



## AGENDA

Tuesday, May 27, 2025: 3:00 PM

Town Council Work Session

C. Michael Haney Community Room: Southern Pines Police Department  
450 W. Pennsylvania Ave

### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. TOWN MANAGER'S COMMENTS

### 4. CONSENT AGENDA

#### a. FY25 Budget Amendments

i. Skate Park Lighting Transfer and CPF Authorization

ii. Water Plant

iii. Whitehall Carriage House Project

b. Resolution awarding Lt. Jack Austin his service weapon and badge upon retirement

### 5. COUNCIL UPDATES AND DISCUSSION

#### a. Airport Road Greenway Joint Project with Pinehurst

Town Manager Parsons will discuss a potential joint project with the Village of Pinehurst to construct Greenway Trail along Airport Rd between the Current Town trail and the Village Greenway. Partial Funding may be available through the SMPO and Carbon Reduction Funds.

b. Potential request to transfer Pinehurst Ave. and Murray Hill Rd. between US1 and US 15-501 to NCDOT for future maintenance.

c. Concept Designs for DT Park Parking Lot Rehab

#### d. Budget Update

Town Manager Parsons will discuss the current status of the FY26 Draft Budget and any changes to be made ahead of the Final Hearing and requested adoption on June 10th.

#### e. Planning Department Update

Planning staff will briefly update the Town Council on agenda items coming in June. Staff will also follow-up on prior discussions about the Planning Department's administrative fees and brief the Council on the progress of Phase 2 of Comprehensive Plan implementation.

### 6. COUNCIL ROUNDTABLE

### 7. ADJOURNMENT

Meetings/work sessions of the Southern Pines Town Council are now available on the Town's [YouTube channel](#). Video of the Town Council meetings will be live streamed on the channel for viewing either during the meetings or after they have concluded. Please note, the video is provided only for the purposes of viewing the meetings; public comments or questions are not accepted via the live stream. To receive notifications when new content is published, please "subscribe" to the Town's channel at <https://bit.ly/3hXx2Qk>



**ORDINANCE #3117**  
**AMENDING THE RECREATION IMPROVEMENT PROJECT FUND**  
**BUDGET**

**BE IT ORDAINED**, by the Town of Southern Pines Town Council, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project budget is hereby amended:

Section 1: The project authorized is for the purpose of various recreation & park improvements.

Section 2: The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3: The following additional amount is appropriated for the project:

Construction	<u>\$ 28,000</u>
Total Additional Project Appropriation	<u>\$ 28,000</u>

Section 4: The following additional revenue is anticipated to be available for this project:

Transfer In – General Fund	<u>\$ 28,000</u>
Total Additional Project Revenues	<u>\$ 28,000</u>

Section 5: Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Finance Officer for direction in carrying out this project.

Section 6: This amended ordinance becomes effective May 27, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of May 27, 2025 as shown in the minutes of the Town Council for that date.

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Elizabeth Robertson, Town Clerk



**ORDINANCE #3118  
AMENDING THE 2024/2025 FISCAL YEAR BUDGET  
CP Recreation Improvements – Skatepark Lighting**

**BE IT ORDAINED AND ESTABLISHED** by the Town Council of the Town of Southern Pines in regular session assembled this 27th day of May, 2025 that the Operating Budget for the Fiscal Year 2024/2025 be and hereby is amended as follows:

<u>DEPARTMENT</u>	<u>LINE ITEM</u>	<u>CODE</u>	<u>INCREASE</u>	<u>DECREASE</u>
General Fund	Transfer to – CP Recreation Improvements	10-670-5800	\$28,000	
General Fund	Recreation Donations	10-366-0300	\$10,000	
General Fund	Fund Balance Appropriations	10-397-1000	\$18,000	

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of May 27, 2025 as shown in the minutes of the Town Council for that date.

