



Moore County

Subdivision Review Meeting

October 28, 2025 | 3:00 PM
707 Pinehurst Ave
Carthage, NC 28327

MINUTES

I. WELCOME/ROLL CALL

Board Members Present:

Brian Patnode (Board Chairman), Ruth Pedersen, Nathan Hinson, Teresa Davis, Jennifer Winckelhofer, Tracey Callicutt, Stephen Sheffield, Chris Wiley, Rachel Smith, Kevin Reddinger, Thomas Blue,

Board Members Absent:

Bryan Phillips, Jenny Purvis, Jonathan Russell

Applicants:

Danielle Cabral, Greg Stewart, Riana Smith, Don Sever

Staff Present:

Ruth Pedersen (Planning Director), Danielle Orloff (Senior Planner), Michael English (Senior Planner)

Board Chairman Brian Patnode called the meeting to order at 3:00 pm. And conducted a roll call to account for SRB members and applicants.

II. OTHER BOARD MATTERS

1. **Planning - Member Appointments**

Board Chairman Brian Patnode made a motion to appoint Kevin Reddinger (representative of NC DOT, and alternate Dago Azos), Teresa Davis (representative for Environmental Health as an alternate for Vice Chairman Nathan Hinson), Tracey Callicutt (representative of Moore County Extension Services following the retirement of Debra McGiffin) and Ruth Pedersen (representative for the Planning Department and Danielle Orloff as the alternate) to the Subdivision Review Board. The motion was seconded by Ruth Pedersen and passed unanimously.

2. **Planning - Appointment of Ashley Robinson as Subdivision Recording Secretary**

Board Chairman Brian Patnode made a motion to appoint Ashley Robinson as the Subdivision recording Secretary and Michael English as the temporary secretary for this meeting only. The motion was seconded by Ruth Pedersen and passed unanimously.

III. CONFLICT OF INTEREST

Any member with a conflict of interest related to the item on the agenda.

Board Chairman Brian Potnode asked if any board members had a conflict of interest related to the agenda item. Board member Jennifer Wincklhofer recused herself as she has a conflict of interest as it relates to this case.

IV. APPROVAL OF MINUTES FROM THE SEPTEMBER 10, 2024 , REGULAR MEETING

1. Planning - Approval of Minutes from September 10, 2024, Regular Meeting

Vice Chairman Nate Hinson made a motion for approval of the minutes. Board member Stephen Sheffield seconded the motion, and the motion passed unanimously 7-0.

V. SUBDIVISION REVIEW

1. Planning - Conventional Subdivision – Preliminary Plat Holly Grove Pines Subdivision – ParID 00013191

Item #1 – A request for a Conventional Subdivision of a portion of ParID 00013191, Rural Agricultural Urban Service Boundary (RA-USB) and Rural Agricultural (RA), located off of Holly Grove School Rd, per Deed Book 6240, Page 90, Moore County Registry, owned by Weyerhaeuser Forest Holdings, Inc., containing approximately 178 acres.

Danielle Orloff

Ms. Orloff went over the item within the packet and provided the board with a presentation. Ms. Orloff explained the subject property is located off of Holly Grove School Rd and contains approximately 178 acres. The development site contains 111.34 acres located in the RA-USB zoning district south of Holly Grove School Rd. If the subdivision is approved the applicant intends to apply for a subdivision that would separate the RA-USB portion to the south of Holly Grove School Rd from the RA portion to the north. The applicant plans to develop the subdivision in one phase containing 68 lots with 11.25 acres of open space.

Ms. Orloff outlined the Major Subdivision Preliminary Plat Submittal and Review process in the Moore County Unified Development Ordinance (UDO) Chapter 19.7 to

educate the board on the requirements and previous steps taken to date, and the steps that would follow the SRB meeting, pending approval.

Vice Chairman Nathan Hinson (Environmental Health) did not have comments regarding the overview of UDO Chapter 19.7.F.

Ms. Orloff outlined the Major Subdivision Minimum Design Standards as shown on Preliminary Plat in UDO Chapter 19.8.

Board member Kevin Reddinger, mentioned that he included comments via email to the applicant, and nothing stands out that needs to be addressed that has not been addressed already.

Board Chairman Brian Patnode asked if the roads were to be made public roads and maintained by NCDOT? Danielle Orloff confirmed that is the plan according to the applicant.

Board Chairman Brian Patnode (Public Utilities) did not have comments regarding the overview of UDO Chapter 19.8.K.

Board member Ruth Pedersen asked the applicant to expound on how they plan to mitigate the impact of wetlands, particularly on lots 47 through 50 and 57?

Don Sever responded stating that the larger lots will accommodate development outside of the wetlands area and without interfering with septic systems.

Board Chairman Brian Patnode asked a question to Vice Chairman Nathan Hinson, what would be the process for Environmental Health if the soils on a particular lot are not suitable and cannot support a septic system? Board member Hinson responded by addressing the applicant and stating that it depends if they plan to do a private option permit or go through Environmental Health to which the applicant responded that they prefer private option permits primarily for the speed of the process but they are open to either option.

The applicant asked what would a soil scientist recommend for lots that contain unsuitable soils? Board member Hinson responded that he is not a soil scientist but mentioned that there are different systems that can be used.

Don Sever mentioned that the limits of disturbance shown on the preliminary plat are conceptual but they plan to meet the requirement.

Greg Stewart asked Vice Chairman Nate Hinson what the anticipated turnaround time would be for Environmental Health to review their septic applications. Mr. Hinson explained that the Environmental Health department can review roughly 10 to 12 lots a week.

Board member Ruth Pedersen asked the applicant if they plan to keep the 15-foot screening buffer around the perimeter. Don Sever confirmed that they will keep the 15-foot screening buffer.

Board Chairman Brian Patnode asked the applicant if a silt fence would be placed along the limits of disturbance boundary. Don Sever mentioned that with large lots, typically the fence is in closer, but worst-case scenario, the fence will be at the line of disturbance.

Board Chairman Brian Patnode asked Danielle Orloff if the fire department made comments about the subdivision having multiple access points. Danielle responded that the fire department mentioned that the requirement for multiple access points is triggered when the subdivision has more than 100 lots. Ms. Orloff cited additional comments that were sent from the fire department to the applicant, which have been resolved prior to the SRB meeting.

Danielle Orloff mentioned that the applicant meets the standards required for the entrance sign, and Kevin Reddinger mentioned that he will review the location of the sign on the preliminary plat and include all relevant language needed once approved.

Board member Ruth Pedersen made the motion for the board to deem the review of the preliminary Holly Grove Pine Subdivision preliminary plat complete and forward the special use permit application to the Moore County Board of Commissioners. The motion was seconded by Stephen Sheffield, and the vote passed unanimously.

Board member Ruth Pedersen mentioned that the call-to-meeting will be held on November 18th and the quasi-judicial hearing will be held on December 1st; both meetings will begin at 5:30 pm.

VI. ADJOURNMENT

With no further comments, Board member Nate Hinson made a motion to adjourn the meeting. The motion was seconded by Board member Ruth Pedersen, and the motion passed unanimously 7-0. The meeting was adjourned at 3:43 p.m.

Respectfully submitted by,

Michael English