BYLAWS OF THE
FORT BRAGG REGIONAL LAND USE ADVISORY COMMISSION, INC.
REVISED IN 2005 AND 2021

ARTICLE 1 – TITLE

The organization shall be the Fort Bragg Regional Land Use Advisory Commission, Inc., herein after referred to as "RLUAC."

ARTICLE 2 – MISSION

The purposes and duties of the RLUAC are as follows:

1. Provide a forum for communication between Fort Bragg and local governments;
2. Educate and inform local government leaders, the development community, legislative representatives and the general public about compatible growth and environmental issues;
3. Provide local governments with timely, credible and authoritative analysis of the compatibility of land use and development proposals with the military training and operational missions of Fort Bragg;
4. Assist local governments with the adoption of plans and policies that foster compatible growth and protect critical environmental resources; and
5. Preserve and protect Fort Bragg's training and operational missions from incompatible civilian development patterns and environmental degradation.

ARTICLE 3 – ESTABLISHMENT

RLUAC is established through the authority of N.C.G.S. Chapters 160A-460 through 466 and 55A et. al.

ARTICLE 4 – MEMBERSHIP

1. Regular Members: Regular membership consists of the units of local government that are party to the interlocal cooperation agreement to establish the organization.
    a. Regular Members may be admitted to the Commission upon invitation by the Board of Directors and approval by the full Commission, contingent upon the governing body of the local government adopting a resolution to join the Commission in accordance with NCGS 160A-461.
    b. Regular Members may withdraw their membership at any time by the adoption of a resolution by the governing body effecting its withdrawal from the Commission. Upon the effective date of the withdrawal, the appointment and term of service of both voting and non-voting representatives of the Regular Member shall be rescinded.
2. Associate Members: Associate membership consists of entities or individuals that are not party to the interlocal cooperation agreement, which have a direct relationship to the mission of the organization.
    a. Fort Bragg: United States Army Garrison Fort Bragg is admitted as an enduring Associate Member.
    b. Partner Organizations: An organization that works closely with Fort Bragg and local governments to achieve a common mission.

i. The US Fish & Wildlife Service, Sustainable Sandhills Inc., the NC Department of Commerce, and the NC Wildlife Resources Commission are admitted as enduring Associate Members.
ii. The Board of Directors may admit or remove Partner Organizations as Associate Members by a simple majority vote.

c. Individual: An individual that has specialized knowledge, skills, or experience related to the mission of RLUAC gained through their prior association with Fort Bragg, a local government member, and/or another Partner Organization.
    i. The Board of Directors may nominate an Individual for admission or removal as an Associate Member, subject to approval of the Commission.
    ii. The nomination to add or remove an Individual shall not be effective until approved by a majority of the voting representatives at a regular meeting of the Commission.

ARTICLE 5 – MEMBER REPRESENTATION

1. Regular Members: The Regular Members shall have voting and non-voting representation on the Commission.
    a. Voting Representative:
        i. Each Regular Member shall appoint one voting representative to the Commission.
        ii. The voting representative shall be appointed by the Regular Member's governing body.
        iii. Regular Members are encouraged to appoint a member of the governing body as the voting representative, with preference for an individual who has basic knowledge of the Fort Bragg region's physical, environmental, social, and economic makeup and a general understanding of land use planning.
        iv. The length of the term for a voting representative shall be three (3) years.
        v. Voting representatives may be reappointed to successive terms, without limitation.
    b. Non-Voting Representative(s):
        i. Each Regular Member may appoint one or more elected officials, planning board members and/or employees of the local government as non-voting representatives, as they deem appropriate.
        ii. Non-voting representatives' term of service shall continue until replaced or until such time that their appointment is rescinded.
2. Associate Members: Associate Members shall have non-voting representation on the Commission, as specified below:
    a. US Army Garrison Fort Bragg: The Garrison Commander is designated as the representative for Fort Bragg. He/she may appoint additional Garrison staff at their discretion to serve as non-voting representatives on the Commission.
    b. Partner Organizations: Partner Organizations may appoint one or more non-voting representatives to serve at the will of the Partner Organization on the Commission.
3. Individual Member: An Individual Member is a non-voting representative on the Commission.

ARTICLE 6 – MEETINGS OF THE COMMISSION

1. Meetings – Meetings of the full membership of the Commission shall be held quarterly.
2. Attendance – The attendance of the voting representatives of the Regular Members is mandatory. If a voting representative is absent from more than two (2) consecutive meetings or three (3) meetings in a calendar year, and such absences are not caused by extraordinary events, the Regular Member is obligated to remove the voting representative and appoint a replacement to fulfill the unexpired term of the removed voting representative.
3. Quorum – The presence of a simple majority of the duly appointed voting representatives of the Regular Members of the Commission shall constitute a quorum and allow the Commission to conduct business.
4. Public – All regular and special meetings, hearings, records, and accounts of the Commission shall be open to the public in accordance with North Carolina public records and open meetings law.
5. Special Meetings – Special meetings may be called at the discretion of the Chairman or by the request of a majority of the Board of Directors or the voting representatives of the Regular Members of the Commission. The Chairman may designate in advance regular or special meetings for the presentation of reports on the comprehensive plan, or on general planning discussions, deferring hearings and petitions to subsequent meetings.
6. Prayer – All Commissions meetings may be opened with prayer.
7. Written Material – All written material used for consideration in Commission meetings become part of the official records of that meeting and are to be kept on file in the office of the Executive Director.
8. Action – Transaction of business and the taking of official action shall require an affirmative vote of a majority of the voting representatives of the Commission present at the meeting.
9. Motions – Motions by a voting representative shall be restated by the Chairman before a vote is taken. The name of the maker of the motion and that of the second shall be recorded.
10. Voting – The voting representatives shall vote by voice or by show of hands. In the event that a vote is not unanimous, the minutes shall show the names of how each voted on each issue.
11. Suspension of Voting Privilege – The voting privileges of a voting representative shall be suspended if the Regular Member is not current with their annual membership dues. Voting privileges of a voting representative will be restored once the Regular Member becomes current with their annual membership dues.
12. Abstentions – When a voting representative wishes to abstain from consideration on any issue, he or she shall make a formal request to the Chairman, prior to action by the Commission. Notification of a request for abstention should be made as soon as the voting representative is aware of such a possibility. At the meeting, the Chairman shall ask if there is any opposition to the request. Abstention will be allowed only with a consenting vote of a majority of the Commission present.
13. Remote Meeting Procedures – When, in the opinion of the Chairman, it would be appropriate for the Commission to meet remotely via means of electronic communication, the policies and procedures specified by statute at the time of the meeting for remote meetings held by local governments in North Carolina shall be observed.

ARTICLE 7 – OFFICERS/DUTIES

1. Chairman – The Chairman shall preside at all meetings, appoint members to committees, and perform such other duties as may be specified by the Commission. The Chairman shall be selected from among the voting representatives of the Regular Members of the Commission.
2. Vice-Chairman – The Vice-Chairman shall act in the capacity of the Chairman in his / her absence. The Chairman shall be selected from among the voting representatives of the Regular Members of the Commission.
3. Secretary – The Secretary shall keep the minutes, execute such documents as authorized by the Commission, in the name of the Commission, and perform such other duties as the Commission may determine or direct. The Secretary may be assisted in their duties by a third-party, subject to approval by the Executive Committee of the Board of Directors. The Secretary shall be selected from among the voting representatives of the Regular Members of the Commission.
4. Treasurer – The Commission shall appoint an individual to serve as Treasurer of the Commission. The Treasurer shall be responsible for all funds of the association including income and disbursements and proper record keeping as approved by the Board of Directors. At the close of each fiscal year, the Treasurer shall be responsible for the preparation of a complete financial report which shall be submitted to the Board of Directors. The individual appointed to serve as Treasurer shall not be required to be a Member or Representative of the Commission.
5. Executive Director – The Chairman may appoint an Executive Director upon recommendation by the Board of Directors and approval by a vote of the Regular Members of the full Commission. The responsibilities of the Executive Director shall be established by the Board of Directors and set forth in an employment agreement between the Commission and the incumbent. The Executive Director shall serve in their position as an at-will employee of the Commission, and may be dismissed in accordance with the terms of their employment agreement.

ARTICLE 8 - BOARD OF DIRECTORS

1. Composition: The Board of Directors shall consist of the following:
    a. Executive Committee (3 members):
        i. Chairman
        ii. Vice Chairman
        iii. Secretary
    b. Director (6 at-large):
        i. Two at-large directors shall be voting representatives of Regular Members
        ii. Four of the at large directors may be appointed from the Regular Member category, the Associate Member Partner Organization, or Individual Member categories.
    c. Ex-Officio Director (3):
        i. The Chairman of the Board of Directors may appoint up to three (3) additional members from any membership category to serve as non-voting members of the Board of Directors.
2. Elections: The Executive Committee shall serve as the nominating committee, establishing a slate of Officers and Directors for submission to the full Commission by May 1st of each even numbered year. The slate of officers shall be approved by the voting representatives at a regular meeting of the Commission in May of each even numbered year. If the slate of officers is not approved, open nominations will be considered for each position until each of the officers and directors are approved by the voting representatives.

3. Terms: The Board of Directors shall serve for two-year terms and may serve a maximum of three (3) consecutive terms if re-elected by the Commission (additional terms of office shall be permitted following a break in service of one term). Terms of office shall begin on July 1 of each odd numbered year, and shall continue until such time as their successors are appointed and assume office.
4. Meetings of the Executive Committee shall be called as necessary by the Chairman or Vice Chairman to plan agendas for the Commission and to deliver decisions on matters of importance when it is impractical to convene a special meeting of the Commission.
5. Meetings of the Board of Directors shall be open to the public.
6. A quorum must be present for the Board of Directors to vote. A quorum consists of a majority of the current voting membership of the Board.

ARTICLE 9 - COMMITTEES

1. The Board of Directors is authorized to form committees to carry out specialized tasks or projects, as deemed necessary and appropriate by the Board.
2. The term of the committee shall be set by the Board of Directors at the time of its formation. Standing committees are authorized, and any committee may be dissolved upon an affirmative vote of the Board of Directors.
3. Each committee shall consist of either three (3) or (5) members, at the discretion of the Board of Directors.
4. At least one member of the Board of Directors shall be appointed to serve on each committee.
5. The Chairman of the Board of Directors shall appoint and remove members of each committee, subject to the consent of the other two members of the Executive Committee. In the event of a disagreement on the appointment (removal) of an individual to a committee by the members of the Executive Committee, the matter of the appointment shall be voted on by the full Board of Directors.
6. Appointment to a committee shall be open to any voting or non-voting representative serving on the Commission.
7. Terms of appointment for representatives to a committee shall be two (2) years. Successive appointments shall be permitted, without limitation.
8. The Chairman of the Commission shall appoint an individual who is a member of the Board of Directors to serve as the Chairman of each committee.
9. Committees shall meet as needed. Meetings shall be called by the Chair of each committee. Electronic communication for committee meetings shall be authorized, provided that a record is kept of such communication.

ARTICLE 10 – AMENDMENTS

1. These Bylaws may be amended upon an affirmative vote of the full Commission, subject to approval by the governing bodies of the Regular Members of the Commission.
2. The affirmative vote of two-thirds of the governing bodies of the Regular Members of the Commission is required to approve amendments to the Bylaws.
3. Two- thirds of the Regular Member governing bodies can amend or revise the Bylaws without approval of the Commission.

ARTICLE 11 – DISSOLUTION

Two-thirds of the Regular Member governing bodies, as appointing authorities, can reorganize or dissolve the Commission at their discretion; however, the Commission shall continue in existence as long as two (2) or more local government signatories retain active membership.

ARTICLE 12 – RULES

Robert's Rules of Order Revised shall govern the conduct of meetings, unless modified by the voting representatives.

ARTICLE 13 – REPORTS

Electronic copies of the minutes of meetings shall be provided to the voting representatives of Regular Members in advance of the next regular meeting.

Amended this _____ day of _____, 2021.

_____, Chairman

BYLAWS OF THE
~~FT.~~FORT BRAGG~~/POPE AIR FORCE BASE~~ REGIONAL LAND USE ADVISORY COMMISSION, INC.
REVISED IN 2005 AND 2021

ARTICLE 1 – TITLE

The ~~title~~organization shall be the Fort Bragg~~/Pope Air Force Base~~ Regional Land Use Advisory Commission, Inc~~. (~~., herein after referred to as "RLUAC~~).~~."

ARTICLE 2 – MISSION

The purposes and duties of the ~~Fort Bragg/Pope Air Force Base Regional Land Use Advisory Commission~~RLUAC are as follows:

1. ~~To promote a regional perspective on land use and~~ Provide a forum for communication between Fort Bragg and local governments;
2. Educate and inform local government leaders, the development community, legislative representatives and the general public about compatible growth and environmental issues~~ of mutual concern to the adjacent local communities and the~~ ;
~~1.~~3. Provide local governments with timely, credible and authoritative analysis of the compatibility of land use and development proposals with the military ~~installations.~~training and operational missions of Fort Bragg;

   ~~2. To provide a forum for discussing noise and accident potential problems relating to land use and deliberate and develop mitigation actions.~~

4. ~~To~~Assist local governments with the adoption of plans and policies that foster compatible ~~land uses impacted by~~growth and protect critical environmental resources; and
~~3.~~5. Preserve and protect Fort Bragg's training and operational missions from incompatible civilian ~~and military areas~~development patterns and environmental degradation.

   ~~4. To foster increased local economic development opportunities, particularly as they relate to the military.~~

ARTICLE 3 – ESTABLISHMENT

~~The Fort Bragg/Pope Air Force Base Regional Land Use Advisory Commission~~RLUAC is established through the authority of N.C.G.S. Chapters 160A-460 through ~~464~~466 and 55A et. al.

ARTICLE 4 – MEMBERSHIP

1. ~~Composition: Fort Bragg/Pope Air Force Base Regional Land Use Advisory Commission membership is limited to Fort Bragg, Pope Air Force Base, and all municipal / county governments within Cumberland, Harnett, Hoke, Moore, Richmond, Robeson, Sampson, and Scotland Counties.~~

2. ~~Each member county and municipality shall appoint one voting member. Member governments are encouraged to appoint an elected official to be their voting member. They may also appoint as many non-voting members as they deem appropriate. Fort Bragg and Pope Air Force Base may appoint as many non-voting members as they deem appropriate.~~

3. ~~Voting and non-voting members shall be appointed by the Boards of Commissioners from the Cities and Counties they represent. Military members/representatives shall be appointed by the Commanding Officer(s) from the military installations which they represent.~~

1. ~~Voting and non-voting members should have a~~ Regular Members: Regular membership consists of the units of local government that are party to the interlocal cooperation agreement to establish the organization.
    a. Regular Members may be admitted to the Commission upon invitation by the Board of Directors and approval by the full Commission, contingent upon the governing body of the local government adopting a resolution to join the Commission in accordance with NCGS 160A-461.
    b. Regular Members may withdraw their membership at any time by the adoption of a resolution by the governing body effecting its withdrawal from the Commission. Upon the effective date of the withdrawal, the appointment and term of service of both voting and non-voting representatives of the Regular Member shall be rescinded.
2. Associate Members: Associate membership consists of entities or individuals that are not party to the interlocal cooperation agreement, which have a direct relationship to the mission of the organization.
    a. Fort Bragg: United States Army Garrison Fort Bragg is admitted as an enduring Associate Member.
    b. Partner Organizations: An organization that works closely with Fort Bragg and local governments to achieve a common mission.
        i. The US Fish & Wildlife Service, Sustainable Sandhills Inc., the NC Department of Commerce, and the NC Wildlife Resources Commission are admitted as enduring Associate Members.
        ii. The Board of Directors may admit or remove Partner Organizations as Associate Members by a simple majority vote.
    c. Individual: An individual that has specialized knowledge, skills, or experience related to the mission of RLUAC gained through their prior association with Fort Bragg, a local government member, and/or another Partner Organization.
        i. The Board of Directors may nominate an Individual for admission or removal as an Associate Member, subject to approval of the Commission.
        ii. The nomination to add or remove an Individual shall not be effective until approved by a majority of the voting representatives at a regular meeting of the Commission.

ARTICLE 5 – MEMBER REPRESENTATION

1. Regular Members: The Regular Members shall have voting and non-voting representation on the Commission.
    a. Voting Representative:
        i. Each Regular Member shall appoint one voting representative to the Commission.
        ii. The voting representative shall be appointed by the Regular Member's governing body.
        ~~4.~~iii. Regular Members are encouraged to appoint a member of the governing body as the voting representative, with preference for an individual who has basic knowledge of the Fort Bragg~~/Pope Air Force Base~~ region's physical, environmental, social, and economic makeup~~. In addition,~~ and a ~~basic~~general understanding of ~~the planning process and~~ land use planning~~, in particular, is recommended~~.

~~5. Terms of Voting and Non-Voting Members:~~

~~a.~~iv. The length of the term for a voting ~~member~~representative shall be three (3) years.~~ Non-voting members serve at the will of the appointing body and have no specified terms.~~

~~b.~~v. Voting ~~members~~representatives may be reappointed to successive terms, without limitation.

b. Non-Voting Representative(s):

i. Each Regular Member may appoint one or more elected officials, planning board members and/or employees of the local government as non-voting representatives, as they deem appropriate.

ii. Non-voting representatives' term of service shall continue until replaced or until such time that their appointment is rescinded.

2. Associate Members: Associate Members shall have non-voting representation on the Commission, as specified below:

a. US Army Garrison Fort Bragg: The Garrison Commander is designated as the representative for Fort Bragg. He/she may appoint additional Garrison staff at their discretion to serve as non-voting representatives on the Commission.

b. Partner Organizations: Partner Organizations may appoint one or more non-voting representatives to serve at the will of the Partner Organization on the Commission.

3. Individual Member: An Individual Member is a non-voting representative on the Commission.

ARTICLE ~~5~~6 – MEETINGS OF THE COMMISSION

1. ~~1.~~ Meetings – Meetings ~~will~~of the full membership of the Commission shall be held quarterly ~~throughout the year, generally on the third Thursday of February, May, August, and November~~.

~~3.~~ Attendance – ~~Attendance~~The attendance of the voting representatives of the Regular Members is mandatory. If ~~an appointee~~a voting representative is absent from more than two

2. (2) consecutive meetings or three (3) meetings in a calendar year, and such absences are not caused by extraordinary events, the ~~member~~Regular Member is obligated to ~~resign in writing~~remove the voting representative and appoint a replacement to fulfill the unexpired term of the removed voting representative.

3. Quorum – The presence of a simple majority of the duly appointed voting representatives of the Regular Members of the Commission shall constitute a quorum and allow the Commission to conduct business.

4. Public – All regular and special meetings, hearings, records, and accounts of the Commission shall be open to the public in accordance with North Carolina public records and open meetings law.

5. Special Meetings – Special meetings ~~shall~~may be called at the ~~request~~discretion of the Chairman or by the request of a majority of ~~members~~the Board of Directors or the voting representatives of the Regular Members of the Commission. The Chairman may designate in advance regular or special meetings for the presentation of reports on the comprehensive plan, or on general planning discussions, deferring hearings and petitions to subsequent meetings.

6. Prayer – All Commissions meetings may be opened with prayer.

7. Written Material – All written material used for consideration in Commission meetings become part of the official records of that meeting and are to be kept on file in the office of the Executive Director.

~~ARTICLE 6 – OFFICERS/DUTIES~~

1. ~~Chairman – The Chairman shall preside at all meetings, appoint members to committees, and perform such other duties as may be ordered by the Commission.~~

2. ~~Vice-Chairman – The Vice-Chairman shall act in the capacity of the Chairman in his absence.~~

3. ~~Secretary – The Secretary shall keep the minutes, execute such documents as authorized by the Commission, in the name of the Commission, and perform such other duties as the Commission shall determine or direct.~~

4. ~~Executive Director – The position of Executive Director may be authorized by the Board of Directors and appointed or discharged by a vote of the Fort Bragg / Pope Air Force Base Regional Land Use Advisory Commission (RLUAC) membership. The employment of the Executive Director shall be an at-will employment. The responsibilities and job requirements of the Executive Director shall be as follows:~~

~~Responsibilities~~

~~a. Make the logistical arrangements for and participate in RLUAC quarterly meetings (4 each year).~~
~~b. Make the logistical arrangements for quarterly Board of Directors meetings (4 each year). He /she shall offer suggestions for topics and speakers for the RLUAC quarterly meetings.~~
~~c. Serve as the "point of contact" / primary liaison for RLUAC information and public relations.~~
~~d. Represent the RLUAC at public hearings, meetings, and conferences as directed by the Board of Directors.~~
~~e. Contact and confirm speakers for the RLUAC quarterly meetings.~~
~~f. Prepare agendas for RLUAC quarterly meetings and Board of Directors' meetings (8 each year).~~
~~g. Oversee the preparation of minutes for RLUAC quarterly and Board of Directors' meetings (8 each year).~~
~~h. Coordinate the mailing of minutes and meeting notices (by U.S. mail and e-mail) for RLUAC quarterly meetings and Board of Directors' meetings (8 each year).~~
~~i. Oversee the maintenance of accurate and up-to-date membership rolls and attendance records.~~
~~j. Maintain current information regarding regional, state, and national legislative issues of interest.~~
~~k. Complete various other tasks as assigned by the Board of Directors.~~
~~l. Fund Raising - Coordinate efforts to raise funding to support RLUAC operations.~~
~~1) Prepare and submit grant proposals to appropriate corporations and foundations.~~
~~2) Prepare and mail fund raising letters to potential financial supporters.~~
~~3) Make presentations to potential funding entities as opportunities arise.~~
~~m. Incorporation – Facilitate the process of incorporating the RLUAC and securing tax exempt designation with the State of North Carolina and the federal government.~~

~~Job Requirements~~

~~A Master's Degree in Planning or Public Administration curriculum and three years planning and management experience, which includes one year in a supervisory capacity; or a College Degree and five years of specifically related planning and management experience, including one year in a supervisory capacity; or an equivalent combination of education and experience.~~

~~The Executive Director job description may be amended by the Board of Directors.~~

~~ARTICLE 7~~ ~~BOARD OF DIRECTORS~~

1. ~~The Board of Directors shall act as the Executive Committee and shall be elected from the membership for two year terms.~~

2. ~~Composition~~

   a. ~~The Chairman, Vice Chairman, Secretary, one representative selected from each of the County delegations, and a representative from each of the military installations shall constitute the Board of Directors.~~

   b. ~~Non-voting members may be named to the Board of Directors by the officers as they deem necessary.~~

3. ~~Meetings of the Executive Committee shall be called as necessary by the Chairman or Vice Chairman to plan agendas for the Advisory Commission and to provide decisions on matters of importance when it is impractical to convene a special meeting of the full Advisory Commission.~~

~~4.~~1. ~~Meetings of the Board of Directors shall be open to the public.~~

~~5.~~1. ~~A quorum must be present for the Board of Directors to vote. A quorum consists of a majority of the current membership.~~

~~ARTICLE 8~~ ~~ELECTIONS~~

1. ~~The Chairman shall be elected at the first regular meeting in each odd-numbered year. Terms of office shall be for two years beginning in the year 2007. The Commission shall elect the Chairman from its membership.~~

2. ~~The Vice-Chairman shall be elected at the first regular meeting in each odd-numbered year. Terms of office shall be for two years. The Commission shall elect the Vice- Chairman from its membership.~~

3. ~~The Secretary shall be elected at the first regular meeting in each odd-numbered year. Terms of office shall be for two years. The Secretary is not required to be a member of the Commission.~~

ARTICLE 9 – VOTING

~~1.~~8. Action – Transaction of business and the taking of official action shall require ~~a concurring~~an affirmative vote of a majority of the voting ~~members~~representatives of the Commission present at the meeting.

~~2.~~9. Motions – Motions by a voting representative shall be restated by the Chairman before a vote is taken. The name of the maker of the motion and that of the second shall be recorded.

~~3.~~10. Voting – ~~Voting~~The voting representatives shall ~~be~~vote by voice or by show of hands. In the event that a vote is not unanimous, the minutes shall show the names of how each voted on each issue.

11. ~~Abstaining~~Suspension of Voting Privilege – The voting privileges of a voting representative shall be suspended if the Regular Member is not current with their annual membership dues. Voting privileges of a voting representative will be restored once the Regular Member becomes current with their annual membership dues.

~~4.~~12. Abstentions – When a ~~Commission member~~voting representative wishes to abstain from consideration on any issue, he or she shall make a formal request to the Chairman, prior to action by the Commission. Notification of a request for abstention should be made as soon as the ~~member~~voting representative is aware of such a possibility. At the meeting, the Chairman shall ask if there is any opposition to the request. Abstention will be allowed only with a consenting vote of ~~-~~a majority of the Commission present.

13. Remote Meeting Procedures – When ~~a voting member of the~~ , in the opinion of the Chairman, it would be appropriate for the Commission ~~is unable~~ to ~~attend a~~ meet remotely via means of electronic communication, the policies and procedures specified by statute at the time of the meeting for remote meetings held by local governments in North Carolina shall be observed.

ARTICLE 7 ~~, he or she~~ – OFFICERS/DUTIES

1. Chairman – The Chairman shall preside at all meetings, appoint members to committees, and perform such other duties as may ~~assign~~be specified by the Commission. The Chairman shall be selected from among the voting representatives of the Regular Members of the Commission.

2. Vice-Chairman – The Vice-Chairman shall act in the capacity of the Chairman in his / her absence. The Chairman shall be selected from among the voting representatives of the Regular Members of the Commission.
3. Secretary – The Secretary shall keep the minutes, execute such documents as authorized by the Commission, in the name of the Commission, and perform such other duties as the Commission may determine or direct. The Secretary may be assisted in their duties by a third-party, subject to approval by the Executive Committee of the Board of Directors. The Secretary shall be selected from among the voting representatives of the Regular Members of the Commission.
4. Treasurer – The Commission shall appoint an individual to serve as Treasurer of the Commission. The Treasurer shall be responsible for all funds of the association including income and disbursements and proper record keeping as approved by the Board of Directors. At the close of each fiscal year, the Treasurer shall be responsible for the preparation of a complete financial report which shall be submitted to the Board of Directors. The individual appointed to serve as Treasurer shall not be required to be a Member or Representative of the Commission.
5. Executive Director – The Chairman may appoint an Executive Director upon recommendation by the Board of Directors and approval by a vote of the Regular Members of the full Commission. The responsibilities of the Executive Director shall be established by the Board of Directors and set forth in an employment agreement between the Commission and the incumbent. The Executive Director shall serve in their position as an at-will employee of the Commission, and may be dismissed in accordance with the terms of their employment agreement.

ARTICLE 8 - BOARD OF DIRECTORS

1. Composition: The Board of Directors shall consist of the following:
    a. Executive Committee (3 members):
        i. Chairman
        ii. Vice Chairman
        iii. Secretary~~voting authority to another RLUAC~~
    b. Director (6 at-large):
        i. Two at-large directors shall be voting representatives of Regular Members
        ii. Four of the at large directors may be appointed from the Regular Member category, the Associate Member Partner Organization, or Individual Member categories.
    c. Ex-Officio Director (3):
        i. The Chairman of the Board of Directors may appoint up to three (3) additional members from any membership category to serve as non-voting members of the Board of Directors.
2. Elections: The Executive Committee shall serve as the nominating committee, establishing a slate of Officers and Directors for submission to the full Commission by May 1st of each even numbered year. The slate of officers shall be approved by the voting representatives at a regular meeting of the Commission in May of each even numbered year. If the slate of officers is not approved, open nominations will be considered for each position until each of the officers and directors are approved by the voting representatives.
3. Terms: The Board of Directors shall serve for two-year terms and may serve a maximum of three (3) consecutive terms if re-elected by the Commission (additional terms of office shall be permitted following a break in service of one term). Terms of office shall begin on July 1 of

each odd numbered year, and shall continue until such time as their successors are appointed and assume office.

4. Meetings of the Executive Committee shall be called as necessary by the Chairman or Vice Chairman to plan agendas for the Commission and to deliver decisions on matters of importance when it is impractical to convene a special meeting of the Commission.
5. Meetings of the Board of Directors shall be open to the public.
6. A quorum must be present for the Board of Directors to vote. A quorum consists of a majority of the current voting membership of the Board.

ARTICLE 9 - COMMITTEES

1. The Board of Directors is authorized to form committees to carry out specialized tasks or projects, as deemed necessary and appropriate by the Board.
2. The term of the committee shall be set by the Board of Directors at the time of its formation. Standing committees are authorized, and any committee may be dissolved upon an affirmative vote of the Board of Directors.
3. Each committee shall consist of either three (3) or (5) members, at the discretion of the Board of Directors.
4. At least one member of the Board of Directors shall be appointed to serve on each committee.
5. The Chairman of the Board of Directors shall appoint and remove members of each committee, subject to the consent of the other two members of the Executive Committee. In the event of a disagreement on the appointment (removal) of an individual to a committee by the members of the Executive Committee, the matter of the appointment shall be voted on by the full Board of Directors.
6. Appointment to a committee shall be open to any voting or non-voting representative serving on the Commission.
7. Terms of appointment for representatives to a committee shall be two (2) years. Successive appointments shall be permitted, without limitation.
8. The Chairman of the Commission shall appoint an individual who is a member ~~designated by~~ of the Board of Directors to serve as the Chairman of each committee.

~~5.~~9. Committees shall meet as needed. Meetings shall be called by the Chair of each committee. Electronic communication for committee meetings shall be authorized, provided that ~~voting member in writing to the Corporation.~~a record is kept of such communication.

ARTICLE 10 ~~REMUNERATION~~

~~Members of the Commission may be reimbursed for their expenses by their appointing body in accordance with that body's policies and procedures.~~

~~ARTICLE 11~~ – AMENDMENTS

1. These Bylaws may be amended ~~by~~upon an affirmative vote of the full Commission, subject to approval by the governing bodies of the Regular Members of the Commission.

~~1.~~ The affirmative vote of two-thirds of ~~all voting members present, provided all~~ the governing bodies of the Regular Members of the Commission is required to approve amendments ~~conform to established policies and law.~~

2. ~~Two-thirds of the appointing bodies must approve~~ to the Bylaws ~~and all changes.~~ .

~~2.~~3. Two- thirds of the ~~appointing~~Regular Member governing bodies can amend or revise the Bylaws without approval of the Commission.

ARTICLE ~~12~~11 – DISSOLUTION

Two-thirds of the ~~appointing~~Regular Member governing bodies, as appointing ~~authority~~authorities, can reorganize or dissolve the Commission ~~without advance notice~~at their discretion; however, the Commission shall continue in existence as long as two (2) or more local government signatories retain active membership.

ARTICLE ~~13~~12 – RULES

Robert's Rules of Order Revised shall govern the conduct of meetings, unless modified by the voting ~~members~~representatives.

ARTICLE ~~14~~13 – REPORTS

~~Minutes~~Electronic copies of the minutes of meetings shall be provided to the voting representatives of Regular Members in advance of the next regular meeting. ~~Copies of the minutes of all meetings shall also be mailed to the appointing authority.~~

~~Adopted~~Amended this ~~13th~~____ day of ~~January, 2005~~_____, 2021.

_____

~~Timothy McNeill,~~_____, Chairman

RESOLUTION #21-24:

A RESOLUTION OF ADOPTION – FORT BRAGG REGIONAL LAND USE ADVISORY COMMISSION BYLAW REVISIONS.

THAT WHEREAS, the Fort Bragg Regional Land Use Advisory Commission (RLUAC) was established in 1991 at the conclusion of the Joint Land Use Study to serve as a regional forum to advance planning and communication between the military bases and the surrounding local governments; and

WHEREAS, RLUC was established in 1991 under the authority of NCGS 160A-461 for the purpose of interlocal cooperation and was subsequently incorporated as a 501(c)3 membership-based non-profit organization in 2004; and

WHEREAS, RLUAC is the leading advocate for coordination and collaboration between Fort Bragg and local governments on issues related to compatible growth and environmental sustainability in the North Carolina Sandhills region; and

WHEREAS, the Village of Pinehurst is a member of RLUAC; and

WHEREAS, on November 19, 2020, and on August 19, 2021, RLUAC approved amendments to modernize its governance structure and implement the organization's strategic plan; and

WHEREAS, Approval of two-thirds of the local government members of the Commission is needed to officially amend the bylaws.

NOW, THEREFORE, BE IT RESOLVED that the Village Council of the Village of Pinehurst, hereby approves the revised RLUAC Bylaws as amended on November 19, 2020, and on August 19, 2021 at the Quarterly Membership meetings of RLUAC.

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

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

_____
Kelly Chance, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

§ 130.01 DISCHARGE OF FIREARMS.

(A) Pursuant to authority contained in G.S. § 160A-189 and for the purpose of prescribing regulations governing conditions detrimental to the health, safety and welfare of its citizens, it shall be unlawful for any person to shoot or discharge within the corporate limits of the village any gun, pistol, rifle or other firearm. The provisions of this section, however, do not prohibit the discharge of firearms by any law enforcement officer in the discharge of his or her official duties, by any law enforcement officer during a course of instruction, or by any person in the lawful defense of persons or property. The provisions of this section, however, would allow the discharge of firearms for special events upon the approval of the Village Council. The Police Chief may impose special conditions on the discharge of firearms for the event if they are found to be in the best interest of the health, safety and welfare of persons and/or property. Information may be requested by the Police Chief in order to render this decision.

(B) Any village police officer is hereby authorized to seize and hold subject to court order any gun, pistol, rifle or other firearm which shall have been fired or discharged within the village in violation of this section.

(1986 Code, § 3-4) (Ord. 91-09, passed 05-20-1991; Ord. 09-33, passed 10-23-2009; Ord. 10-53, passed 10-27-2010; Am. Ord. 11-26, passed 9-13-2011) Penalty, see § 130.99

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

Village of Pinehurst

Memo

To: Village Council

From: Brooke Hunter

CC: Jeff Sanborn & Senior Leadership

Date: October 20, 2021

Re: Financial Statements for the Year Ended June 30, 2021

Attached are the un-audited financial statements for the fiscal year ended June 30, 2021. The Village ended the fiscal year in a strong financial position with our fund balance above the Council's policy minimum and no installment purchase debt. In addition, our operating expenditures are in check and our revenues are growing at a moderate pace, despite the impacts of the COVID-19 coronavirus pandemic on our local economy. These results, in conjunction with our strong performance management system, should position us well to carry out the objectives contained in the FY 2022 Strategic Operating Plan (SOP).

Financial Position:

The Village's General Fund revenues exceeded expenditures by $2,059,598, bringing General Fund fund balance to $13,288,868. This year, $1,421,000 in projects were reappropriated in the FY 2022 budget, as they were not purchased or completed by June 30. The Community Center Capital Project Fund was closed during FY 2021 upon completion of the facility, and the remaining balance in the fund of $244,999 was transferred to the General Fund. The American Rescue Plan Act Special Revenue Fund was established in June 2021 to account for the use of federal grant funds for COVID-19 relief and economic recovery efforts. However, since the first tranche of funding was not received by year end, there is no current year fund activity.

The Village's fund balance policy requires us to maintain unassigned fund balance of at least 15% of actual expenditures and a minimum fund balance of 30% of budgeted expenditures. Fund balance is maintained at these levels to meet the Village's cash flow needs and to prepare us for emergencies and opportunities that may arise. The policy also states that when total fund balance at June 30 is in excess of 40% of actual General Fund expenditures, Council may commit excess fund balance for future capital needs. In FY 2021, Council approved resolutions committing excess funds for future capital needs totaling $4,102,691 and also committed $1,000,000 for improvements to the Given Memorial Library and Tufts Archives. At June 30, the General Fund has unassigned fund balance of $2,891,475, or 15%, of actual expenditures and total committed fund balance of $5,102,691, or 26% of actual expenditures.

The total fund balance of $13,288,868 represents 58% of budgeted expenditures. The statewide average for total fund balance in the Village's population peer group is 54%. This amount includes the $1,421,000 in reappropriated projects that were on order or not complete at year-end.

The Village's total cash and investments at June 30 were $12,526,000 compared to $10,856,000 the previous year. This is an increase of $1,670,000, or 15%. The Village earned approximately $2,900 on investments during the year at an average yield of 0.02% due to historic low interest rates during the pandemic. All deposits were insured or collateralized as required for local governments and managed under the Village's investment policy.

The Village's outstanding installment purchase debts decreased by $141,600, or 100%, during the fiscal year. This decrease was due to the scheduled repayment of principal on existing debt obligations and the acceleration of remaining debt payments scheduled for a future fiscal year. The Village had no installment purchase debt outstanding at June 30 and total debt service for the year was 0.6% of budgeted expenditures.

Capital investments during the year pushed the Village's total capital assets to $53,001,000. This is an increase of $1,799,000, or 4%, over the previous year. The most significant additions were the rescue truck replacement, automated solid waste vehicle replacement, and purchase of two parcels of land – one for a potential future fire station and the other adjacent to West Pinehurst Park. Overall, the Village's capital assets have 45% of their original (undepreciated) value remaining, which is greater than 40% in the previous year due to the completion and capitalization of the Community Center facility.

Revenues & Expenditures:

General Fund revenues were $924,000, or 4.6%, above the year-to-date budget projections. This is above the normal variance of around 1% above budgeted projections due to higher than anticipated local option sales taxes and significant permits and fees.

Property taxes were above our budget estimate by approximately $33,000. Overall property tax collections for the year were strong with 99.93% of the 2021 levy collected at year-end.

Sales tax revenue was $523,000, or 10.4%, higher than budgeted. When establishing the revenue budget for FY 2021, the impacts of the COVID-19 pandemic were unknown. The Village conservatively budgeted revenue sources that are more susceptible to economic downturns, most notably local option sales taxes. Fortunately, sales tax distributions have increased significantly over the past two years, despite the pandemic. Some factors that contributed to this growth include direct aid to most U.S. taxpayers during the pandemic, a shift from consumer spending on non-taxable services to spending on taxable goods, and collection of sales tax on most online purchases.

Permit revenue was $173,000, or 34%, above budget due primarily to two significant non-residential projects at FirstHealth.

The larger portion of the year-end variance can be attributed to expenditures being below budget. General Fund expenditures were $3,566,000 or 15.6%, below budget overall. Expenditures were less than budgeted amounts for the following significant items: (1) contracted and professional services of $301,000 were lower than expected, (2) salaries and benefits were $824,000 lower due to employee vacancies related to turnover, and (3) capital expenditures were $1,436,000 below budget due primarily to a fire engine that was on order at year-end and sidewalk and parking lot projects that were being designed but were not constructed by year-end. Overall operating expenditures represented 82% of operating revenues, a 2% increase from the previous year.

For capital outlay, 57% of the General Fund budget was expended at year's end. The majority of this variance was due to the fire engine, Cannon Park parking lot, Rattlesnake Trail/Woods Road sidewalk, and Magnolia Streetscape improvements that were carried over to the next fiscal year. Compared to the previous fiscal year, capital expenditures were up by $970,000 or 103%.

Financial Outlook:

As we look to the future, the Village's revenue prospects look sound. Unemployment in our area decreased to 4.8% compared to 7.3% at the same time last year, bringing the rate in line with those seen the last few years prior to the pandemic. The Village also added 136 new homes last year compared to 188 and 122 in the previous years. The steady growth in single-family home construction indicates that the Village's tax base will increase proportionately next year. The Village has also seen significant commercial development over the past three years.

Other Items:

During FY 2021, the Fair Barn covered 32% of operating expenditures with operating revenues. This is less than the 53% recorded in the previous year and below the balanced scorecard target of 55%. It is the direct result of closing the facility for most of the fiscal year to comply with state-mandated restrictions. Fortunately, the capacity limitations were removed as of May 2021, and the facility is back to hosting various events. While revenues were significantly lower in FY 2021 due the closures, operating expenditures were also down. Discounts for non-profit events totaled $43,000, compared to $42,000 last year. This includes hosting 53 FirstHealth COVID-19 vaccination clinics with total discounts of $35,000. Before discounts were applied, the Fair Barn covered approximately 48% of operating expenditures for the year.

The Harness Track covered 40% of its operating expenditures compared to 51% in the previous year. This is slightly below their performance target of 45%. The decrease from the previous year is primarily due to an 18% reduction in revenues from last season. Last year during the pandemic, we received some late season revenue as several trainers requested to retain their horses at our facility after the training season ended since many other facilities in their home states were not open.

Conclusion:

Overall, the Village ended FY 2021 better than expected and is well positioned to carry out the initiatives outlined in the FY 2022 SOP. The effects of COVID-19 on our financial condition in FY 2021 were less severe than we originally anticipated. With the $2,060,000 addition to fund balance at June 30, 2021 and the $1,421,000 reappropriation in July, there is now $639,000 in new fund balance that was not allocated in the five-year capital plan.

Should you have any questions about these quarterly statements, please feel free to contact me.

From: Dan Dodd <dan@fitfields.com>
Sent: Tuesday, November 2, 2021 2:46 PM
To: Mark Wagner <mwagner@vopnc.org>
Cc: Dave White <dwhite@vopnc.org>
Subject: Re: Questions

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Mark,

Hope this helps

- What is the cost to install a new synthetic turf field versus a natural turf field?

Roughly $11 per SF for Synthetic and $6 per SF Grass

  - Can you break down that cost for a multi-use rectangular field, regulation 300' baseball/softball field, 300' baseball/softball flex field with rectangular field included?

Would need to see the site plan to verify all the sizes and arrangements, do you have a plan?

  - Is there any cost difference between a new field/complex versus retrofitting an existing field?

A retrofit grass to synthetic turf can save money. About 30% less. And you would not have to add lights, build dugouts, fences etc.

- How long does a typical synthetic turf field last before needing to be replaced?

Usually they go a few years past warranty. 10 years is the average life.

- What is replacement cost for the field?
  - Is it just the surface that's replaced assuming the pad and drainage are all in good shape?

About half the cost of the initial investment for the field

- Are there any environment concerns with a synthetic field versus natural grass?

Black Crumb Rubber is an issue for some parents due to the composition of ground up recycled tires. A properly maintained grass field uses many gallons of water and tons of fertilizer.

  - Can you provide some information or links to the wood infill you mentioned versus the crumb rubber?

See BrockFill https://www.brockusa.com/brockfill/

- What type of maintenance is required for a synthetic turf field?

Monthly grooming

  - Special equipment needed, irrigation, etc.?

A groomer and sweeper combo. This is pulled behind a gator. Irrigation is not required but we like to have domestic water for wash down reasons. Or even design it to pull a sprinkler cart in times of dry weather.

