact our ability to meet our goal as it relates to operating expenditures.

I appreciate your consideration and am available to answer any questions you may have.

DISCUSS A PROPOSED CHANGE TO THE GOLF CART STICKER REGISTRATION PROCESS.

ADDITIONAL AGENDA DETAILS:

FROM:
Natalie Dean

DATE OF MEMO:
12/2/2015

MEMO DETAILS:
This agenda item represents a proposed change to the Municipal Code that modifies our golf cart registration process from annually to one-time. Currently, the Code requires that residents register their carts annually. In an effort to make our process more user-friendly and less burdensome on our residents, staff proposes moving the registration to one-time.

The primary purpose of the registration is to inform golf cart users of our regulations and requirements related to golf cart use in the Village and to obtain owner information that police staff can access if needed. Staff believes that is accomplished at the initial registration and annual re-registration is not needed.

Also, we are recommending the one-time registration fee be increased to $20, up from the current annual fee of $5. The recommended fee change is included in a separate agenda item to update the Fees and Charges Schedule.

To inform current golf cart registrants of these changes (if approved), staff plans to send letters to all registrants prior to the end of the calendar year (or the expiration of the current registration) and to post the changes on the Village website and social media.

We appreciate Council's consideration of this change to make our registration process more user-friendly.

ATTACHMENTS:

	Description
🗋	Ordinance 15-23 Amending the Municipal Code for Golf Cart Registration

ORDINANCE #15-23:

AN ORDINANCE AMENDING CHAPTER 71 TRAFFIC REGULATIONS 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 Municipal Code will be subsequently amended from time to time as conditions warrant; and

WHEREAS, the Village of Pinehurst desires to update its golf cart registration process to make it more user-friendly.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 8th day of December, 2015 as follows:

SECTION 1. That the following amendments be made to Chapter 71 TRAFFIC REGULATIONS, Section 71.17:

§ 71.17 OPERATION OF GOLF CARTS ON PUBLIC STREETS AND ROADS

(A) *Authority to regulate.* Pursuant to G.S. § 160A-300.6, as enacted by the North Carolina General Assembly, the village is authorized, by ordinance, to require the registration of, and regulate the operation of golf carts upon any public street or road within the village.

(B) *Operation on public streets and roads*. It is unlawful to operate a golf cart on a public street or road within the village unless the following requirements are met.

(1) The golf cart may only be operated on streets and roads that meet the requirements below:

(a) Golf carts may not be operated on or alongside a public road or street with a posted speed limit greater than 35 miles per hour;

(b) Golf carts may not operate on or alongside NC 211 within the corporate limits, or on or alongside US 15-501 within the corporate limits. Golf carts may only cross NC 211 and US 15-501 at signalized intersections in the corporate limits;

DRAFT

(c) Golf carts may cross directly over, but may not operate on or alongside NC 5, NC 2, Morganton Road, Page Road and Linden Road in the corporate limits; and

(d) Golf carts may not operate in the hospital zoning district (HD) or on or alongside of Page Drive, Aviemore Drive, Memorial Drive or Regional Drive.

(2) No person may operate a golf cart unless that person is licensed to drive upon the streets and highways of North Carolina and then, only in accordance with the driver's license. Golf cart operators must carry their driver's license on their person at all times while operating a golf cart on public streets and roads in the corporate limits.

(3) Only the number of people the golf cart is designed to seat may ride on a golf cart, specifically passengers shall not be carried on the part of a golf cart designed to carry golf bags.

(4) No golf cart may be operated at a speed greater than reasonable and prudent for the existing conditions, and in no instance at a speed greater than 20 miles per hour.

(5) No golf cart may be operated in a careless or reckless manner.

(6) Golf carts must be operated to the extreme right of the roadway and must yield to all vehicular and pedestrian traffic.

