



Moore County Board of Commissioners

April 14, 2026 | 9:00 AM
Rick Rhyne Public Safety Center
Community Room, 2nd Floor
302 S. McNeill St.
Carthage, NC 28327

SPECIAL MEETING MINUTES

BOARD MEMBERS PRESENT

Nick Picerno, Kurt Cook, John Ritter, Tom Adams

CALL TO ORDER

Chairman Picerno called the meeting to order and welcomed everyone.

INVOCATION

County Manager Wayne Vest offered the invocation.

PLEDGE OF ALLEGIANCE

Commissioner Ritter led the Pledge of Allegiance.

1. ITEMS OF BUSINESS

County Manager Vest welcomed everyone to the work session focused on subdivisions and stormwater management as part of the ongoing journey to update the county's Unified Development Ordinance (UDO) to align with the recently updated Land Use Plan. He explained that this meeting would focus primarily on Chapter 19 of the UDO, which covers subdivisions, with particular attention to minor and major subdivisions and other potential subdivision options.

Mr. Vest outlined the timeline for completing UDO updates by June 30th, including a joint work session with the Planning Board tentatively scheduled for the week of May 11th, followed by public hearings and final approval processes. He introduced key staff members present, including Senior Planner Danielle Orloff, who would lead the presentation, along with Andy Wilkerson from Planning, Public Works Director Brian Patnode, County Engineer Tom Blue, and Building Inspection Director Chuck Hill.

- A. Discussion of Potential Amendments to the UDO re: Subdivisions
Ms. Orloff began by providing a tour of the various maps and examples displayed around the room, explaining the different types of subdivision plats and the current approval processes. She showed examples of minor subdivisions, major preliminary and final plats, and the various certifications required for each type. Ms. Orloff gave a presentation on Subdivisions, and lengthy discussions were had regarding items

presented. *The presentation is hereby incorporated and made a part of these minutes by attachment as Appendix A.*

The following items were determined for consideration for **minor subdivisions**:

- Number of lots
 - Currently 4 or less (should it be more if they have direct access to roads, utilities?)
- Waiting period for additional lots
 - Currently 3 years
- Modifying approval process
 - Add requiring GIS, Public Safety, Public Utilities, NCDOT approvals to checklist? Requiring public/private street construction road maintenance agreement?

The following items were determined for consideration for **major subdivisions**:

- Number of lots
 - Currently 5 or more
- If that number is changed, do you want to consider a tiered approach for approval?
 - Ex. X or less lots permitted by right, and X or greater lots requires a Special Use permit)
 - Adjust application requirements accordingly
- Modifying approval process
 - Quasi-judicial or administrative
- Infrastructure requirements
 - When should we require the submission of a stormwater management plan?
 - Currently required with the submission of the preliminary plat

The following items were determined for consideration for **other subdivision options**:

- Lot sizes
 - > 1 acres and <10 acre
 - If added, question to be addressed
 - In what zoning districts would they be allowed?
 - What would be the lot size?
 - What would be the maximum number?
 - What would be the approval process?
 - What would be the application requirements?
- Approval Process
 - Include additional departmental reviews for each subdivision type
 - Should the major subdivision process consider adding a legislative step to include community input?
 - Should subdivision requirements vary by zoning district?
 - Establish "hold" period for each subdivision type following the initial subdivision
- Infrastructure improvements

- Road maintenance
 - Ex. Road maintenance agreement
- Access
 - How many lots can be accessed off one easement?
 - When should the applicant be required to install street access?

The Board requested that staff compile all the items for consideration, as listed above, from the presentation into a summary document for review before the joint work session with the Planning Board.

2. COMMISSIONERS' COMMENTS

There were no additional comments.

ADJOURNMENT

Upon motion made by Commissioner Adams, seconded by Commissioner Ritter, the Board voted unanimously to adjourn the April 14, 2026 Special Meeting of the Moore County Board of Commissioners at 11:42am.