- How much additional playing time does synthetic give us versus natural grass?

2000 hours vs 400 hours. Some say synthetic turf has up to 3000 game hours but most of us have day jobs…….So 2000 is more realistic for municipalities. That's about 6 hours per day.

- You mentioned the reduction in need for staffing in our conversation. Could you expand on that?

The labor hours for a one grass field are close to 300 hours a year. It takes education and experience to maintain natural grass field playing surfaces. And a good ground crew chief is hard to find

- Are there any player safety concerns with synthetic versus natural?

Both can have issues. Poor unmaintained grass fields cause injuries and a hard turf field can cause injuries. We highly recommend shock pads for all synthetic fields. The right type of shoe is also very important for synthetic turf fields.

- What type of warranty is typically provided for a synthetic field?

8 years

Dan Dodd, PLA
FitFields

VILLAGE OF PINEHURST

FINANCIAL STATEMENTS

FOR THE TWELVE MONTHS ENDED
JUNE 30, 2021

Village of Pinehurst
Financial Statements
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Village of Pinehurst
Combined Balance Sheet - All Fund Types
June 30, 2021

	Governmental Fund Type	Account Groups			
	General Fund	General Capital Assets	General Long - Term Debt	Totals June 30, 2021	Totals June 30, 2020
ASSETS					
Cash & investments	$ 12,525,504	$ -	$ -	$ 12,525,504	$ 10,856,052
Taxes receivable	14,960	-	-	14,960	12,663
Assessments receivable	-	-	-	-	5,179
Due from other governmental agencies	1,971,392	-	-	1,971,392	1,815,630
Other receivables	20,654	-	-	20,654	21,585
Prepaid items	38,374	-	-	38,374	42,602
Inventory	60,814	-	-	60,814	44,098
Capital assets	-	53,001,188	-	53,001,188	51,202,629
Amounts to be provided for retirement of general long-term debt	-	-	- 6,236,705	6,236,705	4,845,103
TOTAL ASSETS	$ 14,631,698	$ 53,001,188	$ 6,236,705	$ 73,869,591	$ 68,845,541
LIABILITIES AND FUND EQUITY					
Accounts payable	$ 487,584	$ -	$ -	$ 487,584	$ 551,763
Withholdings & accrued expenses	533,650	-	-	533,650	479,087
Accrued vacation	-	-	812,609	812,609	703,285
Total pension liability (LEO)	-	-	1,687,722	1,687,722	1,243,898
Net pension liability (LGERS)	-	-	3,736,374	3,736,374	2,756,320
Deposits	293,757	-	-	293,757	268,656
Unavailable revenues	27,839	-	-	27,839	19,659
Long-term debt	-	-	-	-	141,600
Total Liabilities	1,342,830	-	6,236,705	7,579,535	6,164,268
EQUITY					
Investment in general capital assets	-	53,001,188	-	53,001,188	51,202,629
Fund Balance:					
Nonspendable:					
Inventory	60,814	-	-	60,814	44,098
Prepaid items	38,374	-	-	38,374	42,602
Restricted:					
Stabilization by state statute	2,624,890	-	-	2,624,890	2,233,881
Public safety	39,674	-	-	39,674	-
Committed:					
Cultural and recreation	-	-	-	-	249,374
Library and archives	1,000,000	-	-	1,000,000	-
Future capital	4,102,691	-	-	4,102,691	-
Assigned:					
Designated for expenditures	2,530,950	-	-	2,530,950	1,603,467
Unassigned	2,891,475	-	-	2,891,475	7,305,222
Total equity	13,288,868	53,001,188	-	66,290,056	62,681,273
TOTAL LIABILITIES & EQUITY	$ 14,631,698	$ 53,001,188	$ 6,236,705	$ 73,869,591	$ 68,845,541

Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended June 30, 2021

	Annual Budget as of 6/30/2021	Quarterly Budget as of 6/30/2021	YTD as of 6/30/2021	YTD as of 6/30/2020	Current Year Over (Under) Prior Year	% of 2021 Budget Spent / Received YTD
Revenues						
Ad valorem taxes & penalties	$ 11,457,000	$ 11,457,000	$ 11,490,262	$ 11,261,143	$ 229,119	100.29%
Assessments	5,170	5,170	5,179	26,103	(20,924)	100.17%
Other taxes and licenses	2,000	2,000	4,455	3,215	1,240	222.75%
Intergovernmental revenues:						
Unrestricted	6,439,500	6,439,500	6,933,901	6,151,373	782,528	107.68%
Restricted	745,600	745,600	790,495	577,505	212,990	106.02%
Permits & fees	853,600	853,600	1,029,833	938,780	91,053	120.65%
Sales & services	399,400	399,400	459,900	543,264	(83,364)	115.15%
Other revenues	234,680	234,680	347,109	1,267,184	(920,075)	147.91%
Investment earnings	2,800	2,800	2,827	159,539	(156,712)	100.96%
TOTAL REVENUES	20,139,750	20,139,750	21,063,961	20,928,106	135,855	104.59%
Operating Expenditures						
Governing Body	146,400	146,400	112,471	119,681	(7,210)	76.82%
Administration	1,484,412	1,484,412	1,351,798	1,293,102	58,696	91.07%
Financial Services	717,662	717,662	670,317	662,076	8,241	93.40%
Human Resources	562,541	562,541	478,676	415,366	63,310	85.09%
Police	3,417,113	3,417,113	3,023,094	3,039,289	(16,195)	88.47%
Fire	3,045,056	3,045,056	2,817,495	2,794,949	22,546	92.53%
Inspections	341,456	341,456	325,384	300,904	24,480	95.29%
Public Services Administration	629,202	629,202	565,725	520,334	45,391	89.91%
Streets & Grounds	1,571,782	1,571,782	1,410,654	1,283,397	127,257	89.75%
Powell Bill Funds	1,263,742	1,263,742	1,256,621	1,008,383	248,238	99.44%
Solid Waste	1,784,714	1,784,714	1,659,395	1,624,072	35,323	92.98%
Recreation	2,003,437	2,003,437	1,629,999	1,536,682	93,317	81.36%
Library	163,764	163,764	163,763	179,290	(15,527)	100.00%
Harness Track	575,048	575,048	456,783	439,306	17,477	79.43%
Fair Barn	376,676	376,676	261,752	307,658	(45,906)	69.49%
Planning	1,082,982	1,082,982	905,753	685,781	219,972	83.64%
Community Development	179,178	179,178	129,294	126,191	3,103	72.16%
Debt Service	148,167	148,167	144,748	310,833	(166,085)	97.69%
Total Operating Expenditures	19,493,332	19,493,332	17,363,722	16,647,294	716,428	89.08%
Capital Outlay Expenditures						
Administration	30,569	30,569	27,786	19,193	8,593	90.90%
Financial Services	4,408	4,408	3,978	794	3,184	90.25%
Human Resources	7,804	7,804	7,038	993	6,045	90.18%
Police	225,342	225,342	219,338	224,548	(5,210)	97.34%
Fire	1,353,284	1,353,284	689,420	26,009	663,411	50.94%
Inspections	2,204	2,204	1,989	519	1,470	90.25%
Public Services Administration	32,736	32,736	3,978	49,451	(45,473)	12.15%
Streets & Grounds	917,475	917,475	487,935	268,372	219,563	53.18%
Solid Waste	209,356	209,356	200,751	204,588	(3,837)	95.89%
Recreation	379,841	379,841	204,545	46,489	158,056	53.85%
Harness Track	117,940	117,940	994	80,576	(79,582)	0.84%
Fair Barn	62,239	62,239	60,050	20,359	39,691	96.48%
Planning	4,408	4,408	3,978	843	3,135	90.25%
Community Development	1,102	1,102	994	199	795	90.20%
Total Capital Outlay Expenditures	3,348,708	3,348,708	1,912,774	942,933	969,841	57.12%
TOTAL EXPENDITURES [1]	22,842,040	22,842,040	19,276,496	17,590,227	1,686,269	84.39%
REVENUES OVER (UNDER) EXPENDITURES	(2,702,290)	(2,702,290)	1,787,465	3,337,879	(1,550,414)	

Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended June 30, 2021

	Annual Budget as of 6/30/2021	Quarterly Budget as of 6/30/2021	YTD as of 6/30/2021	YTD as of 6/30/2020	Current Year Over (Under) Prior Year	% of 2021 Budget Spent / Received YTD
Other Financing Sources (Uses)						
Operating transfers in	$ 244,999	$ 244,999	$ 244,999	$ -	$ 244,999	0.00%
Sales of capital assets	15,000	15,000	27,134	19,418	7,716	180.89%
Total Other Fin. Sources (Uses)	259,999	259,999	272,133	19,418	252,715	104.67%
REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXP AND OTHER FINANCING USES	(2,442,291)	(2,442,291)	2,059,598	3,357,297	(1,297,699)	
Appropriated Fund Balance	2,442,291	2,442,291	-	-	-	
NET CHANGE IN FUND BALANCE	$ -	$ -	2,059,598	$ 3,357,297	$ (1,297,699)	
FUND BALANCE, JULY 1			11,229,270			
FUND BALANCE, JUNE 30			$ 13,288,868			

	YTD as of 6/30/2021	% of Total Expenditures
[1] **Total Expenditures by Type**		
Salaries & Benefits	$ 10,942,573	57%
Operating	6,421,149	33%
Capital	1,912,774	10%
Total Expenditures by Type	$ 19,276,496	100%

Village of Pinehurst
Community Center Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
From Inception and for the Fiscal Period Ended June 30, 2021

		Actual		
	Project Budget	Prior Years	Current Year	Total To Date
Revenues				
Investment earnings	$ -	$ 27,662	$ 66	$ 27,728
TOTAL REVENUES	-	27,662	66	27,728
Expenditures				
Design costs	344,000	326,995	-	326,995
Construction costs	4,569,165	4,364,458	4,441	4,368,899
TOTAL EXPENDITURES	4,913,165	4,691,453	4,441	4,695,894
REVENUES OVER (UNDER) EXPENDITURES	(4,913,165)	(4,663,791)	(4,375)	(4,668,166)
Other Financing Sources (Uses)				
Transfer to General Fund	(244,999)	-	(244,999)	(244,999)
Transfer from General Fund	4,913,165	4,913,165	-	4,913,165
TOTAL OTHER FIN. SOURCES (USES)	4,668,166	4,913,165	(244,999)	4,668,166
Appropriated fund balance	244,999	-	-	-
NET CHANGE IN FUND BALANCE	$ -	$ 249,374	(249,374)	$ -
FUND BALANCE, JULY 1			249,374	
FUND BALANCE, JUNE 30			$ -	

Village of Pinehurst
American Rescue Plan Act Special Revenue Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
From Inception and for the Fiscal Period Ended June 30, 2021

		Actual		
	Project Budget	Prior Years	Current Year	Total To Date
Revenues				
Restricted intergovernmental:				
Grant revenue	$ 4,860,000	$ -	$ -	$ -
TOTAL REVENUES	4,860,000	-	-	-
Expenditures				
General government:				
American Rescue Plan Act expenditures	4,860,000	-	-	-
TOTAL EXPENDITURES	4,860,000	-	-	-
REVENUES OVER (UNDER) EXPENDITURES	-	-	-	-
NET CHANGE IN FUND BALANCE	$ -	$ -	-	$ -
FUND BALANCE, JULY 1			-	
FUND BALANCE, JUNE 30			$ -	

Village of Pinehurst
Schedule of Interfund Transfers
For the Fiscal Period Ended June 30, 2021

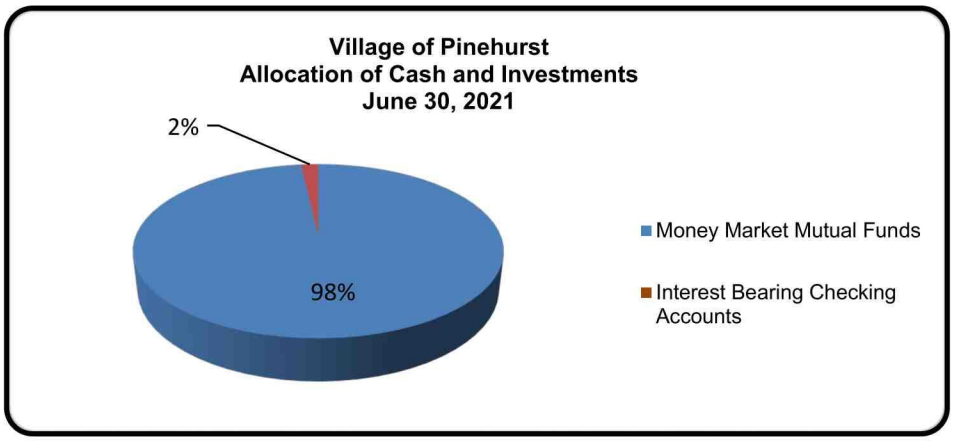
	Budgeted		Actual	
	Transfers In	Transfers Out	Transfers In	Transfers Out
General Fund Transfers:				
Community Center Capital Project Fund	$ 244,999	$ -	$ 244,999	$ -
Community Center Capital Project Fund	-	244,999	-	244,999
	$ 244,999	$ 244,999	$ 244,999	$ 244,999

Village of Pinehurst
Schedule of Cash and Investments
June 30, 2021

Investment	Bond/Bank Ratings	Purchase Date	Maturity Date	Cost
Money Market Mutual Funds				
North Carolina Capital Management Trust - Government Portfolio	AAAm (S&P)			$ 12,303,581
Interest Bearing Checking Accounts				
PNC Bank Operating				221,073
Petty Cash				850
Total Cash and Investments				$ 12,525,504
Total Cash and Investments (same quarter previous year)				$ 10,856,052

Summary of Cash and Investments

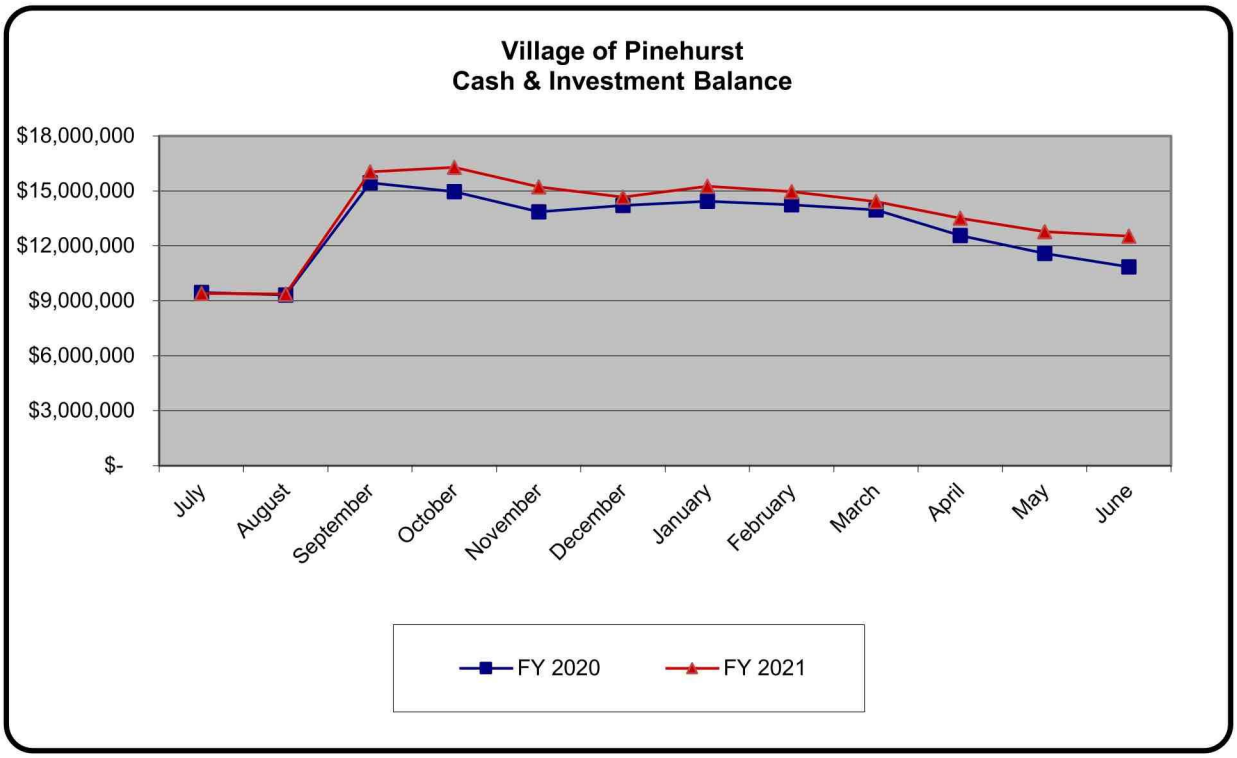
Money Market Mutual Funds	$ 12,303,581
Interest Bearing Checking Accounts	221,073
Petty Cash	850
	$ 12,525,504



Village of Pinehurst
Investment Yield Summary

	FY 2020			FY 2021		
	Cash Balance	Investment Earnings	Investment Yield*	Cash Balance	Investment Earnings	Investment Yield*
July	$ 9,457,886	$ 17,938	2.21%	$ 9,400,575	$ 1,110	0.13%
August	9,323,182	16,551	2.14%	9,375,289	479	0.06%
September	15,444,779	18,043	1.77%	16,045,667	228	0.02%
October	14,959,741	23,204	1.86%	16,288,960	155	0.01%
November	13,865,852	19,443	1.64%	15,214,360	113	0.01%
December	14,213,330	19,008	1.65%	14,664,757	126	0.01%
January	14,437,153	19,086	1.62%	15,254,209	123	0.01%
February	14,250,122	17,314	1.47%	14,952,403	112	0.01%
March	13,955,664	14,018	1.21%	14,411,728	122	0.01%
April	12,563,081	7,705	0.71%	13,512,113	112	0.01%
May	11,588,764	4,743	0.48%	12,783,280	110	0.01%
June	10,856,052	2,165	0.23%	12,525,504	103	0.01%
Average	$ 12,909,634	$ 179,218	1.39%	$ 13,702,404	$ 2,893	0.02%

* Investment yield is presented on an accrual basis.



Village of Pinehurst
Schedule of Fund Balance - General Fund
June 30, 2021

	Fund Balance at 6/30/2021	Fund Balance at 6/30/2020
General Fund		
Nonspendable:		
Inventory	$ 60,814	$ 44,098
Prepaid Items	38,374	42,602
Restricted:		
Stabilization by State Statute	2,624,890	2,233,881
Public Safety	39,674	-
Committed:		
Library and archives	1,000,000	-
Future capital	4,102,691	-
Assigned		
Subsequent year's expenditures	2,530,950	1,603,467
Unassigned	2,891,475	7,305,222
	$ 13,288,868	$ 11,229,270

Village of Pinehurst
Schedule of Capital Outlay by Function and Activity - General Fund
For the Fiscal Period Ended June 30, 2021

	Annual Budget	YTD Budget	YTD Expenditures	Remaining Balance
Land				
Fire	$ 180,000	180,000	171,132	8,868
Streets & Grounds	331,093	331,093	129,904	201,189
Recreation	291,500	291,500	197,507	93,993
Harness Track	45,000	45,000	-	45,000
	847,593	847,593	498,543	349,050
Buildings and Grounds				
Police	32,000	32,000	28,645	3,355
Public Services Administration	19,315	19,315	-	19,315
Recreation	80,500	80,500	-	80,500
Harness Track	71,800	71,800	-	71,800
Fair Barn	60,000	60,000	58,061	1,939
	263,615	263,615	86,706	176,909
Equipment and Furniture				
Administration	30,569	30,569	27,786	2,783
Financial Services	4,408	4,408	3,978	430
Human Resources	7,804	7,804	7,038	766
Police	69,342	69,342	66,796	2,546
Fire	148,284	148,284	113,503	34,781
Inspections	2,204	2,204	1,989	215
Public Services Administration	13,421	13,421	3,978	9,443
Streets & Grounds	148,382	148,382	146,044	2,338
Solid Waste	3,356	3,356	2,983	373
Recreation	7,841	7,841	7,038	803
Harness Track	1,140	1,140	994	146
Fair Barn	2,239	2,239	1,989	250
Planning	4,408	4,408	3,978	430
Community Development	1,102	1,102	994	108
	444,500	444,500	389,088	55,412
Vehicles				
Police	124,000	124,000	123,897	103
Fire	1,025,000	1,025,000	404,785	620,215
Solid Waste	206,000	206,000	197,768	8,232
	1,355,000	1,355,000	726,450	628,550
Infrastructure				
Streets & Grounds	438,000	438,000	211,987	226,013
	438,000	438,000	211,987	226,013
Total	$ 3,348,708	$ 3,348,708	$ 1,912,774	$ 1,435,934

% of Capital Outlay Budget Expended	57.12%

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

Village of Pinehurst
Schedule of General Long Term Debt
June 30, 2021

	Balance at 6/30/2021	Balance at 6/30/2020	Increase (Decrease)
Fair Barn			
$1,000,000; due in 40 semi-annual payments consisting of fixed principal of $25,000 plus interest @ 4.60%; collateralized by Fair Barn bldg; final payment due on 3/11/22.	$ -	$ 100,000	$ (100,000)
2013 Firetruck			
$550,000; due in 14 semi-annual payments of $41,917 beginning on 2/1/14; final payment due on 8/1/20; interest @ 1.75%; collateralized by firetruck.	-	41,600	(41,600)
	-	141,600	(141,600)
Total Pension Liability (LEO) *	1,687,722	1,243,898	443,824
Net Pension Liability (LGERS) *	3,736,374	2,756,320	980,054
Accumulated Vacation	812,609	703,285	109,324
	6,236,705	4,703,503	1,533,202
	$ 6,236,705	$ 4,845,103	$ 1,391,602

* Based on an independent annual actuarial valuation

Village of Pinehurst
Schedule of Budget Amendments - General Fund
For the Fiscal Period Ended June 30, 2021

	Original FY 2021 Budget	Amended * Qtr Ended 9/30/2020	Amended Qtr Ended 12/31/2020	Amended Qtr Ended 3/31/2021	Amended Qtr Ended 6/30/2021	Total Amendments	Amended FY 2021 Budget
REVENUES							
Ad valorem taxes	$ 11,403,000	$ -	$ -	$ 54,000	$ -	$ 54,000	$ 11,457,000
Other taxes and licenses	2,000	-	-	-	-	-	2,000
Unrestricted Intergov't Revenues	6,087,500	-	-	352,000	-	352,000	6,439,500
Restricted Intergov't Revenues	513,600	252,000	-	(20,000)	-	232,000	745,600
Permits & Fees	626,600	-	-	227,000	-	227,000	853,600
Sales & Services	725,400	-	-	(326,000)	-	(326,000)	399,400
Assessments	5,170	-	-	-	-	-	5,170
Other Revenues	269,780	-	-	(20,100)	-	(20,100)	249,680
Investment Income	25,400	-	-	(22,600)	-	(22,600)	2,800
Other Financing Sources	-	-	-	-	244,999	244,999	244,999
Appropriated Fund Balance	1,603,467	1,082,473	75,000	(73,650)	(244,999)	838,824	2,442,291
TOTAL REVENUES	**$ 21,261,917**	**$ 1,334,473**	**$ 75,000**	**$ 170,650**	**$ -**	**$ 1,580,123**	**$ 22,842,040**
OPERATING EXPENDITURES							
Governing Body	146,400	-	-	-	-	-	146,400
Administration	1,446,940	39,410	(588)	(1,350)	-	37,472	1,484,412
Financial Services	716,090	2,100	(168)	(360)	-	1,572	717,662
Human Resources	602,120	11,435	(294)	(50,720)	-	(39,579)	562,541
Police	3,387,200	37,165	(1,092)	(2,160)	(4,000)	29,913	3,417,113
Fire	3,013,230	38,244	(798)	(1,620)	(4,000)	31,826	3,045,056
Inspections	339,470	1,250	(84)	(180)	1,000	1,986	341,456
Public Services Administration	612,880	4,850	(168)	(360)	12,000	16,322	629,202
Streets & Grounds	1,561,480	33,444	(252)	9,360	(32,250)	10,302	1,571,782
Powell Bill	1,100,500	163,242	-	-	-	163,242	1,263,742
Solid Waste	1,781,510	1,600	(126)	(270)	2,000	3,204	1,784,714
Planning	982,110	20,400	74,832	(360)	6,000	100,872	1,082,982
Community Development	178,210	1,100	(42)	(90)	-	968	179,178
Recreation	1,925,660	80,791	(294)	(720)	(2,000)	77,777	2,003,437
Library	150,000	13,764	-	-	-	13,764	163,764
Harness Track	576,720	2,460	(42)	(90)	(4,000)	(1,672)	575,048
Fair Barn	370,030	6,910	(84)	(180)	-	6,646	376,676
Contingency	-	-	-	-	-	-	-
Debt Service	148,167	-	-	-	-	-	148,167
Total Operating Expenditures	19,038,717	458,165	70,800	(49,100)	(25,250)	454,615	19,493,332
CAPITAL EXPENDITURES							
Administration	16,031	12,600	588	1,350	-	14,538	30,569
Financial Services	280	3,600	168	360	-	4,128	4,408
Human Resources	490	6,300	294	720	-	7,314	7,804
Police	186,690	31,400	1,092	2,160	4,000	38,652	225,342
Fire	673,616	648,500	798	30,370	-	679,668	1,353,284
Inspections	140	1,800	84	180	-	2,064	2,204
Public Services Administration	9,293	22,915	168	360	-	23,443	32,736
Streets & Grounds	804,940	86,493	252	540	25,250	112,535	917,475
Solid Waste	210,260	2,700	126	270	(4,000)	(904)	209,356
Planning	280	3,600	168	360	-	4,128	4,408
Community Development	70	900	42	90	-	1,032	1,102
Recreation	184,027	12,800	294	182,720	-	195,814	379,841
Harness Track	116,908	900	42	90	-	1,032	117,940
Fair Barn	20,175	41,800	84	180	-	42,064	62,239
Total Capital Expenditures	$ 2,223,200	$ 876,308	$ 4,200	$ 219,750	$ 25,250	$ 1,125,508	$ 3,348,708
TOTAL EXPENDITURES	**$ 21,261,917**	**$ 1,334,473**	**$ 75,000**	**$ 170,650**	**$ -**	**$ 1,580,123**	**$ 22,842,040**
Amended Budget as a % of Original Budget		106.3%	106.6%	107.4%	107.4%		

* Includes $1,082,473 that was reappropriated from FY 2020.

Village of Pinehurst
Schedule of Encumbrances
For the Fiscal Period Ended June 30, 2021

	Annual Budget as of 6/30/2021	YTD as of 6/30/2021	Encumbered Amount	Unencumbered Balance
GENERAL FUND				
Operating Expenditures				
Governing Body	$ 146,400	$ 112,471	$ -	$ 33,929
Administration	1,484,412	1,351,798	-	132,614
Financial Services	717,662	670,317	-	47,345
Human Resources	562,541	478,676	-	83,865
Police	3,417,113	3,023,094	-	394,019
Fire	3,045,056	2,817,495	-	227,561
Inspections	341,456	325,384	-	16,072
Public Services Administration	629,202	565,725	-	63,477
Streets & Grounds	1,571,782	1,410,654	-	161,128
Powell Bill Funds	1,263,742	1,256,621	-	7,121
Solid Waste	1,784,714	1,659,395	-	125,319
Recreation	2,003,437	1,629,999	20,306	353,132
Library	163,764	163,763	-	1
Harness Track	575,048	456,783	-	118,265
Fair Barn	376,676	261,752	-	114,924
Planning	1,082,982	905,753	41,188	136,041
Community Development	179,178	129,294	-	49,884
Fleet Maintenance	758,170	648,545	-	109,625
B&G Maintenance	1,440,050	1,194,308	-	245,742
Information Technology	1,325,550	1,208,671	-	116,879
Debt Service	148,167	144,748	-	3,419
Total Operating Expenditures *	23,017,102	20,415,246	61,494	2,540,362
Capital Outlay Expenditures				
Administration	30,569	27,786	-	2,783
Financial Services	4,408	3,978	-	430
Human Resources	7,804	7,038	-	766
Police	225,342	219,338	-	6,004
Fire	1,353,284	689,420	598,931	64,933
Inspections	2,204	1,989	-	215
Public Services Administration	32,736	3,978	-	28,758
Streets & Grounds	917,475	487,935	24,972	404,568
Solid Waste	209,356	200,751	-	8,605
Recreation	379,841	204,545	-	175,296
Harness Track	117,940	994	-	116,946
Fair Barn	62,239	60,050	-	2,189
Planning	4,408	3,978	-	430
Community Development	1,102	994	-	108
Fleet Maintenance	1,394,640	764,553	-	630,087
B&G Maintenance	432,010	133,506	-	298,504
Information Technology	142,200	124,595	-	17,605
Total Capital Outlay Expenditures *	5,317,558	2,935,428	623,903	1,758,227
Charges to Other Departments *	(5,492,620)	(4,074,178)	-	(1,418,442)
TOTAL GENERAL FUND EXPENDITURES	$ 22,842,040	$ 19,276,496	$ 685,397	$ 2,880,147
AMERICAN RESCUE PLAN ACT SPECIAL REVENUE FUND				
Expenditures				
American Rescue Plan Act expenditures	$ 4,860,000	$ -	$ -	$ 4,860,000
Total Expenditures	4,860,000	-	-	4,860,000
TOTAL SPECIAL REVENUE FUND EXPENDITURES	$ 4,860,000	$ -	$ -	$ 4,860,000

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

Village of Pinehurst
Schedule of Ad Valorem Property Tax Collections
For the Fiscal Period Ended June 30, 2021

Real and Personal

Tax Year	For the Fiscal Period Ended June 30, 2021			For the Fiscal Period Ended June 30, 2020		
	Budgeted Collections	Gross Collections	% Collected Through 6/30/2021	Budgeted Collections	Gross Collections	% Collected Through 6/30/2020
Third Prior Year	$ -	$ 442	100.00%	$ -	$ 71	100.00%
Second Prior Year	-	105	100.00%	-	1,320	100.00%
First Prior Year	5,000	5,165	103.30%	5,000	3,818	76.36%
Current Year	10,679,000	10,677,168	99.98%	10,549,000	10,548,393	99.99%
	$ 10,684,000	$ 10,682,880	99.99%	$ 10,554,000	$ 10,553,602	100.00%

Motor Vehicles

Tax Year	For the Fiscal Period Ended June 30, 2021			For the Fiscal Period Ended June 30, 2020		
	Budgeted Collections	Gross Collections	% Collected Through 6/30/2021	Budgeted Collections	Gross Collections	% Collected Through 6/30/2020
Third Prior Year	$ -	$ -	0.00%	$ -	$ 359	100.00%
Second Prior Year	-	-	0.00%	-	-	0.00%
First Prior Year	2,000	-	0.00%	2,000	-	0.00%
Current Year	771,000	803,311	104.19%	725,000	701,419	96.75%
	$ 773,000	$ 803,311	103.92%	$ 727,000	$ 701,778	96.53%

Village of Pinehurst
Schedule of Ad Valorem Property Tax Levy
For the Fiscal Period Ended June 30, 2021

Property Valuation

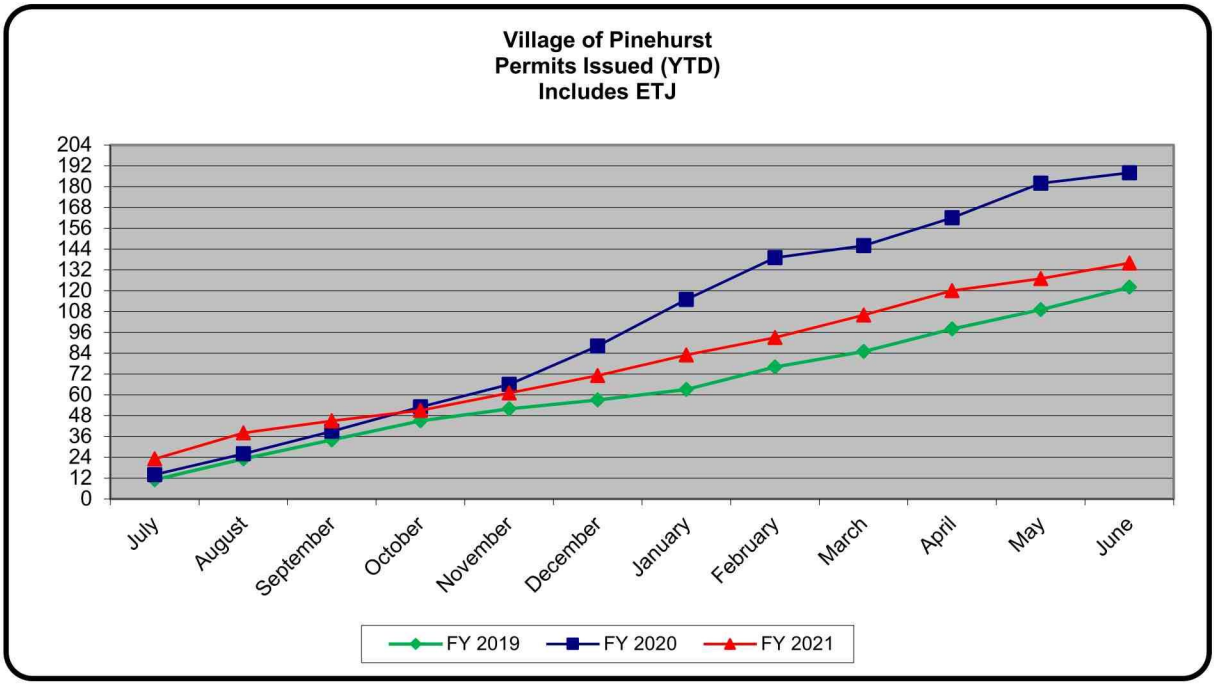
	For the Fiscal Period Ended June 30, 2021	For the Fiscal Period Ended June 30, 2020	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal	$ 3,561,000,874	$ 3,517,038,827	$ 43,962,047	1.25%
Motor Vehicles	267,873,951	234,352,121	33,521,830	14.30%
	$ 3,828,874,825	$ 3,751,390,948	$ 77,483,877	2.07%

Levy

	For the Fiscal Period Ended June 30, 2021	For the Fiscal Period Ended June 30, 2020	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal	$ 10,685,309	$ 10,557,120	$ 128,189	1.21%
Motor Vehicles	800,909	699,581	101,328	14.48%
	$ 11,486,218	$ 11,256,701	$ 229,517	2.04%

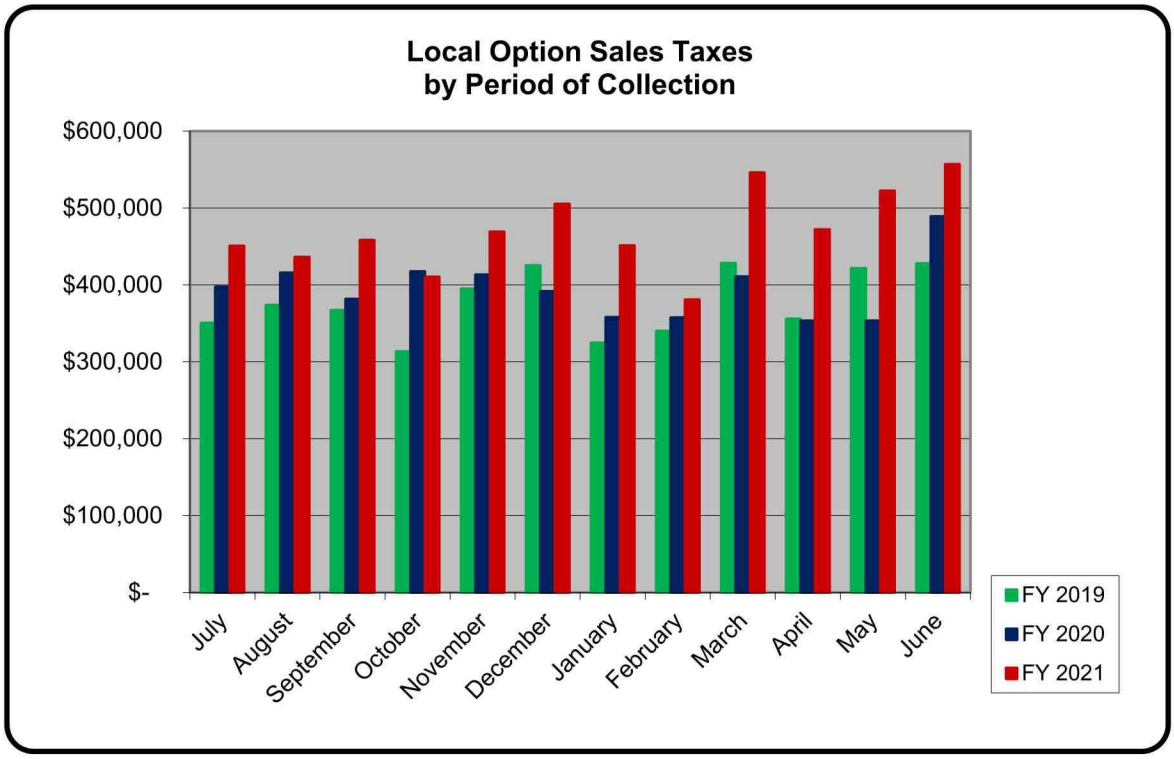
Village of Pinehurst
Residential Building Permits - Includes ETJ

	FY 2019		FY 2020		FY 2021		Construction
	# of Permits Issued	Est. Construction Costs	# of Permits Issued	Est. Construction Costs	# of Permits Issued	Est. Construction Costs	Costs Percentage Change YTD
July	11	$ 2,707,900	14	$ 2,607,470	23	$ 5,718,524	119.31%
August	12	2,037,903	12	6,686,427	15	3,078,264	-5.35%
September	11	3,748,750	13	1,813,297	7	2,673,000	3.26%
October	11	3,826,000	14	4,773,000	6	1,307,750	-19.54%
November	7	2,338,600	13	5,366,374	10	1,953,891	-30.66%
December	5	1,939,800	22	4,775,079	10	3,319,997	-30.63%
January	6	2,643,040	27	4,865,881	12	4,567,500	-26.77%
February	13	1,400,000	24	3,997,192	10	4,785,880	-21.44%
March	9	2,055,550	7	4,405,630	13	6,219,340	-14.42%
April	13	2,372,968	16	4,302,080	14	3,723,799	-14.32%
May	11	3,582,210	20	4,533,155	7	4,181,579	-13.71%
June	13	5,748,658	6	4,418,540	9	2,533,541	-16.14%
YTD	122	$ 34,401,379	188	$ 52,544,125	136	$ 44,063,065	



Village of Pinehurst
Local Option Sales Taxes

	FY 2019	FY 2020	FY 2021	Same Month Change From Prior Year
July	$ 350,690	$ 397,457	$ 451,006	13.47%
August	374,077	415,784	436,367	4.95%
September	367,404	381,836	458,347	20.04%
October	313,447	417,586	410,637	-1.66%
November	395,196	413,475	469,034	13.44%
December	425,352	391,920	505,555	28.99%
January	324,936	358,058	451,085	25.98%
February	339,985	357,608	380,857	6.50%
March	428,386	410,883	545,977	32.88%
April	356,115	353,585	472,104	33.52%
May	421,823	353,540	522,352	47.75%
June	428,103	489,195	556,832	13.83%
YTD	$ 4,525,514	$ 4,740,927	$ 5,660,153	



Village of Pinehurst
Schedule of Fair Barn Revenues and Expenditures
For the Fiscal Period Ended June 30, 2021

	Annual Budget as of 6/30/2021	Quarterly Budget as of 6/30/2021	Actual 6/30/2021	YTD as of 6/30/2020	Current Year Over (Under) Prior Year	% of 2021 Budget Spent / Received YTD
Fair Barn						
Revenues	$ 63,500	$ 63,500	$ 125,728 [1]	$ 205,292	$ (79,564)	198.00%
Expenditures						
Operating	376,676	376,676	261,752	307,657	(45,905)	69.49%
Capital	62,239	62,239	60,049	20,359	39,690	96.48%
Debt Service	106,225	106,225	102,815	56,323	46,492	96.79%
	545,140	545,140	424,616	384,339	40,277	77.89%
Net Before Discounts	(481,640)	(481,640)	(298,888)	(179,047)	(119,841)	62.06%
Event Revenue Discounts			(42,750) [1]	(42,074)	(676)	
Net After Discounts	$ (481,640)	$ (481,640)	$ (341,638)	$ (221,121)	$ (120,517)	70.93%
Operating Revenues as a % of Operating Expenditures - **Before Discounts**	17%	17%	48% [1]	67%		
Operating Revenues as a % of Operating Expenditures - **After Discounts**	17%	17%	32%	53%		
Target			55%			

[1] Includes 53 FirstHealth COVID-19 vaccination clinics with total discounts of $35,000

Village of Pinehurst
Schedule of Harness Track Revenues and Expenditures
For the Fiscal Period Ended June 30, 2021

	Annual Budget as of 6/30/2021	Quarterly Budget as of 6/30/2021	Actual 6/30/2021	YTD as of 6/30/2020	Current Year Over (Under) Prior Year	% of 2021 Budget Spent / Received YTD
Harness Track						
Revenues	$ 174,400	$ 174,400	$ 193,490	$ 234,603	$ (41,113)	110.95%
Expenditures						
Operating	575,048	575,048	456,785	439,308	17,477	79.43%
Capital	117,940	117,940	994	80,576	(79,582)	0.84%
	692,988	692,988	457,779	519,884	(62,105)	66.06%
Net Before Discounts	(518,588)	(518,588)	(264,289)	(285,281)	20,992	50.96%
Event Revenue Discounts			(12,000)	(9,600)	(2,400)	
Net After Discounts	$ (518,588)	$ (518,588)	$ (276,289)	$ (294,881)	$ 18,592	53.28%
Operating Revenues as a % of Operating Expenditures - **Before Discounts**	30%	30%	42%	53%		
Operating Revenues as a % of Operating Expenditures - **After Discounts**	30%	30%	40%	51%		
Target			45%			

2021

NRPA AGENCY PERFORMANCE REVIEW

NRPA National Recreation and Park Association

Because everyone deserves a great park

BECAUSE
EVERYONE DESERVES A GREAT PARK

Aaron Watson, executive director of Mercer County (New Jersey) Park Commission, holds an owl.
Photo courtesy of Eleanor Horne.