(7) Golf carts may be operated only during daylight hours, with the exception of golf carts meeting the requirements set forth below: Two lighted lamps, one on each side of the front of the golf cart, or a front-mounted halogen light bar specifically designed for cart use, visible under normal atmospheric conditions from a distance of at least 300 feet in front of the golf cart, and two red lamps on the rear, one on each side, exhibiting a red light visible under like conditions from a distance of at least 200 feet to the rear of the golf cart.

(8) Golf carts must be operated in accordance with all applicable state and local laws and ordinances, including all laws, regulations and ordinances pertaining to the possession and use of alcoholic beverages.

(9) Golf carts must have the basic equipment supplied by the manufacturer, including a vehicle identification or serial number. Rear view or side view mirrors are required. Lights are required if the vehicle is to be operated at any time before sunrise or after sunset, as provided in division (B)(7) above. Golf carts may cross directly over village streets but may not operate on or alongside, village streets unless they display current, valid**, Village-issued** stickers, placed on the front and rear of the cart**.** ~~annually, by an issuer authorized by the village.~~

(10) Golf carts may not be used as a taxicab or bus or for the commercial carrying of passengers or the hauling of freight.

(11) Golf carts may only be parked in the same manner and at the same places designated for the parking of motor vehicles or in parking spaces specifically dedicated for golf cart parking.

SECTION 2. That this Ordinance amendment shall be and remain in full force and effect from and after the date of its adoption.

THIS ORDINANCE passed and adopted this 8th day of December, 2015.

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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

DRAFT

CONSIDER AMENDMENTS TO FEES & CHARGES SCHEDULE.
ADDITIONAL AGENDA DETAILS:

FROM:
John Frye

CC:
Jeff Sanborn & Natalie Dean

DATE OF MEMO:
12/2/2015

MEMO DETAILS:
The Village's Fees and Charges 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. These fee changes, if approved, will become effective January 1, 2016.

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

Administration
Golf Cart Stickers: The registration for golf carts is being converted from an annual registration to a one-time registration. The fee will be increased from $5 per year to a one-time fee of $20. This will reduce the time and cost of issuing the stickers on an annual basis and should be more convenient for residents.

Public Records Requests: Two new fees are being added to the fee schedule to allow the Village recover costs associated with public records requests that require a significant amount of staff time or IT resources. The fees will charge the actual labor costs for requests that require more than two hours of staff time to fulfill or require the extensive use of IT resources.

Public Services
Recently the Village began offering residents the option of smaller, 48-gallon, recycle and yard debris carts. Two new fees of $48 each are being added to allow residents to purchase an additional 48-gallon recycle and yard debris cart upon request.

Recreation
Fair Barn: New lower fees are proposed to support non-profit use of the Fair Barn and to encourage weekday rentals by these groups.

Outside Groups: Language related to outside groups who conduct approved programs or classes on Village property is being added to clarify that the Village will receive 10% of all program fees collected and waive charges for the use of the facilities.

Youth Day Camps: The youth day camp deposit is being increased from $15 to $25 per week to offset revenues lost due to late cancellations.

General Fees: New fees for the off-site rental of folding tables are added to the schedule for both residents

and non-residents. The tables will be available in very limited quantities.

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
🗋	Summary of Changes to Fees & Charges Schedule
🗋	Resolution 15-52 Amending the Fees and Charges Schedule
🗋	Fees and Charges Schedule-Exhibit A

Village of Pinehurst
Changes to Fees & Charges
Effective January 1, 2016

Administration Fees

Administration (page 1)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Golf Cart Stickers	5.00	15.00	20.00	300%	This will be a one-time fee in lieu of annual which will reduce administrative time and be more customer friendly.
Public Records Request	-	-	Actual labor cost	100%	This fee is a special service charge for public records request involving extensive use of IT resources (> 2 hours of staff time).
Overtime for Public Records Request	-	-	Actual labor cost	100%	This fee is assessed if overtime is needed to fulfill a public records request promptly.

Public Services Fees

Solid Waste (page 13)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Recycle: 48 Gallon Cart	-	48.00	48.00	100%	New fee to cover the cost of a second 48 gallon recycle cart.
Yard Debris: 48 Gallon Cart	-	48.00	48.00	100%	New fee to cover the cost of a second 48 gallon yard debris cart.