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— Elizabeth Robertson, Town Clerk



# MEMO

**To:** Reagan Parsons, Town Manager  
**From:** James Michel, PE Town Engineer/Assistant Public Works Director  
**Date:** 5/22/2025  
**Re:** Water Treatment Plant

I am recommending a budget amendment to address unanticipated increases in operating costs within the current fiscal year. The amounts proposed are intended to be adequate to address worst case outcomes through June 30 and any unspent funds will remain available as retained earnings in FY 26. The following adjustments are proposed:

1. \$40,000 to 60-710-4500 Contractual Services: Under the operational agreement for the water treatment plant, the Town pays a flat monthly rate for chemical usage, with final costs reconciled at the end of the fiscal year. Veolia, the contract operator, will provide an accounting of actual usage through June 30. If actual costs exceed the budgeted amount, the Town is responsible for covering the difference. Based on current water production and projected chemical usage, we anticipate an overage. This amendment will provide the necessary funds to cover that shortfall.
2. \$40,000 to 60-710-1600 Equipment Maintenance: Several unexpected maintenance issues and equipment repairs have occurred, exceeding our planned budget. Additional funds are needed to complete necessary repairs ahead of June 30 and maintain service continuity.
3. \$20,000 to 60-710-1800 Utilities: Based on current usage trends and electrical billing to date, we may experience an overrun in electric utility costs. While it is uncertain whether the full amount will be required, a precautionary allocation is recommended to avoid potential shortfalls.



**ORDINANCE #3119  
AMENDING THE 2024/2025 FISCAL YEAR BUDGET**

**BE IT ORDAINED AND ESTABLISHED** by the Town Council of the Town of Southern Pines in regular session assembled this 27th day of May, 2025 that the Operating Budget for the Fiscal Year 2024/2025 be and hereby is amended as follows:

<u>DEPARTMENT</u>	<u>LINE ITEM</u>	<u>CODE</u>	<u>INCREASE</u>	<u>DECREASE</u>
Water Treatment Plant	Contractual Services	60-710-4500	\$ 40,000	
Water Treatment Plant	Equipment Maintenance	60-710-1600	\$ 40,000	
Water Treatment Plant	Utilities	60-710-1800	\$ 20,000	
Utility Fund	Fund Balance Appropriations	60-397-6000	\$100,000	

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of May 27, 2025 as shown in the minutes of the Town Council for that date.

\_\_\_\_\_  
Elizabeth Robertson, Town Clerk



# MEMO

**To:** Town Council

**From:** Manager Parsons

**Date:** 05/23/25

**Re:** Whitehall Carriage House Budget Amendment

During previous discussion of the **Whitehall Carriage House project**, Assistant Town Manager Jessica Roth has reported that a final budget amendment may be necessary to complete the project. Fire related access requirements and discovery of a new “woodpecker tree” near the construction has resulted in a significant passing of time from project estimate/initiation and bidding, leading to concern regarding how bids will ultimately come in.

The bid opening is scheduled the morning of our **Work Session Meeting**. Should the results of that opening make an amendment to the **CPF** necessary in order to enter contract for completion, staff will be requesting an appropriate transfer of funds at the **Work Session** that afternoon. To this end **Amendments** have been prepared and placed in your packet, with numbers to be inserted at such time a need is determined. We have chosen to take this approach as opposed to waiting for the June meeting for both the purpose of not losing thirty additional days but also being able to make a final amendment to the **Budget** document ahead of requested adoption in June, insuring a more accurate picture at the time of adoption.

Thank you for your consideration in this matter.