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Cover image
Christie Bruner, community engagement supervisor at City of St. Petersburg (Florida) Parks and Recreation - Healthy St. Pete, helps an AARP board member change the resistance on a hand bike machine. *Photo courtesy of Bruner.*

EXECUTIVE SUMMARY

The year 2020 demonstrated that parks and recreation is essential. Throughout every phase of the coronavirus (COVID-19) pandemic, park and recreation professionals have worked tirelessly to keep individuals safe — delivering vital emergency services, offering safe recreation opportunities to the public, and continuing to provide residents with services and facilities that promote both physical and mental health. Physical distancing practices and local/state public health edicts not only led to facility closures and programming cancellations, but also presented an opportunity to create innovative programming. Park and recreation leaders met the unexpected task of navigating budget cuts and sharp declines in generated revenue, staff reductions, hiring freezes and work-from-home limitations — as well as myriad unplanned safety challenges. The lasting effects of this global pandemic may not be known for years, but parks and recreation has faced each challenge head-on — and will continue to do so.

The National Recreation and Park Association (NRPA) provides local park and recreation professionals with the most up-to-date data that inform current and future decisions and equip leaders with insights that help them make a case for greater funding, increased staffing, additional planning and more resources granted by key stakeholders and elected officials. The *2021 NRPA Agency Performance Review* summarizes the key findings from NRPA Park Metrics — the benchmarking resource that assists park and recreation professionals in the effective management and planning of their operating resources and capital facilities. Taken together, the *2021 NRPA Agency Performance Review* and NRPA Park Metrics feature the most comprehensive collection of park and recreation-related benchmarks and insights that inform professionals, key stakeholders and the public about the state of the park and recreation field.

Data is a powerful tool, but not the final answer for what is best for your agency. The *2021 NRPA Agency Performance Review* and NRPA Park Metrics help inform conversations with internal colleagues, external consultants, partners and policymakers about the role of parks and recreation in your community. The combination of insights from this report along with information about your community's specific needs and experiences will help you identify the optimal mix of facilities and programming your agency should deliver.

The *2021 NRPA Agency Performance Review* does not present park and recreation "standards"; the benchmarks outlined do not promote any sort of standards against which every park and recreation agency should measure itself. The reason for this is simple: there is not a single set of standards for parks and recreation because different agencies serve different communities that have unique needs, desires and challenges. Agencies also have diverse funding mechanisms.

For instance, if your agency has more workers per 10,000 residents relative to the "typical" agency, you should not necessarily shed staff to meet that benchmark. An agency with a larger staff may offer more hands-on programming because of the unique needs of the population it serves. Communities vary in their population demographics; so too should their park and recreation agencies.

Successful agencies tailor their offerings to meet the needs and demands of all members of their communities. Knowing the characteristics of the residents who use your agency's resources — as well as the characteristics of those who may use those resources in the future (including age, race and income trends) — is also a factor when shaping the optimal mix of facilities and services your agency offers.

Park and recreation professionals should use the *2021 NRPA Agency Performance Review* in conjunction with other resources, including those that may be proprietary to a specific agency, those from NRPA and those from other sources. This report also provides a list of additional NRPA resources to review.

HOW TO USE THE *2021 NRPA AGENCY PERFORMANCE REVIEW* AND NRPA PARK METRICS

The first step is to look at the available data. Most of the data presented in the *2021 NRPA Agency Performance Review* feature medians along with data responses at the lower quartile (lowest 25 percent) and upper quartile (highest 25 percent). The data allow for insights not only into where your agency stands compared to "typical" agencies (i.e., those at the median values), but also compared to the full spectrum of agencies at both the high and low quartiles. Many metrics include the top-line figures as well as certain cross-tabulations by jurisdiction population or population density. More comprehensive cross-tabulations are available as interactive tables at nrpa.org/Metrics.

The next step is to build a customized benchmark report based on a peer group you define. Go into NRPA Park Metrics to filter the data by agency type, size and geographic region. You can enhance this experience even further by entering your agency's data into NRPA Park Metrics, after which you can generate reports that compare your agency's data with the key metrics of agencies throughout the United States.

The *2021 NRPA Agency Performance Review* contains data from 1,000 unique park and recreation agencies across the United States, as reported between 2018 and 2020.
Note: *Not all agencies answered every survey question.*

2021 NRPA Agency Performance Review Key Findings

Residents per Playground:

3,607

Full-Time Equivalent Employees (FTEs) per 10,000 Residents:

8.2

Operating Expenditures per Capita:

$88.30/year

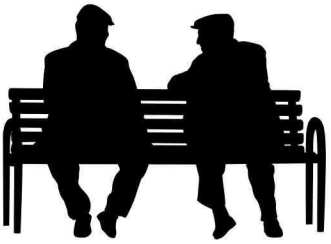
Acres of Parkland per 1,000 Residents: **9.9**

58%

of park and recreation agencies deliver STEM programming to youth and young adults

Residents per Park:

2,277



Revenue to Operating Expenditures:

22.9%

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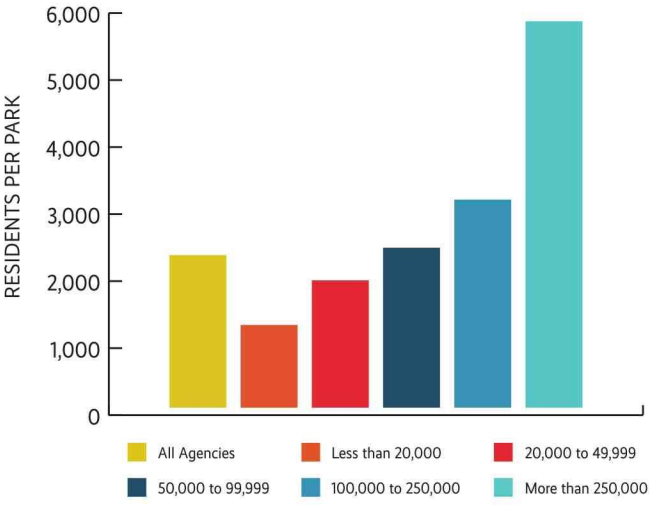
PARK FACILITIES

Local and regional park and recreation agencies differ greatly in size and the types of facilities they offer. The typical agency participating in NRPA Park Metrics serves a jurisdiction — a town, city, county and/or region — of 49,500 people. Other agencies serve an area of just a few thousand people; still others are the park and recreation resource for millions of people.

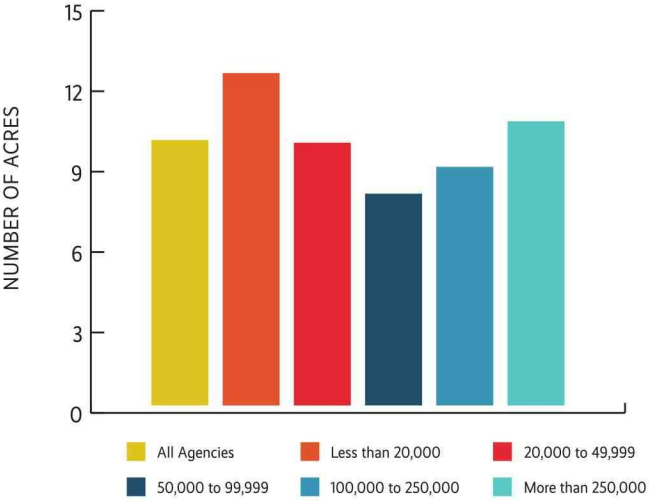
Naturally, the offerings of these agencies are as varied as the markets they serve. The typical park and recreation agency manages 21 parks comprising a total of 458 acres. After adding in non-park sites (including open spaces that an agency may manage, such as city hall lawns or roadway medians), the median increases to 28 parks encompassing 565 acres.

FIGURE 1: RESIDENTS PER PARK (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	2,277	1,235	1,900	2,387	3,104	5,765
Lower Quartile	1,302	776	1,207	1,483	2,042	2,760
Upper Quartile	4,359	1,948	3,083	4,367	5,869	13,146

FIGURE 2: ACRES OF PARKLAND PER 1,000 RESIDENTS (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	9.9	12.4	9.8	7.9	8.9	10.6
Lower Quartile	5.2	5.2	5.6	4.4	4.6	5.6
Upper Quartile	17.6	21.8	15.7	15.9	15.9	17.5

The typical agency has one park for every 2,277 residents. The number of people per park rises as the population of the town, city, county or region served by an agency increases. For those agencies serving jurisdictions of less than 20,000 residents, there is one park for every 1,235 residents. The ratio increases to one park for every 2,387 residents in jurisdictions with populations between 50,000 and 99,999, then rises further to one park for every 5,765 people at agencies serving areas with a population of more than 250,000.

The typical park and recreation agency manages 9.9 acres of parkland for every 1,000 residents in its jurisdiction. The smallest agencies — those serving less than 20,000 residents — typically have 12.4 acres of parkland per 1,000 residents. That ratio narrows to 10.6 acres per 1,000 residents in jurisdictions where agencies serve a population of more than 250,000 people. Agencies serving jurisdictions with populations between 100,000 and 250,000 have 8.9 acres of parkland per 1,000 residents. Parkland refers to both maintained parks and open space areas, such as green spaces and courtyards.

Park and recreation professionals oversee a wide variety of facilities and features for which their agencies have responsibility. Ninety-four percent of park and recreation agencies provide playground facilities in their communities and the typical agency has 13 playgrounds in its catalog of offerings. At least 50 percent of agencies have basketball courts, tennis courts, diamond fields for baseball and/or softball, multipurpose rectangular fields, dog parks and outdoor swimming pools.

The typical park and recreation agency has:

- One playground for every 3,607 residents
- One basketball court for every 7,187 residents
- One outdoor tennis court for every 5,089 residents
- One dog park for every 46,000 residents

FIGURE 3: OUTDOOR PARK AND RECREATION FACILITIES — POPULATION PER FACILITY (BY PREVALENCE AND POPULATION PER FACILITY)

Type of Facilities		Median Number of Residents per Facility					
		Population of Jurisdiction					
	Percent of Agencies	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Playgrounds	94.4%	3,607	2,132	2,961	3,672	4,804	8,271
Basketball courts	87.4	7,187	4,051	7,000	8,790	8,477	11,632
Tennis courts (outdoor only)	81.4	5,089	2,748	4,819	5,726	5,818	9,997
Diamond fields: baseball — youth	78.0	6,763	3,000	5,099	7,560	12,914	23,619
Rectangular fields: multipurpose	66.4	8,750	3,895	7,400	11,212	10,792	22,538
Diamond fields: softball — adult	65.5	13,510	5,663	11,184	16,250	28,081	35,875
Dog parks	64.9	46,000	11,148	27,528	58,926	76,610	129,506
Diamond fields: softball — youth	59.3	11,287	5,447	9,891	11,884	26,073	43,670
Swimming pools (outdoor only)	51.5	37,569	8,591	25,402	43,100	67,004	93,534
Diamond fields: baseball — adult	51.3	20,159	7,989	20,522	22,366	38,899	48,657
Rectangular fields: soccer — youth	48.9	7,192	3,433	5,833	8,291	12,646	32,649
Community gardens	48.3	31,175	9,001	25,480	51,197	72,238	96,322
Tot lots	45.1	11,000	6,194	8,974	13,701	19,122	22,163
Multiuse courts: basketball, volleyball	44.6	20,000	6,200	18,850	24,644	36,979	70,287
Rectangular fields: soccer — adult	43.6	12,943	7,541	11,161	12,800	20,000	30,092
Skate parks	39.3	49,750	11,000	31,248	66,672	109,798	247,664
Rectangular fields: football	36.5	25,977	7,917	16,584	31,972	51,719	78,656
Multipurpose synthetic fields	21.0	38,328	13,200	22,041	40,305	53,550	112,707
Ice rinks (outdoor only)	17.9	16,664	10,000	13,049	29,386	112,000	472,688
Rectangular fields: cricket	12.1	128,393	ISD*	29,404	62,958	110,936	370,119
Rectangular fields: lacrosse	11.2	29,000	7,051	13,333	33,437	63,250	174,861
Overlay fields	8.7	15,385	4,385	8,935	10,724	42,139	87,438
Rectangular fields: field hockey	3.5	23,270	ISD*	15,007	ISD*	110,558	ISD*

**ISD = Insufficient Data*

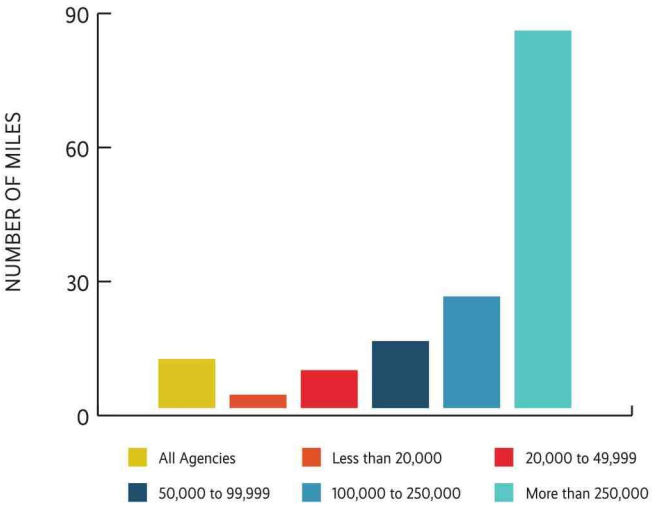
In addition, 79 percent of park and recreation agencies have trails, greenways and/or blueways as part of their outdoor infrastructure. The typical park and recreation agency that manages or maintains trails for walking, hiking, running and/or biking has 12 miles of trails in its network. Agencies serving more than 250,000 residents have a median of 90 miles of trails under their purview.

Geography also plays a role in the amount of trail miles managed by park and recreation agencies. Agencies in a city jurisdiction locale have a median of 13.2 miles of trails, while county-based agencies typically have approximately 33 miles of trails.

Park and recreation agencies offer a number of indoor facilities to their residents. More than three in five agencies offer community centers and recreation centers. Also common are senior centers, performance amphitheaters and nature centers. The typical agency with recreation centers has one facility for every 30,709 residents, while those agencies with community centers have one such facility for every 29,000 residents. Two in five agencies offer senior centers, with one such facility for every 61,975 residents in their jurisdiction.

The typical park and recreation agency operates seven buildings. Those agencies serving populations of less than 20,000 community members often operate three buildings, while those serving populations between 100,000 and 250,000 oversee 14 buildings. Those agencies serving a population of more than 250,000 typically have 43 buildings under their purview.

FIGURE 4: MILES OF TRAIL (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	12	3	8.5	15	25.5	90
Lower Quartile	4	1.7	4	5.9	11.7	40
Upper Quartile	36.2	8	15.8	30	51.5	168

FIGURE 5: INDOOR PARK AND RECREATION FACILITIES — POPULATION PER FACILITY (BY PREVALENCE AND POPULATION PER FACILITY)

Type of Facilities		Median Number of Residents per Facility					
		Population of Jurisdiction					
	Percent of Agencies	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Recreation centers	63.9%	30,709	9,800	24,545	41,452	53,550	71,514
Community centers	58.6	29,000	9,045	26,099	41,245	56,025	109,089
Senior centers	39.0	61,975	12,304	34,674	68,540	122,000	275,401
Performance amphitheaters	35.1	62,927	11,000	31,115	59,294	113,221	341,294
Nature centers	31.6	109,212	11,704	33,164	69,250	125,000	361,613
Aquatics centers	25.0	49,024	11,000	29,790	62,313	85,500	235,760
Stadiums	18.0	64,800	9,126	27,192	62,682	135,323	330,868
Ice rinks	13.2	55,174	7,911	27,000	55,174	102,543	385,525
Teen centers	12.8	57,729	12,044	32,000	57,027	152,714	343,661
Arenas	6.5	53,236	7,102	24,413	66,215	118,271	499,500

PROGRAMMING

Residents interact with park and recreation amenities and programming throughout the year, resulting in thousands, if not millions, of contacts annually. "Contacts" may include many different types of interactions with a park and recreation agency, such as visits to a local park, running or biking on a local trail, visits to a local recreation center or other interaction with any park and recreation facility operated by an agency. Moreover, a person can have more than one contact. For example, someone who swims at their local agency's aquatic center 10 times a year and bikes along a local trail five times a year would have 15 contacts.

The typical park and recreation agency registers approximately 250,000 contacts every year. The number of contacts varies dramatically from agency to agency. For example, the typical agency at the 75th percentile has nearly 1 million annual contacts. Interaction between large park and recreation agencies and visitors is even more frequent — the typical agency serving a population of more than 250,000 has nearly 2 million contacts per year, with those at the 75th percentile serving greater than 3.8 million people annually.

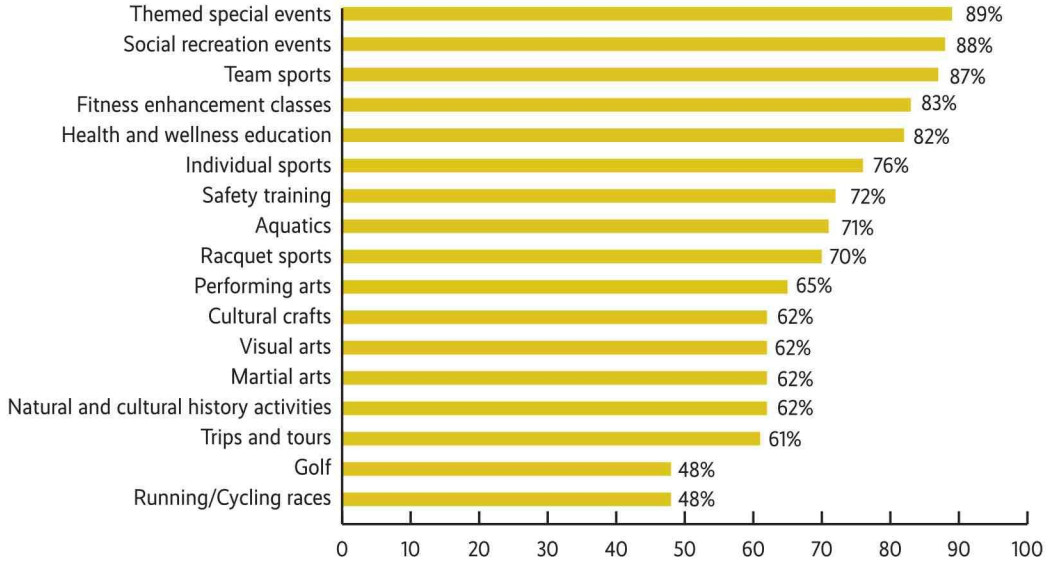
Programming is a key method of engagement that drives the use of park and recreation facilities. When associated with registration fees, it is also the largest source of non-tax revenue for most agencies. The typical agency offers 175 programs each year; 102 of those programs are fee-based events. Agencies serving a population of less than 20,000 typically hold 32 fee-based programs per year, while those serving more than 250,000 residents provide greater than 502 fee-based programs annually.

The typical park and recreation agency generates more than 16,000 contacts through its programs alone. Those agencies serving more than 250,000 residents may have nearly quadruple the number of contacts.

Programming can span a variety of park and recreation activities, with many touching one or more of NRPA's Three Pillars: Health and Wellness, Equity and Conservation. Key programming activities offered by at least 70 percent of park and recreation agencies include:

- Themed special events (offered by 89 percent of agencies)
- Social recreation events (88 percent)
- Team sports (87 percent)
- Fitness enhancement classes (83 percent)
- Health and wellness education (82 percent)
- Individual sports (76 percent)
- Safety training (72 percent)
- Aquatics (71 percent)
- Racquet sports (70 percent)

FIGURE 6: PROGRAMMING OFFERED BY PARK AND RECREATION AGENCIES (PERCENT OF AGENCIES)



Agency jurisdiction locale plays a role in the types of programming offered. Top programming activities offered in towns, cities and counties include:

Town	Percent of Agencies	City	Percent of Agencies	County	Percent of Agencies
Social recreation events	94%	Themed special events	92%	Social recreation events	79%
Themed special events	92	Team sports	91	Themed special events	78
Fitness enhancement classes	88	Social recreation events	89	Natural and cultural history activities	78
Team sports	87	Fitness enhancement classes	85	Health and wellness education	75
Health and wellness education	86	Health and wellness education	83	Team sports	73
Safety training	79	Aquatics	78	Fitness enhancement classes	68

Delivering high-quality services to all members of the community is a key commitment of park and recreation professionals. That promise includes those professionals being leaders in providing services and programming for children, older adults and people with disabilities. Eighty-three percent of park and recreation agencies offer summer camp programs for their communities' children, and a majority deliver programs for teens and afterschool care as part of their out-of-school time (OST) offerings. Fewer agencies include preschool, before-school care or all-day childcare as a part of their program offerings. OST programs are commonplace offerings by agencies of nearly all sizes, but most especially by those that serve populations of at least 20,000 residents.

In addition, most park and recreation agencies offer specific programming for other segments of their communities, including older adults (79 percent) and people with disabilities (62 percent). Agencies in larger communities are most likely to offer these types of programming. For example, 81 percent of park and recreation agencies in jurisdictions serving 100,000 to 250,000 residents offer programming designed for people with disabilities compared to 38 percent of agencies serving less than 20,000 residents that offer such programs. Nearly three in five park and recreation agencies provide STEM-specific programs to community members.

FIGURE 7: TARGETED PROGRAMS FOR CHILDREN, SENIORS AND PEOPLE WITH DISABILITIES (PERCENT OF AGENCIES BY JURISDICTION POPULATION)

		Population of Jurisdiction (Percent)				
	Percent of Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Summer camp	83%	61%	89%	92%	88%	90%
Senior programs	79	68	79	86	87	78
Teen programs	67	49	64	74	76	79
Programs for people with disabilities	62	38	56	70	81	78
After-school programs	58	40	48	67	69	73
STEM programs	57	51	48	59	63	71
Preschool	36	26	38	44	38	36
Before-school programs	20	14	21	24	19	23
Full daycare	8	6	7	11	6	13

A group of pickleball players celebrate the game at the Incline Village Tennis Center in Incline Village, Nevada. *Photo courtesy of Incline Village Parks and Recreation Department.*

RESPONSIBILITIES OF PARK AND RECREATION AGENCIES

Park and recreation professionals oversee myriad services and facilities in their communities beyond their "traditional" roles of operating parks and related facilities (at 96 percent of agencies) and providing recreation programming and services (93 percent). In addition to those two core functions, the top responsibilities for park and recreation professionals are:

- Operate and maintain indoor facilities (89 percent of agencies)
- Have budgetary responsibility for their administrative staff (85 percent)
- Conduct major jurisdiction-wide special events (80 percent)
- Operate, maintain or manage trails, greenways and/or blueways (79 percent)
- Operate, maintain or manage special-purpose parks and open spaces (73 percent)
- Operate and maintain non-park sites (68 percent)
- Operate, maintain or contract outdoor swim facilities/water parks (66 percent)
- Administer or manage tournament/event-quality outdoor sports complexes (58 percent)
- Operate, maintain or contract tennis center facilities (53 percent)
- Administer community gardens (43 percent)

FIGURE 8: KEY RESPONSIBILITIES OF PARK AND RECREATION AGENCIES (PERCENT OF AGENCIES)

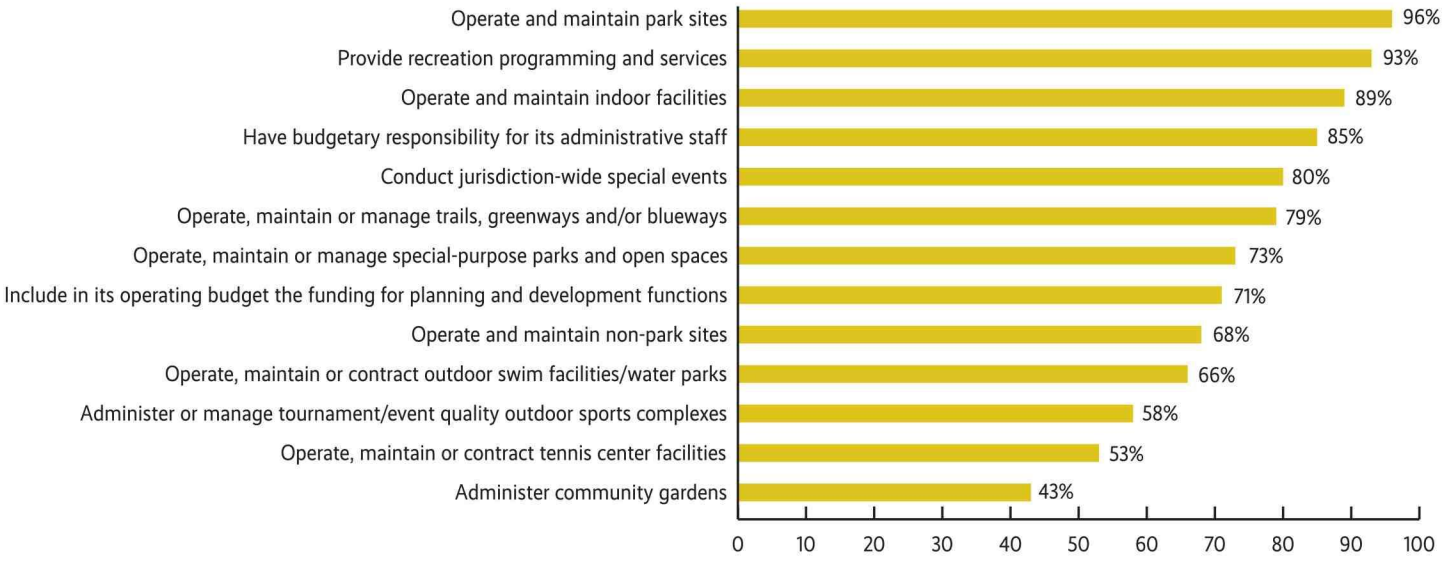


FIGURE 9: OTHER RESPONSIBILITIES OF PARK AND RECREATION AGENCIES (PERCENT OF AGENCIES)

Operate, maintain or contract tourism attractions	35%
Operate, maintain or contract golf courses	35
Manage large outdoor performance amphitheaters	34
Operate, maintain or contract indoor swim facilities/water parks	32
Administer or manage farmers markets	21
Administer or manage tournament-/event-quality indoor sports complexes	19
Operate, maintain or contract campgrounds	18
Maintain, manage or lease indoor performing arts centers	18
Administer or manage professional or college-type stadiums/arenas/racetracks	17
Maintain or manage beaches (inclusive of all water-body types)	9
Manage or maintain fairgrounds	8
Operate, maintain or contract marinas	6

A park and recreation professional mows a multiuse field at Anthem (Arizona) Community Park. *Photo courtesy of Marcus Petty.*

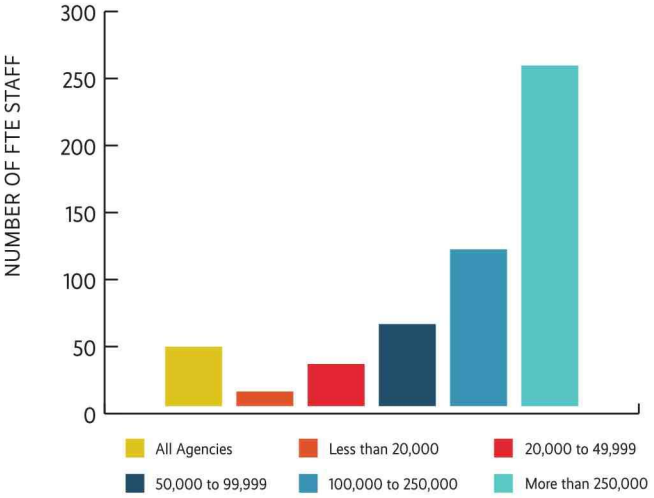
STAFFING

Staffing at the typical park and recreation agency includes 44.3 full-time equivalent employees (FTEs) with a mix of both full-time and part-time staff. Staff size, however, expands rapidly as the population of the jurisdiction served by an agency increases. Park and recreation agencies serving jurisdictions with a population of less than 20,000 have a median of 10.9 FTEs on staff. Agencies serving areas with 50,000 to 99,999 people have a median of 61.2 FTEs, while those serving areas with more than 250,000 residents have a median of 254.1 FTEs on staff.

Median counts of FTEs on staff also positively correlate with:

- Number of acres maintained: 250 or fewer acres — 17 FTEs; more than 3,500 acres — 266.7 FTEs
- Number of parks maintained: less than 10 parks — 15.1 FTEs; 50 or more parks — 222.1 FTEs
- Operating expenditures: less than $500,000 — 3.6 FTEs; more than $10 million — 198.5 FTEs
- Population served by the agency: less than 500 people per square mile — 18.6 FTEs; more than 2,500 people per square mile – 79.4 FTEs

FIGURE 10: PARK AND RECREATION AGENCY STAFFING: FTEs (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	44.3	10.9	31.4	61.2	117	254.1
Lower Quartile	15.9	5.4	16.3	34.4	46	106
Upper Quartile	126.9	21.5	59.8	114.6	202.2	550

One way to view agency staffing is to measure it relative to the population that the agency serves. The typical park and recreation agency has 8.1 FTEs on staff for every 10,000 residents in the jurisdiction served by that agency. Agencies located in more-populated areas tend to have fewer FTEs on staff per population. Agencies serving jurisdictions with less than 20,000 people have 9.3 FTEs for every 10,000 residents, with this measure decreasing to 5.2 FTEs for every 10,000 residents in areas with more than 250,000 people. Agencies that serve areas with greater population density tend to have more FTEs per number of residents. Those operating in jurisdictions with less than 500 people per square mile have 4.9 FTEs per 10,000 people served compared to 9.7 FTEs per 10,000 residents in areas with more than 2,500 people per square mile.

Children take part in a nature-based learning activity hosted by Prince William County (Virginia) Department of Parks, Recreation and Tourism. *Photo courtesy of Dianne Wahl.*

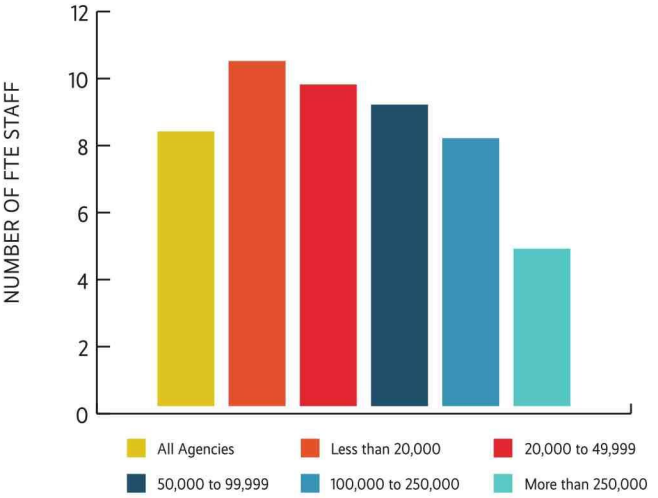
Operations and maintenance are the primary work responsibility for park and recreation professionals. But staff also devote their energies to other areas. On average, an agency's full-time staff dedicate their time to the following general activities:

- Operations/Maintenance (45 percent)
- Programming (31 percent)
- Administration (17 percent)
- Capital development (3 percent)
- Other (4 percent)

Thirty-seven percent of park and recreation professionals are covered by collective bargaining agreements. Those professionals covered by such agreements are more likely to be members of staff at agencies that:

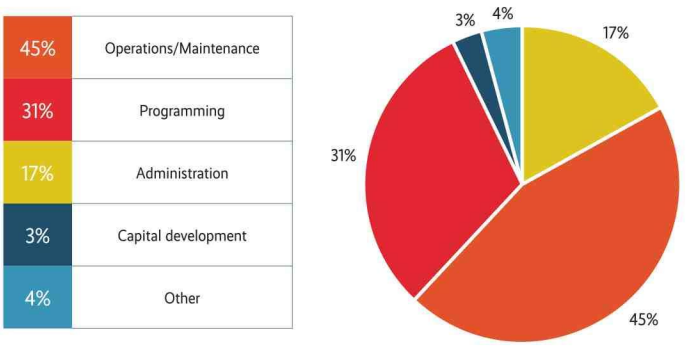
- Have a larger staff: 20 percent of agencies with a staff of fewer than 10 FTEs compared to 54 percent of agencies with 100 or more FTEs.
- Serve larger populations: 19 percent of agencies in jurisdictions with less than 20,000 people compared to 61 percent of agencies in jurisdictions with more than 250,000 people.
- Have more parks: 15 percent of agencies with less than 10 parks compared to 60 percent of agencies with at least 50 parks.
- Maintain more parkland: 24 percent of agencies that maintain 250 acres or less of parkland compared to 61 percent of agencies that maintain more than 3,500 acres of parkland.

FIGURE 11: PARK AND RECREATION FTEs PER 10,000 RESIDENTS (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	8.2	10.3	9.6	9	8	4.7
Lower Quartile	4.5	6.4	5.3	5.1	3.3	2.3
Upper Quartile	14.9	22.6	17.8	15.8	13.4	8.2

FIGURE 12: RESPONSIBILITIES OF PARK AND RECREATION STAFF (AVERAGE PERCENTAGE DISTRIBUTION OF AGENCY FTEs)



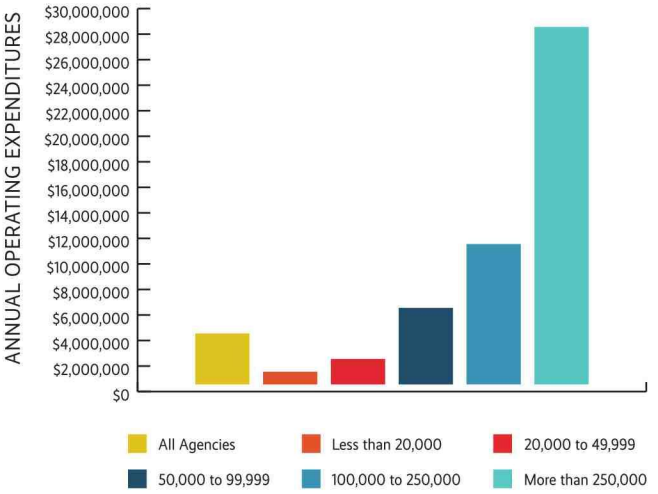
BUDGET

U.S. Census Bureau data indicates that local park and recreation agencies' operating expenditures totaled $40 billion in 2018. Per NRPA Park Metrics data, the typical park and recreation agency has current annual operating expenditures of $4,898,633.

Normalizing operating expenditure data by population served by an agency is a much more accurate and meaningful way of articulating and comparing spending. By this measure, the typical park and recreation agency has annual operating expenses of $88.30 on a per capita basis. The denser the population served by an agency, the higher the per capita operating expenses: the typical agency serving a jurisdiction with less than 500 people per square mile has per capita operating expenses of $45.44, while one serving an area with more than 2,500 people per square mile has a median of $107.33 per resident.

At the same time, per capita operations spending is inversely related to the population of the area served. Agencies serving jurisdictions of less than 20,000 people have a median operating expenditure of $114.62 per person. That figure declines to $54.68 per resident for agencies serving jurisdictions with more than 250,000 people, declining further to $43.05 in jurisdictions with more than half-a-million residents.

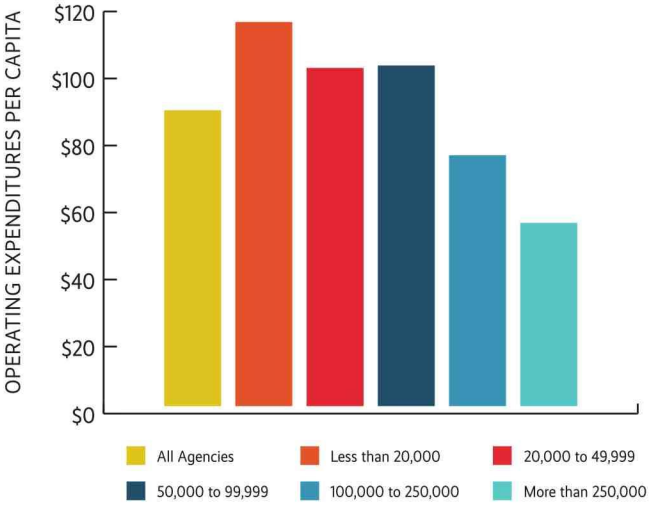
FIGURE 13: ANNUAL OPERATING EXPENDITURES (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	$4,898,633	$1,209,393	$3,234,982	$7,150,817	$11,862,458	$28,564,326
Lower Quartile	$1,863,016	$545,821	$1,879,595	$3,900,154	$5,762,630	$13,419,026
Upper Quartile	$13,839,293	$2,193,932	$6,553,308	$11,149,210	$22,066,712	$52,700,000

Youth participate in a Learn To Skate program at the Apex Center Ice Arena in Arvada, Colorado. *Photo courtesy of Benjamin Sweet, Apex Park and Recreation District.*

FIGURE 14: OPERATING EXPENDITURES PER CAPITA (BY JURISDICTION POPULATION)

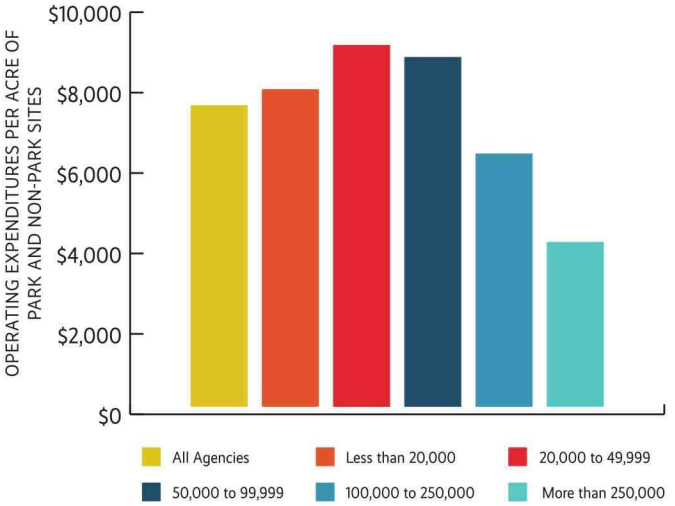


	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	$88.30	$114.62	$100.93	$101.65	$74.87	$54.68
Lower Quartile	$48.84	$64.02	$60.04	$58.77	$45.39	$21.77
Upper Quartile	$159.07	$222.94	$195.81	$166.17	$154.56	$85.33

One can normalize operating expenditures by the amount of parkland managed by an agency. The median operating expenditure is $7,556 per acre of park and non-park sites managed by the typical agency. The typical operating expenditure per acre of parkland increases with population density. The typical agency serving a jurisdiction with fewer than 500 people per square mile spends $3,939 per acre of park and non-park sites. The median rises to $12,172 per acre at agencies serving a jurisdiction with a population density greater than 2,500 per square mile.

Park and recreation agencies serving larger populations tend to have lower operating expenditures than do agencies serving small- or medium-sized jurisdictions. The typical park and recreation agency serving a jurisdiction with less than 20,000 people spends a median of $7,959 per acre of park and non-park sites. The median increases to $9,002 per acre for agencies serving jurisdictions with populations between 20,000 and 49,999, but then declines to $4,169 per acre managed by agencies serving jurisdictions of more than 250,000 people.

FIGURE 15: OPERATING EXPENDITURES PER ACRE OF PARK AND NON-PARK SITES (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	$7,556	$7,959	$9,002	$8,755	$6,300	$4,169
Lower Quartile	$3,586	$3,749	$4,458	$4,898	$2,916	$1,698
Upper Quartile	$18,346	$21,708	$21,147	$20,809	$16,422	$9,428

The typical park and recreation agency has $99,016 in annual operating expenditures for each employee (as measured by FTEs). The denser the jurisdiction served by the agency, the higher the operations expenditures for each FTE. Agencies serving jurisdictions with less than 500 residents per square mile have median operating expenditures of $92,846 for each FTE. The median rises to $103,496 per FTE for agencies serving areas with more than 2,500 residents per square mile. Similarly, the measure rises from $86,046 for agencies with less than 10 parks to $104,005 for agencies with 50 or more parks.

FIGURE 17: DISTRIBUTION OF OPERATING EXPENDITURES (AVERAGE PERCENTAGE DISTRIBUTION OF OPERATING EXPENDITURES)

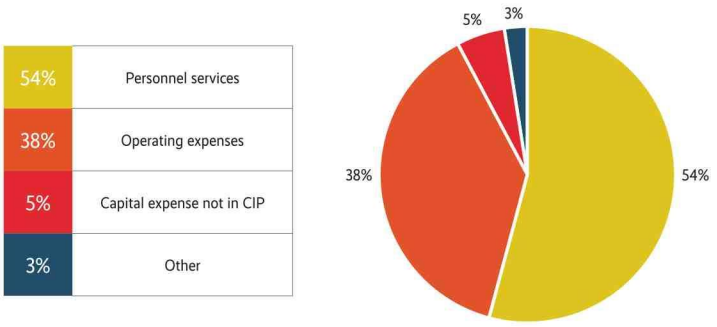
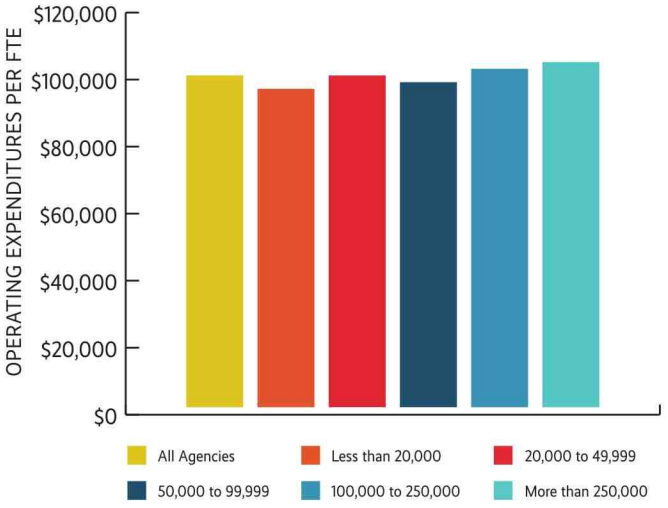


FIGURE 16: OPERATING EXPENDITURES PER FTE (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	$99,016	$95,913	$99,644	$97,737	$101,069	$103,667
Lower Quartile	$73,391	$67,954	$74,626	$70,591	$76,040	$77,174
Upper Quartile	$141,938	$137,067	$145,953	$139,766	$143,621	$145,470

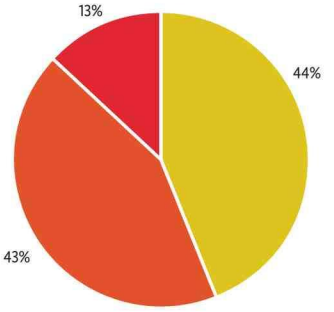
Personnel services account for the largest share of the operations budget at the typical park and recreation agency.