Parks & Recreation Fees

Recreation - Fair Barn (page 14)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Non-Profit Base Fee: Weekday	1,000.00	(500.00)	500.00	-50%	New lower fee to support non-profit use and to encourage weekday rentals
Non-Profit Base Fee: Weekend	1,750.00	(750.00)	1,000.00	-43%	New lower fee to support non-profit use (six month advance booking limit)

Parks & Recreation Fees (continued)

Recreation (page 20)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Outside Group Facility Usage	-	10%	10%	100%	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.

Recreation (page 21)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Youth Day Camp Deposit	15.00	10.00	25.00	67%	Increase weekly deposit amount to offset losses from late cancellations

Recreation (page 21)	Current Fee	Increase (Decrease) In Fee	New Fee	% Change	Explanation
Tables - off-site (limited quantities)	-	-	$4.50 Resident $9.00 Non-Resident	100%	New fee to cover the cost of renting tables to be used off premises.

RESOLUTION #15-52:

A RESOLUTION AMENDING THE VILLAGE OF PINEHURST FEES AND CHARGES SCHEDULE

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 8th day of December, 2015, as follows:

SECTION 1. That the attached "Village of Pinehurst Fees and Charges Schedule," is hereby adopted effective January 1, 2016, said schedule attached hereto as (Exhibit A) is made a part hereof, the same as if included verbatim.

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

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

THIS RESOLUTION passed and adopted this 8th day of December, 2015.

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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Exhibit A

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JANUARY 1, 2016

ADMINISTRATION:

Council Adopted Date	Description	Fee/Charge	Unit
Other Charges			
01/2016	Paper Copies	$0.10	per sheet
01/2016	Overtime Costs if overtime is needed to fulfill a public records request promptly	Actual overtime cost	per request
01/2016	Special Service Charge for public records request involving extensive use of TI resources (> 2 hours of staff time)	Actual labor cost	per request
01/2016	Golf Cart Stickers	$20.00	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:		
	Up to 3 hours:		
12/2007	Resident	$25.00	per event
12/2007	Non-Resident	$50.00	per event
12/2007	More than 3 hours	$25.00	per hour

ADMINISTRATION (continued):

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

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JANUARY 1, 2016

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

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JANUARY 1, 2016

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	per inspection
01/2013	3rd and Subsequent Inspections With No Corrections Made	$250.00	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.			
01/2015	Installation/Additions to Alarm or Sprinkler Systems	$100.00	first 100 heads/devices $0.50 per additional device
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
Fire Service: Hours for staff and equipment for non-village sponsored events will be billed at the established rate documented in the Administration section of the Fees and Charges Schedule.			

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JANUARY 1, 2016

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 JANUARY 1, 2016

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
	Framing:		
06/2013	Residential	$50.00	per unit
06/2013	Non-Residential	$100.00	per unit
	Insulation:		
06/2013	Residential	$50.00	per unit
06/2013	Non-Residential	$100.00	per unit
	Irrigation:		
06/2013	Residential	$50.00	per unit
06/2013	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
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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 Site plan approval may require engineering review. When engineering review is needed, the Village will advise the applicant and the applicant will be responsible for paying the engineer's fees and charges. See the Engineering section of the Fees and Charges Schedule for the applicable fees.			
	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	Major Special Use	$600.00	per application

PLANNING (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Subdivision of Land			
	Preliminary Plat – Major Subdivision:		
03/2004	Less than 5 acres	$300.00 + $100.00	per application plus per lot
03/2004	More than 5 acres	$600.00 + $100.00	
	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
Other Fees			
03/2004	Bulk Heads, Docks on Lakes	$50.00	per application
03/2004	Change an Address	$35.00	per application
1/2015	Change a Road Name	$100.00	per application plus cost of signs
01/2015	Clearing	$35.00	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
01/2015	Fence Exception	$400.00	per application
03/2004	Home Occupation	$50.00	per permit
03/2004	Homeowner's Recovery Fee	$10.00	per application
01/2015	Permanent Sign	$100.00	per application
12/2005	Propane Tank	$25.00	per application
01/2015	Return of Sign Removed from Right-of-Way (signs will be stored for a minimum of 5 business days before disposal)	$25.00	per sign
01/2015	Well	$50.00	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.