Chairman Nick Picerno



Clerk to the Board Jennifer Parks





County of Moore
—North Carolina—

Board of Commissioners Work Session

April 14th, 2026

Unified Development Ordinance Updates

- Topics to be covered:
 - **Subdivisions – TODAY**
 - Highway Corridor Overlay District – April 20th
 - Small Town Model – May 4th
- Implementation Goal:
 - Adoption of Subdivision and HCOD Amendments by June 30th
 - Adoption of Small-Town Model Overlay District additions later this year
- Path Forward:
 - BOC joint work session with Planning Board week of May 11 to review recommended subdivision and HCOD amendments
 - BOC call to public hearing for proposed amendments June 2 Regular Meeting
 - Planning Board public hearing to consider proposed amendments June 4 Regular Meeting
 - BOC public hearing to consider proposed amendments June 16 Regular Meeting



Types of Subdivisions – UDO Ch. 19

- Exempt (Section 19.3)
- Family (Section 19.4)
- Limited (Section 19.5)
- Minor (Section 19.6)
- Major (Section 19.7)



Primary Focus Today

- Minor Subdivisions
- Major Subdivisions
- Potential for Other Subdivision Options



Minor Subdivisions

- Creates a maximum of four lots, including the residual or parent lot, and/or any property within 500 feet from the original property boundaries, for a period of three years.
- Does not require any new public or private street right-of-way to be constructed, expanded, or dedicated;
- Fronts an existing, approved public or private street right-of-way or on an existing, expanded, or new access easement with a minimum width of at least 20 feet, including the shoulders; and
- Does not require a variance or waiver from any of the requirements of this UDO.

TABLE OF SUBDIVISION APPLICATION REQUIREMENTS					
INFORMATION REQUIRED	EXEMPT PLAT	FAMILY PLAT	MINOR PLAT	MAJOR PRELIM. PLAT	MAJOR FINAL PLAT
MAP SIZE AND MATERIALS					
Plat is 18X24", 21X30", or 24X36" in size	R	R	R	R	R
Legible black ink on mylar or white paper	R	R	R	R	R
TITLE BLOCK					
Property Designation / Name of Subdivision	R	R	R	R	R
Type of plat (minor plat, preliminary plat, etc.)		R	R	R	R
Name of Property Owner	R	R	R	R	R
Township, County and State	R	R	R	R	R
Date the survey was prepared & any revision dates	R	R	R	R	R
Scale in words (Ex. 1"=200 feet)	R	R	R	R	R
Bar graph	R	R	R	R	R
Name, address, and telephone # of surveyor	R	R	R		R
The names, addresses, and telephone # of all owners, surveyors, architects, and engineers responsible for the subdivision				R	R
GENERAL INFORMATION					
Zoning district(s) of property & abutting properties		R	R	R	R
Parcel ID Number(s)		R	R	R	R
Plat book and/or deed book reference	R	R	R	R	R
Names of abutting property owners	R	R	R	R	R
Vicinity map	R	R	R	R	R
Corporate limits & county lines	R	R	R	R	R



Minor Subdivision Approvals

- Administrator (Planning staff) renders decision within 14 working days after receipt of the completed plat and additional documents
- If no decision is rendered by the Administrator within the required 14-day period, the applicant may refer the plat to the Subdivision Review Board for review



Minor Subdivision Examples in RA Zoning

- **Start with a 12-acre parcel in RA zoning:**
 - Will require a minimum acreage of 1 acre
 - Will be able to subdivide into 3 – 1-acre parcels, 1 – 9-acre parcel – which is the remainder of the parent parcel (or 4th lot)
- **Start with a 9-acre parcel in RA zoning:**
 - Will require a minimum acreage of 1 acre
 - Will be able to subdivide into 3 – 1-acre parcels, 1 – 6-acre parcel – which is the remainder of the parent parcel (or 4th lot)
- **Start with a 15-acre parcel in RA zoning:**
 - Will require a minimum acreage of 1 acre
 - Will be able to subdivide into 1 -11-acre parcel (which is considered exempt and not included in # of lots created for a minor), 4 – 1-acre parcels– which does not go over the max # of lots created (4) and one of those 1-acre parcels is considered the remainder of the parent parcel (or 4th lot)



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Minor Subdivisions

- Items to consider:
 - Number of Lots (currently 4 or less)
 - Waiting period for additional lots (currently 3 years)
 - How does minor become major?
 - Modifying review process (pulling in SRB or components)



Major Subdivisions

- Classified as a division of land into **five or more lots** of land at initial time of division or accumulative over a period of three years or a subdivision of two or more lots involving the creation, change, or expansion of new or existing private or public streets
- Allowed in RA-20, RA-40, and RA-USB zoning districts
- 2 options:
 1. Conservation Design Standards or
 2. Conventional Subdivision Design Standards