**Southern Pines Police Department**  
**450 W. Pennsylvania Avenue**  
**Southern Pines, NC 28387**

*~ A Nationally Accredited Law Enforcement Agency ~*

Administration: (910) 692-2732  
Communications Center: (910) 692-7031  
Patrol Division: (910) 693-4101  
Investigation Division: (910) 693-1481  
Crime Tips: (910) 693-4110

Email: [PD@southernpines.net](mailto:PD@southernpines.net)  
[www.southernpines.net/Police](http://www.southernpines.net/Police)

To: Reagan Parsons

From: Nicholas Polidori - Chief of Police

Date: May 20, 2025

Re: **Awarding of Service Weapon and Badge- Lieutenant Jack Austin**

North Carolina General Statute 20-187.2 allows for the awarding of a service firearm and the badge worn or carried by a retiring member of the Southern Pines Police Department. I am requesting that such consideration be made to the Town Council by you to approve Lieutenant Jack Austin be awarded his service firearm (Glock, 9mm, model 45) and his badge of office upon his retirement on August 1, 2025. In the past, the price determined by the Council in accordance with NCGS 20-187.2 was set in the amount of \$1.00.

**§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city and county law-enforcement agencies; weapons of active members.**

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city and county law-enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law-enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law, or if the weapon has been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law-enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law-enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law-enforcement officers, the head of the department.

Thank you for your consideration in this matter.

Xc: Personnel File



*~ A Nationally Accredited Law Enforcement Agency ~*





**RESOLUTION #1115  
DECLARING THE BADGE AND SERVICE WEAPON CARRIED BY  
LIEUTENANT JACK AUSTIN AS SURPLUS AND AWARDING IT TO  
HIM ON HIS RETIREMENT**

**WHEREAS**, G.S. 20-187.2 provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the badge and service sidearm of such retiring members; and

**WHEREAS**, Sergeant Brian Edwards has been a sworn law enforcement officer for 28 years, and has served as a member of the Town of Southern Pines Police Department for a period of 28 years, and will retire from the Town of Southern Pines Police Department on August 1, 2025.

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Southern Pines that the badge, “**Lieutenant**”, and service weapon, a **9mm Glock, model number 45, serial number CBSM312**, issued to and carried by Lieutenant Jack Austin, be declared surplus and awarded to him on the occasion of his retirement.

**BE IT FURTHER RESOLVED** that appreciation be expressed to Lieutenant Jack Austin for the dedicated service rendered by him during his employment with the Town of Southern Pines.

**Adopted this 27<sup>th</sup> day of May 2025.**

I certify that this Resolution was adopted by the Town Council of the Town of Southern Pines at its meeting of May 27, 2025, as shown in the minutes of the Town Council for that date.

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Elizabeth Robertson, Town Clerk



# MEMO

**To:** Town Council  
**From:** Manager Parsons  
**Date:** 05/23/25  
**Re:** Airport Road Greenway

The Sandhills Metropolitan Planning Organization (SMPO) has been made aware of Federal Carbon Reduction Funds that may be allocated to projects within our boundaries for a number of projects that relate to potential reduction of carbon emissions. Greenway Trails being an eligible project, the Village of Pinehurst has submitted a joint project proposal involving Southern Pines to extend the current Greenway along Airport Road, ending in front of Forest Creek, further down Airport Road toward the Traffic Circle ultimately intended to connect with the Village Trail system. This is a project that has been looked at conceptually during Tri City discussions around connectivity between our communities.

As proposed the project will cost an estimated \$400,000, estimate based on a recent installation Pinehurst had performed elsewhere. As things stand, this is one of three projects submitted to the SMPO and currently is under consideration for a recommendation that \$100,000 in grant funds be awarded it. With that being the minimum award (additional funds may come available in October), and assuming Southern Pines would contribute no more than 50% of the balance of costs, we would be in for a maximum of \$150,000.

I have submitted some questions to the NCDOT regarding program requirements and any design requirements that could impact the project cost estimate. While I have not received answers as of this writing, I will bring any information that I learn to the discussion on Tuesday. At this point the only thing I am seeking is confirmation of Council interest and acknowledgement that the Town would be willing to cover its share of the project should we be awarded. In the event we, or one of the other communities submitting and being recommended for some funds (Aberdeen and Whispering Pines) were to not commit the 25% funding would be increased for remaining projects thus decreasing necessary matches.