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JANUARY 1, 2016

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 $3.00	initial application per employee annual renewal per employee
12/2009	Precious Metals Special Occasion Permit	$180.00	per application

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JANUARY 1, 2016

PUBLIC SERVICES – SOLID WASTE:

Council Adopted Date	Description	Fee/Charge	Unit
Miscellaneous Fees			
	Refuse:		
01/2014	48 Gallon Cart	$48.00	per additional cart
01/2014	64 Gallon Cart	$50.00	
01/2014	96 Gallon Cart	$55.00	
	Recycle:		
01/2016	48 Gallon Cart	$48.00	per additional cart
01/2014	64 Gallon Cart	$50.00	
01/2014	96 Gallon Cart	$55.00	
	Yard Debris:		
01/2016	48 Gallon Cart96 Gallon Cart	$48.00	per additional cart
01/2014	Bulk Load Pick Up	$55.00	per additional cart
01/2014		$150.00	first load per trip
01/2014		$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 JANUARY 1, 2016

RECREATION – FAIR BARN:

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
01/2016	**Base Fee Full Day (14 hours or less) *:** Resident Non-Resident Non-Profit** Commercial	 $1,375.00 $1,750.00 $1,000.00 $2,000.00	per day
01/2016	**Base Fee Weekday (8 hours or less) *:** Resident Non-Resident Non-Profit Commercial	 $785.000 $1,000.00 $500.00 $1,150.00	per day
09/2013	Corporate Meeting	$785.00 $485.00	greater than 4 hours less than 4 hours
Other Facility Rental 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.** ****Events billed at the non-profit weekend rate may not be booked more than six (6) months in advance.**			
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 01/2015 01/2015	Chairs (includes set-up) Resident Non-Resident Commercial	 $1.50 $3.00 $3.00	per chair

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
01/2015	Kitchen Cleaning/Trash Removal (including co- sponsored and gratuitous events)	$150.00	per event
12/2003 02/2009	Dance Floor (21'x24' maximum available): Whole Section	 $300.00 $5.00	 per day per section per day
12/2009	Easels	$5.00	per easel per day
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
01/2015	Holiday Premium **	$375.00	per day
06/2013	Picnic Tables	$20.00	per table
12/2009	Pipe & Drape	$10.00	per section per day
01/2015	Prohibited Items (deducted from deposit)	$100.00	per event
01/2011	Setup/Breakdown Fee for items used off site	$200.00	per use
01/2015	Sound System	$100.00	per event
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.

RECREATION – FAIR BARN (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Fair Barn Fees and Charges Definition			
	Categories of Renters (continued):		
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.			
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
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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
Standardbred Training (Stall Rental)			
07/2015	Full Season	$900.00	per stall
07/2015	Monthly (No Proration Allowed)	$400.00	per stall
Standardbred Training (Other Fees)			
07/2015	Grooms Quarters - Improved	$200.00	per month
01/2013	Grooms Quarters - Unimproved	$70.00	per month
07/2015	Grooms Quarters - Prorated	$7.00	per day
01/2013	Grooms Quarters Cleaning Fee	$50.00	per room
07/2015	Additional Occupant	$60.00	per month
02/2009	Manure Pile Removal	$25.00	per pile
Horse Shows			
01/2001	Manure Pile Removal	$25.00	per pile
 12/2009 01/2011	**Impact Fee:** Temporary Stalls Horse not using a stall	 $10.00 $10.00	 per stall, per show 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)			
01/2015	Stall Clean Out	$10.00	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	
07/2015	Oversize Vehicle Parking (RV)	$35.00	per night (maximum stay of 7 days)

RECREATION – HARNESS TRACK (continued):

Council Adopted Date	
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	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.
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).