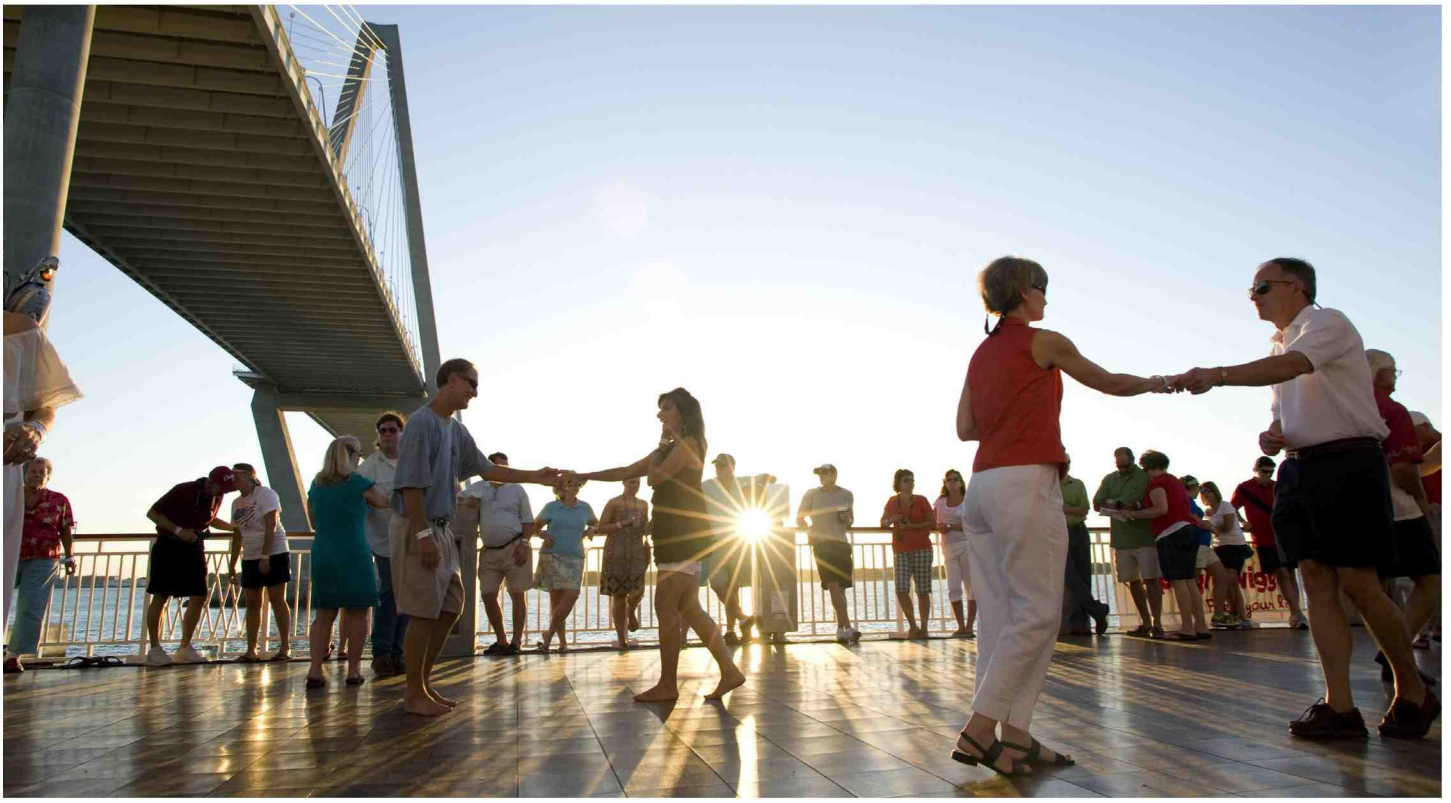
- Personnel services (54 percent of the operating budget) include expenditures for all salaries, wages and benefits for both full-time and part-time personnel, along with contracted individuals.
- Operating expenditures (38 percent of the operating budget) fund the agency operations, including operational support for force-accounted employees.
- Capital funds repay the operating budget, all enterprise funds, interdepartmental transfers and, in some cases, the capital debt service. This represents around 5 percent of the operating budget. A portion of the operations spending includes capital expenses that are not part of the agency's capital improvement plan (CIP), such as expenditures for capital equipment (e.g., computers, vehicles, mowers, tractors, boats), some periodic cyclical maintenance (e.g., carpets, conference chairs) and, perhaps, debt services paid from the agency's operating funds.

The typical park and recreation agency dedicates 44 percent of its annual operating budget to the management and maintenance of parks and open spaces. Agencies spend a median of 43 percent of their annual operating expenditures to support recreation offerings, including programming (e.g., OST activities, sports leagues, health and wellness programs) and the facilities for such activities.

FIGURE 18: OPERATING EXPENDITURES DEDICATED TO PARKS OR RECREATION (AVERAGE PERCENTAGE DISTRIBUTION OF OPERATING EXPENDITURES)

44%	Parks
43%	Recreation
13%	Other





Charleston County (South Carolina) Park and Recreation Commission hosts Shaggin' on the Cooper at the Mount Pleasant Pier.
Photo courtesy of Lisa Knisley-White.

AGENCY FUNDING

Funding sources for park and recreation operations vary greatly by agency, but support from the local jurisdiction general fund tax base is common. On average, park and recreation agencies derive three-fifths of their operating expenditures from general fund tax support, although the percentage of funding from general fund tax support tends to be lower at agencies with larger operating budgets. The second-largest source of revenue for most agencies is earned/generated revenues, accounting for an average of 23 percent of operating expenditures. Many agencies have access to special, dedicated taxes that cover a part of their budgets, while others obtain much of their funding from tax levies dedicated to park and recreation purposes approved by citizen referenda.

The typical park and recreation agency generates $1 million in non-tax revenues on an annual basis, although this amount can vary greatly based on agency size, the services and facilities offered by the agency, and the mandate from agency leadership and policymakers. Agencies with annual operating budgets less than $500,000 typically generate $50,000 in non-tax revenues, while those with annual budgets greater than $10 million generate a median of slightly more than $5.2 million from non-tax revenue sources.

The typical park and recreation agency generates $19.38 in revenue annually for each resident in the jurisdiction it serves. Agencies operating in less densely populated areas generate less revenue than those in areas with a greater population density. The typical agency — operating in a jurisdiction with fewer than 500 people per square mile — realizes $8.72 in revenue on a per capita basis per year compared to a median of $25.68 for agencies serving a jurisdiction with greater than 2,500 people per square mile.

Small- and medium-sized park and recreation agencies generate more revenue on a per capita basis than do large ones. Agencies serving jurisdictions with less than 20,000 people generate $28.41 in per capita revenue per resident — nearly matching that generated by agencies serving jurisdictions with populations between 50,000 and 99,999, with a median of $26.68 in revenue per resident each year. In comparison, agencies serving populations greater than 250,000 generate $6.21 per capita in revenue, with the amount declining to $5.67 in jurisdictions with more than half-a-million residents.

FIGURE 19: SOURCES OF OPERATING EXPENDITURES (AVERAGE PERCENTAGE DISTRIBUTION OF OPERATING EXPENDITURES)

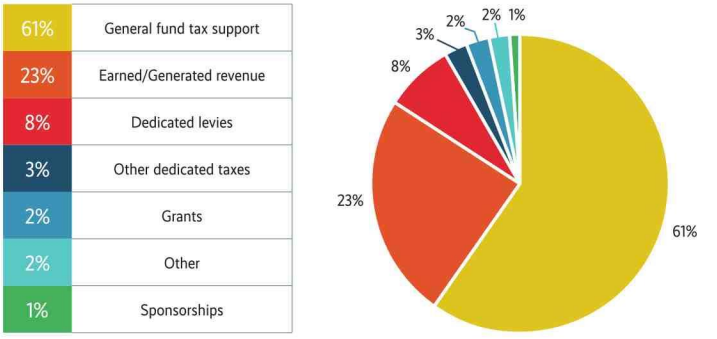
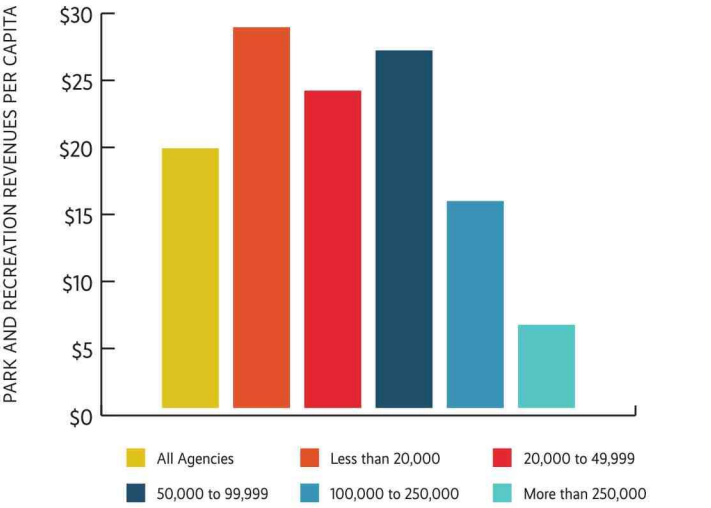


FIGURE 20: PARK AND RECREATION REVENUES PER CAPITA (BY JURISDICTION POPULATION)

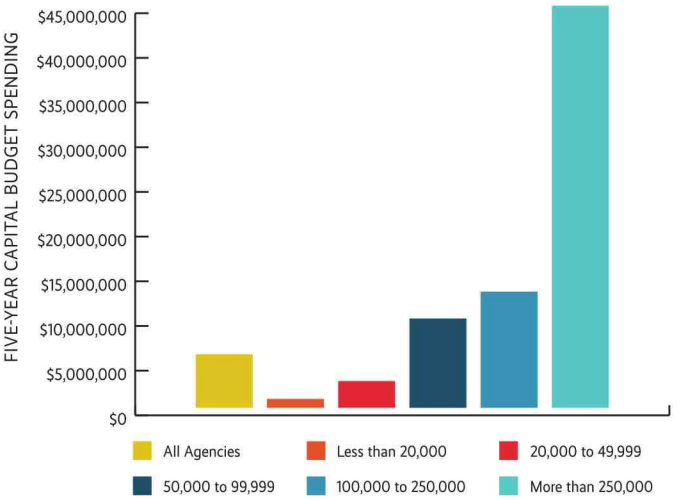


	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	$19.38	$28.41	$23.68	$26.68	$15.44	$6.21
Lower Quartile	$5.84	$9.04	$7.71	$7.74	$3.61	$2.83
Upper Quartile	$49.74	$70.59	$61.18	$58.18	$45.47	$18.05

Another way to look at revenue generation is by examining cost recovery as a percentage of operating expenditures. The typical agency recovers 22.9 percent of its operating expenditures from non-tax revenues. The amount of cost recovery differs greatly between agencies based on an agency's portfolio of facilities and programming, the demographics of the populace served, agency mission and possible revenue mandates from the agency's governing jurisdictions.

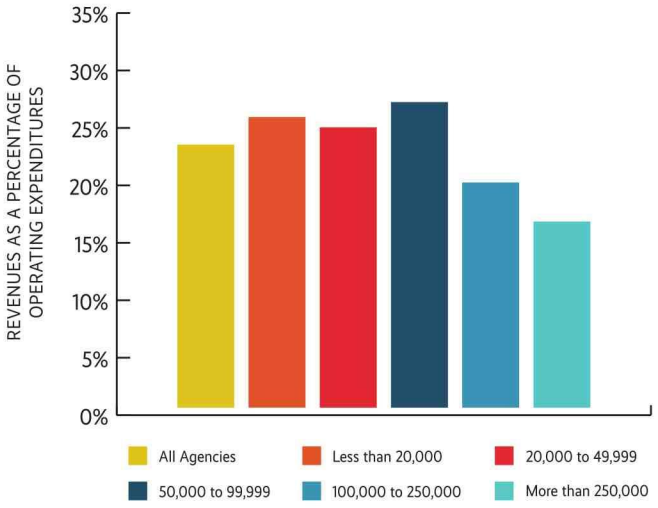
At the same time, agencies serving more densely populated jurisdictions tend to have higher percentages of cost recovery. Agencies serving an area with less than 500 people per square mile have a median percentage cost recovery of 21.1 percent. Cost recovery rises to 27.2 percent of operating expenditures for agencies serving jurisdictions with between 1,000 and 2,500 people per square mile.

FIGURE 22: FIVE-YEAR CAPITAL BUDGET SPENDING (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	$6,000,000	$1,000,000	$3,000,000	$10,000,000	$13,626,267	$45,000,000
Lower Quartile	$1,000,000	$250,000	$1,000,000	$3,795,910	$3,490,180	$11,363,375
Upper Quartile	$20,000,000	$3,814,932	$10,565,000	$20,510,300	$40,933,898	$110,014,250

FIGURE 21: REVENUES AS A PERCENTAGE OF OPERATING EXPENDITURES (COST RECOVERY) (PERCENTAGE OF OPERATING EXPENDITURES BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	22.9%	25.3%	24.4%	26.6%	19.6%	16.2%
Lower Quartile	10.1%	11.3%	10.4%	11.6%	8.6%	9%
Upper Quartile	40.5%	47.5%	41.3%	43.1%	36.4%	32.6%

Beyond day-to-day operations, park and recreation agencies have a median of $6 million in capital expenditures budgeted for the next five years. Not surprisingly, the larger the agency, the larger its five-year capital budget. The typical park and recreation agency serving a population of less than 20,000 has a median five-year capital budget of $1 million. Five-year capital budgets increase to $10 million at agencies serving jurisdictions with 50,000 to 99,999 residents and to $45 million at agencies in areas with more than 250,000 residents. In addition, factors that are positively related to size of five-year capital budget include:

- Number of parks maintained: less than 10 parks — $1 million; 50 or more parks — $32.4 million
- Acreage of parks maintained: 250 or fewer acres — $1.8 million; more than 3,500 acres — $46.4 million
- Operating budgets: annual operating budgets less than $500,000 — $250,000; annual operating budgets greater than $10 million — $28.7 million
- Population density: less than 500 people per square mile — $1.5 million; more than 2,500 people per square mile — $10 million

Park and recreation agencies target their capital expenditures to a variety of areas. On average, agencies designate 54 percent of their capital budget for renovation, while they allocate 32 percent toward new development. New development is the focus of a greater percentage of capital budgets, while renovation accounts for slightly less. Agencies serving jurisdictions with more than 250,000 residents earmark 37 percent of capital budgets for new development, while they dedicate 49 percent of capital budgets to renovating current properties.

Due to budget limitations, many park and recreation agencies delay repairs to infrastructure and assets. Agencies facing financial challenges reduce or eliminate budgets for maintenance, repairs and major capital investments for rehabilitation. The result is aging infrastructure — everything from swimming pools and playground equipment to bridges and buildings — that goes into disrepair and, frequently, becomes unusable. Even worse, delaying maintenance spending leads to greater decay, which further increases the costs of remedying the problems. Based on imputations of NRPA Park Metrics data, NRPA estimates the total value of deferred maintenance at local park and recreation agencies exceeds $60 billion.

On average, park and recreation agencies have $17.4 million of deferred maintenance projects on their books. Agencies operating in less densely populated areas have fewer deferred projects than do those in areas with a greater population density. Agencies operating in jurisdictions with fewer than 500 people per square mile have an average of $7.1 million in deferred maintenance projects compared to an average of $30.1 million for agencies serving jurisdictions with more than 2,500 people per square mile. Average deferred maintenance balances rise at agencies that:

- Have higher operating budgets: $444,000 at agencies with operating budgets less than $500,000 compared to $46.6 million at agencies with operating budgets that exceed $10 million.
- Have a larger staff: $1.1 million at agencies with a staff of fewer than 10 FTEs compared to $45.9 million for agencies with 100 or more FTEs.
- Serve larger populations: $1.1 million for agencies in jurisdictions with less than 20,000 people compared to $63.1 million agencies in jurisdictions with more than 250,000 people.
- Have more parks: $1.3 million for agencies with less than 10 parks compared to nearly $49.8 million at agencies with 50 or more parks.

FIGURE 23: TARGETS FOR CAPITAL EXPENDITURES (AVERAGE PERCENTAGE DISTRIBUTION OF CAPITAL EXPENDITURES)

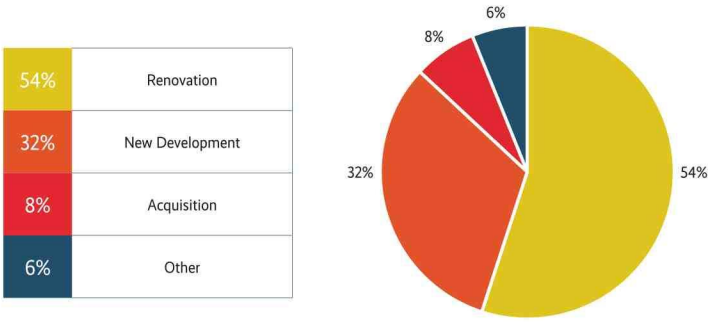
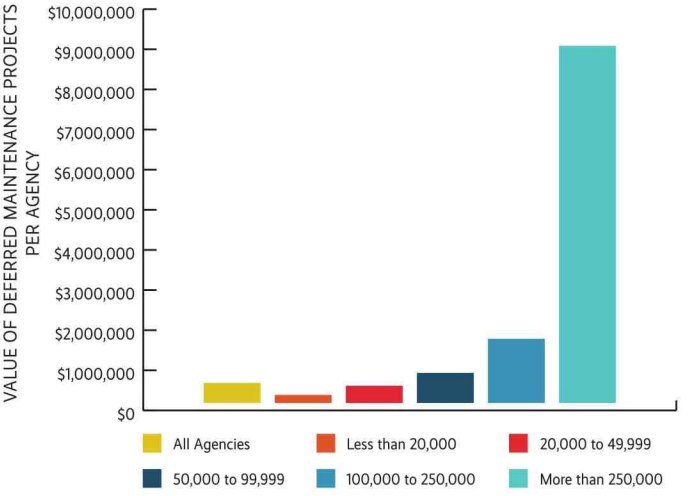


FIGURE 24: VALUE OF DEFERRED MAINTENANCE PROJECTS PER AGENCY (BY JURISDICTION POPULATION)



	All Agencies	Less than 20,000	20,000 to 49,999	50,000 to 99,999	100,000 to 250,000	More than 250,000
Median	$500,000	$200,000	$438,810	$750,000	$1,600,000	$8,963,417
Lower Quartile	$0	$0	$0	$0	$0	$750
Upper Quartile	$5,000,000	$1,200,000	$2,943,225	$3,500,000	$12,282,679	$59,250,000

- Maintain more parkland: $2.1 million at agencies that maintain 250 acres or less of parkland compared to $74.2 million at agencies that maintain more than 3,500 acres of parkland.

Further, jurisdiction type plays a large role in the amount of deferred maintenance. Agencies located in towns have deferred maintenance totaling an average of $1.1 million, while the average at city-based agencies is $23 million. County park and recreation agencies have an average of $21.8 million in deferred maintenance projects while independent park districts/authorities have an average of $9 million in deferred maintenance projects.

POLICIES

Park and recreation agencies have various policies that address how residents are able to enjoy amenities in their communities. Many policies align with an agency's mission to increase a community's overall health and wellness, such as banning the use of tobacco products, limiting the consumption of alcohol and ensuring the availability of healthy food options. Other policies address collecting fees to assist agencies with park upkeep and staffing challenges.

Nearly four in five park and recreation agencies have policies that prohibit the use of tobacco products in their parks, at their facilities and on their grounds. More than half of agencies ban the use of tobacco at all agency parks and facilities, while another 26 percent make exceptions for certain facilities (e.g., golf course).

Seventy-one percent of park and recreation agencies allow the consumption of alcohol by legal-age adults on at least some of their premises. Only 17 percent of agencies have a policy that allows the consumption of alcohol at all park and recreation agency locations under their jurisdiction.

Agencies are more likely to permit the consumption of alcohol at only a few select locations rather than at all facilities. Further, 47 percent of agencies allow the sale of alcohol on their premises, mainly at select locations and by either the agency itself or an authorized concessionaire.

Park and recreation agencies promote health and wellness by offering healthy food options in their vending machines and concessions. At least two-thirds of agencies offer healthy food options in vending machines and/or concession stands at their facilities.

Relatively few park and recreation agencies charge an admission fee to enter their parks. Only 15 percent of agencies charge such fees, while just 16 percent of agencies have parking fees at some of their facilities. In both cases, the agencies that charge either admission or parking fees only do so at select facilities.

FIGURE 25: PARK AND RECREATION AGENCY POLICIES (PERCENT OF AGENCIES)

	Yes, at all locations	Yes, at select locations	No
Agency has a policy barring the use of all tobacco products in its parks, at its facilities and on its grounds	53%	26%	21%
Agency has a policy that allows the consumption of alcohol by legal-aged adults on its premises	17	54	29
Agency sells alcoholic beverages to legal-aged adults on its premises (sold either by the agency or by an authorized concessionaire)	5	42	53
Agency provides healthy food options in its vending machines	25	41	34
Agency provides healthy food options at its concession stands	23	48	30
Agency charges a parking fee at its parks or facilities	>1	16	83
Agency charges an admission fee to enter its parks	1	15	84

ADDITIONAL NRPA RESOURCES

The *2021 NRPA Agency Performance Review* and NRPA Park Metrics are just two tools offered by NRPA that champion the work of park and recreation professionals across the United States. The NRPA Research team focuses its efforts on two major areas:

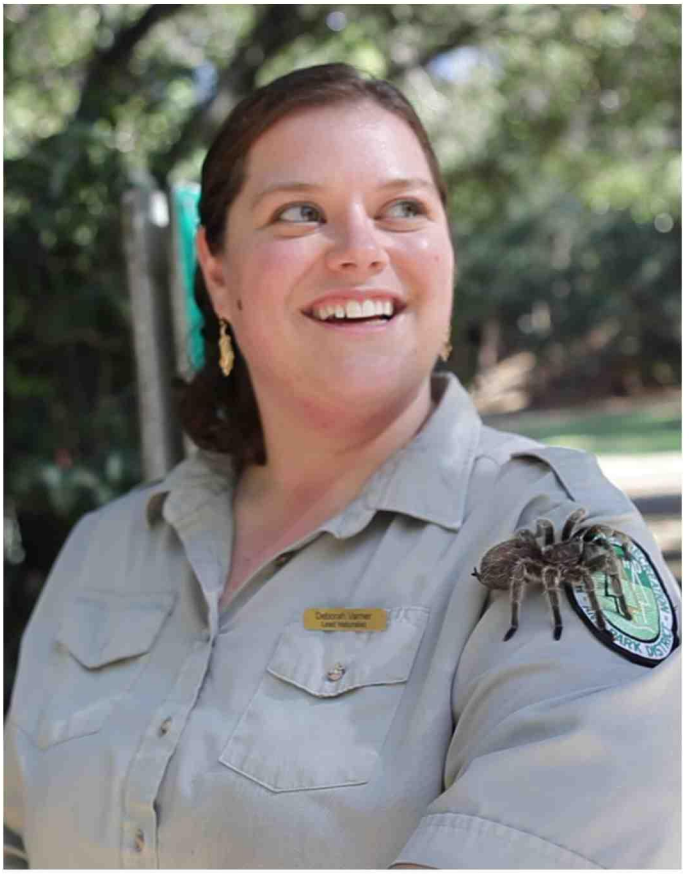
- Collecting and analyzing data to help park and recreation professionals make optimal decisions on operations, programming and spending
- Developing data to help park and recreation professionals make the case for greater (and more stable) funding

Included in the vast suite of NRPA Research resources are:

- **Engagement With Parks Survey:** This annual NRPA research survey probes the public's use of parks, the key reasons that drive their use and the greatest challenges preventing greater usage. Each year, the study examines the importance of public parks in our lives, including how parks compare to other services and offerings of local governments. Recent findings show that more than 190 million U.S. residents visited a local park, trail, public open space or recreation facility during the first three months of the COVID-19 pandemic; four in five adults agree that parks and recreation is an essential local government service; and 77 percent of people consider high-quality park and recreation amenities as a principal factor when choosing a place to live.
- **NRPA Park Pulse Polls:** Each month, the NRPA Research team polls 1,000 U.S. adults ages 18 and older to explore their views on topics related to the park and recreation field. Each poll targets 1000 adults ages 18 and up, representing a cross-section of the population. Questions span from the serious to the more lighthearted — but all demonstrate the power of parks and recreation.
- **NRPA Parks Snapshot Surveys:** In March 2020, NRPA began conducting weekly Parks Snapshot surveys to learn how park and recreation leaders from across the country are confronting the COVID-19 pandemic. NRPA will continue to provide regular data from the NRPA Parks Snapshot surveys as state and local guidance and ordinances regarding COVID-19 continue to change rapidly.
- ***The Economic Impact of Parks*:** Thanks to the efforts of park and recreation professionals throughout the United States, local park and recreation agencies generated $166 billion in economic activity and supported more than 1.1 million jobs in 2017. Beyond the nationwide impact, this report shows the economic contribution of parks and recreation on the state-level, too. The estimates of total economic impacts include the direct, indirect and induced effects of operations and capital spending by local park and recreation agencies in each state and the District of Columbia.
- ***Youth Sports at Park and Recreation Agencies*:** This study explores youth sports offerings, partnerships, fees and registration, and equitable access. Key findings include: five in six park and recreation agencies work with partners to deliver youth sports activities; 86 percent of park and recreation professionals agree that they and their peers contribute to a fair and just future for youth sports by identifying inequities in access to organized sports offerings; and two in three agencies offer reduced or discounted fees for lower income residents.
- ***Workforce Development and Career Exploration in Parks and Recreation*:** Workforce development and career exploration programs are critical contributors to the future success of parks and recreation. Key findings include: a third of agencies currently have a workforce development/career exploration program; nearly nine in 10 agencies collaborate with partners on these programs; and the top program goal is to develop future park and recreation leaders.

Anthony Calabrese, director of Town of Fairfield (Connecticut) Parks and Recreation, reads to a group of children. *Photo courtesy of Gaylen Brown.*

- ***Park and Recreation Agency-Foundation Relationships: Partnering for the Future*:** This study shares evidence-based best practices that optimize agency-foundation relationships and detailed snapshots of the benefits and challenges that exist between these relationships. Among the key findings are the top five benefits that park and recreation leaders seek from foundations:
    - Extra fundraising capacity
    - Ability to serve beyond the scope of a traditional park and recreation agency
    - Advocacy for parks and recreation
    - Expertise and skills that complement agency staff
    - Flexibility, since foundations are not government agencies
- ***Park and Recreation Marketing and Communications Report*:** Getting the word out to the public about what park and recreation agencies do is a great challenge. One solution to this challenge is for agencies to invest in marketing and communications strategies — although accomplishing this is no small feat. This survey explores the various methods and tactics used to market to community members, the use of partners for greater reach, the role of social media in marketing and communications, typical budgets, number of personnel devoted to this effort and much more.



Deborah Varner with the Hayward (California) Area Recreation and Park District poses with a tarantula on her shoulder. *Photo courtesy of Hayward Area Recreation and Park District.*

Leonard "Brien" Hawkins, a tennis attendant II, repairs courts at the Mobile (Alabama) Tennis Center. *Photo courtesy of Jackie Byerley.*

- ***NRPA Park and Recreation Salary Survey*:** Having access to comprehensive compensation data informs park and recreation agency leaders about how to attract the best staff. This report features detailed data on base salary and bonuses for 10 positions at park and recreation agencies.
- **Evaluation Resource Hub:** The NRPA Research team has created several tools to help park and recreation professionals collect and use data, to identify new opportunities for amenities and services and to pinpoint areas for improvement. The hub includes:
    - **Green Infrastructure Evaluation Framework:** This resource helps local governments and park advocates measure the many benefits of green infrastructure in parks. Follow the framework's three simple steps — define benefits and measures, collect data, and use data — to improve green infrastructure projects and share the message about project benefits.
    - **Customer Feedback Surveys:** Obtaining customer feedback is challenging for many park and recreation agencies, especially those that have resource constraints. This guide outlines key principles of conducting effective customer satisfaction surveys with a focus on being able to act on the results while keeping your agency's time, money and staffing in mind.
    - **Community Needs Assessments:** This resource guides park and recreation professionals through the entire community needs assessment lifecycle — from deciding clear goals to eliciting a high-response rate from your community. Most importantly, it demonstrates how to use the survey data to strengthen your agency in both the short and long term.

CONCLUSIONS

The *2021 NRPA Agency Performance Review* and NRPA Park Metrics represent the most comprehensive collection of park- and recreation-related data, benchmarks and insights that inform park and recreation agency professionals, key stakeholders and the public about the state of the park and recreation industry. These resources provide all those who care about quality parks and recreation with a variety of tools.

1. Guidance on the resources dedicated to and the performance of parks and recreation. How does your local park and recreation agency measure up in terms of providing open spaces, recreation opportunities and programming relative to your peer agencies? Is your agency properly staffed or sufficiently funded compared to others?

2. Data that allow informed decisions on the optimal set of services and facility offerings. Park and recreation agency leaders do not make decisions based on a one-size-fits-all standard that does not reflect the unique circumstances and needs of individual communities. Rather, these metrics allow park and recreation professionals to compare their agencies with others they view as peers.

3. Comprehensive data that demonstrate the broad offerings and programs representing the full definition of parks and recreation. The information in this report helps demonstrate to policymakers, key stakeholders, the media and the general public the full breadth of service offerings and responsibilities of park and recreation professionals and their agencies throughout the United States.

Christie Bruner, community engagement supervisor at City of St. Petersburg (Florida) Parks and Recreation - Healthy St. Pete, and a group of youth show their strength. *Photo courtesy of Bruner.*

Park and recreation professionals can use the *2021 NRPA Agency Performance Review* and NRPA Park Metrics in conjunction with NRPA's other research resources and tools to ensure all members of their community have access to high-quality park and recreation amenities and services.

ACKNOWLEDGEMENTS

Thank you to all the park and recreation professionals and their agencies that completed the 2020 Agency Performance Survey in NRPA Park Metrics. Thank you to Melissa May, Kevin Roth, Lindsay Hogeboom, Naya Moore, Greg Manns and Kate Anderson for making this report possible.

Doug Kane (left), adult sports coordinator for Whitefish Bay (Wisconsin) Recreation, works with one of his badminton program participants. *Photo courtesy of Anthony Iracki.*

ABOUT NRPA

Children play and laugh during a program hosted by West Allis-West Milwaukee Recreation and Community Services. *Photo courtesy of Shelly Strasser.*

The National Recreation and Park Association (NRPA) is the leading not-for-profit organization dedicated to building strong, vibrant and resilient communities through the power of parks and recreation. With more than 60,000 members, NRPA advances this vision by investing in and championing the work of park and recreation professionals and advocates — the catalysts for positive change in service of equity, climate-readiness, and overall health and well-being.

NRPA brings strength to our message by partnering with like-minded organizations, including those in the federal government, nonprofits and commercial enterprises. Funded through dues, grants, registrations and charitable contributions, NRPA produces research, education and policy initiatives for our members that ultimately enrich the communities they serve.

NRPA places immense importance on research and data to raise the status of parks and recreation and conducts research with two goals. First, NRPA creates and analyzes data to help park and recreation agencies make optimal decisions on operations, programming and spending. Second, NRPA develops data and insights that support park and recreation professionals making the case for greater and more stable funding to policymakers, key stakeholders, the media and the general public. The NRPA Research team works closely with internal subject–matter experts, respected industry consultants and the academic community to develop its reports and data resources. Learn more at **nrpa.org/Research**.

Back Cover image
Children receive a meal during a Family Camp Out event hosted by the Plano (Texas) Parks and Recreation department. *Photo courtesy of Plano Parks and Recreation.*

NRPA National Recreation and Park Association

Because everyone deserves a great park

22377 Belmont Ridge Road
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800.626.NRPA (6772)
www.nrpa.org

Risk Management Committee Annual Report

November 9, 2021

Risk Management Committee:

- Jeff Batton, Assistant Village Manager of Operations (Chair)
- Brooke Hunter, Financial Services Director
- Angie Kantor, Human Resources Director
- Mr. Bruce Hockman, Volunteer Citizen
- Mr. Dick White, Volunteer Citizen

RMC Mission: To serve as consultant, advisor and review team for all items related to the Village's management of risk as well as the employee health and safety programs.

Introduction

The Risk Management Committee (RMC) produces this report annually to highlight operations under the purview of the RMC. The RMC is directly involved in determining coverage limits, plan designs, guiding negotiations and selecting and recommending the best insurance programs for the Village as well as conducting reviews, evaluations and offering suggestions in many areas of loss control.

The RMC holds general business meetings quarterly with additional meetings held in the fall for employee health insurance renewal deliberations and in the spring for property/liability/workers compensation renewal.

The Village utilizes a combination of knowledgeable citizen volunteers and appropriate Village staff to:

- review accident/injury reports for trends,
- review and comment as necessary on the activity reports of the Safety and Wellness Committees,
- review and recommend the annual medical employee benefit plan,
- review and recommend the property, liability and workers' compensation plans and,
- ensure that new loss control ideas and information are brought forth for consideration.

Contents

Section 1: Employees' Benefit Plan Recommendations

Section 2: Business Insurance Program

Section 3: Workers' Compensation Program

Section 4: Other Work by the Committee

Section 1: Employee Benefit Plan Recommendations

Medical, vision, dental, life, and accidental death and dismemberment (AD&D) coverage is currently provided to all regular full-time employees with coverage fully funded by the Village of Pinehurst. Regular part-time employees (non-seasonal) are eligible for partial Village-funded coverage. All of the employee health benefit coverages run on a calendar year basis.

Below are the recommendations of the RMC for calendar year 2022.

A. Medical: CIGNA is the current provider for medical coverage. Dependent medical coverage is available for purchase by the employee at 100% of actual cost. Approximately 18% of employees choose dependent coverage.

> ***Recommendation**:* The RMC recommends remaining with CIGNA for calendar year 2022 using the *Level Funding Program**. There are no plan changes recommended and the premium increase is 2.5% for 2022 equating to approximately $32,000. The national trend for medical inflation for 2022 is projected to be 6.5%***(1).*** The RMC chose not to seek competitive bids this year due to:
> *1.* Low premium increase coupled with *Level Funding Program**.
> *2*. Stability and availability of network and pharmacy access within the CIGNA network.
> *3*. Stability in VOP/Carrier relationship.
>
> * Under the CIGNA *Level Funding Program*, the Village's premium per employee is set upfront but if our account shows premiums exceed claims paid plus administrative expenses at the close of the calendar year, then we split that profit with CIGNA. CIGNA currently projects a $35,000 return of premium to the Village once all bills are settled for 2021.

B. Vision: Principal is our current provider of vision coverage. Dependent coverage is available for purchase by the employee at 100% of actual cost.

> ***Recommendation*:** The RMC recommends the Village remain with Principal with no rate increase (0%) for 2022.

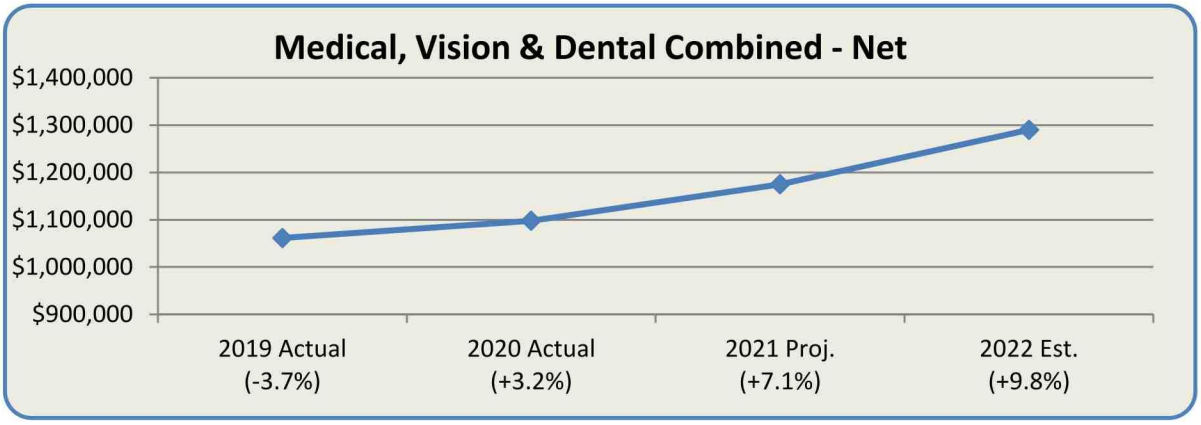
C. Dental: Principal is the current dental insurance provider. Dependent coverage is available for purchase by the employee at 100% of actual cost.

> ***Recommendation:*** The RMC recommends the Village remain with Principal with no rate increase (0%) for 2022.

D. Net Financial Impact: The **net** premium paid by the Village when combining, medical, vision, and dental for calendar year 2022 is estimated at $1,289,844 which represents a 9.8% increase over the projected 2021 expense of $1,174,905. The cost difference between 2021 and 2022 is partially attributed to the 2.5% medical insurance increase but is primarily driven by the manner of calculation which assumes 100% employment for 100% of the calendar year during 2022 while 2021 projection includes monthly premium savings from vacancies that occurred during the current (2021) year.

(1) June 2021, PwC Health Research Institute Report

The graph below shows the combined **net** health insurance benefit cost for the previous two years with a projection for calendar year 2021 and estimate for calendar 2022. The net cost is affected by turnover rates, lapsed time in filling vacancies and number of staff enrolled at any given time. As a result, even though we may receive a rate increase it does not automatically mean we will pay an equal amount in additional premium as previously indicated.



E. Waive Option: The Village allows employees to waive coverage. This allows certain individuals to utilize their own insurance at a lower cost to them personally. The Village also saves the employee premium if they waive. Six people waived coverage in 2021.

F. Basic Life and AD&D: Principal is the current provider of basic Life and AD&D. Benefit is $25,000 or $50,000 upon death depending on the position in the organization.

> ***Recommendation:*** The RMC recommends remaining with Principal which has quoted a 0% rate increase per person. Cost for 2022 is estimated to be $9,975.

G. Long Term Disability: Principal is the current provider for long-term disability that is provided as an added benefit for the Senior Management/Leadership Team. This benefit's cost to the Village is based on payroll.

> ***Recommendation:*** The RMC recommends remaining with Principal that has quoted a 0% rate increase for 2022. Cost for 2022 is estimated to be $7,700.

I. Flexible Spending Accounts: Flores & Associates is the current administrator for the flexible spending account options for employees to have childcare expenses and qualifying medical expenses deducted pre-tax from paychecks (as permitted by IRS regulations).

> ***Recommendation:*** The RMC recommends remaining with Flores & Associates. The cost of administering this program is unchanged at a flat rate of $5 per employee per month for those who choose to enroll. Cost for 2021 was approximately $2,400 and 2022 is likely to be similar.

J. Other: The RMC also selects companies for elective coverage such as long-term disability, life insurance, etc. that employees may choose to purchase with the employee paying 100% of the cost. USAble and Aflac are the current providers and their rates remain unchanged.

Section 2: Business Insurance Program

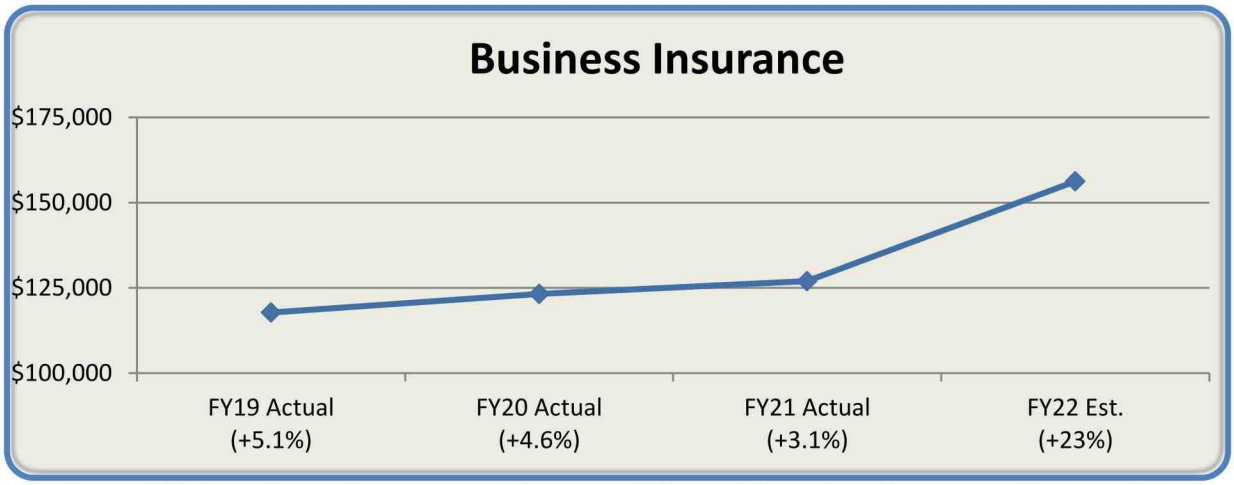
The Business Insurance Program includes all property and liability insurance coverages. Property includes all buildings, structures, vehicles, heavy equipment, computer equipment, and portable equipment while liability includes general liability, employer benefits liability, public officials' liability, employment practices liability, police professional liability, and employee dishonesty, forgery, and theft.

All liability and property coverages, with the exception of the Harness Track, are through the Interlocal Risk Financing Fund of NC. This program is administered by the North Carolina League of Municipalities (NCLM). The Harness Track property requires special coverage and is through Markel Insurance.

All of the above referenced coverages are renewed on a fiscal year basis. The combined premium for these coverages for FY 2022 is projected to be $156,227 which is approximately a 23% increase over FY2021. This includes adding the library for 2.5 months. Other factors that will modify the actual cost for FY 2022 are additions and deletions to coverage throughout the year.

The Village is insured at $5,000,000 per occurrence for most types of liability and covers approximately $41.8 million (with library) in real and personal property including the Harness Track.

The graph below shows premiums paid for the previous three years plus the actual for FY 2022.