Major Subdivisions

- **Approval process prior to 2018:**

- Permitted by right

- A. Subdivision Review Approval Steps. (listed sequentially):

- 1. Project Review Team Meeting (sketch plan required)
 - 2. Infrastructure Meeting (fire flow test results are required)
 - 3. Preliminary Plat Submittal and Approval
 - 4. The applicant shall post a sign stating “Subdivision Decision”
 - 5. Construction Plan Submittal and Approval (or Improvement Guarantees approved by the Board of Commissioners)
 - 6. Installation and Inspections of Improvements
 - 7. As-Built Drawings Submittal and Approval
 - 8. Final Plat Approval



Major Subdivisions

- Subdivision Review Board

Moore County Subdivision Review Board Member List - Updated 1/20/26

Name	Department	Address	City	Zip	Phone	email	Alternate
Kevin Reddinger	NCDOT	PO Box 1067	Aberdeen	28315	(910) 944-7621	ksreddinger@ncdot.gov	Dago Pozos
Rachel Smith	GIS	PO Box 905	Carthage	28327	(910) 947-7142	rsmith@moorecountync.gov	
Chris Wiley	Parks & Rec	PO Box 905	Carthage	28327	(910) 947-2504	cwiley@moorecountync.gov	Scott Kidd
Nathan Hinson, Vice Chair	Environmental Health	PO Box 905	Carthage	28327	(910) 947-6283	nhinson@moorecountync.gov	Teresa Davis
Jenny Purvis	Moore County Schools	PO Box 1180	Carthage	28327	(910) 947-2976	jcpurvis@ncmcs.org	
Ruth Pedersen	Planning	PO Box 905	Carthage	28327	(910) 947-5010	rpetersen@moorecountync.gov	dorloff@moorecountync.gov Danielle Orloff
Brian Patnode, Chair	Public Utilities	PO Box 1927	Carthage	28327	(910) 947-6315	cpatnode@moorecountync.gov	
Bryan Phillips	Public Safety	PO Box 905	Carthage	28327	(910) 947-6317	bphillips@moorecountync.gov	mdawkins@moorecountync.gov Matt Dawkins
Jonathan Russell	Soil & Water		Carthage	28327	(910) 947-5183x3	jrussell@moorecountync.gov	
Tracey Callicutt	Cooprative Extention		Carthage	28327	(910) 947-4651	tacallic@ncsu.edu	
	Citizen						
Stephen Sheffield	Surveyor	840 Sheldon Road	Southern Pines	28387	(910) 692- 7280	srsheffield@nc.rr.com	NA
Jennifer Winckhofer	Citizen	34 Sabbatia Dr.	Whispering Pines	28327	910-580-4958	jennifer.winckhofer@gmail.com	NA



Major Subdivisions

- **Post-2018 (Current) Approval Process**

- Special Use Permit required

- Obtained via approval through the quasi-judicial process

- **CURRENT MAJOR SUBDIVISION APPROVAL STEPS (listed sequentially):**

1. Initial consultation with County Staff;
2. Pre-application conference scheduled;
3. Pre-application conference;
4. Infrastructure Meeting (fire flow test results are required);
5. Preliminary Plat Submittal and Approval a minimum 30 days prior to the Subdivision Review Board Meeting – recommendation; (includes Prelim Soil report, stormwater plan, outside agency reviews & approvals)
6. Subdivision Review Board Meeting;
7. Board of Commissioners Meeting – decision (including required approval of an associated special use permit);
8. Board Written Order of Decision;
9. Construction plan submittal and approval (or performance guarantees approved by the Board of Commissioners);
10. Installation and inspections of improvements (like streets);
11. As-built drawings submittal and approval; and
12. Final plat application and decision



Major Subdivisions: Considerations

- Items to consider:
 - What lot number should constitute a major subdivision?
(Currently it's 5)
 - If you update that number, do you want to consider a tiered approach for approval?
 - (i.e. X or less lots is permitted by right, and X or greater lots requires a Special Use Permit)
 - Adjust application requirements accordingly
 - Approval Process (available processes – quasi or administrative)

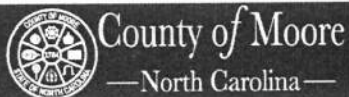


Major Subdivisions

- When do you want to require the stormwater management plan?
(Currently it's at preliminary plat)