Proposed Southern Pines/Pinehurst Greenway Connection along Airport Road

Approximately 7,000 linear feet at an estimated \$400,000 project cost





# MEMO

**To:** Town Council  
**From:** Manager Parsons  
**Date:** 05/23/25  
**Re:** Transfer of Roads to State system

There has been discussion with previous Councils around the concept of petitioning the State of North Carolina DOT to accept the portions of Pinehurst Avenue and Murray Hill Road that connect US1 to US 15-501 for ongoing maintenance. As recently as the Town repaving of Pinehurst Avenue in 2018 there was consensus amongst individuals at staff levels that this would occur for Pinehurst Avenue at minimum. Unfortunately between transitioning personnel with the State and delays and questions involving the “SuperStreet”/Synchronized Intersection projects for US1 and 15-501 the immediate position of NCDOT changed and no further progress was made.

With those two projects now underway and an extended period of orange barrels, detours, and the likely increased traffic on these already heavily travelled connectors, it may be a good time to revisit a request that the State accept these corridors ahead of the inevitable work they will both require following the US 1 and 15-501 project completion. My understanding is that any request will begin with a Resolution from the Town Council, thus Tuesday’s discussion is to gauge interest in preparing such a Resolution for the June Business Meeting. The two corridors are the purple roads inside orange circles on the excerpt from the Powell Bill map contained in your packet (purple being Town maintained streets, green NCDOT.) A few datapoints:

**Last Paved:** Pinehurst Ave. 2018, Murray Hill 2010 (Crack sealing 2023)

**Pavement Assessment Scores** (in sections due to length): Pinehurst – 90 to 100, Murray Hill – 60 to 62

**Sidewalk:** Pinehurst Ave. – none, Murray Hill – Town installed 2016 and 2017

**Length:** Pinehurst 1.06 Lane Miles, Murray Hill 1.44 Lane Miles

**Traffic:** A 2021 Count on Murray Hill resulted in 950 trips Peak, which would generally equate to 9 to 10 thousand daily. We have no recent data for Pinehurst Ave.

Thank you





**Existing Conditions**

~8 parking spaces

~500' concrete curb

~400ft<sup>2</sup> concrete sidewalk

~6,738ft<sup>2</sup> asphalt



### Option 1

- 12 parking spaces
- Mostly barrier curbing
- One curb cut for field access
- 6,816ft<sup>2</sup> asphalt
- Perimeter landscaping



## Option 2

- Bollard-restricted access lane
- Mountable curb for field access
- Barrier curb to protect fence & trees
- 3,280ft<sup>2</sup> asphalt
- Extend grass and irrigation to lane



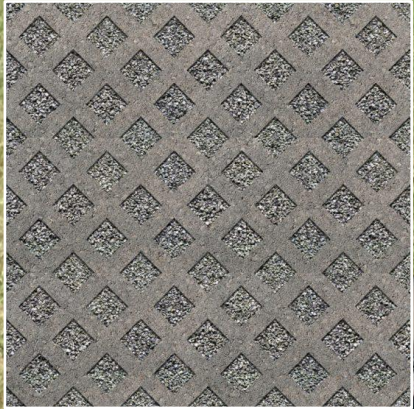
### Option 3

- Bollard-restricted grass
- 7,138ft<sup>2</sup> sod
- Extend grass and irrigation to entire field



#### Option 4

- Bollard-restricted permeable pavers with expanded shale fill
- Durable curb for border and field access
- 3,280ft<sup>2</sup> permeable pavers
- Extend grass and irrigation to pavers