VILLAGE OF PINEHURST
FEES AND CHARGES SCHEDULE
EFFECTIVE JANUARY 1, 2016

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.			
01/2015	Non-Resident Family Membership	The cost of this membership is $60 and is good for one year from the date payment and application are received. It entitles every member of the family (Parents/Children) to register at the Resident rate for all Athletic Events, Athletic Leagues, Classes and Programs.	
01/2016	Outside Group Programs	Outside groups using Village facilities to conduct programs or classes approved by the Village Parks & Recreation Department will remit 10% of all fees collected. There will be no charge for the use of the facilities.	
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
01/1997 01/2011	**Individual Fee:** Resident Non-Resident	 $5.00 plus direct costs Two times the resident fee	 per individual per individual
Athletic Leagues			
01/1997 12/2008	**Team Fee:** Resident Non-Resident	 $40.00 plus direct costs $40.00 plus direct costs plus $20.00 per non-resident on roster	 per team per team
06/2013 06/2013	**Individual Fee:** Resident Non Resident	 $20.00 $40.00	 per individual per individual

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Classes/Programs The registration fee may be prorated by the Director of Parks & Recreation for participants who wish to attend after a class has started.			
01/1997	Resident	$5.00 plus direct costs	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Youth Day Camps The weekly rates for Youth Day Camps will be calculated and published in the Spring/Summer Program Guide. The deposit will be applied to the weekly rate and the balance of each week reserved is due one week prior to the start of each session. The registration fee may be prorated by the Director of Parks & Recreation for participants who wish to attend after a class has started.			
06/2013	Resident	$10.00 plus direct costs	per participant
12/2008	Non-Resident	One and a half times the resident fee	per participant
12/2007	Deposit	$25.00	per week reserved
General Fees The following fees may apply to all Parks and Recreation Facility Rental unless stated otherwise in the Fees and Charges Schedule.			
06/2013	Admission Charged	10%	gross sales
06/2013	Chairs-(only available on site)	$1.50 set up by renter $3.00 set up by Village staff	per chair
06/2013	Tables-on site	$4.50 set up by renter $9.00 set up by Village staff	per table
01/2016	Tables-off site (limited quantities)	$4.50 Resident $9.00 Non-Resident	per table
06/2013	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):

Council Adopted Date	Description	Fee/Charge	Unit
Facility Rental			
01/2012	Facility Rental Supervisor	$25.00 $10.00	first two hours each additional hour
06/2013 06/2013	**Athletic Facilities:** Resident Non-Resident	 $15.00 $30.00 $25.00 $50.00	 per game/hour without lights per game/hour with lights per game/hour without lights per game/hour with lights
12/2008	Bleachers (Resident and Non-Resident)	$25.00	per bleacher per day
06/2013 06/2013	**Cannon Park Picnic Shelter:** Resident Non-Resident	 $25.00 $15.00 $50.00 $15.00	 first three hours each additional hour first three hours each additional hour
Temporary Use Permits			
01/2015	Application Fee	$50.00	per event
01/2015	Late Application Fee	$25.00	per event
01/2015	Bleachers	$50.00	per unit
01/2015	Greenway Trail Use	$50.00	per event
01/2015	Post Event Clean Up	$100.00	per event
01/2015	Street Closure	$50.00	per barricade point
01/2015	On-site Staffing (three hour minimum)	Duration and number of staff needed will be determined by Director of Parks & Recreation based on size and scope of event. Hourly rates will vary for staff scheduled to work an event.	