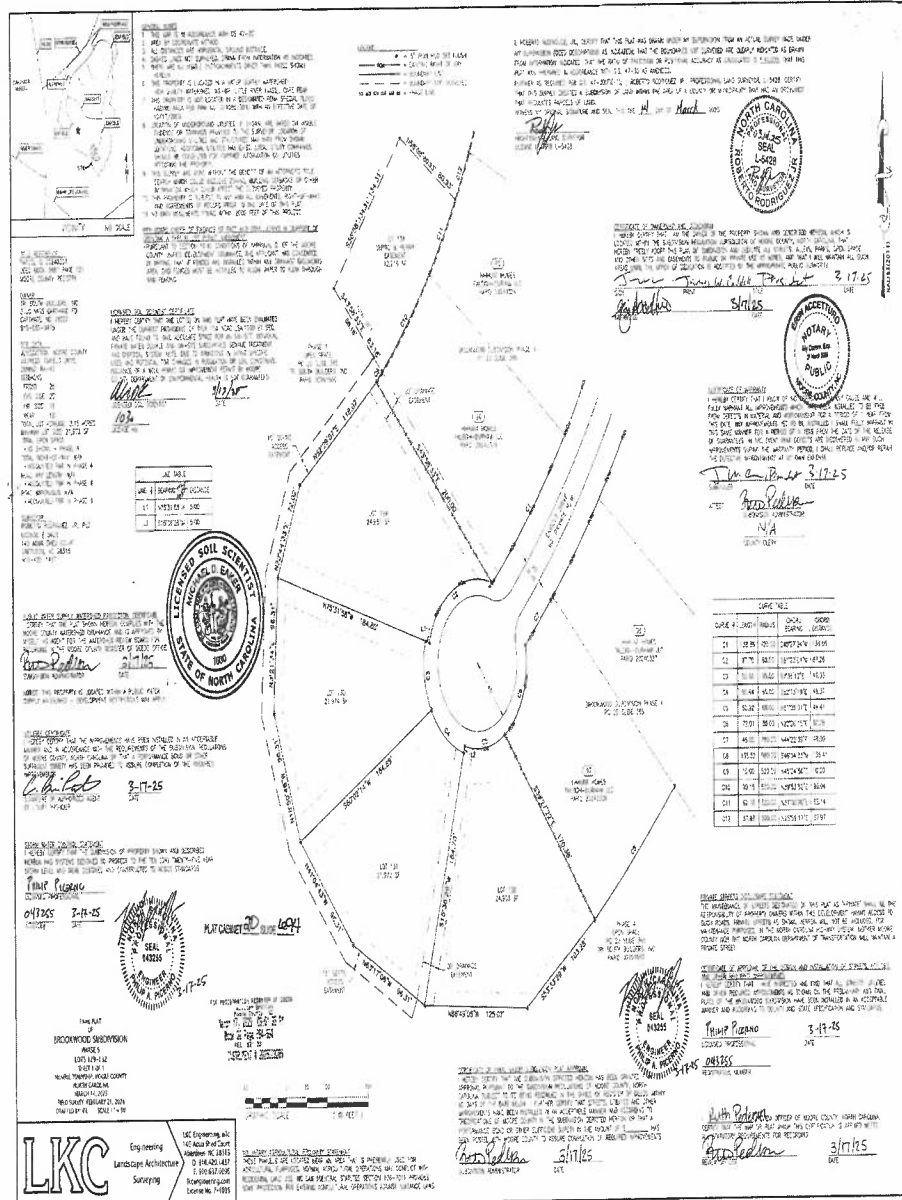
TABLE OF SUBDIVISION APPLICATION REQUIREMENTS					
INFORMATION REQUIRED	EXEMPT PLAT	FAMILY PLAT	MINOR PLAT	MAJOR PRELIM. PLAT	MAJOR FINAL PLAT
Estimated linear feet in streets				R	
Linear feet in streets					R
Estimated percent of entire project to be covered with impervious surfaces, including totals by phase				R	
Percent of entire project to be covered with impervious surfaces, including totals by phase					R
Estimated separate impervious surface totals by streets, sidewalks, maximum allowed for each lot, etc.				R	
Separate impervious surface totals by streets, sidewalks, maximum allowed for each lot, etc.					R
PERMITS AND OTHER DOCUMENTATION REQUIRED BEFORE FINAL PLAT APPROVAL					
Construction plans for all infrastructure / improvements (such as streets, water, sewer, hydrants, stormwater, etc. Approval is required by appropriate agencies before construction begins)					R
Stormwater management plan				R	
Inspection results of all improvements					R
As built drawings of all improvements					R
NCDEQ Approval of the Erosion & Sediment Control Plan (if disturbing more than 1 acre)					R
NCDOT Approval of Driveway Access Permit					R
Wetland delineation of property					R
US Army Corp of Engineers Approval of earth disturbing activities in Wetlands (if applicable)					R
Submit copy of HOA agreement to be approved by the Administrator					R
Affidavit of Family Subdivision		R			
Deed of Gift		R			
Any other information the Administrator deems necessary to determine compliance with this Ordinance				R	R