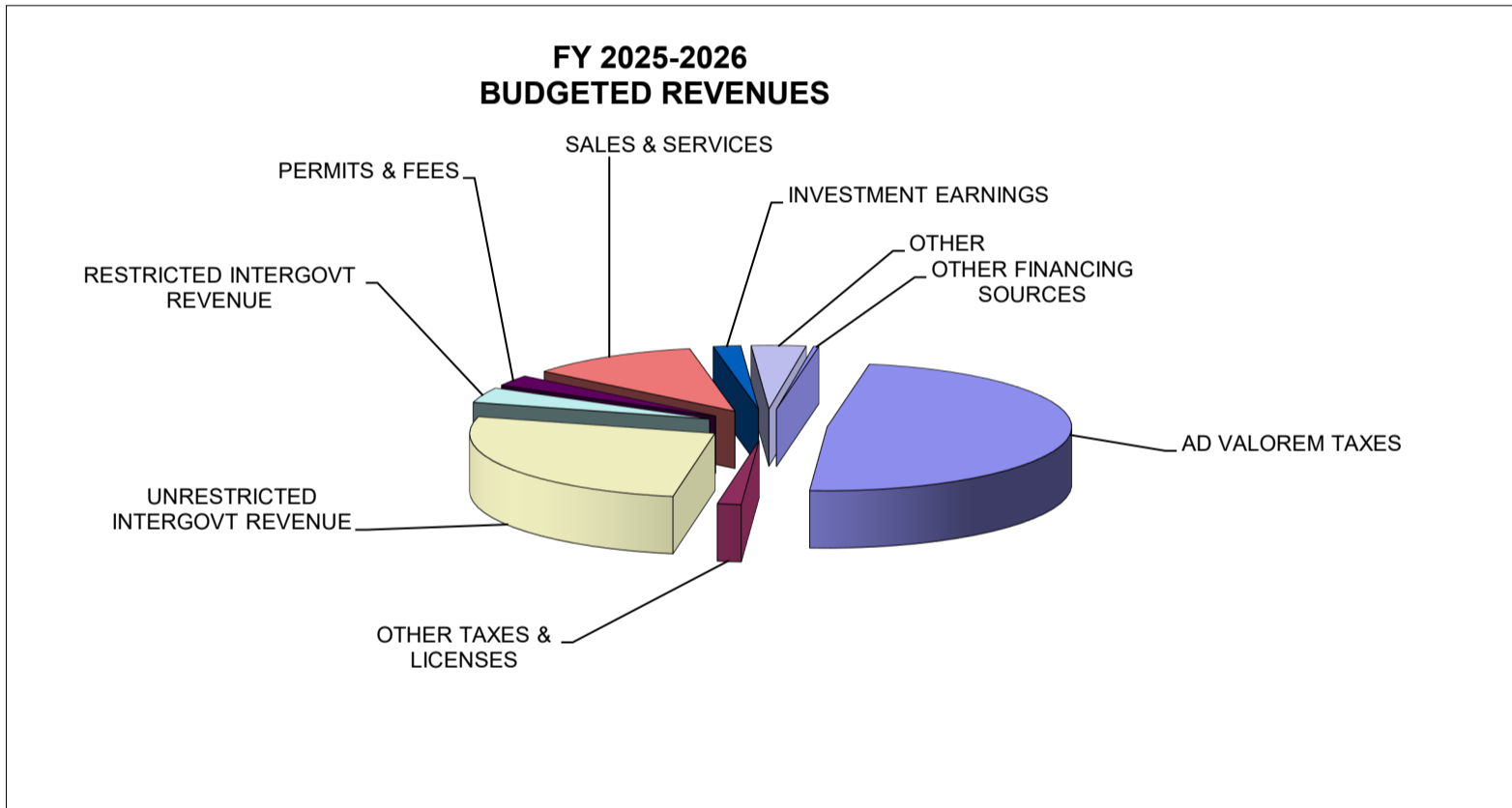


TOWN OF SOUTHERN PINES  
GENERAL FUND  
BUDGET SUMMARY  
2025-2026

	<u>ACTUAL</u> 2023-2024	<u>BUDGET</u> 2024-2025 as of 03/28/25	<u>EXPECTED</u> REVENUES EXPENDITURES 2024-2025	<u>BUDGET</u> 2025-2026
Available Fund Balance - Beginning	\$ 11,689,353	\$ 11,239,902	\$ 11,239,902	\$ 13,211,270
Total Revenues & Reserve Increases	<u>29,276,317</u>	<u>30,445,735</u>	<u>32,189,494</u>	<u>27,670,460</u>
Total Funds Available	40,965,670	41,685,637	43,429,396	40,881,730
Total Expenditures	24,741,181	28,816,649	27,463,424	30,196,737
Transfers Out to Capital Projects	<u>4,984,587</u>	<u>2,726,702</u>	<u>2,754,702</u>	<u>2,480,630</u>
Available Fund Balance - Ending	<u>\$ 11,239,902</u>	<u>\$ 10,142,286</u>	<u>\$ 13,211,270</u>	8,204,363
Less 3 Months Expenditures				7,549,185
Available Fund Balance - FYE 06/30/26				<u>\$ 655,178</u>

TOWN OF SOUTHERN PINES  
GENERAL FUND  
CONSOLIDATED REVENUE SUMMARY  
2025-2026