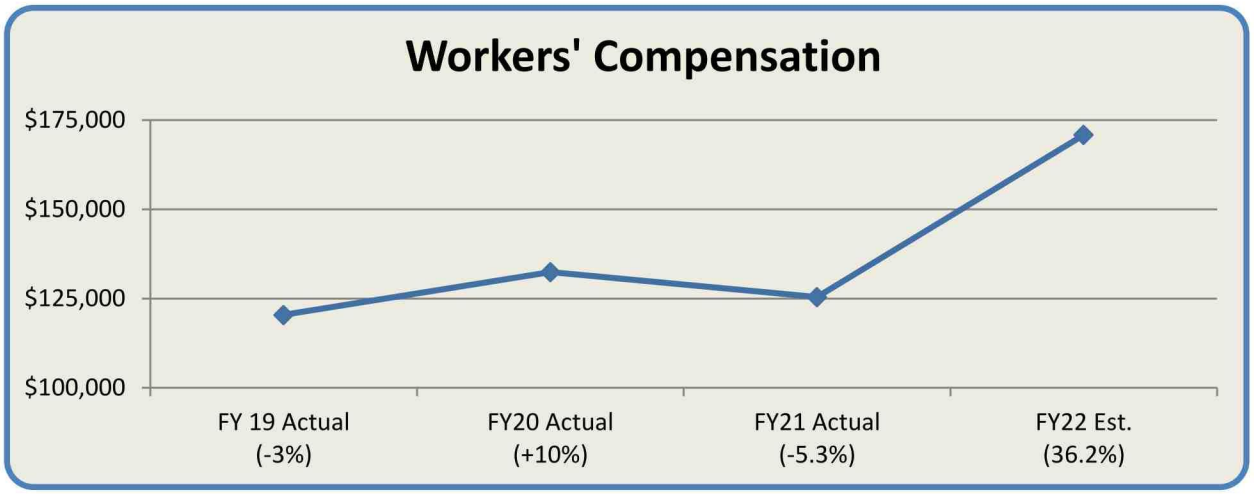
Premium paid is based on a five-year experience modifier and the value of property. The drastic increase in premium for FY22 is the result of a 9.5% increase in rates compounded by increases in building and contents values of 2.5% to 3.8% depending on construction type.

Section 3: Workers Compensation Program

The Workers' Compensation program covers medical expenses and lost wages incurred by an employee due to work-related injury. Workers' Compensation (W/C) insurance is through the N.C. Interlocal Risk Management Agency. This program is administered by the NCLM.

Workers' Compensation coverage is renewed on a fiscal year basis. The premium for FY 2022 is $170,834 (including W/C audit adjustments) which represents a 36.2% increase from the previous year.

The graph below shows premiums paid for the previous three years plus the actual for FY 2022.



Premium paid is based on payroll and a rolling three year experience modifier that represents a composite of injuries and lost work time. The drastic increase in FY 22 is the result of a favorable claims year rolling off the modifier and poor year rolling on.

Section 4: Other Work by the Committee

The Village has a Wellness Committee and a Safety Committee that operate under the umbrella of RMC. Safety is chaired by Chief Carlton Cole and Wellness is chaired by Kelly Brown. RMC receives quarterly update reports on all activities of these committees.

Examples of activities include:

- Conducting quarterly safety drills
- Monthly safety inspections of facilities
- Checking and restocking first-aid kits
- Lunch and Learns
- Flu Shot clinic
- Incident and injury reviews and evaluations
- Exercise challenges

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Village of Pinehurst

Memo

To: Village Council

From: Brooke Hunter

CC: Jeff Sanborn & Senior Leadership

Date: November 3, 2021

Re: Financial Statements for the Three Months Ended September 30, 2021

Attached are the quarterly financial statements for the three months ended September 30, 2021. Financially, the Village is off to a good start for FY 2022. At the end of the first quarter, revenues exceeded expenditures by a larger margin than anticipated in our forecast. These results should position us well to carry out the objectives outlined in the FY 2022 Strategic Operating Plan (SOP).

Financial Position:

The Village's General Fund is showing $7.6 million in income for the first three months of the year compared to $6.4 million the prior year. The Village's General Fund fund balance is currently 84% of budgeted expenditures, which is higher than the 78% level seen the previous year at September 30. During the first quarter, the Village received its first allocation of American Rescue Plan Act funds totaling $2,648,000. These funds are recorded in the American Rescue Plan Act Special Revenue Fund, which will be used to track the use of these distributions in accordance with US Treasury guidance.

The Village's total cash and investment balances increased by $3,221,000, or 20.1%, compared with the previous year due primarily to the receipt of the American Rescue Plan Act funds. Of the $19.3 million in cash and investments at September 30, 2021, $18.6 million was held in the North Carolina Capital Management Trust Government Portfolio. The Village does not have any installment financing debt obligations as of September 30.

Revenues & Expenditures:

General fund revenues were $1,124,000, or 11%, above the quarterly budget projections. Property tax revenues were $941,000 above the quarterly revenue estimate. Most of this variance was due to the timing of the Village's real and personal property tax collections. The collection rate of 81% through the first quarter was higher than the 78% collection rate at the same point last year. It is also worth noting that the valuation of real & personal taxable property increased by approximately 1% and motor vehicle valuations increased 4% compared to this time last year. Both of these growth rates are comparable to our FY 2022 budgeted increases of 1.5% and 1.0% for real & personal property and motor vehicles, respectively.

Local option sales tax revenues were $183,000, or 17% higher than the quarterly budget. This should be viewed cautiously, however, since most of the revenue for the quarter is based upon estimated revenues for sales taxes collected which we will not receive until the second quarter.

General fund operating expenditures were $1,415,000, or 27%, below the quarterly budget overall, which is comparable to previous year amounts at this point in the fiscal year.

For capital outlay, only 15% of the capital outlay budgeted in the first quarter was expended. Several projects planned for the first quarter have not been completed but are still expected to be performed during the fiscal year. Variances of this kind are common in the first quarter and will level out as the fiscal year progresses.

Financial Outlook:

Growth in the Village's property tax base continues to remain steady and is a key influence on the Village's financial outlook. The total tax base increased by 1% this quarter as a result of growth, compared to 2% the previous year. So far this year, the Village has issued 25 new residential building permits valued at nearly $6.8 million, compared to 45 new permits issued at the same time last year. We anticipated 150 new homes for FY 2022.

Other Items:

During the quarter, the Fair Barn covered 79% of operating expenditures with operating revenues. This is significantly greater than the same quarter last year, in which the Fair Barn recognized no revenues and issued a refund, resulting in a negative 3% of operating expenditures covered with operating revenues. Last year's result was directly related to state-mandated facility closures. Although this year's result is slightly below the Balanced Scorecard goal of 95%, so far we are seeing increases in event reservations for the remaining months of the year and fewer postponements as a result of COVID.

The Harness Track covered 17% of its operating expenditures compared to 23% the previous year. Revenues were in line with quarterly budget estimates and expenditures fell below budget. Variances of this type are typical due to the timing of stall rental revenues at the start of the training season. By the end of the second quarter, we should have a better idea of where the Harness Track stands for the season. The performance target for expenditure coverage for this fiscal year is 45%, the same as the previous year.

Conclusion:

At this point in the fiscal year, we are doing better than we anticipated with revenues ahead of forecast and expenditures below forecast. There are still many variables at play in our overall financial outlook and most of the variances in revenues, expenditures, and capital outlay may be resolved as the fiscal year progresses. We will continue to closely monitor all revenues and expenditures to ensure good financial oversight of taxpayer dollars.

Should you have any questions about these quarterly statements, please feel free to contact me.

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

RESOLUTION #21-27:

A RESOLUTION REGARDING AN APPOINTMENT TO THE PINEHURST PLANNING AND ZONING BOARD AND BOARD OF ADJUSTMENT.

WHEREAS, the Village of Pinehurst has established a Planning and Zoning Board and a Board of Adjustment as required by its Development Ordinance and authorized by North Carolina General Statutes 160A-361 and 160A-388; and

WHEREAS, on the 13th day of March, 2012, the Pinehurst Village Council adopted Ordinance #12-10 to amend Chapter 31 of the Pinehurst Municipal Code to combine the Planning and Zoning Board and the Board of Adjustment; and

WHEREAS, there is a need to fill a vacancy on the boards; and

WHEREAS, Ms. Louise Mercuro and the Village Council of Pinehurst are desirous of Ms. Mercuro serving as a member of the Board of Adjustment and the Planning and Zoning Board.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina in a regular meeting assembled this 9th day of November, 2021, as follows:

SECTION 1. That the following appointment is hereby made to the Board of Adjustment and the Planning and Zoning Board for the term indicated:

Ms. Mercuro is appointed as a member of the Board of Adjustment and the Planning and Zoning Board, effective November 10, 2021, said term expiring on October 31, 2024.

SECTION 3. That this appointee shall continue serving until a replacement is appointed and qualified.

THIS RESOLUTION passed and adopted this 9th day of November, 2021.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

_____
Kelly Chance, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

VILLAGE OF PINEHURST

FINANCIAL STATEMENTS

FOR THE THREE MONTHS ENDED
SEPTEMBER 30, 2021

Village of Pinehurst
Financial Statements
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Village of Pinehurst
Combined Balance Sheet - All Fund Types
September 30, 2021

	Governmental Fund Type		Account Groups			
	General Fund	Special Revenue Fund	General Capital Assets	General Long - Term Debt	Totals September 30, 2021	Totals September 30, 2020
ASSETS						
Cash & investments	$ 16,617,919	$ 2,648,414	$ -	$ -	$ 19,266,333	$ 16,045,667
Taxes receivable	2,097,719	-	-	-	2,097,719	2,387,203
Assessments receivable	-	-	-	-	-	5,179
Due from other governmental agencies	5,082,274	-	-	-	5,082,274	2,653,944
Other receivables	302,627	-	-	-	302,627	248,705
Prepaid items	4,250	-	-	-	4,250	10,650
Inventory	60,194	-	-	-	60,194	48,482
Capital assets	-	-	53,001,188	-	53,001,188	51,202,629
Amounts to be provided for retirement of general long-term debt	-	-	-	6,232,431	6,232,431	4,803,549
TOTAL ASSETS	$ 24,164,983	$ 2,648,414	$ 53,001,188	$ 6,232,431	$ 86,047,016	$ 77,406,008
LIABILITIES AND FUND EQUITY						
Accounts payable	$ 99,307	$ -	$ -	$ -	$ 99,307	$ 178,534
Withholdings & accrued expenses	205,749	-	-	-	205,749	192,983
Accrued vacation	-	-	-	808,335	808,335	728,331
Total pension liability (LEO)	-	-	-	1,687,722	1,687,722	1,243,898
Net pension liability (LGERS)	-	-	-	3,736,374	3,736,374	2,756,320
Deposits	300,657	-	-	-	300,657	246,268
Unavailable revenues	2,677,369	-	-	-	2,677,369	2,884,874
Long-term debt	-	-	-	-	-	75,000
Total Liabilities	3,283,082	-	-	6,232,431	9,515,513	8,306,208
EQUITY						
Investment in general capital assets	-	-	53,001,188	-	53,001,188	51,202,629
Fund Balance:						
Nonspendable:						
Inventory	60,194	-	-	-	60,194	48,482
Prepaid items	4,250	-	-	-	4,250	10,650
Restricted:						
Stabilization by state statute	9,279,428	-	-	-	9,279,428	5,088,612
Public safety	38,816	-	-	-	38,816	-
Transportation	241,590	-	-	-	241,590	240,187
Special Revenue - American Rescue Plan	-	2,648,414	-	-	2,648,414	-
Committed:						
Cultural and recreation	-	-	-	-	-	249,427
Library and Archives	1,000,000	-	-	-	1,000,000	-
Future Capital	4,102,691	-	-	-	4,102,691	-
Assigned:						
Designated for expenditures	3,951,627	-	-	-	3,951,627	2,685,940
Unassigned	2,203,305	-	-	-	2,203,305	9,573,873
Total equity	20,881,901	2,648,414	53,001,188	-	76,531,503	69,099,800
TOTAL LIABILITIES & EQUITY	$ 24,164,983	$ 2,648,414	$ 53,001,188	$ 6,232,431	$ 86,047,016	$ 77,406,008

Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended September 30, 2021

	Annual Budget as of 9/30/2021	Quarterly Budget as of 9/30/2021	YTD as of 9/30/2021	YTD as of 9/30/2020	Current Year Over (Under) Prior Year	% of 2022 Budget Spent / Received YTD
Revenues						
Ad valorem taxes & penalties	$ 12,210,000	$ 8,520,180	$ 9,460,888	$ 8,521,946	$ 938,942	77.48%
Other taxes and licenses	3,000	750	1,345	1,365	(20)	44.83%
Intergovernmental revenues:						
Unrestricted	6,778,700	1,343,000	1,574,662	1,168,368	406,294	23.23%
Restricted	484,250	236,130	236,729	263,957	(27,228)	48.89%
Permits & fees	894,000	223,500	234,624	285,439	(50,815)	26.24%
Sales & services	689,950	130,475	127,947	48,229	79,718	18.54%
Other revenues	374,980	70,883	12,500	12,640	(140)	3.33%
Investment earnings	1,400	300	297	1,764	(1,467)	21.21%
TOTAL REVENUES	21,436,280	10,525,218	11,648,992	10,303,708	1,345,284	54.34%
Operating Expenditures						
Governing Body	147,400	44,350	39,503	38,513	990	26.80%
Administration	1,537,410	429,078	284,595	357,765	(73,170)	18.51%
Financial Services	840,420	309,429	285,366	256,934	28,432	33.96%
Human Resources	572,860	119,716	96,570	92,096	4,474	16.86%
Police	3,530,709	950,348	714,391	670,563	43,828	20.23%
Fire	3,368,219	909,883	613,371	609,102	4,269	18.21%
Inspections	359,150	93,738	72,062	67,593	4,469	20.06%
Public Services Administration	759,490	166,459	103,465	115,171	(11,706)	13.62%
Streets & Grounds	1,670,160	425,806	320,395	319,194	1,201	19.18%
Powell Bill Funds	1,200,100	100	-	90	(90)	0.00%
Solid Waste	1,897,740	481,046	359,624	339,409	20,215	18.95%
Recreation	2,049,035	544,594	424,462	413,455	11,007	20.72%
Library	539,460	99,338	43,413	42,500	913	8.05%
Harness Track	583,910	161,603	125,271	100,571	24,700	21.45%
Fair Barn	368,470	94,118	61,752	53,181	8,571	16.76%
Planning	1,250,918	346,147	215,182	182,643	32,539	17.20%
Community Development	134,500	48,200	49,547	57,954	(8,407)	36.84%
Debt Service	-	-	-	69,233	(69,233)	100.00%
Total Operating Expenditures	20,809,951	5,223,953	3,808,969	3,785,967	23,002	18.30%
Capital Outlay Expenditures						
Administration	315,272	29,272	8,504	-	8,504	2.70%
Financial Services	45	45	-	-	-	0.00%
Human Resources	60	60	-	-	-	0.00%
Police	253,967	91,867	103,231	8,274	94,957	40.65%
Fire	994,682	698,682	3,300	-	3,300	0.33%
Inspections	25,030	30	-	-	-	0.00%
Public Services Administration	75,761	38,261	-	-	-	0.00%
Streets & Grounds	1,187,925	518,925	136,499	73,575	62,924	11.49%
Solid Waste	220,160	160	-	-	-	0.00%
Recreation	408,859	188,859	500	-	500	0.12%
Library	325,123	(660)	-	-	-	0.00%
Harness Track	214,132	214,132	18,000	-	18,000	8.41%
Fair Barn	135	135	-	17,418	(17,418)	0.00%
Planning	26,805	26,805	-	-	-	0.00%
Total Capital Outlay Expenditures	4,047,956	1,806,573	270,034	99,267	170,767	6.67%
TOTAL EXPENDITURES [1]	24,857,907	7,030,526	4,079,003	3,885,234	193,769	16.41%
REVENUES OVER (UNDER) EXPENDITURES	(3,421,627)	3,494,692	7,569,989	6,418,474	1,151,515	

Village of Pinehurst
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Fiscal Period Ended September 30, 2021

	Annual Budget as of 9/30/2021	Quarterly Budget as of 9/30/2021	YTD as of 9/30/2021	YTD as of 9/30/2020	Current Year Over (Under) Prior Year	% of 2022 Budget Spent / Received YTD
Other Financing Sources (Uses)						
Operating transfers out	$ (550,000)	$ -	$ -	$ -	$ -	0.00%
Sales of capital assets	20,000	5,000	23,044		23,044	115.22%
Total Other Fin. Sources (Uses)	(530,000)	5,000	23,044	-	23,044	-4.35%
REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXP AND OTHER FINANCING USES	(3,951,627)	3,499,692	7,593,033	6,418,474	1,174,559	
Appropriated Fund Balance	3,951,627	1,420,677	-	-	-	
NET CHANGE IN FUND BALANCE	$ -	$ 2,079,015	7,593,033	$ 6,418,474	$ 1,174,559	
FUND BALANCE, JULY 1			13,288,868			
FUND BALANCE, JUNE 30			$ 20,881,901			

	YTD as of 9/30/2021	% of Total Expenditures
[1] **Total Expenditures by Type**		
Salaries & Benefits	$ 2,376,047	58%
Operating	1,432,922	35%
Capital	270,034	7%
Total Expenditures by Type	$ 4,079,003	100%

Village of Pinehurst
American Rescue Plan Act Special Revenue Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
From Inception and for the Fiscal Period Ended September 30, 2021

		Actual		
	Project Budget	Prior Years	Current Year	Total To Date
Revenues				
Restricted intergovernmental:				
Grant revenue	$ 4,860,000	$ -	$ 2,648,376	$ 2,648,376
Investment earnings	-	-	38	38
TOTAL REVENUES	4,860,000	-	2,648,414	2,648,414
Expenditures				
American Rescue Plan Act expenditures	4,860,000	-	-	-
TOTAL EXPENDITURES	4,860,000	-	-	-
REVENUES OVER (UNDER) EXPENDITURES	-	-	2,648,414	2,648,414
NET CHANGE IN FUND BALANCE	$ -	$ -	2,648,414	$ 2,648,414
FUND BALANCE, JULY 1			-	
FUND BALANCE, JUNE 30			$ 2,648,414	

Village of Pinehurst
Schedule of Interfund Transfers
For the Fiscal Period Ended September 30, 2021

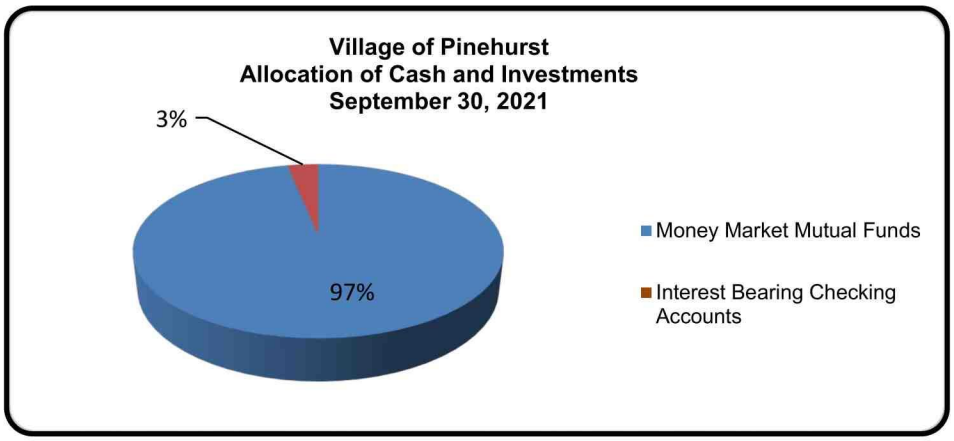
	Budgeted		Actual	
	Transfers In	Transfers Out	Transfers In	Transfers Out
General Fund Transfers:				
Downtown Parking Facility Capital Project Fund	$ -	$ 150,000	$ -	$ -
Library Expansion Capital Project Fund	-	400,000	-	-
Downtown Parking Facility Capital Project Fund	150,000	-	-	-
Library Expansion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

Village of Pinehurst
Schedule of Cash and Investments
September 30, 2021

Investment	Bond/Bank Ratings	Purchase Date	Maturity Date	Cost
Money Market Mutual Funds				
North Carolina Capital Management Trust - Government Portfolio	AAAm (S&P)			$ 18,647,324
Interest Bearing Checking Accounts				
PNC Bank Operating				618,159
Petty Cash				850
Total Cash and Investments				$ 19,266,333
Total Cash and Investments (same quarter previous year)				$ 16,045,667

Summary of Cash and Investments

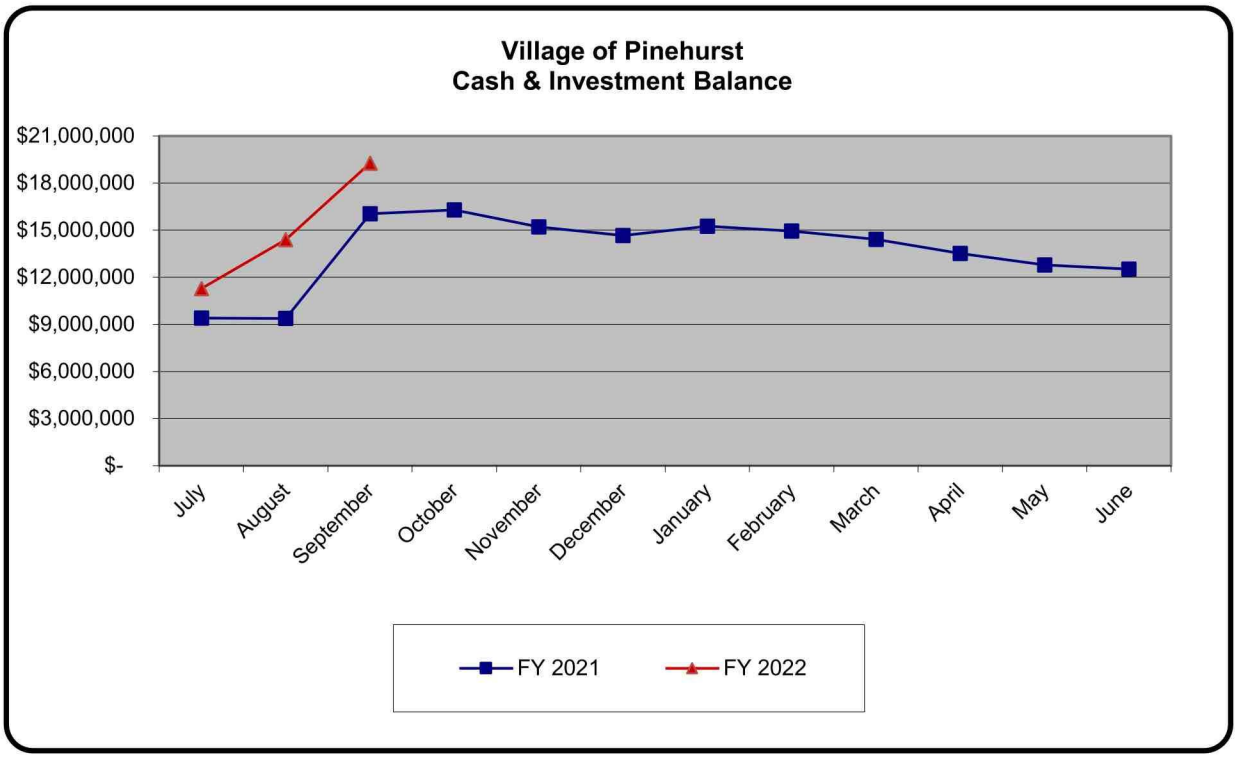
Money Market Mutual Funds	$ 18,647,324
Interest Bearing Checking Accounts	618,159
Petty Cash	850
	$ 19,266,333



Village of Pinehurst
Investment Yield Summary

	FY 2021			FY 2022		
	Cash Balance	Investment Earnings	Investment Yield*	Cash Balance	Investment Earnings	Investment Yield*
July	$ 9,400,575	$ 1,110	0.14%	$ 11,280,977	$ 99	0.01%
August	9,375,289	479	0.06%	14,394,289	107	0.01%
September	16,045,667	228	0.02%	19,266,333	129	0.01%
October	16,288,960	155	0.01%			
November	15,214,360	113	0.01%			
December	14,664,757	126	0.01%			
January	15,254,209	123	0.01%			
February	14,952,403	112	0.01%			
March	14,411,728	122	0.01%			
April	13,512,113	112	0.01%			
May	12,783,280	110	0.01%			
June	12,525,504	103	0.01%			
Average	$ 13,702,404	$ 2,893	0.02%	$ 14,980,533	$ 335	0.01%

* Investment yield is presented on an accrual basis.



Village of Pinehurst
Schedule of Fund Balance - General Fund
September 30, 2021

	Fund Balance at 9/30/2021	Fund Balance at 9/30/2020
General Fund		
Nonspendable:		
Inventory	$ 60,194	$ 48,482
Prepaid Items	4,250	10,650
Restricted:		
Stabilization by State Statute	9,279,428	5,088,612
Transportation	241,590	240,187
Public Safety	38,816	-
Committed:		
Library and Archives	1,000,000	-
Future Capital	4,102,691	-
Assigned		
Subsequent year's expenditures	3,951,627	2,685,940
Unassigned	2,203,305	9,573,873
	$ 20,881,901	$ 17,647,744

Village of Pinehurst
Schedule of Capital Outlay by Function and Activity - General Fund
For the Fiscal Period Ended September 30, 2021

	Annual Budget	YTD Budget	YTD Expenditures	Remaining Balance
Land				
Streets & Grounds	265,000	215,000	11,912	253,088
Recreation	380,000	160,000	500	379,500
Harness Track	115,000	115,000	-	115,000
	760,000	490,000	12,412	747,588
Buildings and Grounds				
Administration	250,000	-	3,500	246,500
Police	40,056	40,056	-	40,056
Fire	290,000	20,000	3,300	286,700
Public Services Administration	75,000	37,500	-	75,000
Library	275,000	-	-	275,000
Recreation	28,000	28,000	-	28,000
Harness Track	99,000	99,000	18,000	81,000
	1,057,056	224,556	24,800	1,032,256
Equipment and Furniture				
Administration	65,272	29,272	5,004	60,268
Financial Services	45	45	-	45
Human Resources	60	60	-	60
Police	72,811	51,811	-	72,811
Fire	70,182	44,182	-	70,182
Inspections	30	30	-	30
Public Services Administration	761	761		761
Streets & Grounds	58,925	58,925	16,891	42,034
Solid Waste	160	160	-	160
Library	50,123	(660)	-	50,123
Recreation	859	859	-	859
Harness Track	132	132	-	132
Fair Barn	135	135	-	135
Planning	8,805	8,805	-	8,805
	328,300	194,517	21,895	306,405
Vehicles				
Police	141,100	-	103,231	37,869
Fire	634,500	634,500	-	634,500
Inspections	25,000	-	-	25,000
Streets & Grounds	27,000	-	-	27,000
Solid Waste	220,000	-	-	220,000
Planning	18,000	18,000	-	18,000
	1,065,600	652,500	103,231	962,369
Infrastructure				
Streets & Grounds	837,000	245,000	107,696	729,304
	837,000	245,000	107,696	729,304
Total	$ 4,047,956	$ 1,806,573	$ 270,034	$ 3,777,922

% of Capital Outlay Budget Expended	6.67%

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

Village of Pinehurst
Schedule of General Long Term Debt
September 30, 2021

	Balance at 9/30/2021	Balance at 9/30/2020	Increase (Decrease)
Fair Barn			
$1,000,000; due in 40 semi-annual payments consisting of fixed principal of $25,000 plus interest @ 4.60%; collateralized by Fair Barn bldg; final payment due on 3/11/22.	$ -	$ 75,000	$ (75,000)
	-	75,000	(75,000)
Total Pension Liability (LEO) *	1,687,722	1,243,898	443,824
Net Pension Liability (LGERS) *	3,736,374	2,756,320	980,054
Accumulated Vacation	808,335	728,331	80,004
	6,232,431	4,728,549	1,503,882
	$ 6,232,431	$ 4,803,549	$ 1,428,882

* Based on an independent annual actuarial valuation

Village of Pinehurst
Schedule of Budget Amendments - General Fund
For the Fiscal Period Ended September 30, 2021

	Original FY 2022 Budget	Amended * Qtr Ended 9/30/2021	Amended Qtr Ended 12/31/2021	Amended Qtr Ended 3/31/2022	Amended Qtr Ended 6/30/2022	Total Amendments	Amended FY 2022 Budget
REVENUES							
Ad valorem taxes	$ 12,210,000	$ -	$ -	$ -	$ -	$ -	$ 12,210,000
Other taxes and licenses	3,000	-	-	-	-	-	3,000
Unrestricted Intergov't Revenues	6,778,700	-	-	-	-	-	6,778,700
Restricted Intergov't Revenues	484,250	-	-	-	-	-	484,250
Permits & Fees	894,000	-	-	-	-	-	894,000
Sales & Services	689,950	-	-	-	-	-	689,950
Other Revenues	394,980	-	-	-	-	-	394,980
Investment Income	1,400	-	-	-	-	-	1,400
Appropriated Fund Balance	2,530,950	1,420,677	-	-	-	1,420,677	3,951,627
TOTAL REVENUES	**$ 23,987,230**	**$ 1,420,677**	**$ -**	**$ -**	**$ -**	**$ 1,420,677**	**$ 25,407,907**
OPERATING EXPENDITURES							
Governing Body	147,400	-	-	-	-	-	147,400
Administration	1,537,410	-	-	-	-	-	1,537,410
Financial Services	840,420	-	-	-	-	-	840,420
Human Resources	572,860	-	-	-	-	-	572,860
Police	3,485,750	44,959	-	-	-	44,959	3,530,709
Fire	3,333,310	34,909	-	-	-	34,909	3,368,219
Inspections	359,150	-	-	-	-	-	359,150
Public Services Administration	759,490	-	-	-	-	-	759,490
Streets & Grounds	1,669,540	620	-	-	-	620	1,670,160
Powell Bill	1,200,100	-	-	-	-	-	1,200,100
Solid Waste	1,897,740	-	-	-	-	-	1,897,740
Planning	1,209,730	41,188	-	-	-	41,188	1,250,918
Community Development	134,500	-	-	-	-	-	134,500
Recreation	2,008,590	40,445	-	-	-	40,445	2,049,035
Library	539,460	-	-	-	-	-	539,460
Harness Track	578,910	5,000	-	-	-	5,000	583,910
Fair Barn	368,470	-	-	-	-	-	368,470
Other Financing Uses	550,000	-	-	-	-	-	550,000
Total Operating Expenditures	21,192,830	167,121	-	-	-	167,121	21,359,951
CAPITAL EXPENDITURES							
Administration	299,682	15,590	-	-	-	15,590	315,272
Financial Services	540	(495)	-	-	-	(495)	45
Human Resources	720	(660)	-	-	-	(660)	60
Police	253,911	56	-	-	-	56	253,967
Fire	328,637	666,045	-	-	-	666,045	994,682
Inspections	25,360	(330)	-	-	-	(330)	25,030
Public Services Administration	76,121	(360)	-	-	-	(360)	75,761
Streets & Grounds	913,750	274,175	-	-	-	274,175	1,187,925
Solid Waste	220,490	(330)	-	-	-	(330)	220,160
Planning	27,260	(455)	-	-	-	(455)	26,805
Recreation	228,719	180,140	-	-	-	180,140	408,859
Library	325,783	(660)	-	-	-	(660)	325,123
Harness Track	92,962	121,170	-	-	-	121,170	214,132
Fair Barn	465	(330)	-	-	-	(330)	135
Total Capital Expenditures	$ 2,794,400	$ 1,253,556	$ -	$ -	$ -	$ 1,253,556	$ 4,047,956
TOTAL EXPENDITURES	**$ 23,987,230**	**$ 1,420,677**	**$ -**	**$ -**	**$ -**	**$ 1,420,677**	**$ 25,407,907**

Amended Budget as a % of Original Budget	105.9%

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

Village of Pinehurst
Schedule of Encumbrances
For the Fiscal Period Ended September 30, 2021

	Annual Budget as of 9/30/2021	YTD as of 9/30/2021	Encumbered Amount	Unencumbered Balance
GENERAL FUND				
Operating Expenditures				
Governing Body	$ 147,400	$ 39,503	$ 43,632	$ 64,265
Administration	1,537,410	284,595	47,649	1,205,166
Financial Services	840,420	285,366	22,758	532,296
Human Resources	572,860	96,570	3,855	472,435
Police	3,530,709	714,391	49,982	2,766,336
Fire	3,368,219	613,371	57,231	2,697,617
Inspections	359,150	72,062	1,425	285,663
Public Services Administration	759,490	103,465	50,457	605,568
Streets & Grounds	1,670,160	320,395	177,504	1,172,261
Powell Bill Funds	1,200,100	-	1,116,232	83,868
Solid Waste	1,897,740	359,624	684,317	853,799
Recreation	2,049,035	424,462	126,469	1,498,104
Library	539,460	43,413	5,667	490,380
Harness Track	583,910	125,271	71,851	386,788
Fair Barn	368,470	61,752	39,255	267,463
Planning	1,250,918	215,182	49,991	985,745
Community Development	134,500	49,547	22,460	62,493
Fleet Maintenance	781,180	167,423	40,560	573,197
B&G Maintenance	1,411,930	230,617	254,738	926,575
Information Technology	1,349,750	346,053	205,176	798,521
Debt Service	-	-	-	-
Total Operating Expenditures *	24,352,811	4,553,062	3,071,209	16,728,540
Capital Outlay Expenditures				
Administration	315,272	8,504	-	306,768
Financial Services	45	-	-	45
Human Resources	60	-	-	60
Police	253,967	103,231	42,191	108,545
Fire	994,682	3,300	3,300	988,082
Inspections	25,030	-	-	25,030
Public Services Administration	75,761	-	-	75,761
Streets & Grounds	1,187,925	136,499	275,239	776,187
Solid Waste	220,160	-	-	220,160
Recreation	408,859	500	-	408,359
Library	325,123	-	-	325,123
Harness Track	214,132	18,000	-	196,132
Fair Barn	135	-	-	135
Planning	26,805	-	-	26,805
Community Development	-	-	-	-
Fleet Maintenance	1,124,760	120,122	849,926	154,712
B&G Maintenance	1,212,776	22,000	254,650	936,126
Information Technology	105,000	5,004	16,478	83,518
Total Capital Outlay Expenditures *	6,490,492	417,160	1,441,784	4,631,548
Charges to Other Departments *	(5,985,396)	(891,219)	-	(5,094,177)
TOTAL GENERAL FUND EXPENDITURES	$ 25,407,907	$ 4,079,003	$ 4,512,993	$ 16,815,911
AMERICAN RESCUE PLAN SPECIAL REVENUE FUND				
Expenditures				
American Rescue Plan Act expenditures	$ 4,860,000	$ -	$ -	$ 4,860,000
Total Expenditures	4,860,000	-	-	4,860,000
TOTAL SPECIAL REVENUE FUND EXPENDITURES	$ 4,860,000	$ -	$ -	$ 4,860,000

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

Village of Pinehurst
Schedule of Ad Valorem Property Tax Collections
For the Fiscal Period Ended September 30, 2021

Real and Personal

Tax Year	For the Fiscal Period Ended September 30, 2021			For the Fiscal Period Ended September 30, 2020		
	Budgeted Collections	Gross Collections	% Collected Through 9/30/2021	Budgeted Collections	Gross Collections	% Collected Through 9/30/2020
Third Prior Year	$ -	$ 9	100.00%	$ -	$ 20	100.00%
Second Prior Year	-	(544)	100.00%	-	9	100.00%
First Prior Year	5,000	2,196	43.92%	5,000	2,439	48.78%
Current Year	11,386,000	9,237,122	81.13%	10,679,000	8,310,633	77.82%
	$ 11,391,000	$ 9,238,783	81.11%	$ 10,684,000	$ 8,313,101	77.81%

Motor Vehicles

Tax Year	For the Fiscal Period Ended September 30, 2021			For the Fiscal Period Ended September 30, 2020		
	Budgeted Collections	Gross Collections	% Collected Through 9/30/2021	Budgeted Collections	Gross Collections	% Collected Through 9/30/2020
Third Prior Year	$ -	$ -	0.00%	$ -	$ -	0.00%
Second Prior Year	-	-	0.00%	-	-	0.00%
First Prior Year	-	-	0.00%	2,000	-	0.00%
Current Year	819,000	221,832	27.09%	717,000	208,862	29.13%
	$ 819,000	$ 221,832	27.09%	$ 719,000	$ 208,862	29.05%

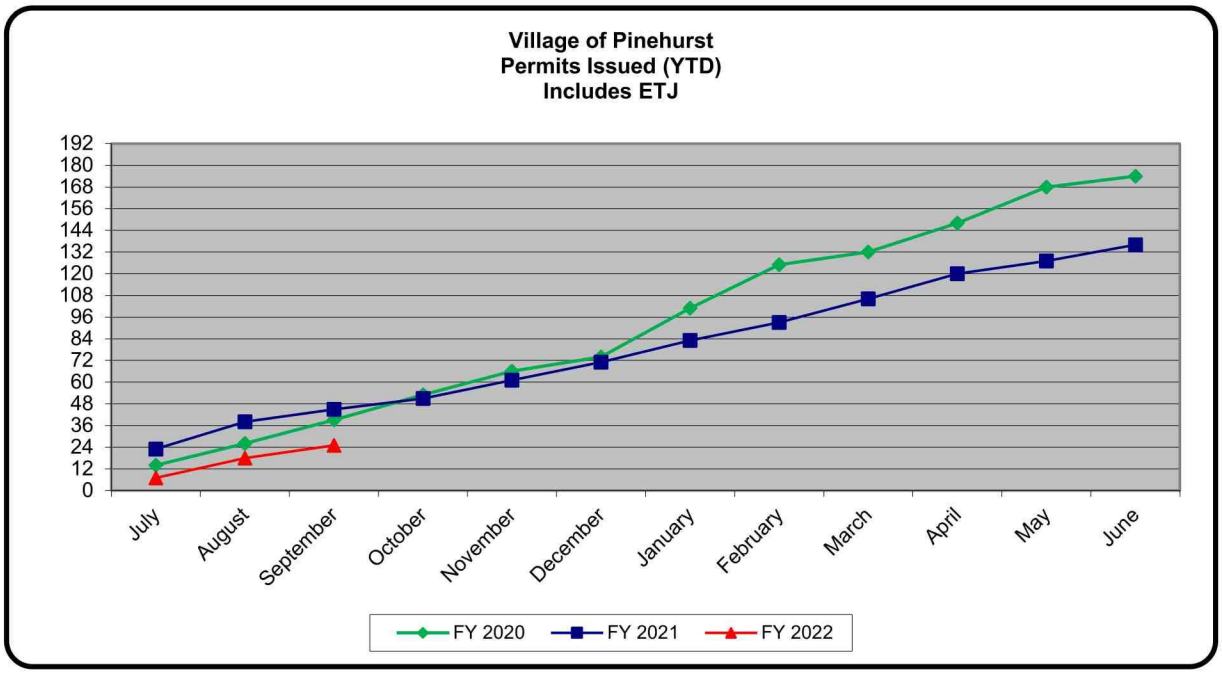
Village of Pinehurst
Schedule of Ad Valorem Property Tax Levy
For the Fiscal Period Ended September 30, 2021

	Property Valuation			
	For the Fiscal Period Ended September 30, 2021	For the Fiscal Period Ended September 30, 2020	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal	$ 3,594,197,010	$ 3,563,592,281	$ 30,604,729	0.86%
Motor Vehicles	72,541,389	70,055,435	2,485,954	3.55%
	$ 3,666,738,399	$ 3,633,647,716	$ 33,090,683	0.91%

	Levy			
	For the Fiscal Period Ended September 30, 2021	For the Fiscal Period Ended September 30, 2020	Dollar Increase (Decrease)	Percentage Increase (Decrease)
Real & Personal	$ 11,323,384	$ 10,692,276	$ 631,108	5.90%
Motor Vehicles	220,867	208,371	12,496	6.00%
	$ 11,544,251	$ 10,900,647	$ 643,604	5.90%

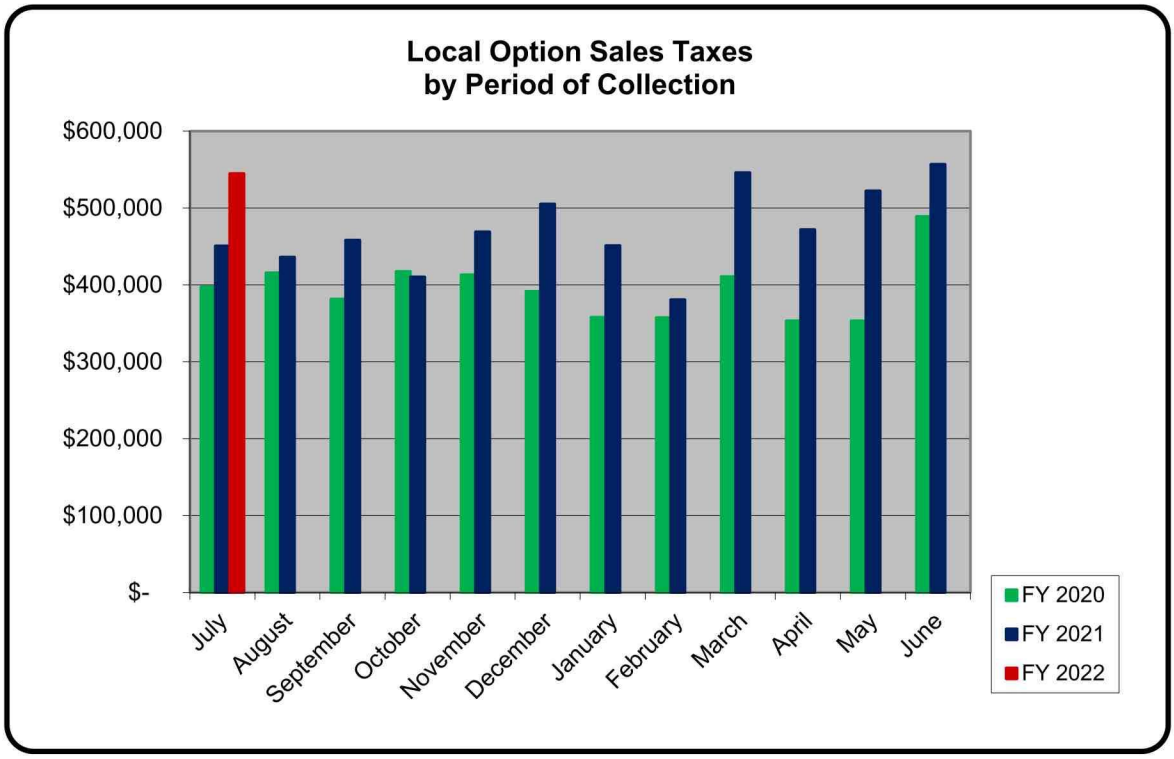
Village of Pinehurst
Residential Building Permits - Includes ETJ

	FY 2020		FY 2021		FY 2022		Construction
	# of Permits Issued	Est. Construction Costs	# of Permits Issued	Est. Construction Costs	# of Permits Issued	Est. Construction Costs	Costs Percentage Change YTD
July	14	$ 2,607,470	23	$ 5,718,524	7	$ 2,564,160	-55.16%
August	12	6,686,427	15	3,078,264	11	2,497,720	-42.46%
September	13	1,813,297	7	2,673,000	7	1,735,473	-40.74%
October	14	4,773,000	6	1,307,750			
November	13	5,366,374	10	1,953,891			
December	22	4,775,079	10	3,319,997			
January	27	4,865,881	12	4,567,500			
February	24	3,997,192	10	4,785,880			
March	7	4,405,630	13	6,219,340			
April	16	4,302,080	14	3,723,799			
May	20	4,533,155	7	4,181,579			
June	6	4,418,540	9	2,533,541			
YTD	188	52,544,125	136	44,063,065	25	$ 6,797,353	



Village of Pinehurst
Local Option Sales Taxes

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



Village of Pinehurst
Schedule of Fair Barn Revenues and Expenditures
For the Fiscal Period Ended September 30, 2021

	Annual Budget as of 9/30/2021	Quarterly Budget as of 9/30/2021	Actual 9/30/2021	YTD as of 9/30/2020	Current Year Over (Under) Prior Year	% of 2022 Budget Spent / Received YTD
Fair Barn						
Revenues	$ 190,000	$ 52,000	$ 52,129	$ (1,344)	$ 53,473	27.44%
Expenditures						
Operating	368,470	94,118	61,752	53,181	8,571	16.76%
Capital	135	135	-	17,418	(17,418)	0.00%
Debt Service	-	-	-	27,301	(27,301)	0.00%
	368,605	94,253	61,752	97,900	(36,148)	16.75%
Net Before Discounts	(178,605)	(42,253)	(9,623)	(99,244)	89,621	5.39%
Event Revenue Discounts			(3,625)	-	(3,625)	
Net After Discounts	$ (178,605)	$ (42,253)	$ (13,248)	$ (99,244)	$ 85,996	7.42%
Operating Revenues as a % of Operating Expenditures - **Before Discounts**	52%	55%	84%	-3%		
Operating Revenues as a % of Operating Expenditures - **After Discounts**	52%	55%	79%	-3%		
Target			95%			

Village of Pinehurst
Schedule of Harness Track Revenues and Expenditures
For the Fiscal Period Ended September 30, 2021

	Annual Budget as of 9/30/2021	Quarterly Budget as of 9/30/2021	Actual 9/30/2021	YTD as of 9/30/2020	Current Year Over (Under) Prior Year	% of 2022 Budget Spent / Received YTD
Harness Track						
Revenues	$ 185,400	$ 18,100	$ 21,458	$ 22,990	$ (1,532)	11.57%
Expenditures						
Operating	583,910	161,603	125,271	100,571	24,700	21.45%
Capital	214,132	214,132	18,000	-	18,000	8.41%
	798,042	375,735	143,271	100,571	42,700	17.95%
Net Before Discounts	(612,642)	(357,635)	(121,813)	(77,581)	(44,232)	19.88%
Event Revenue Discounts			-	-	-	
Net After Discounts	$ (612,642)	$ (357,635)	$ (121,813)	$ (77,581)	$ (44,232)	19.88%
Operating Revenues as a % of Operating Expenditures - **Before Discounts**	32%	11%	17%	23%		
Operating Revenues as a % of Operating Expenditures - **After Discounts**	32%	11%	17%	23%		
Target			45%			

1895

VILLAGE OF

PINEHURST

PLANNING AND INSPECTIONS DEPARTMENT STAFF REPORT

To: Planning and Zoning Board
From: Alex Cameron, Planning Supervisor
Cc: Darryn Burich, Director of Planning and Inspections
Shannon Konstantinou, Planning Administrative Specialist and Clerk to the Board
Date: September 28, 2021
Subject: Staff Report for Hollycrest Major Subdivision

Applicant:	Ken Bass, Bass Design and Development
Owner:	HEK Management, LLC
Property Location:	Village Extra Territorial Jurisdiction off Linden Road
Zoning:	R-15 Residential District is established as a district in which the principal use of land is for medium-density residential uses. This district is further intended to discourage any use which would be detrimental to the predominately medium-density residential nature of the areas included within the district.
Land Area	± 40.5 Acres
Current Land Use:	Vacant – Medium Density Residential
Proposed Land Use:	Medium Density Residential with proposed development of a 40 lot single family residential subdivision.
Proposed Density:	One residential unit per acre.