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, Joyce's Meadow is the large field below the Pergola Garden and the Magnolia Lawn is between the Entrance Structure and Overlook near the intersection of McCaskill and Magnolia Roads. **If more than one amenity is requested to be used, the package rate will apply per day.**			
Timmell Pavilion Only (includes tables and chairs)			
01/2015	**Pavilion rental:** Resident Non-Resident Resident and Non-Resident	 $180.00 $240.00 $40.00	 first three hours first three hours each additional hour
Grounds Only (includes tables and chairs)			
01/2015	**Pergola Garden:** Resident Non-Resident	 $450.00 $600.00	per day
01/2015	**Magnolia Lawn:** Resident Non-Resident	 $350.00 $450.00	per day
01/2015	**Joyce's Meadow:** Resident Non-Resident	 $600.00 $775.00	per day
01/2015	**All Grounds:** Resident Non-Resident	 $775.00 $1,000.00	per day

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	Description	Fee/Charge	Unit
Rental Fees for Use of Village Parks (continued)			
Grounds & Pavilion Rental (includes tables and chairs)			
01/2015	**Pergola Garden & Timmel Pavilion:** Resident Non-Resident	 $900.00 $1,200.00	per day
01/2015	**Magnolia Lawn & Timmel Pavilion:** Resident Non-Resident	 $900.00 $1,200.00	per day
01/2015	**Joyce's Meadow & Timmel Pavilion:** Resident Non-Resident	 $900.00 $1,200.00	per day
01/2015	**All Grounds & Timmel Pavilion:** Resident Non-Resident	 $1,200.00 $1,600.00	per day
Staff			
01/2015	Set up/Breakdown crew for tables and chairs	$200.00	per event
Deposit			
01/2015	Timmel Pavilion only Deposit	$100.00	per event
01/2015	Multiple Amenities/Venues Deposit	$200.00	per event
Tufts Memorial Park			
06/2013	Deposit	$100.00	per event
06/2013	Resident	$250.00	per day
01/2015	Non-Resident	$325.00	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

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

Council Adopted Date	Description	Fee/Charge	Unit
Workshops			
01/1997	Resident	$5.00	per participant
12/2008	Non-Resident	Two times the resident fee	per participant
Trips			
01/1997	**Using Non-Village Owned Vehicle:** Resident	$5.00 plus direct costs	per participant
01/1997	Non Resident	$10.00 plus direct costs	per participant
01/1997	**Using Village Owned Vehicle:** Resident	$5.00 plus direct costs and IRS mileage rate	per participant
01/1997	Non-Resident	$10.00 plus direct costs and IRS mileage rate	per participant
Other Fees			
12/2008	Overnight Parking (Resident and Non-Resident)	$2.00	per car per night

RECREATION – PARKS and RECREATION (continued):

Council Adopted Date	
Parks and Recreation Fees and Charges Definitions In circumstances where demand is expected to exceed supply for classes and programs, Pinehurst residents will receive priority in registration by the establishment of advance registration dates open to Pinehurst residents only. Participants must live, own property, work, or go to school in Moore County. The parent(s) of youth participants must live, own property, work, or go to school in Moore County.	
01/1997	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	
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 JANUARY 1, 2016

VILLAGE- WIDE:

Council Adopted Date	
07/2013	

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.

CONSIDER AN ORDINANCE AMENDING THE MUNICIPAL CODE REGARDING ROUTINE MAINTENANCE AND HOME IMPROVEMENT ON SUNDAYS.

ADDITIONAL AGENDA DETAILS:

FROM:
Jeff Sanborn, Village Manager

DATE OF MEMO:
12/2/2015

MEMO DETAILS:
In order to accommodate home improvement and repair work done by home occupants on Sundays and holidays, as well as to more liberally permit home improvement and repair work that does not pose a noise nuisance to the community or that must be executed on an emergency basis, staff offers the new attached ordinance amending the Municipal Code.