	ACTUAL 2020-2021	ACTUAL 2022-2023	ACTUAL 2023-2024	BUDGET 2024-2025	EXPECTED as of 03/28/25	BUDGET 2025-2026	% of Revenue
AD VALOREM TAXES	\$ 11,571,474	\$ 12,224,926	\$ 12,847,195	\$ 13,075,496	\$ 13,075,496	\$ 13,384,612	48.37%
OTHER TAXES & LICENSES	427,808	435,894	446,893	367,050	445,588	434,400	1.57%
UNRESTRICTED INTERGOVT REVENUE	6,946,573	7,530,176	8,051,843	7,049,023	7,544,940	7,328,686	26.49%
RESTRICTED INTERGOVT REVENUE	557,080	562,693	932,628	1,020,457	1,062,807	1,065,138	3.85%
PERMITS & FEES	711,308	950,904	1,111,580	552,500	1,007,823	753,500	2.72%
SALES & SERVICES	1,418,959	1,971,555	2,169,012	2,407,900	2,688,300	3,114,273	11.25%
INVESTMENT EARNINGS	27,348	696,618	982,683	400,000	650,000	500,000	1.81%
OTHER	1,120,286	1,093,668	1,037,587	1,057,107	1,198,338	995,301	3.60%
OTHER FINANCING SOURCES	52,629	4,090,309	290,454	414,153	414,153	94,550	0.34%
	<u>\$ 22,833,465</u>	<u>\$ 29,556,743</u>	<u>\$ 27,869,875</u>	<u>\$ 26,343,686</u>	<u>\$ 28,087,445</u>	<u>\$ 27,670,460</u>	