Final Plat example



Other Subdivision Options

- **Exempt Subdivisions** – defined by statute, are greater than 10 acre lots (plus 7 other options), not subject to subdivision regulations, are subject to zoning, watershed, & floodplain regulations, allowed in all zoning districts, currently approved administratively
- **Family Subdivisions** – lots that can only be deeded to immediate family members, cannot be resold to anyone otherwise for at least 3 years, requires signed affidavit of family subdivision or deed of gift, no max number of lots but must meet minimum zoning district requirements, currently approved administratively
- **Limited Subdivisions** – lots that allow certain land divisions to be reviewed via an abbreviated review procedure based on their small size and limited likelihood to create significant impacts on surrounding lands. Can not be more result than 3 lots (incl parent), minimum 5 ac, cannot be included in a previous limited subdivision for the past 10 yrs, and permanent access to each lot is recorded before/same time as map is recorded.



Subdivisions Overview

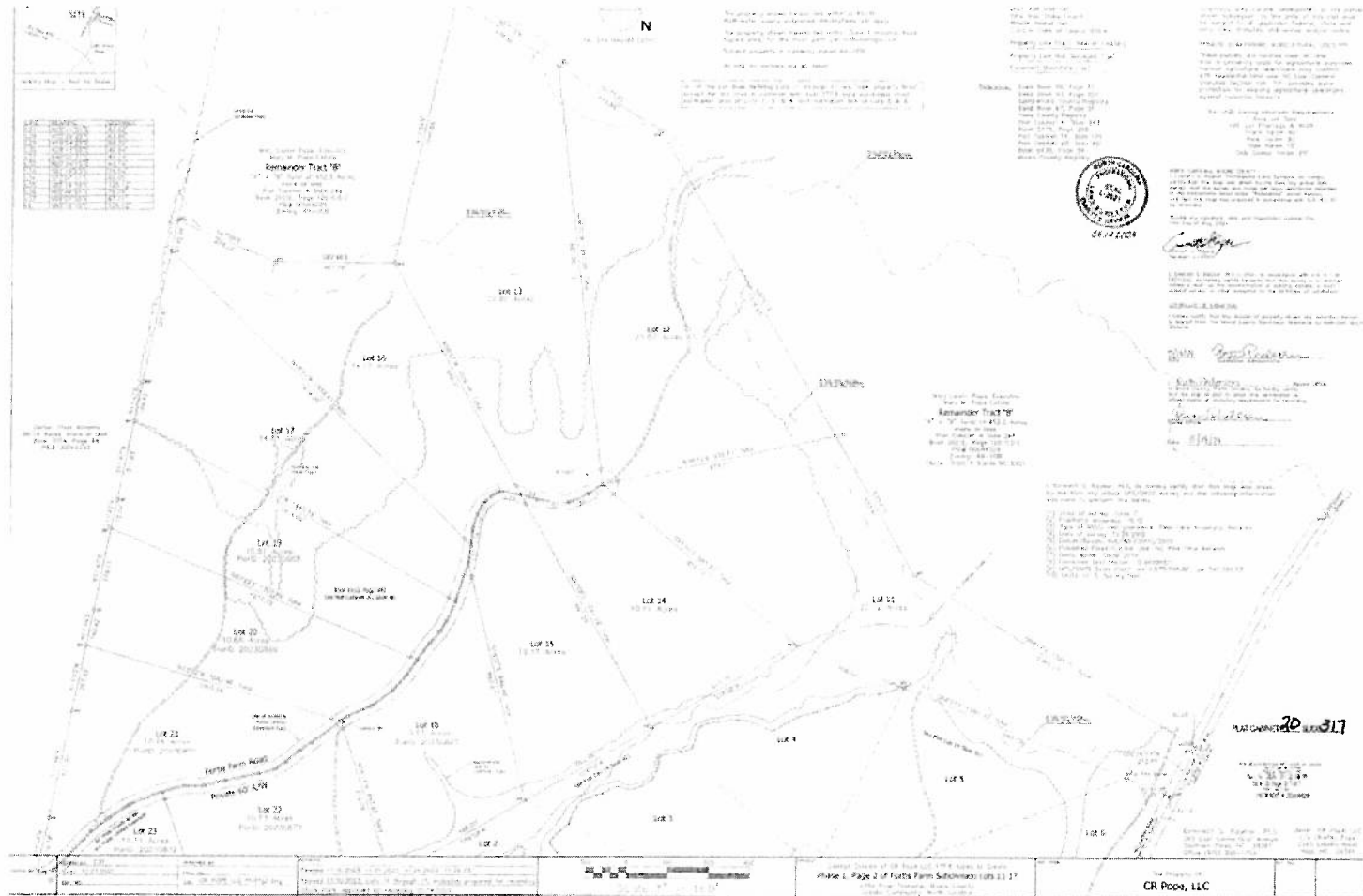
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TITLE BLOCK					
Property Designation / Name of Subdivision	R	R	R	R	R
Type of plat (minor plat, preliminary plat, etc.)		R	R	R	R
Name of Property Owner	R	R	R	R	R
Township, County and State	R	R	R	R	R
Date the survey was prepared & any revision dates	R	R	R	R	R
Scale in words (Ex. 1"=200 feet)	R	R	R	R	R
Bar graph	R	R	R	R	R
Name, address, and telephone # of surveyor	R	R	R		R
The names, addresses, and telephone # of all owners, surveyors, architects, and engineers responsible for the subdivision				R	R
GENERAL INFORMATION					
Zoning district(s) of property & abutting properties		R	R	R	R
Parcel ID Number(s)		R	R	R	R
Plat book and/or deed book reference	R	R	R	R	R
Names of abutting property owners	R	R	R	R	R
Vicinity map	R	R	R	R	R
Corporate limits & county lines	R	R	R	R	R