ATTACHMENTS:

Description
Ordinance 15-17 Amending the Municipal Code (Noise Ordinance)

ORDINANCE #15-17:

AN ORDINANCE AMENDING SECTION 92.16 REGULATING UNREASONABLY LOUD, DISTURBING SOUND LEVELS OF THE 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 Municipal Code will be subsequently amended from time to time as conditions warrant; and

WHEREAS, the Village Council of the Village of Pinehurst wishes to make an amendment that would allow homeowners to do routine maintenance and home improvement tasks using domestic power tools on Sundays.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 8th day of December, 2015 as follows:

SECTION 1. That the following amendments be made to § 92.16:

§ 92.16 REGULATING UNREASONABLY LOUD, DISTURBING SOUND LEVELS.

(A) *Unlawful sound levels*. It shall be unlawful for any person, firm or corporation to create or assist in creating any unreasonably loud, disturbing sound levels in the village, taking into consideration volume, duration, frequency, time of day and other characteristics of the sound, unless specifically authorized by the village (see division (C) of this section).

(B) *Prohibited activities.* The following activities, among others, are hereby declared to be unreasonably loud, disturbing sound levels, but the enumeration shall not be deemed to be exclusive:

(1) The playing of any musical instrument or electronic sound amplification equipment in a manner or with such volume, that a reasonably prudent person would recognize as likely to unreasonably disturb persons on adjacent property or in the vicinity particularly between the hours of 11:00 p.m. and 7:00 a.m.;

(2) The keeping of any animal or bird which makes frequent or long continued sounds, that a reasonably prudent person would recognize as likely to unreasonably disturb persons in the vicinity;

DRAFT

(3) The use of any automobile, motorcycle or vehicle so out of repair, so loaded, or in a manner as to create unreasonably loud, disturbing sounds;

(4) The operating of any business adjacent to any residential area so as to cause unreasonably loud, disturbing sounds;

(5) The creation of unreasonably loud, disturbing sound levels adjacent to any school, educational facility, church or court during their normal operating hours, or within 150 feet of any hospital, which a reasonably prudent person would recognize as likely to unreasonably interfere with the working of the institutions, provided signs are displayed indicating that the area is a school, educational facility, church, court or hospital;

(6) The erection (including excavation), demolition, alteration or repair of any building in any district other than between the hours of 7:00 a.m. and 7:00 p.m. on Monday through Saturday, ~~at any time on a Sunday or holiday, except in the case of urgent necessity in the interest of public safety, and then only under the direction, and prior approval of an appropriate village official from the Planning and Inspections Department;~~ **excluding holidays. This restriction shall not pertain to the following:**

a. Interior work on an occupied dwelling at any time that does not produce noise that a reasonably prudent person would recognize as likely to unreasonably disturb persons on adjacent property or in the vicinity.

b. Emergency repairs to dwellings or structures that are needed to protect health or property.

c. On Sundays and holidays, home maintenance and improvement tasks may be performed by home occupants with or without unpaid/un-contracted assistance, between the hours of 10:00 a.m. and 7:00 p.m. using power and hand tools that are generally available for retail sale from home improvement and hardware stores as long as said work does not produce noise that a reasonably prudent person would recognize as likely to unreasonably disturb persons on adjacent property or in the vicinity.

d. Upon receipt of prior written approval from the Village Planning and Inspections Department, any construction, demolition, alteration or repair not otherwise allowed by this restriction may be performed. This provision is intended to accommodate work that is in the best interests of the Village as a whole, as well as work contracted or paid for by a home occupant that must be done on a Sunday or holiday for valid reasons.

(7) The operation of power equipment including but not limited to lawn and garden maintenance equipment, generators (not including home stand-by power generators in operation during periods of utility power outages and test periods) and landscaping construction and maintenance equipment between the hours of 8:00 p.m. and 7:00 a.m.

(8) The use of any electronic sound amplification equipment for advertising, paging or solicitation purposes, except with an appropriate permit; and

DRAFT

(9) The conduct of, or participation in any recreational activity in a residential district in the village which creates sound levels a reasonably prudent person would recognize as likely to unreasonably disturb persons on adjacent property or in the vicinity, particularly between the hours of 10:00 p.m. and 7:00 a.m.

(C) ~~*Permit required*~~ ***Approval of exceptions***.