Background and Analysis

The applicant requests a Major Subdivision approval to allow for development of a 40 lot single family subdivision located in the Village's extraterritorial jurisdiction (ETJ) along with the related infrastructure. In accordance with Section 9.17.1.3 of the Pinehurst Development Ordinance (PDO), all proposed major subdivisions are reviewed by the Planning & Zoning Board and a public hearing is to be held. The Planning & Zoning Board must then submit a recommendation on the proposed major subdivision to the Village Council.

The parent tract of this proposed subdivision is identified as Moore County PID# 00020147 and is approximately 40 acres in total size. This tract abuts Linden Road, a North Carolina Department of Transportation (NCDOT) owned and maintained road.

The subject area is located just outside of the Village's corporate limits and within the Village's ETJ. The applicant has indicated no intention to petition for voluntary annexation into the Village's corporate limits. The proposed subdivision is adjacent to various land uses and zoning (see the table below and the attached zoning map).

Adjacent Land Uses and Zoning		
Area	**Existing Uses**	**Zoning**
North	Religious Institution & Single Family Residential	NC, R-210 & R-10
South	High Density Single Family Residential (four units per acre)	R-10
East	High Density Single Family Residential (four units per acre)	R-10
West	Single Family Attached/Multi-Family (six units per acre)	RMF & R-10
Comprehensive Plan Land Use Designation		
Suburban Neighborhood		

The proposed subdivision would create 40 new single family lots. The smallest of the proposed lots are shown to be about 25,000 square feet in size which exceeds the minimum lot size requirement of 15,000 square feet in the R-15 zoning district. The largest lot shown to be about 38,000 square feet in size. The total amount of buildable area in square feet based on the applicable setbacks is provided on the preliminary plat. The property is located within a watershed protection area which limits a development intensity for the project area of a maximum of one unit per acre. The proposal to create 40 residential units complies with this density limitation. Due to the more restrictive watershed development intensity requirement, the applicant has not chosen to develop the proposed subdivision following the open space subdivision criteria which allows for smaller lot sizes and less stringent setbacks while providing for a minimum percentage of open space. However, the applicant is still providing approximately 15% open space with the proposed subdivision layout. The open space and other areas/lots consisting of stormwater management along with the roads will be owned and maintained by a homeowners association (HOA).

The surrounding lots within the same area were part of a subdivision approved in 1987 as shown in Plat Cabinet 3 Slides 379-380 on file with the Moore County Register of Deeds.

Each lot will meet the dimensional criteria of the R-15 zoning district as shown in the table below.

R-5 Zoning District Dimensional Requirements	
Minimum Lot Size	15,000 square feet
Maximum Building Height	35 feet
Maximum Lot Covered by Impervious Surface	37.5%
Building Setbacks	
Principal Building Front Setback	30 feet
Principal Building Side Setback	15 feet
Principal Building Side Street Setback	20 feet
Principal Building Rear Setback	30 feet
Accessory Building Side Setback	10 feet
Accessory Building Side Street Setback	20 feet
Accessory Building Rear Setback	10 feet

Subdivision Standards

Subdivision layout and design are reviewed for compliance with Section 9.17.1.12 of the PDO and the Technical Review Committee (TRC) has been reviewing this proposed major subdivision for compliance with the PDO and the Village of Pinehurst Engineering Standards and Specifications Manual (ESSM).

The applicant is proposing internal streets with a 50' right of way, 24' street width and a 45' cul-de-sac radius. The approximate total length of all the internal streets is 5,876 linear feet. The applicant is proposing to use concrete valley gutter in lieu of concrete curb and gutter which will require a waiver of the standards in the ESSM. Access to the subdivision will be from two connections to Linden Road, a NCDOT owned right-of-way. The NCDOT has reviewed the proposed layout and have determined no improvements will be needed to Linden Road as a result of this subdivision. All streets will be required to be constructed in accordance with the Village's ESSM as well as meet the requirements for emergency services vehicles.

Street trees will be required at a rate of one large hardwood or pine per 40 linear feet of road frontage minus driveways. The approximate location of the street trees are depicted on the plat. Other than the required street trees, no other landscaping is required. However, the applicant has provided an area of open space along the perimeter of the development including a wide area along Linden Road where the existing Village of Pinehurst Greenway runs parallel as depicted on the preliminary plat. The area along Linden Road is heavily treed and a tree survey has been included with the application material to indicate all the trees within the perimeter open space areas.

Sidewalks are required to be installed along one side of all new streets and are being shown on the submitted plans.

The proposal includes public water and sewer to the lots that will be served by Moore County Public Works. The applicant has provided a proposed utility layout plan and is included with this submittal. The current plan indicates stormwater control measures on-site and is depicted on the preliminary plat. The stormwater system will be designed and constructed in accordance with the Village's ESSM and may be subject to change to meet those design requirements. The applicant indicates that a homeowners association will be formed and will be responsible for maintaining all the privately owned utility structures and network.

Other Review Requirements

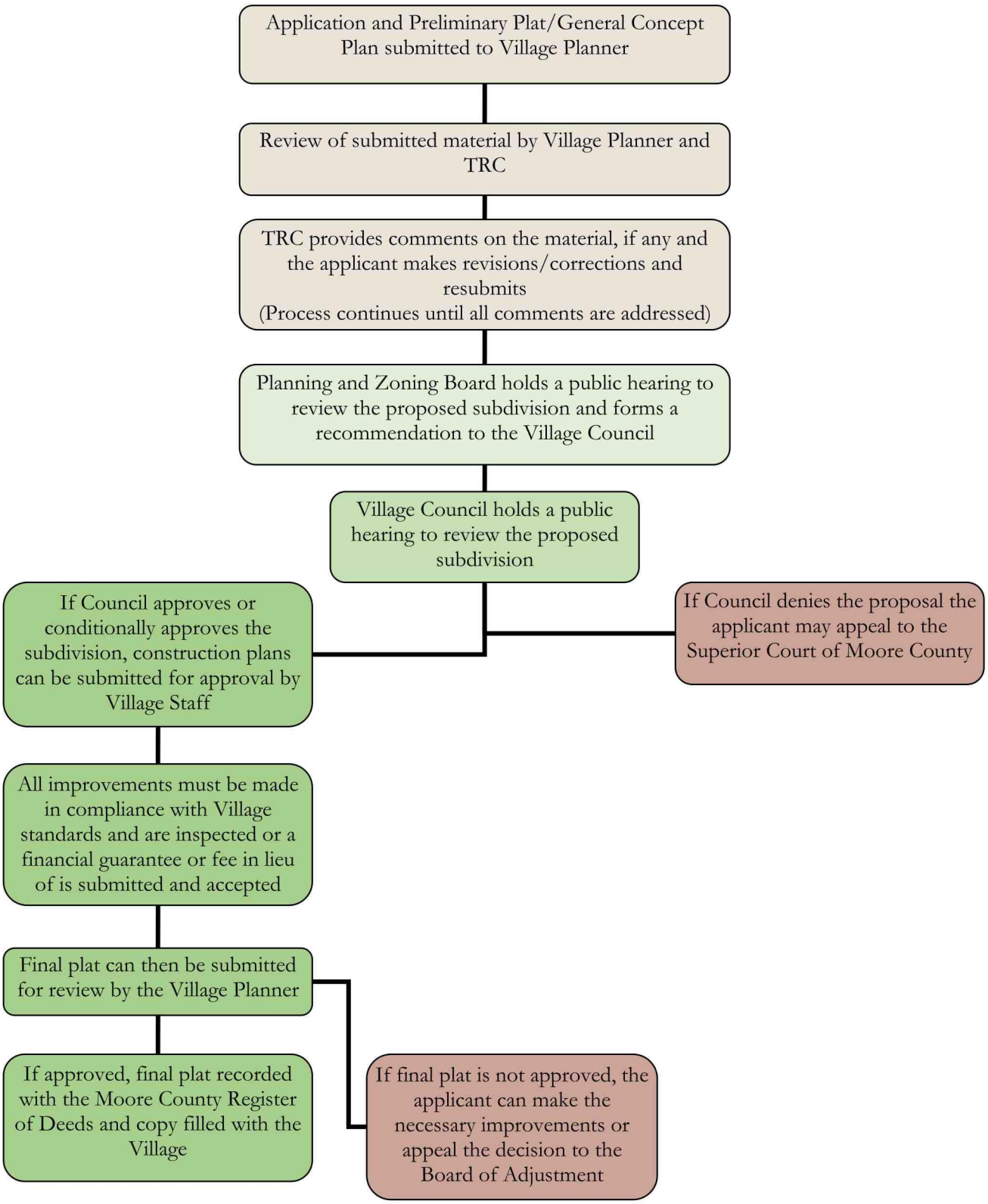
A Soil and Erosion Control Permit will need to be obtained by the North Carolina Department of Environmental Quality (NCDEQ) prior to any development due to the area of disturbance exceeding one acre. There are no wetlands, streams or regulated bodies of water within the subject properties. There is an existing pond on site which is proposed to remain in its existing state and will be utilized as part of the stormwater management system.

Review Process of Major Subdivisions

Approval of plats for Major Subdivisions is a multi-step process. An application, preliminary plat and other supplementary material is submitted to the Village Planner. The Planner then distributes the material to the TRC for review. The TRC is made up of staff from the Village's Planning and Inspections Department, Administration Department, Public Services and Engineering Department, Fire Department and Moore County Public Works. The TRC reviews the material and provides comments to the applicant for revisions or clarification. The applicant then makes revisions and corrections to the material and resubmits. This process repeats until all items are addressed and the Village Planner schedules the subdivision for review by the Planning and Zoning Board. Public hearing notices are sent to adjacent property owners, sign(s) notifying the public hearing are posted on the subject property, and a public hearing notice is published in the newspaper.

Planning and Zoning Board Review and Action

The Planning and Zoning Board conducts a public hearing and reviews the proposed subdivision along with the recommendation of the TRC, and the requirements of the Ordinance and shall make a recommendation to the Village Council for action on the preliminary plat. The Planning and Zoning Board may ask the applicant to revise the preliminary plat before it is submitted to the Village Council for approval.


Application and Preliminary Plat/General Concept Plan submitted to Village Planner
Review of submitted material by Village Planner and TRC
TRC provides comments on the material, if any and the applicant makes revisions/corrections and resubmits
(Process continues until all comments are addressed)
Planning and Zoning Board holds a public hearing to review the proposed subdivision and forms a recommendation to the Village Council
Village Council holds a public hearing to review the proposed subdivision
If Council approves or conditionally approves the subdivision, construction plans can be submitted for approval by Village Staff
If Council denies the proposal the applicant may appeal to the Superior Court of Moore County
All improvements must be made in compliance with Village standards and are inspected or a financial guarantee or fee in lieu of is submitted and accepted
Final plat can then be submitted for review by the Village Planner
If approved, final plat recorded with the Moore County Register of Deeds and copy filled with the Village
If final plat is not approved, the applicant can make the necessary improvements or appeal the decision to the Board of Adjustment

Staff and TRC Recommendation
The TRC has reviewed the proposed Major Subdivision and have issued comments to the applicant. The applicant has made revisions based on those comments from the TRC. At this time staff and the TRC have deemed the preliminary plat compliant and recommend the Planning and Zoning Board recommend approval of the preliminary plat to Village Council.

Attachments:
- Subject Area Map
- Adjacent Property Owner Notification of Public Hearing
- Labels of Adjacent Property Owners Notified
- Map of Adjacent Property Owners Notified

Hollycrest
Major Subdivision Request

0 0.07 0.15 Mi

0 0.13 0.25 Km

2021

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Coordinate System: NAD 1983 StatePlane North Carolina FIPS 3200 Feet

N W E S

1895 VILLAGE OF PINEHURST

NOTICE OF PUBLIC HEARING
VILLAGE OF PINEHURST

Dear Property Owner:

The Village of Pinehurst Planning and Zoning Board will be holding a Public Hearing on:

Thursday, October 07, 2021
4:00 PM
Village Assembly Hall
395 Magnolia Road, Pinehurst, N.C.
Livestreamed at: www.vopnc.org/live

To consider a request of a Major Subdivision Review for a 40 lot single family subdivision. This property is identified as Moore County PID# 00020147 and is located at Hollycrest Ln, an improved road that intersects with Linden Rd. The applicant is Ken Bass and the property owner is HEK Management, LLC.

As the owner of said property, or an owner of adjacent property, you are receiving formal notification of this Public Hearing. Information on this request is available for public review at the Planning and Inspections Department, Village Hall, 395 Magnolia Road, Pinehurst, North Carolina, Monday through Friday from 8:30 AM to 5:00 PM **OR** will be available online the week of the meeting at: https://pinehurst.novusagenda.com/agendapublic/. For more information, please call (910) 295- 2581.

CORDERO, STEVEN CORDERO, AMY
380 SUGAR PINE DR
PINEHURST NC 28374

BUTLER STREET, LLC
1777 NIAGARA CARTHAGE ROAD
CARTHAGE NC 28327

MCFADDEN HOMES, INC
PO BOX 881
PINEHURST NC 28374

RICHARDSON, WENDELL THOMAS & SUZETTE
370 SUAGR PINE DR
PINEHURST NC 28374

DRAIN THE SWAMP LLC
335 FIELDS DRIVE
ABERDEEN NC 28315

BOYLES, WAYNE R III BOYLES, STEPHANIE S
360 SUGAR PINE DRIVE
PINEHURST NC 28374

PLANET DEVELOPMENT, LLC
675 S BENNETT ST STE #4
SOUTHERN PINES NC 28387

VENTERS, LINDA L
3 OSAGE LN
PINEHURST NC 28374

CONGREGATIONAL CHURCH OF PINEHURST, UCC
895 LINDEN RD
PINEHURST NC 28374

COTSWOLD TOWNHOMES ASSOCIATION
5915 FARRINGTON RD
CHAPEL HILL NC 27517

FLOYD, COREY BARNES, SARAH C
302 SHALE CREEK DRIVE
DURHAM NC 27703-6561

FREY, GREGORY L & MARY ANN
9493 IDLEWOOD DR
CLEVELAND OH 44144

FRYE, MELVIN FRYE, HELEN
1504 EASTVIEW DRIVE
ABERDEEN NC 28315

GARDNER, GERALD MICHAEL
400 SUGAR PINE DRIVE
PINEHURST NC 28374

PIZETOSKI, JOHN PIZETOSKI, GAIL
5 PINE VISTA DRIVE
PINEHURST NC 28374

THOMPSON, EDWARD A THOMPSON, SONYA C
15 PINE VISTA DRIVE
PINEHURST NC 28374

TOWNSEND, MARK S TOWNSEND, JOAN F
350 SUGAR PINE DR
PINEHURST NC 28374

HEK MANAGEMENT, LLC
PO BOX 1762
PINEHURST NC 28370

HEK MANAGEMENT, LLC
PO BOX 1762
PINEHURST NC 28370

HEK MANAGEMENT, LLC
PO BOX 1762
PINEHURST NC 28370

HEK MANAGEMENT, LLC
PO BOX 1762
PINEHURST NC 28370

MURPHY, JIMMIE R II MURPHY, KATHRYN PAIGE
105 KESWICK LANE
PINEHURST NC 28374

HEK MANAGEMENT, LLC
PO BOX 1762
PINEHURST NC 28370

KEENE, STEVEN GORCZYNSKI, JAMIE L
101 KESWICK LANE
PINEHURST NC 28374

WALLACE, COLBY R
9 OSAGE LN
PINEHURST NC 28374

BOURNE, ANNE CHEZMAR TRUSTEE
3 PINE COURT
PINEHURST NC 28374

STRZOK, PETER P & VIRGINIA S
410 SUGAR PINE DR
PINEHURST NC 28374

SCOTT, MARK A SCOTT, SHERRY B
35 PINE VISTA DR
PINEHURST NC 28374-9108

PERKIO, GARY D & MARY T
7 OSAGE LN
PINEHURST NC 28374

JEANNITON, BETTY
1 OSAGE LANE
PINEHURST NC 28374

DE RUNTZ, SEAN M & MARI L
10 W FUR CT
PINEHURST NC 28374

DEMEULEMESTER, ROBERT J & R JANE
250 HORSE PEN LN
VASS NC 28394-7506

MARSHALL, ROBERT ALAN
912 WHARTON ST
GREENSBORO NC 27401

AMMONS, JOHN A & LYNNE A
4 PINE CT
PINEHURST NC 28374

WILLIAMS, CHERYL OSBORNE
P O BOX 4615
PINEHURST NC 28374-4615

MCFADDEN HOMES, INC
PO BOX 881
PINEHURST NC 28374

THOMAS, WILLIAM
25 PINE VISTA DRIVE
PINEHURST NC 28374

ZIFCAK, DENNIS J
33 PINECREST ROAD
UXBRIDGE MA 01569

ZIGLAR, DEWEY A JR & ZIGLAR, THERESA
5 CASTLECOMBE CT
PINEHURST NC 28374-6708

MCALLISTER, RUSSELL G JR & ANN PARKS
PO BOX 4057
PINEHURST NC 28374-4057

GASKINS, MATTHEW EARL & RONDA LEE
9 SPRUCE LN
PINEHURST NC 28374

LINDEN VILLA HOMEOWNERS ASSOC
C/O NEIL WEBSTER
SOUTHERN PINES NC 28387

HEK MANAGEMENT, LLC
PO BOX 1762
PINEHURST NC 28370

DOCK, VALARIE A DOCK, LEROY D
11708 BISHOPS CONTENT RD
BOWIE MD 20721-2572

TAYLOR, JOHN W & HELLER, THERESA A
7 SPRUCE LN
PINEHURST NC 28374-9587

BEZANSON, GLEN A BENANSON, JANICE A
10 PINE VISTA DR
PINEHURST NC 28374

MASON, NICHOLAS JULES
4 SPRUCE CT
PINEHURST NC 28374

HEFFERN, ALICIA SMITHSON, JONATHAN
390 SUGAR PINE DRIVE
PINEHURST NC 28374

SCANLON, JOHN G & SERE L
8 BUCKINGHAM PLACE
PINEHURST NC 28374

COTSWOLD OF PINEHURST HOMEOWNERS ASSOCIATION, INC
9 STANTON CIR
PINEHURST NC 28374

BUTLER STREET, LLC
1777 NIAGARA CARTHAGE ROAD
CARTHAGE NC 28327

MAHONY, REBEKAH TRUSTEE
10100 FLOWER GATE TERR
POTOMAC MD 20854

HEK MANAGEMENT, LLC
PO BOX 1762
PINEHURST NC 28370

ROWLEY, JEFFREY PAUL TRUSTEE
LANDERS, SHARON R TRUSTEE
55 PINE VISTA DR
PINEHURST NC 28374

NIX, CODY T & NIX, KRISTI M
5 OSAGE LN
PINEHURST NC 28374

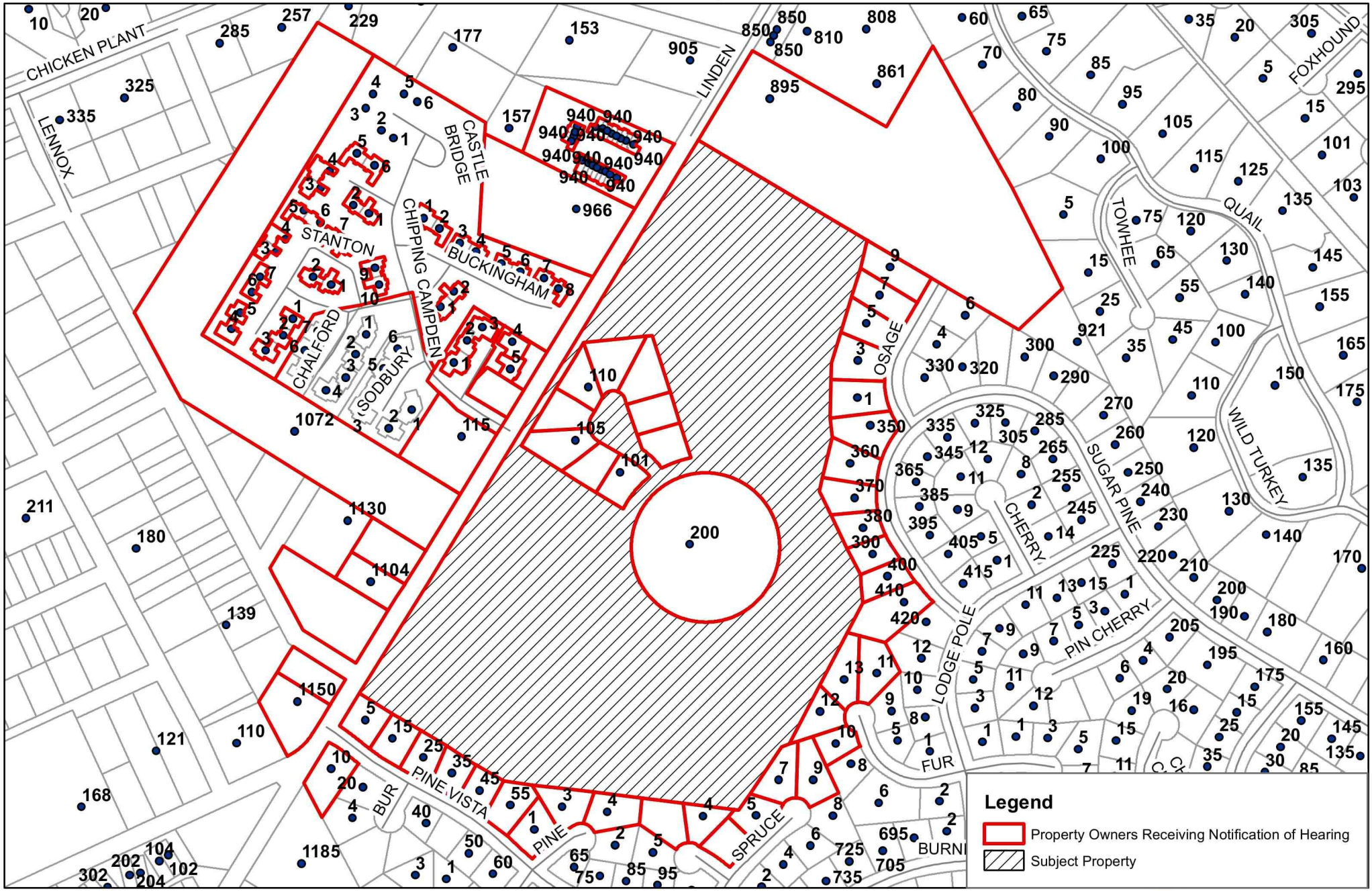
SMITH, CAROLYN B
1072 LINDEN RD
PINEHURST NC 28374

DIMAGGIO, STEPHEN J
PO BOX 3015
PINEHURST NC 28374

COTSWOLD TOWNHOMES ASSOCIATION
5915 FARRINGTON RD
CHAPEL HILL NC 27517

COTSWOLD OF PINEHURST HOMEOWNERS ASSOCIATION, INC
9 STANTON CIR
PINEHURST NC 28374

Public Hearing Notification



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Grid is based on North Carolina State Plane Coordinate System NAD83 (feet).
P:\esriBase Map for Boards.mxd
9/10/2021

October 7, 2021
Planning and Zoning Board
Public Hearing for Major Subdivision

1895 VILLAGE OF PINEHURST

N W E S

Subdivision – Major and Minor
Fee: $1400 – Minor
Fee: $4500 – Major
(Revised 09/2020)

☒ Major Subdivision	☐ Minor Subdivision

Subdivision Information

Per Section 9.17.1.1 of the Pinehurst Development Ordinance (PDO), a Minor Subdivision is a subdivision that does not involve any of the following: (a) creation of more than three (3) lots from any one (1) tract of land (as the tract existed on October 23, 1995) whether such lots are created at one time or over a period of ten (10) years, thereafter; and (b) dedication or improvement of any new street other than widening approved existing streets. Minor subdivision applications are reviewed by the Village Planner and approved by the Village Manager. A Major Subdivision is any subdivision other than an Exempt Subdivision or Minor Subdivision. See Section 9.17.1.1 of the PDO for a description of an Exempt Subdivision. Major Subdivisions are approved by the Village Council.

This application must be completed in full and submitted with the associated fee listed in the Village's Fees and Charges Schedule, which can be accessed at www.vopnc.org/Home/ShowDocument?id=10100. **Re-review fees will be charged to third and subsequent reviews.**

Intake Information

Property Address	
Street Address	Hollycrest Dr. Linden Road Home Tract
City, State, Zip Code	Pinehurst, NC. 28370
Parcel ID #	00020147

Owner Information			
Name	HEK Management LLC	Home Phone #	
Street Address	P.O. Box 1762	Mobile Phone #	910-603-3491
City, State, Zip Code	Pinehurst, NC. 28370	Business Phone #	
Email	Robkramer63@yahoo.com		

Licensed Professionals (License #s must include all letters and numbers as filed with the NC Licensing Board)	
	Surveyor (Required)
License #	L-331
Name	Benny L. Brown Surveying
Street Address	PO Box 307
City, State, Zip	West End, NC. 27376
Phone #	910-215-0708
Email	brownsurveyors@gmail.com

Subdivision – Major and Minor

Fee: $1400 – Minor
Fee: $4500 – Major
(Revised 09/2020)

Applicant			
Name	Ken Bass	Other Phone #	910-528-6481
Email	lkbass36@hotmail.com	Street Address	120 Chesterfield Dr
Mobile Phone #	910-528-6481	City, State, Zip Code	Pinehurst, NC. 28374

General Information

Project Description	Proposed 40 lot residential development on vacatant lands. Hollycrest Subdivision
Name of Subdivision	Hollycrest Addition No. 1

Existing Use	Proposed Use
☒ Vacant	☐ Vacant
☐ Single Family Low Density	☐ Single Family Low Density
☐ Single Family Medium Density	☒ Single Family Medium Density
☐ Single Family High Density	☐ Single Family High Density
☐ Multi-Family Development	☐ Multi-Family Development
☐ Office	☐ Office
☐ Retail	☐ Retail
☐ Lodging	☐ Lodging
☐ Recreational	☐ Recreational
☐ Institutional	☐ Institutional
☐ Medical	☐ Medical
☐ Industrial	☐ Industrial
☐ Services	☐ Services

Project Information

Total Acres of Project Area	40.56 acres 35.87acres	Number of Acres Disturbed	8.0 acres
Number of Acres of Dedicated Open Space	5.40 acres	Square Footage of Smallest Lot	25,000 sf (Lot 6&10)
Number of Lots - Existing	0	Number of Lots - Proposed	40
Number of Residential Units - Existing	0	Number of Residential Units - Proposed	40
Number of Non- Residential Units - Existing	0	Number of Non- Residential Units - Proposed	0
Impervious Surface % - Existing	3.0%	Impervious Surface % - Proposed	5.7 acres (15.9%)
Total Number of Phases	single phase		

Special Conditions (If Any)	NONE

Location Information

Zoning District	R-15
Overlay District	Historic Preservation Overlay District Pinehurst South Overlay District X N/A
Watershed Protection Overlay District	X WS-II WS-III N/A
Project Requires a Special Intensity Allocation	Yes X No
In a Flood Zone	Yes X No
Site Contains Wetlands	Yes X No
Red Cockaded Woodpecker on Site	Yes X No
Roads	Public X Private
Water Provider	Moore County Public Works
Sewer Provider	Moore County Public Works

Required Documents (See Appendix E of the PDO for Requirements)

General Concept Plan (If Conditional District Rezoning)	X Preliminary Plat
X Trip Generation Calculations	

Other Agency Permits/Approvals (As Applicable) - Per Section 4.2.6 of PDO

X Erosion Control Plan (State of North Carolina)	Septic Tank/Well Permit (Moore County)
X Driveway Permit – State Roads (NCDOT)	Right of Way Encroachment
X US Fish and Wildlife Approval	Other

Certification

I hereby certify that the information contained in this application is accurate and complete. I also confirm that I have read and understand the requirements that must be met for a Major Subdivision or Minor Subdivision approval.

Applicant Signature: _____ Date: April 5th, 2021

Rev May 20th, 2021

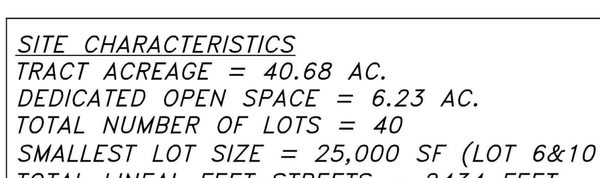
SITE CHARACTERISTICS

TRACT ACREAGE = 40.68 AC.
DEDICATED OPEN SPACE = 6.23 AC.
TOTAL NUMBER OF LOTS = 40
SMALLEST LOT SIZE = 25,000 SF (LOT 6&10)
TOTAL LINEAL FEET STREETS = 2434 FEET
MIN BUILDABLE AREA = 10,800 SF
PROPOSED IMPERVIOUS SURFACE = 5.7 AC. (15.9%)
ROADWAY/SIDEWALK = 2.2 AC.
ROOFS/DRIVES,PATIOS = 3.5 AC.
MAX IMPERVIOUS SURFACE R-15 = 37.5%
WATERSHED = WB-II-BW
SOILS = CaB, VuD
DEED/BK PAGE = 4103/485
PIN = 855213025983
PARCEL ID = 00020147
A CURRENT RED-COCKADED WOODPECKER STUDY PROVIDED BY CARTER AND ASSOCIATES PROVIDED BY DEVELOPER
STREET TREES SHALL BE PLACED IN ACCORDANCE WITH SECTION 9.17.1.15 (E) 3" CALIPER LARGE HARDWOOD PER 40 LINEAL FEET OF FRONTAGE
ITE TRIP GENERATION FOR 40 LOT = 448 TRIPS/DAY
a) WEEKDAY AM PEAK = 35
b) WEEKDAY PM PEAK = 45
c) SATURDAY PEAK = 52
d) SUNDAY PEAK = 43

TOTAL TRACT AREA =	40.68 ACRES
OPEN SPACE PROVIDED =	6.23 ACRES
REMAINDER =	34.45 ACRES

LEGEND

- INDICATES EXISTING CONTOURS
- INDICATES PROPOSED CONTOURS
- INDICATES PROP. STREET TREE
- INDICATES PROP STREET LIGHT
- INDICATES PROP HYDRANT
- INDICATES EXIST SANITARY
- INDICATES PROP. SANITARY
- INDICATES EXIST WATERMAIN
- INDICATES PROP WATERMAIN
- INDICATES PROP STORM SEWER



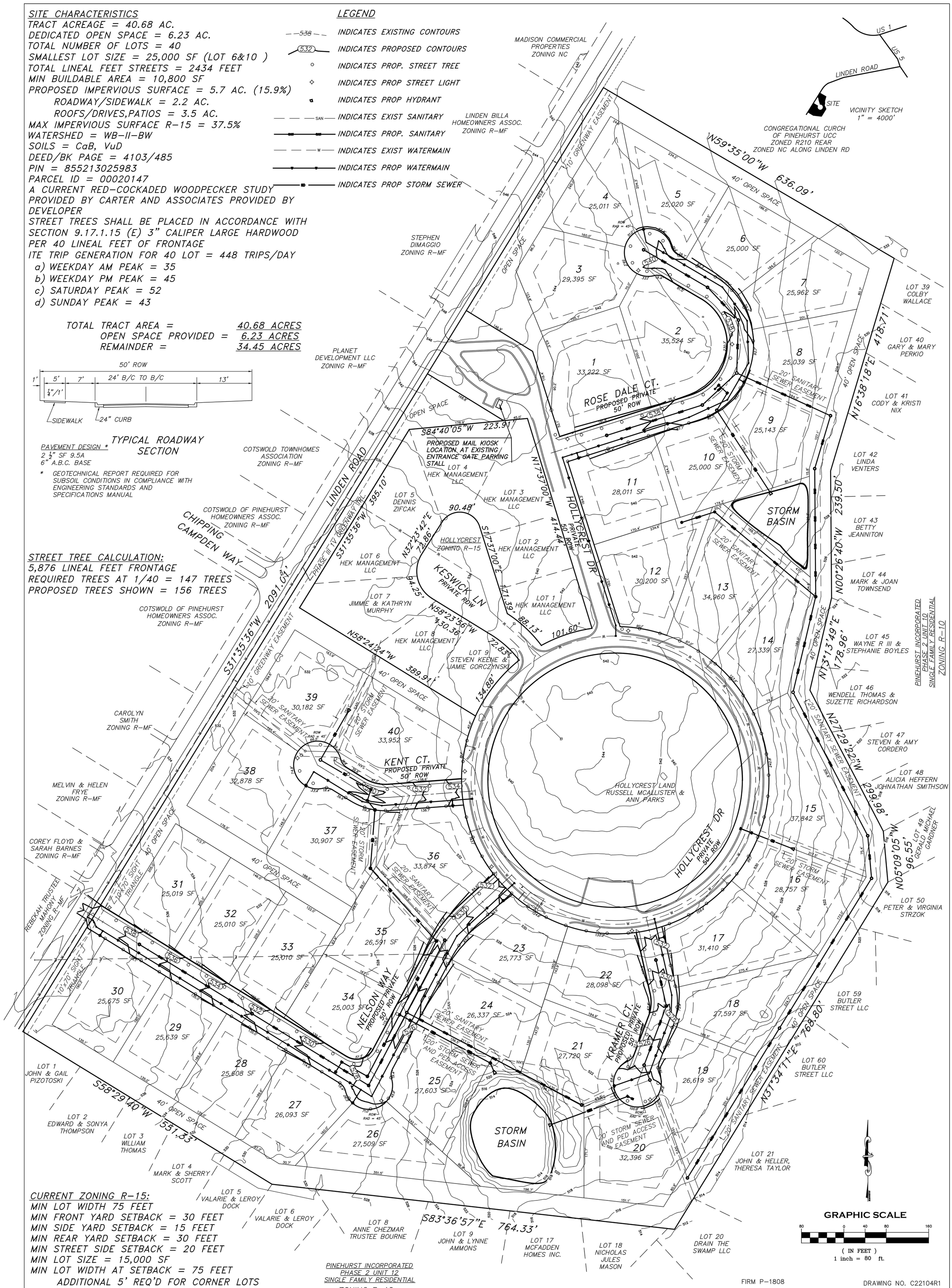
TYPICAL ROADWAY SECTION

PAVEMENT DESIGN *
2 1/2" SF 9.5A
6" A.B.C. BASE

* GEOTECHNICAL REPORT REQUIRED FOR SUBSOIL CONDITIONS IN COMPLIANCE WITH ENGINEERING STANDARDS AND SPECIFICATIONS MANUAL

STREET TREE CALCULATION:

5,876 LINEAL FEET FRONTAGE
REQUIRED TREES AT 1/40 = 147 TREES
PROPOSED TREES SHOWN = 156 TREES



FIRM P-1808

DRAWING NO. C22104R1

CURRENT ZONING R-15:

MIN LOT WIDTH 75 FEET
MIN FRONT YARD SETBACK = 30 FEET
MIN SIDE YARD SETBACK = 15 FEET
MIN REAR YARD SETBACK = 30 FEET
MIN STREET SIDE SETBACK = 20 FEET
MIN LOT SIZE = 15,000 SF
MIN LOT WIDTH AT SETBACK = 75 FEET
ADDITIONAL 5' REQ'D FOR CORNER LOTS
MIN BUILDABLE AREA = 10,800 SF

PREPARED BY:
BARCZAK ENGINEERING SERVICES LLC
139 GRANTHAM HOUSE WAY
APEX, NC, 27523
PH 414-429-4865
email barczakengineering@gmail.com

PREPARED FOR:
KEN BASS
BASS DESIGN & DEVELOPMENT
120 CHESTERFIELD DRIVE
PINEHURST, NC. 28374

I HEREBY CERTIFY THAT THIS MAJOR PRELIMINARY SUBDIVISION WAS APPROVED BY THE PINEHURST VILLAGE COUNCIL ON THE _____DAY OF _____, 2021

_____
VILLAGE MANAGER

Hollycrest Addition No 1

Proposed Lot	Area (sf)	Buildable Area (sf)	Proposed Lot	Area (sf)	Buildable Area (sf)
1	33,222	16,693	21	27,720	13,479
2	35,524	19,318	22	28,098	13,587
3	29,395	16,797	23	25,773	11,894
4	25,011	11,899	24	26,337	14,237
5	25,020	12,213	25	27,603	13,328
6	25,000	13,138	26	27,509	10,817
7	25,962	14,361	27	26,093	13,742
8	25,039	12,719	28	25,608	13,242
9	25,143	13,380	29	25,639	13,260
10	25,000	12,672	30	25,675	13,274
11	28,011	13,077	31	25,019	13,335
12	30,200	14,632	32	25,010	13,340
13	34,960	20,799	33	25,010	13,340
14	27,339	12,992	34	25,003	11,377
15	37,842	17,430	35	26,591	13,064
16	28,757	16,345	36	33,874	17,514
17	31,410	17,701	37	30,907	16,296
18	27,597	14,270	38	32,878	17,049
19	26,619	12,337	39	30,182	14,896
20	32,396	15,733	40	33,952	16,178

REVISIONS	
DATE	BY
5/27/21	JDB
8/7/21	JDB
8/16/21	JDB
8/31/21	JDB

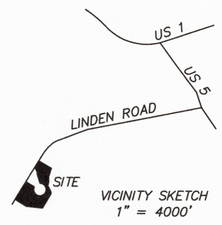
NORTH CAROLINA PROFESSIONAL SEAL 035243 RALEIGH NC. ENGINEER JEFFREY D. BARCZAK

BARCZAK ENGINEERING SERVICES PLLC.
139 Grantham House Way, Apex, NC. 27523
PH 414-429-4865, EMAIL barczakengineering@gmail.com