Town of Southern Pines  
General Fund  
Schedule of Revenues  
2025-2026

	ACTUAL 2021-2022	ACTUAL 2022-2023	ACTUAL 2023-2024	BUDGET 2024-2025 as of 07/01/24	BUDGET 2024-2025 as of 03/28/25	EXPECTED REVENUES 2024-2025	BUDGET 2025-2026
<b>AD VALOREM TAXES:</b>							
Current	\$ 11,531,201	\$ 12,195,939	\$ 12,826,110	\$ 13,063,496	\$ 13,063,496	\$ 13,063,496	\$ 13,373,612
Delinquent	23,234	12,115	5,994	8,000	8,000	8,000	7,000
Penalties & Interest	17,039	16,872	15,091	4,000	4,000	4,000	4,000
<b>TOTAL AD VALOREM TAXES</b>	<b>11,571,474</b>	<b>12,224,926</b>	<b>12,847,195</b>	<b>13,075,496</b>	<b>13,075,496</b>	<b>13,075,496</b>	<b>13,384,612</b>
<b>OTHER TAXES &amp; LICENSES:</b>							
Short-Term Rental Property Tax	66,444	67,830	81,587	68,000	68,000	85,688	75,000
Solid Waste Disposal Tax	11,716	12,389	12,952	10,500	10,500	12,500	12,000
Privilege/Beer - Wine License	2,715	3,050	3,010	2,400	2,400	2,400	2,400
Alcoholic Beverage Ctrl	284,148	286,565	282,779	225,000	225,000	280,000	280,000
Municipal Vehicle Tax	62,785	66,060	66,565	61,150	61,150	65,000	65,000
<b>TOTAL OTHER TAXES</b>	<b>427,808</b>	<b>435,894</b>	<b>446,893</b>	<b>367,050</b>	<b>367,050</b>	<b>445,588</b>	<b>434,400</b>
<b>UNRESTRICTED INTERGOVT REVENUE:</b>							
Article 39 Sales Tax - 1%	2,268,220	2,471,668	2,688,357	2,349,973	2,349,973	2,481,728	2,476,082
Article 40 Local Sales Tax - 1/2%	1,164,585	1,278,266	1,337,057	1,205,008	1,205,008	1,331,979	1,259,969
Article 42 Local Sales Tax - 1/2%	1,121,405	1,223,297	1,332,902	1,162,996	1,162,996	1,304,603	1,225,868
Article 44 1/2%-Hold Harmless	1,091,738	1,200,409	1,223,153	1,126,046	1,126,046	1,229,130	1,171,767
Beer and Wine Tax	61,941	72,341	80,171	60,000	60,000	62,500	60,000
Video Programming	117,054	146,857	136,851	145,000	145,000	135,000	135,000
Utilities Franchise/Sales	1,121,630	1,137,338	1,253,352	1,000,000	1,000,000	1,000,000	1,000,000
<b>TOTAL UNRESTRICTED INTERGOVERNMENTAL</b>	<b>6,946,573</b>	<b>7,530,176</b>	<b>8,051,843</b>	<b>7,049,023</b>	<b>7,049,023</b>	<b>7,544,940</b>	<b>7,328,686</b>
<b>RESTRICTED INTERGOVT REVENUE:</b>							
Powell Bill Allocation	481,723	484,069	546,561	546,500	546,500	606,431	606,431
State Aid Library	7,241	8,314	9,729	9,000	9,000	10,022	9,000
Library Grants	0	47,604	0	0	0	11,282	0
Recreation Grants	0	6,750	3,750	750	750	2,000	0
FEMA Revenue	0	0	8,892	0	0	0	0
On-Behalf of Pymts. - Fire	13,401	13,456	13,660	0	0	0	0
Fire Grants	44,655	0	326,317	379,207	379,207	354,772	379,207
Planning Grants	0	0	16,250	55,000	55,000	34,500	24,250
Police Grants	10,060	2,500	7,469	0	30,000	43,800	46,250
<b>TOTAL RESTRICTED INTERGOVERNMENTAL</b>	<b>557,080</b>	<b>562,693</b>	<b>932,628</b>	<b>990,457</b>	<b>1,020,457</b>	<b>1,062,807</b>	<b>1,065,138</b>
<b>PERMITS AND FEES:</b>							
Inspections	468,957	740,151	848,694	325,000	325,000	756,223	500,000
Planning	90,658	82,385	76,990	80,000	80,000	90,000	100,000
Homeowner Recovery Fee	2,800	2,860	2,780	2,500	2,500	3,600	3,500
Zoning Fees	17,750	17,900	17,300	20,000	20,000	18,000	20,000
Street Department	50,321	46,776	68,630	60,000	60,000	60,000	60,000
Fire	1,955	650	28	0	0	0	0
Public Works	71,417	48,816	89,381	55,000	55,000	75,000	60,000
Police Department	7,450	11,366	7,777	10,000	10,000	5,000	10,000
<b>TOTAL PERMITS AND FEES</b>	<b>711,308</b>	<b>950,904</b>	<b>1,111,580</b>	<b>552,500</b>	<b>552,500</b>	<b>1,007,823</b>	<b>753,500</b>