(1) Persons wishing to engage in activities **other than those involving the erection (including excavation), demolition, alteration or repair of any building** prohibited by this section may do so when ~~a~~ specific **written approval is obtained from the Village.** ~~permit is approved by the village. Applications shall be submitted on forms supplied by the village.~~ **Written permission** ~~The permit~~ shall not be unreasonably withheld, and may contain appropriate conditions **and restrictions**~~, including maximum decibel levels,~~ designed to minimize the disruptive impact. **Written permission** ~~Permits~~ for activities significantly for religious or political purposes shall be granted, subject only to reasonable time, place and manner restrictions. **Written permission** ~~Permits~~ issued under this section may specify that the permission granted will continue for a stated period or until revoked after actual notice. Persons shall not be held in violation of this section when acting in conformity with permit**ted** conditions, but any **permission** ~~permit~~ may be revoked if it is determined that the authorized activity has resulted in generation of unreasonably loud, disturbing sound levels, or significant complaints from residents.

(2) In case **permission** ~~an application~~ is denied, **written permission** ~~a permit~~ is **provided** ~~approved~~ with conditions unacceptable to the application, or **permission** ~~a permit~~ is revoked, the applicant ~~or permit holder~~ shall be entitled to a prompt, informal hearing with the Village Manager or his or her designee, upon submission of a written request. Any person aggrieved by a matter regulated by this section may submit to the Village Manager written comments, including requests for appropriate relief.

SECTION 2. That this Ordinance amendment shall be and remain in full force and effect from and after the date of its adoption.

THIS ORDINANCE passed and adopted this 8th day of December, 2015.

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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CONSIDER ADOPTING THE 2016 VILLAGE COUNCIL MEETING SCHEDULE.

ADDITIONAL AGENDA DETAILS:

FROM:
Lauren Craig

CC:
Jeff Sanborn

DATE OF MEMO:
12/2/2015

MEMO DETAILS:
Attached is the draft 2016 Village Council Meeting Schedule and a motion will be needed to adopt the schedule once determined final. Thank you!

ATTACHMENTS:

	Description
🗋	2016 Draft Meeting Schedule

2016 VILLAGE COUNCIL MEETING SCHEDULE

Regular Meetings (2nd and 4th Tuesday*) and Work Sessions are held in Assembly Hall at 395 Magnolia Road, Pinehurst, NC 28374

January 12 at 4:30 p.m. – Regular Meeting
January 26 at 4:30 p.m. – Regular Meeting

February 9 at 4:30 p.m. – Regular Meeting
February 16 at 4:30 p.m. – Work Session
February 23 at 4:30 p.m. – Regular Meeting

March 08 at 4:30 p.m. – Regular Meeting
March 22 at 4:30 p.m. – Regular Meeting

April 12 at 4:30 p.m. – Regular Meeting
April 19 at 4:30 p.m. – Work Session
April 26 at 4:30 p.m. – Regular Meeting

May 10 at 4:30 p.m. – Regular Meeting
May 24 at 4:30 p.m. – Regular Meeting

June 14 at 4:30 p.m. – Regular Meeting
June 21 at 4:30 p.m. – Work Session
June 28 at 4:30 p.m. – Regular Meeting

July 12 at 4:30 p.m. – Regular Meeting
July 26 at 4:30 p.m. – Regular Meeting

August 9 at 4:30 p.m. – Regular Meeting*
August 16 at 4:30 p.m. – Work Session

September 13 at 4:30 p.m. – Regular Meeting
September 27 at 4:30 p.m. – Regular Meeting

October 11 at 4:30 p.m. – Regular Meeting
October 18 at 4:30 p.m. – Work Session
October 25 at 4:30 p.m. – Regular Meeting

November 15 at 4:30 p.m. – Regular Meeting*

December 13 at 4:30 p.m. – Regular Meeting*

The date or time of a meeting may be changed or additional meetings may be called by Council. These meetings will be given the title "Special Meetings" and will be announced.
**August, November, and December will only have one scheduled meeting.*