TOWN OF PINEHURST, NC

HOLLYCREST ADDITION NO 1
PRELIMINARY LAYOUT
SINGLE FAMILY RESIDENTIAL

SCALE:HORZ.1" = 80'	JOB NO.: C22104R1	DATE:03/18/21
DESIGNED. BY: JEFFREY BARCZAK	DRAWN BY: JDB	CHECKED BY: JDB



LOCATION SKETCH

REFERENCE:
DEED BOOK 4106, PAGE 485

MOORE COUNTY REGISTRY

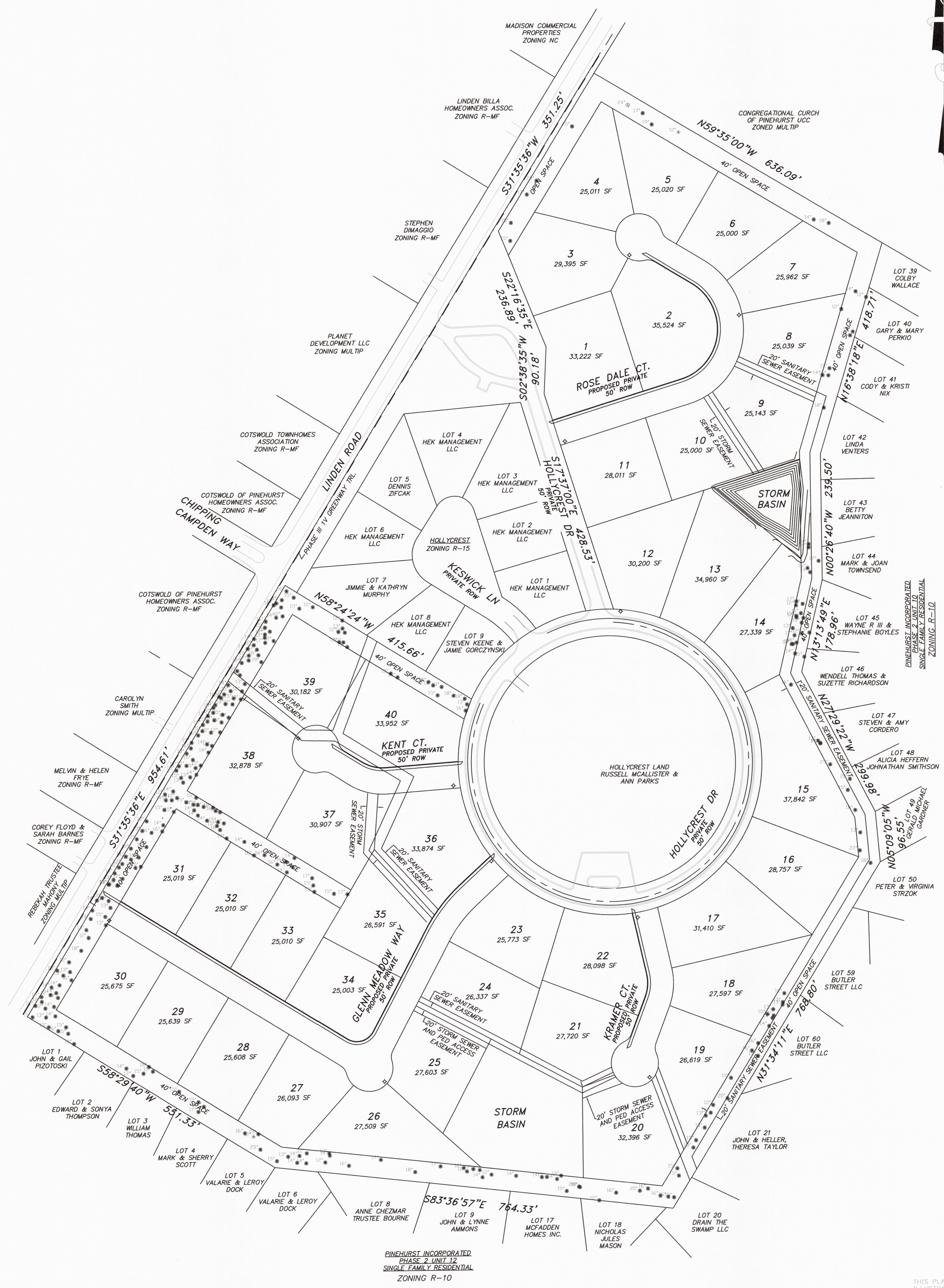
RATIO OF PRECISION =
1:10000+

ACREAGE DETERMINED BY
COORDINATE METHOD
THIS SURVEY WAS
PERFORMED WITHOUT THE
BENEFIT OF A TITLE SEARCH
AND IS SUBJECT TO ANY
EASEMENTS OR CONVEYANCES
OF RECORD.
UNLESS OTHERWISE DENOTED:
EIS = EXISTING IRON STAKE
EIP = EXISTING IRON PIPE
ECM = EXISTING CONCRETE
MONUMENT
ERRS = EXISTING RAILROAD SPIKE
EA = EXISTING AXLE
NIP = NEW IRON PIPE
NIS = NEW IRON STAKE
NM = NEW MAG NAIL
EM = EXISTING MAG NAIL
EPK = EXISTING PK NAIL
CP = CALCULATED POINT
#AG = (#) INCHES ABOVE GRADE
#BG = (#) INCHES BELOW GRADE
FL = FLUSH WITH GRADE
CL = CENTERLINE
EOP = EDGE OF PAVEMENT
R/W = RIGHT-OF-WAY
= UTILITY POLE
= 5/8 NIR FLUSH
= COMPUTED POINT
= WATER VALVE
= FIRE HYDRANT
= MANHOLE
= WATER METER
= TRANSFORMER

TREES
CEDAR
HOLLY
MAGNOLIA
DOGWOOD
PINE
HARDWOOD

PARCEL ID: 00020147

OWNERS ADDRESS:
HEK MANAGEMENT, LLC
PO BOX 1762
PINEHURST, NC 28370



THIS PLAT PREPARED FOR THE PURPOSE OF ILLUSTRATING TREES WITHIN OPEN SPACE OF PROPOSED DEVELOPMENT. NO BOUNDARY SURVEYED BY MATTHEWS LAND SURVEYING AND MAPPING, PLLC AT THIS TIME. BOUNDARY DRAWN AS SHOWN ON PLAT PROVIDED BY CLIENT

0 100 200 300

I, JOHN G. MATTHEWS, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN (SEE REFERENCE TABLE); THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DRAWN FROM INFORMATION IN (SEE REFERENCE TABLE); AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600).

THIS 14TH DAY OF JULY, A.D., 2021.

PROFESSIONAL LAND SURVEYOR, L-5020

NORTH CAROLINA PROFESSIONAL SEAL L-5020 LAND SURVEYOR JOHN G. MATTHEWS

MATTHEWS
LAND SURVEYING & MAPPING PLLC
FIRM LICENSE: P-1343
JOHN G. MATTHEWS, PLS, L-5020
10 COURTHOUSE SQUARE
CARTHAGE, NC 28327
910-947-2671

TREE LOCATION SURVEY FOR HOLLYCREST ADDITION NO 1

VILLAGE OF PINEHURST
MINERAL SPRINGS TOWNSHIP, MOORE COUNTY
NORTH CAROLINA
JULY 14, 2021 *** SCALE 1"=100'
JOB#10574

Dr. J.H. CARTER III & ASSOCIATES, Inc.
Environmental Consultants
515-F Midland Road
Southern Pines, N.C. 28388
910-695-1043 / 910-695-3317 (fax)

26 March 2021

Mr. Ken Bass
C/O GWB Construction, LLC
120 Chesterfield Drive
Pinehurst, NC 28374

Dear. Mr. Bass:

GWB Construction, LLC, plans to construct the Hollycrest residential subdivision in Pinehurst, Moore County, North Carolina (NC). On 25 March, 2021 a biologist from Dr. J. H. Carter III & Associates, Inc. (JCA) conducted a red-cockaded woodpecker (*Dryobates borealis=Picoides borealis*) (RCW) survey on the 40-acre (ac.) project site (Figures 1 and 2). This letter report evaluates the impacts of the project on the Federally-endangered red-cockaded woodpecker pursuant to Section 9 of the Endangered Species Act (ESA), as amended.

The project site is located north of Pine Vista Drive and east of Linden Road (Figure 1). The northern portion of the project site (within the 0.5-mile radius foraging habitat partition of active MOOR Cluster E09) had a moderately dense canopy dominated by uneven-aged longleaf pine (*Pinus palustris*), a moderately dense to dense 10-30 foot (ft.) tall midstory dominated by turkey oak (*Quercus laevis*), flowering dogwood (*Benthamidia florida*) and common greenbrier (*Smilax rotundifolia*) and no herbaceous ground cover. The remainder of the project site was dominated by longleaf and loblolly pines (*P. taeda*) with a moderately dense to dense midstory of American holly (*Ilex opaca*), southern magnolia (*Magnolia grandiflora*) and longleaf and loblolly regeneration. Various species of ornamental trees were found to the east of the Hollycrest Drive roundabout.

The project site occurs within the 0.5-mile (mi.) radius foraging habitat partition of active MOOR Cluster E09. A wildlife biologist with Dr. J. H. Carter III & Associates, Inc. (JCA) surveyed RCW habitat on, and within the vicinity of, the project site and updated the activity status of all known RCW cavity trees within MOOR Cluster E09 on 25 March 2021 (Table 1).

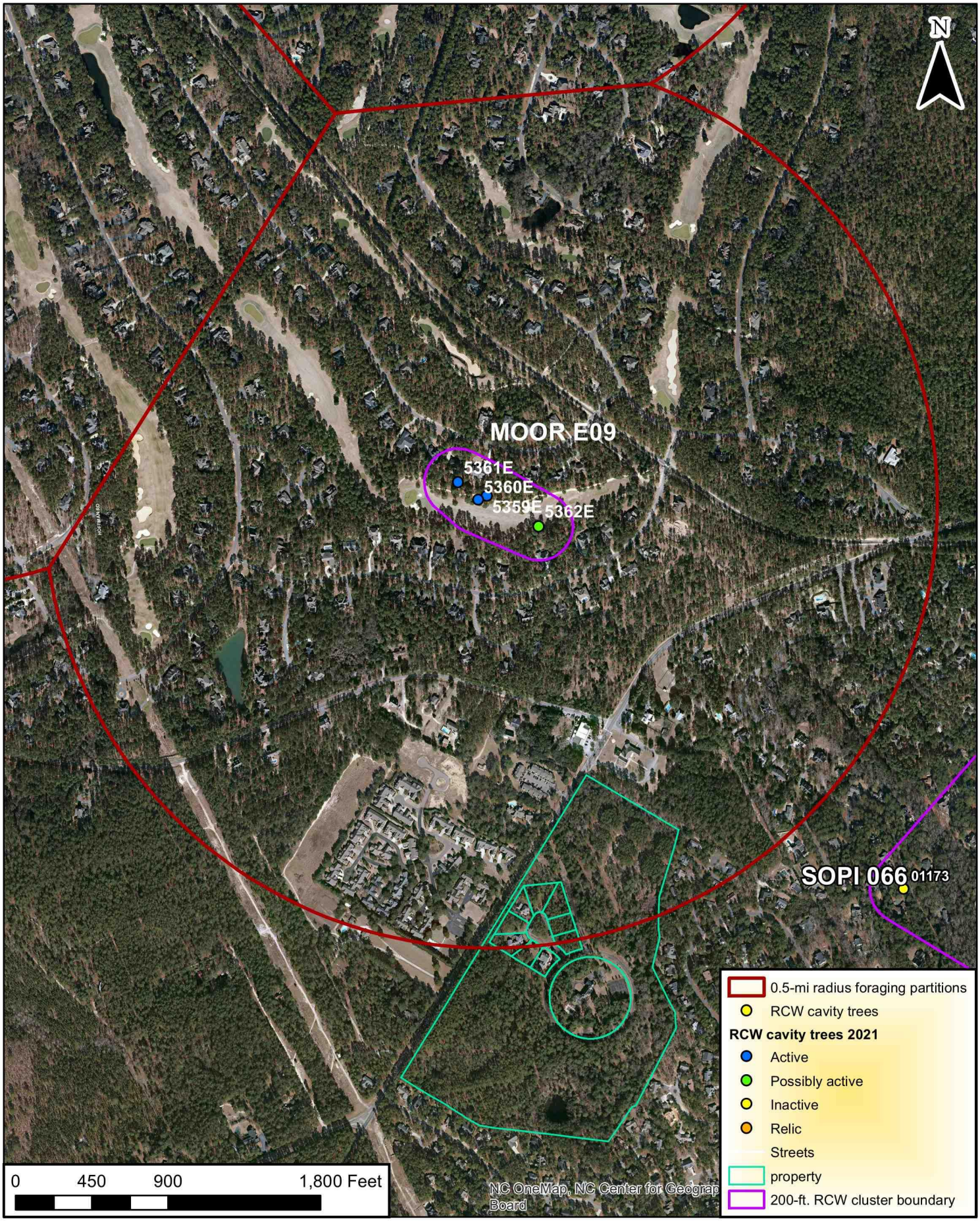
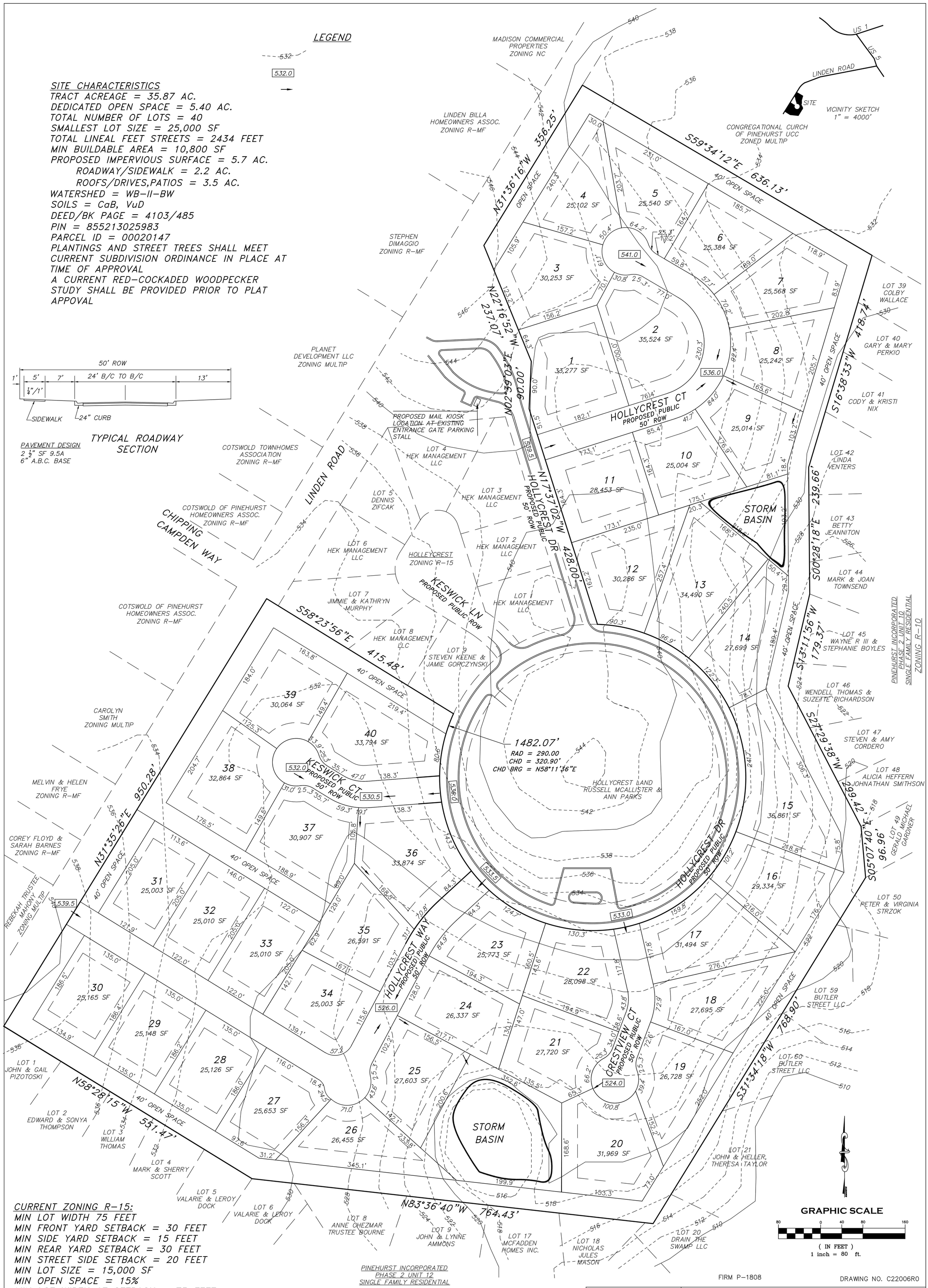


Figure 1. Location of red-cockaded woodpecker (*Dryobates borealis*) cavity trees and clusters within the vicinity of the proposed Hollycrest Residential project in Pinehurst, Moore County, NC.



CURRENT ZONING R-15:
MIN LOT WIDTH 75 FEET
MIN FRONT YARD SETBACK = 30 FEET
MIN SIDE YARD SETBACK = 15 FEET
MIN REAR YARD SETBACK = 30 FEET
MIN STREET SIDE SETBACK = 20 FEET
MIN LOT SIZE = 15,000 SF
MIN OPEN SPACE = 15%
MIN LOT WIDTH AT SETBACK = 75 FEET
MIN BUILDABLE AREA = 10,800 SF

PREPARED FOR:
KEN BASS
GBW CONSTRUCTION LLC
120 CHESTERFIELD DRIVE
PINEHURST, NC. 28374

PREPARED BY:
BARCZAK ENGINEERING SERVICES LLC
139 GRANTHAM HOUSE WAY
APEX, NC, 27523
PH 414-429-4865
email barczakengineering@gmail.com

TO OBTAIN LOCATIONS OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN NORTH CAROLINA
BEFORE YOU DIGI
CONTACT ONE-CALL CENTER
1-800-632-4949
TOLL FREE
ALL CONSRUCTION MUST CONFORM TO THE UNDERGROUND UTILITY PROTECTION ACT

REVISIONS	
DATE	BY

NORTH CAROLINA PROFESSIONAL SEAL 035243 ENGINEER JEFFREY D. BARCZAK RALEIGH, N.C.

BARCZAK ENGINEERING SERVICES PLLC.
139 Grantham House Way, Apex, NC. 27523
PH 414-429-4865, EMAIL barczakengineering@gmail.com

TOWN OF PINEHURST, NC

HOLLECRST ADDITION NO 1
PRELIMINARY LAYOUT
SINGLE FAMILY RESIDENTIAL

SCALE:HORZ.1" = 80'	JOB NO.: C22006R0	DATE:03/181/20
DESIGNED. BY: JEFFREY BARCZAK	DRAWN BY: JDB	CHECKED BY: JDB

APPROVED BY: _____ City Engineer _____ Date

PAGE 1 OF 1

The cluster has 4 cavity trees, of which 3 have active cavities and one other has a possibly active cavity (Table 1). No new RCW cavity trees were found. The nearest RCW cavity tree (#1173) was located 1,460 ft. east of the project site in inactive SOPI Cluster 66 and contained a relic cavity.

Table 1. Location and status of red-cockaded woodpecker (*Dryobates borealis*) cavity trees in MOOR Cluster E09, Pinehurst, Moore County, North Carolina.

Cluster	Tree Number	Activity	Shape and Stage	Easting	Northing
MOOR E09	5359 E	Active	Normal Insert	636312	3895483
MOOR E09	5360 E	Active	Normal Insert	636297	3895476
MOOR E09	5361 E	Active	Normal Insert	636260	3895507
MOOR E09	5362 E	Possibly Active	Normal Insert	636407	3895431

A pine-forested habitat analysis for MOOR E09 was completed in March 2021. The analysis determined the presence/absence of pine within the 0.5-mi. radius foraging habitat partition. Pre- and post-project totals within the partition were calculated using aerial photography and ArcGIS software. Pre-project, MOOR Cluster E09 had 302.26 ac. of contiguous, pine-forested habitat. The project will remove approximately 12.40 ac. of pine-forested habitat. Post-project, there will be 289.86 ac. of pine-forested habitat within the foraging habitat partition.

Please note that the local USFWS office recommends minimizing the removal of pine trees ≥ 8 inches in dbh to the extent practicable. When thinning, retaining the larger and/or older (flattop) longleaf pines is recommended.

The results of this survey are valid for a period of one year from the date of this letter. A copy of this letter along with a letter from the USFWS will be required when you request a building permit from the local Planning and Zoning office. Beyond one-year, individual lot surveys will be required to obtain a building permit.

Please feel free to call if you have any questions or comments.

Sincerely,

Kevin O'Day
Wildlife Biologist

U.S. Fish and Wildlife Service
Attn: Caroline Krom
P.O. Box 119
Southern Pines, NC 28388

VILLAGE OF PINEHURST
VILLAGE COUNCIL
CLOSED SESSION-OCTOBER 26, 2021

ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA

MINUTES

At a work session of the Pinehurst Village Council held at 8:15 p.m., Tuesday, October 26, 2021 in Assembly Hall of Village Hall, 395 Magnolia Road, Pinehurst, North Carolina, Councilmember Boesch moved to go into closed session pursuant to NCGS §143-318.11(a)(5)(i) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease and pursuant to NCGS §143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee: or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. The motion was seconded by Mayor Pro Tem Davis and carried unanimously, by a vote of 5-0.

The following people were in attendance in Assembly Hall:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeff Sanborn, Village Manager
Mr. Mike Newman, Village Attorney

MAYOR STRICKLAND CALLED THE MEETING TO ORDER.
Councilmembers discussed proposed terms of a contractual transfer agreement between the Given/Tuft organizations and the Village of Pinehurst. Councilmembers discussed proposed terms of leasing the Given Outpost/Post office Building. Councilmembers discussed the Annual Performance review for Village Manager Jeff Sanborn.

ADJOURNMENT.
Upon a motion by Councilmember Drum, seconded by Councilmember Boesch, Council unanimously approved to adjourn the closed session and re-enter the work session, by a vote of 5-0.

Respectfully Submitted,

Kelly Chance
Village Clerk

DRAFT

PLANNING AND ZONING BOARD
REGULAR MEETING
THURSDAY, OCTOBER 07, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:00 PM

Board Members Present:	**Board Members Absent:**	**Staff Present:**
Jeramy Hooper, 1st Vice		Darryn Burich, Planning Director
Julia Latham, 2nd Vice		Alex Cameron, Planning Supervisor
Matt Jones		Shannon Konstantinou, Clerk to the Board
Paul Roberts		
Jack Farrell		
Phillip Shumaker		
David Alzamora		
Sonja Rothstein		

Approximately 27 member(s) of the public in attendance.

I. Call to Order

Mr. Hooper called the meeting to order at 04:00 pm, confirmed a quorum was present, and explained the purpose of this meeting.

II. Approval of Minutes

A. 09-02-2021 Regular Meeting Minutes

Mr. Farrell moved to approve the minutes of the September 02nd, 2021 Regular Meeting. Seconded by Mr. Shumaker. Approved by a vote of 7-0.

Ms. Latham moved to recess the Regular Meeting and enter into Public Hearing No. 1. Seconded by Ms. Rothstein. Approved by a vote of 7-0.

III. New Business

A. Public Hearing No. 1 (Hollycrest Major Subdivision)

Mr. Hooper stated the purpose of this public hearing is to consider a request of a Major Subdivision Review at Hollycrest. The Board shall provide a recommendation to the Village Council regarding the Subdivision Plat. Subdivision Plat reviews are administrative in nature (i.e. not legislative or quasi-judicial) relative to compliance or consistency with the design standards identified in Section 9.17.1.12 of the Pinehurst Development Ordinance and must be approved if such standards are met. The Planning and Zoning Board may recommend approval of the subdivision plat as presented; may recommend an applicant to revise the plat for consistency with such standards; or may recommend rejection but must provide recommendations on ways to revise the subdivision so that it may be approved.

Mr. Hooper turned the Public Hearing over to Mr. Cameron, Planning Supervisor. Mr. Cameron reviewed background on the proposed Major Subdivision and gave a PowerPoint presentation on the development requirements for the Major Subdivision. Mr. Cameron discussed the process to be followed for Board recommendation of the proposed Major Subdivision to Village Council and on the complete approval process for a Major Subdivision project. Mr. Cameron then concluded the Staff presentation.

Mr. Hooper then asked the applicants present to state their names. Mr. Ken Bass and Jeff Barzak of Barzak Engineering Services introduced themselves. Mr. Bass stated the material presented by Mr. Cameron is the material that has been worked on for six months and discussed the intention for the development of the property. Mr. Hooper asked Mr. Bass for history or background on the development of the property. Mr. Bass stated he was not certain of the exact history of the property but had heard the property had begun to be developed in the 1980's and has remained in that partially developed state since.

Mr. Hooper then moved the Public Hearing forward to the Public Comments portion of the meeting and referred to the Public Comments signup sheet to begin calling members of the audience forward to speak according to the order in which they signed up. Mr. Hooper reminded all in attendance of the 3 minute maximum time allotment for speaking.

Mr. Hooper asked Mr. Peter Strzok to approach the microphone. Mr. Strzok introduced himself and stated his address is 410 Sugar Pine Dr. Mr. Strzok stated his concerns were the impact the development would have on the movement of the deer herds and the increasing density on traffic in the area.

Mr. Hooper asked Mr. G. Michael Gardner to approach the microphone. Mr. Gardner introduced himself and stated his address is 400 Sugar Pine Dr. Mr. Gardner stated his concern was the existing development that has been done in the proposed Major Subdivision of Hollycrest doesn't seem to be accounted for in the material distributed and displayed outlining the proposed development plans. Mr. Barzak and Mr. Cameron clarified the location of the existing development and the location of the proposed development. Mr. Hooper further clarified it is not a requirement to show existing development on lots at this time.

Mr. Hooper asked Mr. John Taylor to approach the microphone. Mr. Taylor introduced himself and stated his address is 7 Spruce Ln. Mr. Taylor stated his concerns were the new sewer lines and the storm drainage from the property.

Mr. Hooper asked Ms. Terry Heller to approach the microphone. Ms. Heller introduced herself and stated her address is 7 Spruce Ln. Ms. Heller stated her concerns were whether the property is located in the Historic District of Pinehurst and who will be developing the property. Mr. Cameron stated the property is NOT

located in the Historic District of Pinehurst and apologized for any incorrect information Staff may have provided on this matter. Mr. Hooper stated the Board would discuss the particulars of who would be developing the property during the Board deliberation as at the time the applicant had presented themselves as being the developer.

Mr. Hooper asked Ms. Anne Bourne to approach the microphone. Ms. Bourne introduced herself and stated her address is 3 Pine Ct. Ms. Bourne stated her concerns were the increased traffic the development would bring to the area and the dangers construction traffic going in and out of the area would add to travel along Linden Rd.

Mr. Hooper asked Ms. Linda Venters to approach the microphone. Ms. Venters introduced herself and stated her address is 3 Osage Ln. Ms. Venters stated her concerns were the timeline for development and how development will impact the deer herds.

Mr. Hooper asked Ms. Lynne Ammons to approach the microphone. Ms. Ammons introduced herself and stated her address is 4 Pine Ct. Ms. Ammons stated her concerns were the excess storm drainage, whether the trees located within the 40' easement will be preserved or cleared just as they are within the Duke Energy easement already in existence on the property, and the increased traffic development of the lots will bring to the area.

Mr. Hooper asked Ms. Jamie Keene to approach the microphone. Ms. Keene introduced herself and stated her address is 101 Keswick Ln. Ms. Keene stated her concerns were the impact the new development will have on the existing developed properties within the subdivision (in particular the historic property of Hollycrest Manor), the lack of historical knowledge on the part of the developer, and the quality and size of homes proposed to be built.

Mr. Hooper asked Ms. Tara Maranzano to approach the microphone. Ms. Maranzano introduced herself (Ms. Maranzano's address is 105 Keswick Ln). Ms. Maranzano stated her concerns were the impact of the new development on the historic property of Hollycrest Manor, the horse cemetery located within the subdivision, the long gap in time between original development of the property and now, and the increased traffic the new development will bring to the area.

Mr. Hooper asked Mr. Wayne Boyles and Ms. Stephanie Boyles to approach the microphone. Mr. and Ms. Boyles introduced themselves and stated their address is 360 Sugar Pine Dr. Mr. and Ms. Boyles stated there concerns were the new sewer easement, the storm basin attracting mosquitos, the type of homes to be built, the preservation of the trees within the easement, and the electromagnetic energy that would be released by the power lines on the property emanating from the Duke Energy power lines.

Mr. Hooper asked Ms. Kristi Nix to approach the microphone. Ms. Nix introduced herself and stated her address is 5 Osage Ln. Ms. Nix stated her concerns echoed what were already stated by previous speakers with the addition of concerns over the location of the new entrance to the subdivision proposed, the preservation of the trees within the 40' easement, and the addition of a brick wall running along the entire perimeter of the property. Ms. Nix asked for clarification on the colors of bands placed on the trees during the tree assessment.

Mr. Hooper asked Ms. Lola Garbarino to approach the microphone. Ms. Garbarino introduced herself and stated she and her late husband were the original owners of 105 Keswick Ln. (Ms. Garbarino's current address is 70 Scott Rd). Ms. Garbarino stated her concerns were the increased truck traffic down Linden Rd. as a result of the traffic circle and the fact that Pinehurst is dictating the rules for Hollycrest when Hollycrest isn't a part of Pinehurst.

Mr. Hooper asked Ms. Sharon Cuff to approach the microphone. Ms. Cuff introduced herself, stated her current address 1229 Linden Rd. and she grew up at 1072 Linden Rd., which is a property directly across the road from the proposed development. Ms. Cuff stated she is one of five generations to have lived at this property. Ms. Cuff stated her concerns were Linden Rd. being developed, the loss of the natural beauty along Linden Rd. as has happened along Murdocksville Rd. and the orientation of the proposed development on the lots within the subdivision.

Mr. Hooper asked Mr. Will Cuff to approach the microphone. Mr. Cuff introduced himself and stated his address is 1072 Linden Rd. Mr. Cuff stated his concerns were the water shed that currently runs underneath Linden Rd. via a 14" culvert to the existing storm basin pond within the Hollycrest subdivision backing up and creating even greater flooding than already occurs once the lots within the subdivision are developed and with the increased traffic along Linden Rd. that the new development will bring.

Mr. Hooper asked Mr. R. G. McAllister to approach the microphone. Mr. McAllister introduced himself and stated his address is 200 Hollycrest Dr. Mr. McAllister stated his concerns were over the lack of interest in the historic nature of the property being developed, the quality and type of homes to be built on the lots, and the impact this new development will have on one of the last pieces of historic property within Pinehurst.

Mr. Hooper opened Public Comments to anyone that had not signed up to speak prior to the beginning of the Public Hearing.

Ms. Kelly Elliot of Elliot's Restaurant approached the microphone, introduced herself and stated Elliot's is located at 905 Linden Rd. Ms. Elliot stated her concern is increased traffic and discussed previous accidents witnessed on Linden Rd. near the entrances to the proposed Major Subdivision at Hollycrest.

Mr. Hooper asked if there were any further comments. Receiving no response, Mr. Hooper moved the Public Hearing forward to Board discussion.

Mr. Hooper asked Mr. Roberts to open Board discussion. Mr. Roberts discussed the responsibilities of the Board when making a decision. Mr. Roberts asked the applicants whether a traffic study had been done. Mr. Barzak stated the Department of Transportation had been contacted early on in the application process for feedback on what improvements the DOT would incur on the applicants in relation to the new development. In addition, the planning and engineering departments were contacted to get traffic studies done. All information was submitted with the application and to the DOT. The new development meets all requirements and no improvements were recommended to the intersections proposed. Mr. Roberts asked Mr. Barzak what the computations of additional trips per day on Linden Rd. were. Mr. Barzak stated the total number of additional trips per day on Linden Rd. are estimated to be 448. Mr. Roberts asked what type and style of home would be built. Mr. Bass stated he would not be building the homes. Mr. Bass stated he would be installing the infrastructure and has a contractor he will be working with to build the homes. Mr. Bass declined to give the name or information for the builder of the homes.

Mr. Phillips asked for information on the R-15 zoning of the property. Mr. Cameron stated the property has been zoned as such for approximately 30-40 years. Mr. Phillips asked if there was anything in the PDO that would have prevented the property from being subdivided and developed earlier. Mr. McAllister interrupted discussion to provide the history of the subdivision. Mr. Hooper asked Mr. McAllister to allow Board deliberation to continue without interruption. Mr. Cameron stated for zoning and land development the process has changed over time but nothing had ever existed in the PDO to prevent development prior to now. Mr. Phillips asked for clarification of the location of the subdivision being within the EJT. Mr. Cameron confirmed the subdivision is located within the EJT. Mr. Phillips asked about a wall being built. Mr. Bass stated he has no knowledge of a wall being built around the property. Mr. Phillips asked for clarification on the storm water basins. Mr. Barzak stated the storm water basins meet Pinehurst regulations.

Ms. Rothstein asked Staff about a storm water plan for Pinehurst. Mr. Cameron stated Pinehurst is working on a storm water master plan. Ms. Rothstein asked whether the proposed new development would meet the upcoming storm water master plan requirements or whether additional time and money would be spent at a later time to bring the new development up to code. Mr. Cameron stated storm water management would have to be engineered to be managed on site.

Mr. Farrell stated a member of the public stated there is a culvert running under Linden Rd. Mr. Farrell asked for clarification. Mr. Barzak stated he is not aware of a culvert as it may be buried. All storm water will be handled on the property and will not have any effect on adjacent properties. Mr. Hooper asked Mr. Cameron to discuss whether the storm water calculations would take into account outside water

that would flow onto the property. Mr. Cameron stated storm water calculations are part of the engineering analysis and take into consideration all potential sources of water flow and that further analysis will occur during the actual construction phase. Mr. Farrell wanted to be sure external factors are part of the consideration in making the storm water calculations. Mr. Cameron agreed. Mr. Farrell asked for clarification on the open space shown on the application versus what is shown on the plat. Mr. Cameron reviewed the plat to clarify the open space. Mr. Farrell asked Mr. Bass for clarification on whether there is an HOA in place currently or if there is an HOA intended. Mr. Bass stated there will be an HOA established for the 40 new developed lots and 6 vacant lots. The existing 4 homeowners will not be required to join the HOA but will be welcome to join.

Ms. Latham asked for clarification on the open space of the new development versus the existing open space. Mr. Bass and Mr. Barzak stated they don't believe there is any open space on the original plat and discussed the current plat with the Board. Ms. Latham asked for clarification on ownership of the 40' buffer and responsibility for maintenance of the buffer. Mr. Barzak stated the 40' buffer will be under the ownership of the HOA and will, hopefully, not require much maintenance. Mr. Bass stated much of the buffer will not be touched and will remain in its natural vegetative state apart from where Moore County will have to disturb the vegetation for installation of the sewer line. Ms. Latham further clarified that the intention is not for the new development to become a gated community with a wall running through the 40' buffer, instead the intention is to leave the buffer area relatively undisturbed except to put in the sewer line and that the tagged trees are for the purpose of the survey not for the purpose of removal. Mr. Barzak verified Ms. Latham is correct. Ms. Latham thanked the public for being here and reviewed the Board's responsibilities when making a decision and advocated for resident involvement in municipal decisions and in elections of local officials.

Mr. Jones asked for the status of the Tree Ordinance and what impact that ordinance will have on this Major Subdivision development. Mr. Cameron stated the Tree Ordinance date of adoption in reference to when applications for development come in will determine how the Tree Ordinance effects development. Mr. Burich reviewed the timeline for the Tree Ordinance adoption.

Mr. Alzamora reviewed the responsibilities of the Board and iterated the fact that fault cannot be found with an individual wanting to exercise their rights to use their land as they wish. Mr. Alzamora stated the traffic concerns are valid but Pinehurst is a growing community and, ultimately, the traffic concerns on Linden Rd. need to be brought to the State. Mr. Alzamora asked the applicants what the name of the proposed subdivision would be. Mr. Bass stated the subdivision would be referred to as Hollycrest.

Mr. Hooper stated there is nothing more important than living in a community where citizens are involved. Mr. Hooper reviewed the responsibilities of the Board. Mr. Hooper asked the applicants to discuss what went into the decision of where to

place the sewer lines and whether consideration could be given to moving the sewer lines to the front of the property. Mr. Barzak stated he had worked with Moore County Public Utilities when determining the location of the new sewer line. Elevation and grading prevents proper pitch in the sewer line if run along the front of the properties. In addition, retention of existing improvements, such as pavement, along the front of the properties is a factor. Mr. Hooper asked the applicants for further information on the storm water management. Mr. Barzak reviewed the current information and analysis on how the storm basins will work as part of the storm water management after development. Mr. Hooper asked how current and proposed concrete curbing and other infrastructure features will effect storm water runoff. Mr. Barzak stated it has no effect on water runoff, concrete is an impervious surface, and will work to direct water runoff to storm water catch basins and to the pond. Mr. Bass stated he had requested that type of curbing in order to prevent having to cut the curbing to install driveways. Mr. Hooper asked for clarification on the different colors of banding on the trees. Mr. Bass stated the surveyors tagged the trees and he is not aware of what the different tag colors mean. Mr. Bass further stated the intention of the builder is to maintain as many of the trees as possible and to bring in the Pinehurst character or architecture to the new homes as much as possible. Mr. Cameron stated the different colors of tree survey bands are used to identify specimen trees of different tree species as required by the PDO. Mr. Hooper asked the applicants if there are any old sewer lines running through the property. Mr. Barzak stated there are old sewer lines, which are shown on the plat. Some will be abandoned according to Moore County requirements and some will be utilized for the new development. Mr. Barzak asked Mr. Cameron to display the plat and then reviewed the sewer lines with the Board and Staff. Mr. Hooper verified with the applicants that the sewer work is part of Moore County's jurisdiction. Mr. Barzak agreed. Mr. Hooper asked the applicants to review the lighting requirements for the new development. Mr. Bass stated he did not believe street lights are a requirement but street lights will be installed per Pinehurst ordinance and coordination with Duke Energy will be done.

Ms. Latham asked the applicants to discuss how the storm basins function based on concern from residents regarding mosquitos and other insects. Mr. Barzak reviewed how the storm basins will function in relation to storm water management. Mr. Bass stated, if a mosquito issue does arise, the HOA would work with a pest control company to treat the area on a regular basis.

Ms. Rothstein asked Mr. Bass why the name of the builder would not be disclosed and that the homeowners may feel better knowing who will be building the homes on the property. Mr. Bass discussed what builders will not be used for the development but continued to refuse to disclose the name of the builder in the interest of protecting the builder from potential harassment.

Mr. Jones asked the applicants to verify that, other than for installation of sewer lines, the 40' easement will be left untouched. Mr. Barzak agreed.

Mr. Farrell moved to adjourn Public Hearing No. 1 and re-enter the Regular Meeting. Seconded by Ms. Rothstein. Approved by a vote of 7-0.

Mr. Hooper asked the Board to begin deliberation of their decision.

The Board and Staff discussed the historic designation of the original development, the existing and proposed HOA, traffic concerns, pedestrian safety, preservation of the Greenway Trail easement and the natural state of the buffer perimeter, storm water management, and consistency with the PDO.

Mr. Jones moved that the Planning and Zoning Board recommend **approva**l to the Pinehurst Village Council of the proposed Major Subdivision (Hollycrest). Seconded by Mr. Shumaker. Approved by a vote of 7-0.

IV. General Business

Mr. Cameron stated reappointments will be on the next Council agenda along with appointment of the new chair. Also, recruitment of a new vice chair will need to begin.

Mr. Roberts asked whether there is anything the Board should be looking at prior to the expiration of the Development Moratorium. Mr. Burich stated the Development Moratorium will be going before Council on October 26th, 2021. An extension of at least 60 days will be pursued to allow time to complete the Small Area Plans. A workshop is tentatively scheduled for mid-November to finalize the Small Area Plans. Mr. Burich and the Board discussed what will be contained in the Small Area Plans.

Mr. Shumaker asked whether any updates on tree legislation at State level have been heard. Mr. Cameron stated there are no updates at this time. Mr. Hooper thanked Mr. Cameron and Mr. Burich for the time and effort they have put into the Tree Ordinance.

Mr. Hooper asked if anyone left in the audience had any general comments they would like to share. No one asked to speak.

V. Next Meeting Date

A. 11-04-2021 Regular Meeting

VI. Motion to Adjourn

Mr. Jones moved to adjourn the Regular Meeting. Seconded by Mr. Farrell. Approved by a vote of 7-0 at 05:56 PM.

Respectfully Submitted,

Shannon Konstantinou
Clerk to the Board &
Planning Administrative Specialist
Village of Pinehurst

DRAFT

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

The Village of Pinehurst is a charming, vibrant community which reflects our rich history and traditions.
Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.
Values: Service, Initiative, Teamwork, and Improvement.

DRAFT

VILLAGE COUNCIL
MINUTES FOR WORK SESSION OF OCTOBER 26, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA

IMMEDIATELY FOLLOWING THE REGULAR MEETING

The Pinehurst Village Council held a work session at 8:05 p.m. Tuesday, October 26, 2021, in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The meeting was streamed in real time on the Village's website.

The following were in attendance in Assembly Hall:

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

And approximately 5 attendees, including 5 staff and 0 press.

- **Call to Order.**
  Mayor John Strickland called the Council work session to order.

- **Other Work Session Business.**
  - Councilmember Boesch inquired as to whether the Village Police Department keep a record of complaints in reference to short term rentals and noted that it would be helpful to get more information about these homes and recurrent violations. Village Manager Sanborn stated the Police Department does keep records, but they are coded by complaint type such as noise violation. Mayor Strickland stated this is a problem that we do need to address.
  - Darryn followed up on long leaf pine issue in the Village about some complaints.

- **Potential Future Agenda Items.**
  - Councilmember Boesch stated Donald Ross's Birthday, Olmsted Celebration – Assistant Village Manager Doug Willardson and Mayor Strickland are meeting this week on Thursday and will be putting a plan together to begin work on this. Councilmember Drum stated we need to really promote it.

- **Motion to Recess the Work Session and Enter a Closed Session**
  Upon a motion by Councilmember Boesch, seconded by Mayor Pro Tem Davis , Council unanimously approved to recess the work session and enter a closed session, by a vote of 5-0, at 8:15 p.m.