• Exempt Subdivisions

- Includes: Combination/Recombination and Divisions Greater Than 10 Acres
- No limit on the number of lots that can be created if they are all greater than 10 acres
- Even though they are exempt from subdivision requirements, these still require named roads, roads are sometimes paved, water lines are often installed making them comparable to major subdivisions due to the size and infrastructure required.



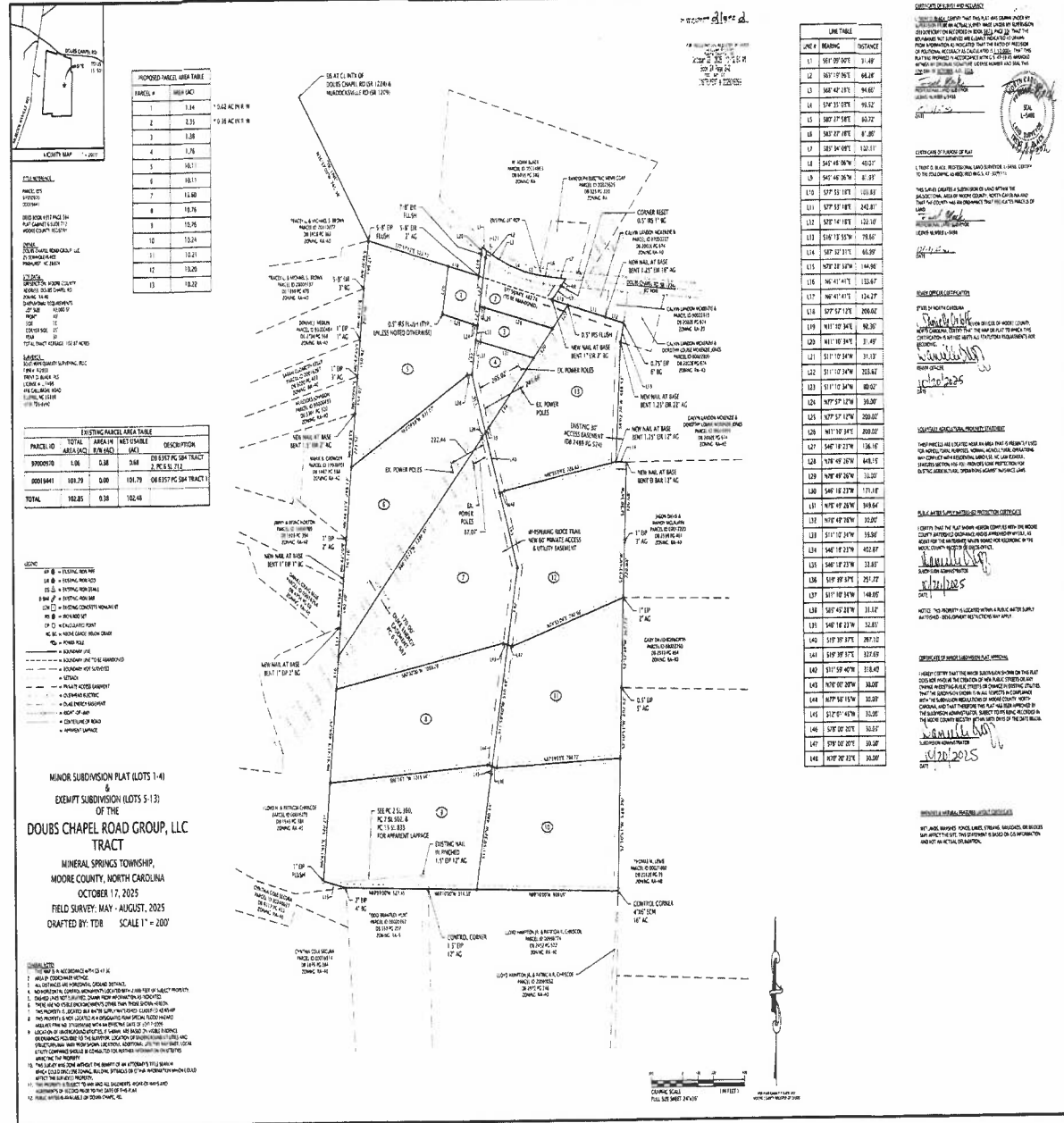
10 Acre Exemption Example – Fortis Farm



748

Minor & Exempt
submitted
together

Lots 1-4= Minor
Lots 5-13= Exempt



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⁷⁴⁹Exempt Subdivisions: Proposed Changes to Improve Outcomes

- Exempt Subdivisions (defined by statute)
 - Additional reviews by Public Safety, Public Utilities, GIS, Environmental Health?
 - Define timeframe for subdividing an exempt lot again?



750 Subdivisions Overview

TABLE OF SUBDIVISION APPLICATION REQUIREMENTS					
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Date the survey was prepared & any revision dates	R	R	R	R	R
Scale in words (Ex. 1"=200 feet)	R	R	R	R	R
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The names, addresses, and telephone # of all owners, surveyors, architects, and engineers responsible for the subdivision				R	R
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Parcel ID Number(s)		R	R	R	R
Plat book and/or deed book reference	R	R	R	R	R
Names of abutting property owners	R	R	R	R	R
Vicinity map	R	R	R	R	R
Corporate limits & county lines	R	R	R	R	R

• Family Subdivisions

- Creation of lots that can only be deeded to immediate family members.
- Lots cannot be resold or deeded to a person who is not an immediate family member for at least three years from the date the lot is established.
- Requires a signed affidavit of family subdivision or deed of gift
- No maximum number of lots, but they must meet minimum zoning district requirements (lot size, width, etc.)



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Additional Subdivision Options: Does the Board want to Consider?

- Options for Lots Sizes > 1 acre and < 10 acres (Ex: Estate Subdivision 5 acre lots)
- If added, questions that need to be addressed:
 - In what zoning districts would they be allowed?
 - What would be the lot size?
 - What would be the maximum number?
 - What would be the approval process?
 - What would be the application requirements?



⁷⁵³Potential Improvements Generally

- Road Maintenance
- Access



Additional Questions, Discussion, Feedback?