- **Closed Session**
  Council held a closed session pursuant to NCGS §143-318.11(a)(5)(i) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease and pursuant to NCGS §143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee: or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

- **Motion to Adjourn the Closed Session and Re-Enter the Work Session**
  Upon a motion by Councilmember Drum, seconded by Councilmember Hogeman, Council unanimously approved to adjourn the closed session and re-enter the work session, by a vote of 5-0, at 9:10 p.m.

- **Motion to Adjourn.**
  Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Hogeman, Council unanimously approved to adjourn the work session, by a vote 5-0, at 9:15 p.m.

Respectfully Submitted,

Kelly Chance,
Village Clerk

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

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Values: Service, Initiative, Teamwork, and Improvement

DRAFT

RESOLUTION #21-28:

A RESOLUTION APPROVING A PRELIMINARY SUBDIVISION PLAT FOR THE HOLLYCREST SUBDIVSION, A 40 LOT SINGLE FAMILY SUBDIVISION, LOCATED AT HOLLYCREST LN, AN IMPROVED ROAD THAT INTERSECTS WITH LINDEN ROAD.

WHEREAS, Ken Bass with Bass Design and Development, after being authorized by the property owner HEK Management, LLC, has made an application for Preliminary Subdivision Plat approval for a 40-lot, single family residential subdivision on Hollycrest Ln, an improved road that intersects with Linden Road, more particularly identified as Moore County PID # 00020147; and

WHEREAS, the subdivision request application was first submitted on April 8th, 2021 and distributed to the Village of Pinehurst Technical Review Committee (TRC) on April 20th for review; and

WHEREAS, the TRC has recommended approval of the proposed plat based upon compliance with the Pinehurst Development Ordinance (PDO) and the Engineering Standards and Specifications Manual (ESSM); and

WHEREAS, the proposed subdivision is consistent with the zoning regulations of the R-15 medium density residential zoning district; and

WHEREAS, the Planning and Zoning Board has recommended approval of the proposed subdivision after a noticed and published public hearing on October 7, 2021; and

WHEREAS, a noticed and published public hearing was held by the Village Council on November 9, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Pinehurst, North Carolina, in the regular meeting assembled this 9th day of November, 2021 as follows:

SECTION 1. That the Preliminary Subdivision Plat for a 40 lot single family subdivision located at Hollycrest Ln, as attached hereto as Exhibit "A", is hereby approved.

SECTION 2. That the applicant may proceed to obtain construction plan approval and construction permits to install the necessary improvements per Section 9.17 of the Pinehurst Development Ordinance.

SECTION 3. That the applicant has requested and is granted the following waiver from the Village of Pinehurst Engineering Standards and Specifications Manual:

a. Use of 2.0 foot valley gutter in lieu of standard 2.0 foot curb and gutter.

THIS RESOLUTION passed and adopted this 9th day of November, 2021.

VILLAGE OF PINEHURST
VILLAGE COUNCIL

(Municipal Seal)

By: _____
John C. Strickland, Mayor

Attest:

_____
Kelly Chance, Village Clerk

Approved as to Form:

_____
Michael J. Newman, Village Attorney

DRAFT

[redacted]

SITE CHARACTERISTICS

TRACT ACREAGE = 40.68 AC.
DEDICATED OPEN SPACE = 6.23 AC.
TOTAL NUMBER OF LOTS = 40
SMALLEST LOT SIZE = 25,000 SF (LOT 6&10)
TOTAL LINEAL FEET STREETS = 2434 FEET
MIN BUILDABLE AREA = 10,800 SF
PROPOSED IMPERVIOUS SURFACE = 5.7 AC. (15.9%)
ROADWAY/SIDEWALK = 2.2 AC.
ROOFS/DRIVES,PATIOS = 3.5 AC.
MAX IMPERVIOUS SURFACE R-15 = 37.5%
WATERSHED = WB-II-BW
SOILS = CaB, VuD
DEED/BK PAGE = 4103/485
PIN = 855213025983
PARCEL ID = 00020147
A CURRENT RED-COCKADED WOODPECKER STUDY PROVIDED BY CARTER AND ASSOCIATES PROVIDED BY DEVELOPER
STREET TREES SHALL BE PLACED IN ACCORDANCE WITH SECTION 9.17.1.15 (E) 3" CALIPER LARGE HARDWOOD PER 40 LINEAL FEET OF FRONTAGE
ITE TRIP GENERATION FOR 40 LOT = 448 TRIPS/DAY
a) WEEKDAY AM PEAK = 35
b) WEEKDAY PM PEAK = 45
c) SATURDAY PEAK = 52
d) SUNDAY PEAK = 43

TOTAL TRACT AREA =	40.68 ACRES
OPEN SPACE PROVIDED =	6.23 ACRES
REMAINDER =	34.45 ACRES

LEGEND

- 538 — INDICATES EXISTING CONTOURS
- 532 — INDICATES PROPOSED CONTOURS
- INDICATES PROP. STREET TREE
- INDICATES PROP STREET LIGHT
- INDICATES PROP HYDRANT
- SAN — INDICATES EXIST SANITARY
- INDICATES PROP. SANITARY
- W — INDICATES EXIST WATERMAIN
- INDICATES PROP WATERMAIN
- SD — INDICATES PROP STORM SEWER

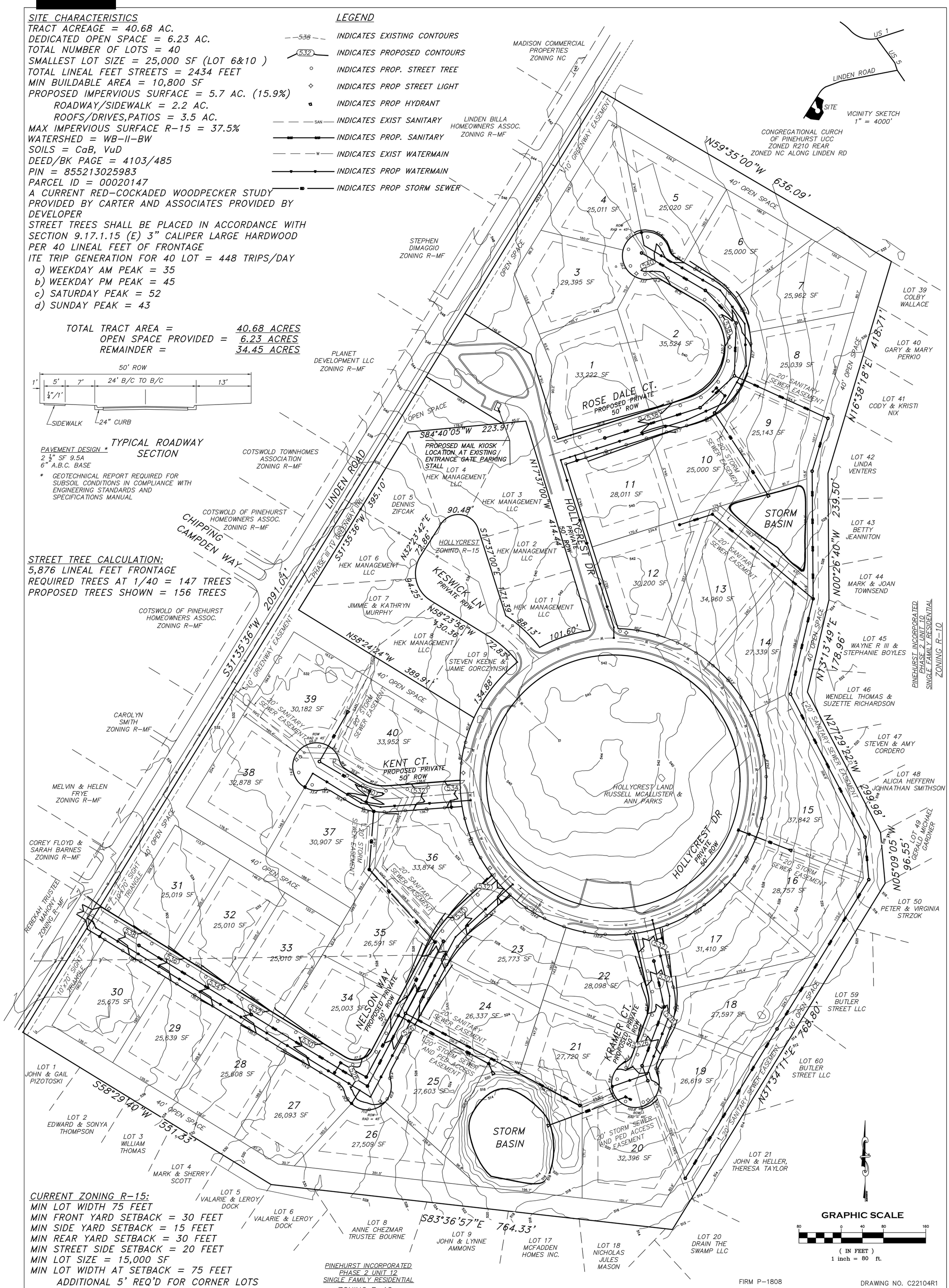
TYPICAL ROADWAY SECTION

PAVEMENT DESIGN *
2 1/2" SF 9.5A
6" A.B.C. BASE

* GEOTECHNICAL REPORT REQUIRED FOR SUBSOIL CONDITIONS IN COMPLIANCE WITH ENGINEERING STANDARDS AND SPECIFICATIONS MANUAL

STREET TREE CALCULATION:

5,876 LINEAL FEET FRONTAGE
REQUIRED TREES AT 1/40 = 147 TREES
PROPOSED TREES SHOWN = 156 TREES



FIRM P-1808

DRAWING NO. C22104R1

CURRENT ZONING R-15:

MIN LOT WIDTH 75 FEET
MIN FRONT YARD SETBACK = 30 FEET
MIN SIDE YARD SETBACK = 15 FEET
MIN REAR YARD SETBACK = 30 FEET
MIN STREET SIDE SETBACK = 20 FEET
MIN LOT SIZE = 15,000 SF
MIN LOT WIDTH AT SETBACK = 75 FEET
ADDITIONAL 5' REQ'D FOR CORNER LOTS
MIN BUILDABLE AREA = 10,800 SF

Hollycrest Addition No 1

Proposed Lot	Area (sf)	Buildable Area (sf)	Proposed Lot	Area (sf)	Buildable Area (sf)
1	33,222	16,693	21	27,720	13,479
2	35,524	19,318	22	28,098	13,587
3	29,395	16,797	23	25,773	11,894
4	25,011	11,899	24	26,337	14,237
5	25,020	12,213	25	27,603	13,328
6	25,000	13,138	26	27,509	10,817
7	25,962	14,361	27	26,093	13,742
8	25,039	12,719	28	25,608	13,242
9	25,143	13,380	29	25,639	13,260
10	25,000	12,672	30	25,675	13,274
11	28,011	13,077	31	25,019	13,335
12	30,200	14,632	32	25,010	13,340
13	34,960	20,799	33	25,010	13,340
14	27,339	12,992	34	25,003	11,377
15	37,842	17,430	35	26,591	13,064
16	28,757	16,345	36	33,874	17,514
17	31,410	17,701	37	30,907	16,296
18	27,597	14,270	38	32,878	17,049
19	26,619	12,337	39	30,182	14,896
20	32,396	15,733	40	33,952	16,178

PREPARED BY:
BARCZAK ENGINEERING SERVICES LLC
139 GRANTHAM HOUSE WAY
APEX, NC, 27523
PH 414-429-4865
email barczakengineering@gmail.com

PREPARED FOR:
KEN BASS
BASS DESIGN & DEVELOPMENT
120 CHESTERFIELD DRIVE
PINEHURST, NC. 28374

I HEREBY CERTIFY THAT THIS MAJOR PRELIMINARY SUBDIVISION WAS APPROVED BY THE PINEHURST VILLAGE COUNCIL ON THE _____DAY OF _____, 2021

_____
VILLAGE MANAGER

REVISIONS	
DATE	BY
5/27/21	JDB
8/7/21	JDB
8/16/21	JDB
8/31/21	JDB

NORTH CAROLINA PROFESSIONAL SEAL 035243 RALEIGH NC. ENGINEER JEFFREY D. BARCZAK

BARCZAK ENGINEERING SERVICES PLLC.
139 Grantham House Way, Apex, NC. 27523
PH 414-429-4865, EMAIL barczakengineering@gmail.com

TOWN OF PINEHURST, NC

HOLLYCREST ADDITION NO 1
PRELIMINARY LAYOUT
SINGLE FAMILY RESIDENTIAL

SCALE:HORZ.1" = 80'	JOB NO.: C22104R1	DATE:03/18/21
DESIGNED. BY: JEFFREY BARCZAK	DRAWN BY: JDB	CHECKED BY: JDB

VILLAGE COUNCIL
MINUTES FOR REGULAR MEETING OF OCTOBER 26, 2021
ASSEMBLY HALL
395 MAGNOLIA ROAD
PINEHURST, NORTH CAROLINA
4:30 PM

The Pinehurst Village Council held a Regular Meeting at 4:30 p.m., Tuesday, October 26, 2021 in the Assembly Hall of Pinehurst Village Hall, 395 Magnolia Road, Pinehurst, North Carolina. The following attended:

Mr. John C. Strickland, Mayor
Ms. Judy Davis, Mayor Pro Tem
Ms. Lydia Boesch, Councilmember
Mr. Kevin Drum, Councilmember
Ms. Jane Hogeman, Councilmember
Mr. Jeffrey M. Sanborn, Village Manager
Ms. Kelly Chance, Village Clerk
Mr. Mike Newman, Village Attorney

In addition, approximately 37 attendees, including 8 staff and 1 press.

1. Call to Order.

Mayor Strickland called the Village Council meeting to order. Reminded the audience watching via online to submit any comments to publiccomments@vopnc.org.

2. Invocation and Pledge of Allegiance. Invocation by Dr. John Jacobs, Village Chapel. Pledge of Allegiance led by Mayor John Strickland.

3. Reports:

Village Manager

- Mr. Jeff Sanborn reported that due to scheduling concerns and a desire minimize disruption to the community during the holiday season, we have decided not to initiate work on the annual street resurfacing program until after the first of the year.

Village Council

- Mayor Strickland reported he has nothing to report.
- Mayor Pro Tem Davis stated she has no report.
- Councilmember Drum stated he has no report.
- Mayor Pro Tem Davis reported she has nothing to report.
- Councilmember Hogeman reported the Pinehurst Business Partners met last night and Megan McDonald, with Village of Pinehurst Parks and Recreation Department, met with them worked with them on the Village's Christmas Program, including the Christmas Passport Program.

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.

- Approval of Village Council Meeting Minutes.
  - October 12, 2021 Regular Meeting
  - October 12, 2021 Work Session
  - October 12, 2021 Closed Session

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

5. Discuss and Consider Resolution 21-25 Appointment of Al Davis to the Firefighter Relief Fund Board of Trustees.
Pinehurst Fire Chief Carlton Cole provided supporting information for the Village Council to consider Alfred L. Davis, Jr. for appointment to the Local Firefighter's Relief Fund Board of Trustees. He stated the need for this appointment became necessary with the passing of Mrs. Virginia Fallon, who served as a trustee from 2014 until her death.

Chief Cole reported that as reviewed at a previous Village Council meeting, the North Carolina General Assembly established a fund in 1907 known as the State Relief Fund for Fireman. The Firefighter's Relief Fund is financed and administered through the North Carolina Department of Insurance, Office of State Fire Marshal. He stated Insurance Companies conducting business in a fire district are required to report to the Secretary of Revenue each year an account of all premiums collected and received from all fire and lightning insurance sold within that district and to remit a tax on these premiums to finance the Firefighter's Relief Fund. Chief Cole noted that N.C.G.S. 105-228.5(d)(4) states that Cities, Town, Sanitary Districts, Rural Fire Districts, and other political subdivisions (hereafter referred to as "cities") with an organized fire department may be eligible to receive funds to support a local firemen's relief fund.

Chief Cole stated a local Firefighter's Relief Fund Board of Trustees shall be elected to control the local funds. The Firefighter's Relief Fund Board of Trustee's is comprised of five (5) people: two elected by the fire department, two elected by the city governing body, and one appointed by the Insurance Commissioner. He noted one of the elected board members will be chosen to serve as the Relief Fund Treasurer, who is covered by a bond provided by the state. Chief Cole further noted that a board member's term is at the pleasure of the appointing authority.

Chief Cole stated expenditures of local funds must be approved by the North Carolina State Firemen's Association to ensure the local fund remains actuarially sound. The trustees are required to keep records of all funds received and disbursed and to render reports to the North Carolina State Firemen's Association annually for audit. He stated the current council appointed trustee is Andy Wilkison, the fire department appointed trustees are James Reynolds and Randy Cox, and Ann Hughes has been appointed by the Commissioner of Insurance.

Upon a motion by Councilmember Hogeman, seconded by Mayor Pro Tem Davis, Council unanimously approved Resolution 21-25, appointing Alfred Davis, Jr. to the Firefighter's Relief Fund Board, effective October 26, 2021, to serve at the pleasure of the Council until a replacement is appointed and qualified by a vote of 5-0.

6. Discuss and Consider Awarding Stormwater Management and Master Plan to McGill Associates.
Mike Apke, Village of Pinehurst Public Services and Engineering Director stated this item is to consider awarding a contract to McGill Associates (McGill) to complete a Stormwater Management and Master Plan for the Village. Development of a Comprehensive Stormwater Master Plan is an Initiative Action Plan (IAP) within the Village's 2022 Strategic Operating Plan (SOP) as part of an overall effort to address stormwater issues and concerns within the community. Expanding and enhancing our stormwater management efforts is also identified as a Strategic Opportunity in the 2022 SOP.

Mr. Apke noted that in addition, the Village's 2019 Comprehensive Plan provided three (3) recommendations related to stormwater, including:

- Prepare a comprehensive Stormwater Master Plan to identify effective stormwater management strategies
- Evaluate creating a local stormwater utility for planning, programming, and coordinating future stormwater infrastructure in the community
- Develop and implement rules for post-construction stormwater maintenance requirements

Mr. Apke stated that Village staff believes that all three (3) of these recommendations can be accomplished as part of this project. He noted that to begin this process, staff developed and publicly advertised a Request For Qualifications, detailing the project objectives and proposed scope of work. We subsequently received Statements of Qualification (SOQs) from six (6) professional firms, which were then reviewed by a committee comprised of Assistant Village Manager Jeff Batton, Planning Director Darryn Burich, Assistant Public Services Director Megan Skjellerup, and himself.

Mr. Apke reported that after reviewing the SOQs, the committee elected to interview three (3) firms, and unanimously recommended McGill as the most qualified firm to complete the project. McGill maintains an office here in Pinehurst, and currently serves as the Village's primary on-call engineer to assist staff with various engineering tasks, including stormwater reviews for site plans and subdivisions. Their staff maintains an in-depth understanding of our current standards in the PDO and ESSM.

Mr. Apke stated Village staff and McGill staff have worked together to generate the attached Task Order FY22-3, which serves as a supplement to a Master Services Agreement that was executed in 2007 between the Village and McGill. Staff is recommending that the project be divided into phases. The Task Order includes Phase 1 services, but also notes several items that may be included in Phase 2 of the project. The final scope and fee for Phase 2 is proposed to be developed after completion of the Public Engagement in Phase 1, as some of the Phase 2 tasks may be developed based on information received from the public.

Mr. Apke stated the Village's FY22 SOP includes $125,000 to complete this IAP, and McGill's proposed fee for the Phase 1 scope of services is $73,600. This leaves $51,400 in funds to utilize on Phase 2 tasks if desired by the Village. Staff's plan would be to bring a Task Order amendment to Council for the Phase 2 services after completion of Public Engagement in Phase 1.

Upon a motion by Councilmember Boesch, seconded by Councilmember Drum, Council unanimously approved to authorize that the Mayor or his designee enter into a contract with McGill Associates to complete a Stormwater Management and Master Plan for the Village of Pinehurst in the amount of $73,600 by a vote of 5-0.

7. Discuss and Consider Resolution a Special Intensity Allocation for 85 Trotter Hills Circle.

Darryn Burich, Village of Pinehurst Planning and Inspections Director stated this agenda item is a request for Council to approve a Special Intensity Allocation (SIA) within the WS-II Watershed Protection District for an approximate 0.94 acre property at 85 Trotter Hills Circle. He stated approval of the SIA would permit development of a parking lot to serve the adjacent Veteran's Guardian Association professional office. He further noted that SIA allocations require use of stormwater Best Management Practices and re proposed to be incorporated into the proposed site development.

Mr. Burich stated there is currently a balance of 751.034 acres of intensity allocation remaining within this watershed district and if approved, the Village will have allocated approximately 69.8 acres since 1993, leaving a balance of 750.094 acres of intensity allocation remaining for future projects in the WS-II Watershed. He noted that Council may approve the SIA request by motion.

Mr. Burich stated this request to grant a Special Intensity Allocation (SIA) of 0.94 acres to allow for development for additional parking to serve the Veteran's Guardian Association (Professional Service) would result in an increase of approximately 25,579 square feet of impervious area. The existing business is located on the adjacent lot at 75 Trotter Hills Circle and has purchased the subject property to construct the proposed parking. The owner is currently in the process of recombining the two lots and will need to be executed prior to site plan approval. Village staff has reviewed a preliminary recombination plat and provided comments to the applicant. Once the two properties are combined, the resulting imperious area for both lots (1.94 acres combined) would be approximately 63.9%. The subject property is located in the WS II Drowning Creek – Lumber River Watershed that limits non-residential development to not exceed 12% built upon area without receiving a SIA by Village Council pursuant to Section 8.3.3.5(B) of the Pinehurst Development Ordinance (PDO). The subject property is located in the Trotter Hills office park in the Pinehurst South area just west of NC Highway 5.

Mr. Burich stated the proposed project involves construction of a 62 space parking lot. The parking lot will serve the adjacent Veteran's Guardian Association professional services office which has an existing 35 parking spaces. The two lots are in the process of being combined which would result in a total area of 1.94 acres and if the SIA is approved and the project completed, result in approximately 63.9% impervious coverage or built upon area. This SIA would grant relief from the WS-II Watershed Protection District maximum impervious built upon area of twelve percent (12%) identified in Section 8.3.3.5 (B) (1) of the PDO, which again is permitted up to 70% impervious coverage for non-residential uses and within the OP (Office & Professional

Development District). Per Section 8.3.3.5 (B) (2) (a), the total acreage of the tract shall be calculated in granting the allocation including pervious areas, which totals 0.94 acres with this request. Up to ten percent (10%) of the WS-II Watershed Protection District can be granted a Special Intensity Allocation (SIA). This yields a total area of 819.84 acres eligible to receive a Special Intensity Allocation in the WS-II Watershed Protection District.

Mr. Burich noted the property is located within the corporate limits of the Village of Pinehurst and complies with the Village Council's Watershed Intensity Allocation Policy contained in Resolution 13-13 that states, "It shall be the policy of the Village of Pinehurst to only allocate special intensity allocations to properties that are located within the corporate limits of Pinehurst or to properties which have an active voluntary annexation petition to the Village of Pinehurst."

Mr. Burich stated the Technical Review Committee is currently reviewing the proposed improvements as a Minor Site Plan and a SIA allocation would need to be granted prior to issuing site plan approval for construction. The PDO requires the use of Best Management Practices (BMP) to minimize water quality impacts if an SIA is approved. Stormwater is controlled by a network consisting of approximately 575 linear feet of 30" pipe 3 that will collect runoff via inlets placed throughout the parking lot. The system has been designed to meet the Village's Engineering Standards to handle post development runoff for a 10-year, 24 hour storm event. The system will adhere to the water quality standards required of the watershed by allowing the first inch of runoff to infiltrate into the ground. The provided soil scientist report and analysis has indicated an infiltration rate of 10.8" per hour which far exceeds the minimum requirement by the North Carolina Department of Environmental Quality (NCDEQ). Once the properties are combined, the proposed development will meet all other PDO requirements.

Mr. Burich stated Village staff recommends approval of the SIA for the project as proposed and allocating the 0.94 acres from the balance of the WS-II Watershed Protection District, which Council can approve by motion. Approval of this SIA as requested would leave approximately 750.094 acres remaining that may be allocated in the WSII Watershed Protection District.

Councilmember Hogeman and Mayor Strickland asked if the proposed area will be able to handle the additional drainage. Mr. Burich and Mr. Apke both reported the majority of the topography drains back toward the west to the lake and wetland areas and the intent is to have most of the water infiltrate the ground and what does should be less than the 10-year storm limit.

Councilmember Boesch stated of the 750 acres left, we are only allocating only small percentages and so suggested staff might consider placing a limit on the number so that only larger SIAs are presented to Council. Mr. Burich noted that in order for this to be done there would have to a change to the PDO but is something to consider. Mayor Strickland request staff look into the matter and determine if this is something that might be state regulated.

Upon a motion by Councilmember Boesch, seconded by Councilmember Hogeman, Council unanimously approved a Special Intensity Allocation from the WS-II Drowning Creek – Lumber River Balance Watershed of 0.94 acres to allow for development for additional parking at 85 Trotter Hills Circle to serve the Veteran's Guardian Association, pursuant to Section 8.3.3.5(B) of the Pinehurst Development Ordinance by a vote of 5-0.

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

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Hogeman, Council unanimously approved to recess the regular meeting and enter into Public Hearing 1 – Electronic Permitting by a vote of 5-0.

9. Public Hearing No. 1 – Electronic Permitting.

Darryn Burich stated the Village of Pinehurst has progressively implemented a system that allows for electronic submittal of all materials needed to acquire permits and approvals from the Village. The Pinehurst Development Ordinance includes references to Village forms, numbers of copies and types of submittals. He noted these references need to be amended such that applicants are directed to the Village of Pinehurst's website and Online Permit Center and the correct form or type of documents are identified.

Mr. Burich stated that currently 60% of the community is now using the system and staff is ready to move that to 100%. He noted that to accomplish this there must be some changes in the PDO to implement online permitting. He noted that those in the community that do still need personal assistance, will of course continue to receive that. Mr. Burich reviewed the sections of the PDO that would require amendments as supplied to the Village Council as a Summary List attachment. He noted the P&Z Board

recommended approval on 7/1/2021 and staff is asking for a delayed effective date to 1/1/2021.

No members of the Public or Council provided any comments.

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

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Hogeman, Council unanimously approved to adjourn Public Hearing 1 – Electronic Permitting and re-enter the regular meeting by a vote of 5-0.

11. Discuss and Consider Ordinance #21-14 Electronic Permitting.

Upon a motion by Councilmember Hogeman, seconded by Mayor Pro Tem Davis, Council unanimously approved Ordinance 21-14 amending the Pinehurst Development Ordinance to implement Electronic Permitting as shown in the Attached "Exhibit A".

12. Motion to Recess Regular Meeting and Enter Public Hearing No. 2

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Drum, Council unanimously approved to recess the regular meeting and enter into Public Hearing 2 – Development Moratorium Extension by a vote of 5-0.

13. Public Hearing No. 2 – Development Moratorium Extension.

Darryn Burich stated that on February 10, 2021, Council approved a moratorium on real estate development activity within the Village Place and Pinehurst South areas to allow time for small area plans and form-based codes to be developed for the two areas. He stated the purpose of the moratorium was to prevent incongruous development from occurring while the plans and codes were being developed that will ultimately result in new zoning regulations for each of the areas. Mr. Burich noted the final plans and codes will not be developed by the time the moratorium expires on November 10, 2021 thus staff is proposing to extend the moratorium an additional 60 days from the upcoming expiration date to January 10, 2022.

Mr. Burich noted that staff is currently working with Design Collective toward completion of the plans and codes and is targeting public workshop #3 for middle of November in order to present draft plans and codes for discussion. He stated after feedback from the public and Council, revisions will be made and plans, and codes will be moved forward for adoption. Mr. Burich stated that an extension of the moratorium will help to ensure that future development is congruous with adopted plans and codes. He stated that staff recommends approval of Ordinance 21-15.

Community resident Jeanne Casinella addressed the Council and suggested that Council and staff reach out to the community residents who live in the proposed areas to ask for their input before making decisions. Ms. Casinella also expressed her concerns about short-term rentals in the area.

Kate Pearson, community resident, addressed the Council and asked how many plans were on hold because of the moratorium and encouraged staff and Village Council to take their time and ensure this process is done right.

Community Resident, Jack Farrell addressed the Council in support of the moratorium extension, but recommended Council consider extending the moratorium to 120 days to allow ample time for staff to complete the process.

14. Motion to adjourn Public Hearing No. 2 and Re-Enter Regular Meeting

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Drum, Council unanimously approved to adjourn Public Hearing 2 – Development Moratorium Extension and re-enter the regular meeting by a vote of 5-0

15. Discuss and Consider Ordinance #21-15 Extending a Moratorium on Real Estate Development (Small Area Plan Focus Areas).

Mayor Strickland stated we have one meeting in November and one in December and he feels we should approve this extension, but he will not be surprised if we will have to come back.

Mayor Pro Tem Davis said she also feels that 60 days is tight and feels that 120 days would be better.

Councilmember Hogeman stated with the holidays and Council retreat it appears that 60 days will not be enough and suggest 90 days to 120 days.

Councilmember Drum asked Mr. Burich if it was unreasonable to get this done in 60 days. Mr. Burich stated that staff agrees that it may be better to add only 60 more days but wants to keep it on track and thus agrees that 90 days would give us more time.

Village Manager Jeff Sanborn reminded Council that they can change the extension to 90 days but would have to address it in the motion. Mr. Burich stated the Ordinance would also have to have some changes made to it.

Upon a motion by Councilmember Boesch, seconded by Pro Tem Davis, Council unanimously approved Ordinance 21-15 extending a Moratorium on Real Estate Development (Small Plan Focus Areas), attached as "Exhibit C," imposed by Ordinance 21-03 on February 10, 2021, for an additional ninety-day period from the date of expiration beyond by a vote of 5-0.

16. Discuss and Consider Ordinance #21-06 Buffer Development Ordinance.

Darryn Burich stated Council is being asked to approve several amendments to the Pinehurst Development Ordinance (PDO) that update landscaping and buffering requirements for development within the Village and its extraterritorial zoning jurisdiction. The proposed ordinance is the product of a significant amount of staff time in crafting, editing, and re-editing the ordinance which ultimate goal is to help maintain the aesthetic character of the community through improved landscaping as well as buffering development activity to mitigate impact on adjacent uses. The proposed ordinance is also the product of countless hours of involvement and contribution by members of the Planning and Zoning Board, Village Council, the public, and development interests over the past 3.5 years.

Mr. Burich stated it should also be noted that the efforts to develop the ordinance amendments were not staff driven initiatives but recommendations after thoughtful public discourse as reflected in adopted Village plans. The proposed ordinance amendments follow through with recommendations and concerns expressed in every adopted Village Comprehensive Plan (2003, 2010, and 2019) and fulfils FY21 VOP Strategic Operating Plan OFI (Opportunities for Innovation and Improvement) to "Enhance Tree Preservation Program and standards for tree planting".

Mr. Burich noted that the ordinance as proposed does not prevent tree removal from occurring. Lots may still be clear cut. The ordinance simply creates buffer standards that are triggered by new development activity through establishment of perimeter buffer yards that can be achieved by planting of new trees or with existing qualifying trees on a property in the form of a "planting credit". This planting credit can significantly reduce if not eliminate the need to plant new trees on a lot. This planting credit is unique and is an incentive to preserve existing vegetation through thoughtful site planning. The numbers of trees required per buffer yard is calculated by the linear footage of the yard along the setback line. For example, if a rear setback line is 100 feet in length, the buffer requirements would be 4 trees (100/25 = 4). Such trees could be provided through new plantings or by existing qualifying trees as a planting credit or combination thereof.

Mr. Burich stated it should be noted that the Historic District Standards have some limitations on tree removal in an effort to maintain the historic street tree canopy. On residential properties, healthy trees 12 inches in diameter and larger and located in the front must be granted a Major Certificate of Appropriateness by the Historic Preservation Commission for removal. These regulations help to maintain the special aesthetic character of the historic district and overall community.

Mr. Burich noted that Landscaping and buffering standards are not new in the PDO. Non-residential uses are currently required to install buffer and screening yards and are largely unchanged by the proposed ordinance amendments. Residential uses currently require a specified number of trees (4-16), depending on zoning district, and may be placed anywhere on a property. Residential uses also require perimeter foundation plantings, which requirement is not changing with the proposed amendments.

Mr. Burich stated the proposed buffer yard standards replace the current landscaping requirement, are more focused at the perimeter of the property, and will apply to new development and redevelopment. The vast majority of existing developed

residential uses are exempt from the new requirement until redevelopment. He stated the other new proposal is relative to land disturbing activities on vacant properties where no other planning or permit application is being reviewed such as minor site plan or building permit application. The proposed buffer yard standards would apply to land disturbing activities, as defined in the ordinance, and would trigger establishment of perimeter buffer yards. This is a frequent concern heard when sites are being prepped for new development outside of a building permit and can often have significant impact on adjacent properties and drainage.

Mr. Burich stated the proposed ordinance under consideration by Council is largely the same in content than previously reviewed with one exception changing grouping and maximum spacing from 35 feet to 50 feet. The required number of plantings would remain the same but spacing has been increased to allow for additional landscape design flexibility and to accommodate side lot line driveway placement (generally serving side loaded garages) that run along the lot line and may be challenging to meet the current 35-foot spacing requirement. Other than that, staff has reformatted sections or updated language for clarification.

Mr. Burich stated that to more easily evaluate and discuss the proposed ordinance amendment, Council is directed to use the redline version in Novus Agenda to identify where changes are being made (and not made) to the PDO. Text highlighted in red and underlined are new code provisions that would update the PDO. Text shaded in grey are existing code provisions that are not changing other than grammatical edits, consistent terminology, and renumbering to locate the landscaping requirements in one area of the PDO whereas they are currently separated by several sections. He noted that staff has also developed an FAQ regarding the proposed buffer standards that is currently posted on the Village's website and included in Novus agenda. The FAQ seeks to address some of the more frequent questions and concerns that have been raised during the ordinance development process.

Mr. Burich stated that based on various Comprehensive Plan recommendations and the OFI in the FY21 Village of Pinehurst Strategic Operating Plan to enhance standards for tree planting, staff recommends the Village Council approve Ordinance 21-06 as proposed.

Mayor Pro Tem Davis stated the FAQ is very helpful and will go a long way in helping people understand this and Mayor Strickland stated he suggest this FAQ be available at the front desk and available to the community.

Councilmember Drum stated we should make sure the HOAs and the community hear about this to make sure we provide clarity and noted that we cannot overcommunicate this ordinance.

Councilmember Boesch shared a statement that states where she stands on this ordinance and expressed her concerns that Pinewild and CCNC had not had an opportunity to see the final revised draft. Mayor Pro Tem Davis asked what would the evidence be that these people in the community have seen and digested the final copy if we delay to provide more time to recirculate it yet again. Councilmember Drum stated he agrees that the community should be able to see the final draft before voting and noted he would have voted yes, but since he feels it needs to be shared first, he must abstain from voting.

Upon a motion by Councilmember Hogeman, seconded by Mayor Pro Tem Davis, Council approved Ordinance 21-06 amending the Village of Pinehurst Development Ordinance as it pertains to Chapter 9, Design and Development Standards and processes, Sections 9.5 Landscaping Requirements, and 9.14.6 Tree Conservation and Newly Installed Trees and Plants by a vote of 3-.one abstention, 1 opposed. Councilmember Boesch voted no, and Councilmember Drum abstained from the vote. The General statute states an abstain be counted as a yes, thus the final vote is recorded as 4 yes and 1 no.

17. Discuss and Consider Resolution 21-26 Comprehensive Plan Amendment Policy.

Assistant Village Manager Doug Willardson stated the policy put together will define the systematic and transparent process whereby the Village Council will adopt and amend its Comprehensive Plan to manage future growth in the community and to avoid disparities between the Comprehensive Plan, market & economic realities, and existing conditions.

Mr. Willardson stated a Comprehensive Plan is intended to guide coordinated, efficient, and orderly development within the planning & development regulation jurisdiction based on an analysis of present and future community needs. He stated in

accordance with NCGS 160D-501(a), the Village's process for adopting and amending the Comprehensive Plan should include opportunities for citizen engagement. In order to adequately guide future growth, the Comprehensive Plan must be reasonably up to date and may be amended from time to time. He noted the adopted Comprehensive Plan is advisory in nature, which means other development regulations can be adopted and amended that are inconsistent with the adopted plan.

Mr. Willardson stated to ensure the Village's Comprehensive Plan is reasonably up to date, the Village Council will prepare and adopt a comprehensive update to the Village's Comprehensive Plan every 8-10 years. He noted this would include a complete and thorough review and update of the entire plan document based on reviews of existing conditions and extensive community engagement and input. He further stated that every 2 years, in an odd numbered year, the Village Council will review the Comprehensive Plan for any discrepancies between significant plan components and existing conditions to determine if an amendment is needed.

Mr. Willardson stated that every year in December, the Village Council will review the status of the Comprehensive Plan Implementation Strategies in their annual strategic planning retreat and after approval of the annual SOP by the Village Council in June, Village staff will update the Implementation Matrix component of the Comprehensive Plan to reflect those strategies included in the SOP. He stated this implementation update would occur between the adoption of the Strategic Operating Plan each June and the Village Council's strategic planning retreat.

Mr. Willardson stated that the Village Council may also consider Comprehensive Plan amendments outside of the regularly scheduled Comprehensive Plan updates when certain triggering events occur.

Councilmember Hogeman stated the Comprehensive Plan took a long time to write and Council has the right to change it anytime they want, and she sees how it would be useful to have a review every 8 to 10 years, but she does not like the tight restrictions this policy places on Council. Mayor Strickland stated he agrees we do need the structure, but also understands Councilmember Hogeman's concerns on limiting Councils powers. Mayor Strickland also expressed concerns that the policy was brought to Council for a vote and not first presented during a work session.

Upon a motion by Councilmember Drum, seconded by Mayor Pro Tem Davis, Council approved Resolution 21-26, adopting a Comprehensive Plan Adoption, Amendment and Implementation Policy by a vote of 3-2. Councilmember Hogeman and Mayor Strickland cast a vote of no.

18. Discussion of Potential Ethics Violations by Councilmember Boesch.

Mayor Strickland stated the next two items are a continuation of the October 12th meeting and the consensus was that code violations had occurred but no decision was made on how to proceed. Village Attorney, Mike Newman discussed the Code of Ethics which was adopted in 2010. He provided the reasons within the Code of Ethics on which the majority of Councilmembers wished to act upon. Mayor Strickland stated that it was agreed upon at the last meeting that a decision would be made and Council would move forward at this meeting, which provided time for Councilmember Boesch to write her statement as she requested.

Councilmember Boesch stated that she is beyond stunned that this item was still on the agenda as it was her and her attorney, Philip Isley's understanding, as provided by Village Attorney Mike Newman statement, that the item would not be on the agenda. Mayor Strickland noted that it was announced and agreed upon at the last meeting that this discussion would be on the agenda and has been advertised since its release as such. He further stated he had not been contacted about removing it from the agenda.

Councilmember Boesch's attorney spoke to the Council via a telephone call to Councilmember Boesch, put on speaker phone, and placed to the microphone for the Council and Public to hear. Mr. Philip Isley addressed Council and Village Attorney Newman, stating he was under the assumption that this item was being removed from the agenda and thus did not travel to the meeting to provide council to his client, Lydia Boesch. Mr. Isley stated Council should pull this item from the agenda and not speak about it. Mayor Strickland stated Council intends to have the discussion and he will provide Councilmember Boesch and Council members to comment.

Mayor Strickland has stated that Council has discussed ways to prevent some of the violations from occurring in the future, including working with Human Resources on the creation of an appropriate policy, continual ethics training, and creating an education process that would be completed on an annual basis. Councilmember Drum stated he thought due process should be included as well.

Mayor Strickland read a statement to Councilmember Boesch addressing the Ethics Code Violations the Council felt she had committed and concluded the discussion.

19. Discussion of Potential Ethics Violations by Councilmember Drum.

Village Attorney Newman stated that as he mentioned at the last Council meeting Councilmembers are expected to follow the Ethics Code of Conduct as outlined and approved in 2010. He noted the areas which were pertinent to the proposed ethics violations Councilmember Drum is accused, by his fellow Councilmembers, of violating. Councilmember Drum stated he has expressed concern that open meetings laws were violated by Mayor Strickland, Councilmember Hogeman, and Mayor Pro Tem Davis during their review, discussion of, and preparation of alleged ethics violations aimed at Councilmember Boesch and himself.

Councilmember Drum stated he felt this was a political issue, not a governmental issue. He stated he was trained under the UNC School of Government Code of Ethics and that is the rules he lives by. He stated this is the training he was provided by the Village and yet it appears this is not what the Village lives by. Mayor Strickland asked Councilmember Drum if he learned anything from this situation and Councilmember Drum stated, "he can do better, and we can do better." He stated in the future I will say in business communications, "Excuse Me Kind Sir You're Not Doing Your Job." He stated his concern was that this process makes Council look like a bunch of clowns.

Councilmember Boesch asked for a motion to table this discussion, but hearing no second, the motion was quashed.

Mayor Strickland read a summary addressing the Ethics Code Violations the Council felt Councilmember Drum have violated and concluded the discussion.

20. Other Business.

There was no other business.

21. Comments from Attendees.

- Brenda Xeroteres, 180 Idlewild Rd, addressed Council about short term rental issues.
- Barbara Longeway, community member, addressed Council and voiced her displeasure about the way the Ethics Violations Discussions were handled.
- Jeanne Castonella, community member, addressed Council about short term rental issues.
- John Webster, community member stated he wishes to thank the council for raising the ethics violations and expressed his sympathies to Jeff Sanborn for the treatment he endured.
- Jack Farrell stated he congratulates Council on passing the Buffer ordinance and he believes it will help maintain and enhance the community.

22. Motion to Adjourn.

Upon a motion by Mayor Pro Tem Davis, seconded by Councilmember Hogeman, Council unanimously approved to adjourn the regular meeting by a vote of 5-0 at 8:01 p.m.

Respectfully Submitted,

Kelly Chance,
Village Clerk

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

Vision: The Village of Pinehurst is a charming, vibrant community, which reflects our rich history and traditions.
Mission: Promote, enhance, and sustain the quality of life for residents, businesses, and visitors.
Values: Service, Initiative, Teamwork, and Improvement

DRAFT