Town of Southern Pines  
General Fund  
Schedule of Revenues  
2025-2026

	ACTUAL 2021-2022	ACTUAL 2022-2023	ACTUAL 2023-2024	BUDGET 2024-2025 as of 07/01/24	BUDGET 2024-2025 as of 03/28/25	EXPECTED REVENUES 2024-2025	BUDGET 2025-2026
<b>SALES AND SERVICES:</b>							
Library	\$ 42,230	\$ 48,760	\$ 54,170	\$ 50,000	\$ 50,000	\$ 60,000	\$ 60,000
Recreation Fees	170,234	241,308	311,935	195,000	195,000	300,000	280,000
Police Extra Duty	42,255	29,115	78,525	55,000	55,000	55,000	45,000
Fire Extra Duty	55,058	1,755	3,570	5,000	5,000	3,000	3,000
Rents	300	1,425	2,520	0	0	5,300	0
Facility Rental - Recreation	33,758	55,875	55,838	50,000	50,000	65,000	50,000
Court Facilities Fee	0	0	0	0	0	0	0
Disposal Fee/Recycling Fee	1,075,124	1,593,317	1,662,454	2,052,900	2,052,900	2,200,000	2,676,273
<b>TOTAL SALES AND SERVICES</b>	<b>1,418,959</b>	<b>1,971,555</b>	<b>2,169,012</b>	<b>2,407,900</b>	<b>2,407,900</b>	<b>2,688,300</b>	<b>3,114,273</b>
<b>INVESTMENT EARNINGS:</b>	<b>27,348</b>	<b>696,618</b>	<b>982,683</b>	<b>400,000</b>	<b>400,000</b>	<b>650,000</b>	<b>500,000</b>
<b>OTHER:</b>							
Surplus Property Sales	33,028	87,792	49,480	70,000	70,000	80,000	50,000
Lease Revenue	365,285	393,712	337,676	312,607	312,607	324,479	327,153
Miscellaneous Revenue	93,193	112,681	161,645	50,000	95,000	115,915	50,000
Demolition Liens	3,700	1,800	1,650	0	0	1,050	0
Fire Donations	2,500	245	275	108,000	108,000	2,500	2,500
Court Costs	6,011	2,239	1,737	2,500	2,500	2,500	2,500
Cemetery	1,250	3,625	4,675	1,000	1,000	1,750	1,000
Fire District Revenue - Escrow	132,081	0	0	0	0	86,384	60,148
Fire District Revenue	449,158	468,150	463,145	460,000	460,000	545,760	500,000
Donations	34,080	23,424	17,304	8,000	8,000	38,000	2,000
<b>TOTAL OTHER REVENUE</b>	<b>1,120,286</b>	<b>1,093,668</b>	<b>1,037,587</b>	<b>1,012,107</b>	<b>1,057,107</b>	<b>1,198,338</b>	<b>995,301</b>
<b>OTHER FINANCING SOURCES</b>							
Transfer - ARPA Revenue Rplcmnt	0	3,922,210	0	0	0	0	0
Financing Proceeds Leases/SBITA's	52,629	168,099	290,454	192,120	414,153	414,153	94,550
Financing Proceeds	0	0	0	400,000	0	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>52,629</b>	<b>4,090,309</b>	<b>290,454</b>	<b>592,120</b>	<b>414,153</b>	<b>414,153</b>	<b>94,550</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>22,833,465</b>	<b>29,556,743</b>	<b>27,869,875</b>	<b>26,446,653</b>	<b>26,343,686</b>	<b>28,087,445</b>	<b>27,670,460</b>
<b>FUND BALANCE [(ADD TO)/USE OF]:</b>	<b>(1,396,830)</b>	<b>(5,609,829)</b>	<b>1,855,893</b>	<b>4,102,049</b>	<b>5,199,665</b>	<b>2,130,681</b>	<b>5,006,907</b>
<b>REVENUES AFTER ADDITIONS/ REDUCTIONS FROM FUND BALANCE</b>	<b>\$ 21,436,635</b>	<b>\$ 23,946,914</b>	<b>\$ 29,725,768</b>	<b>\$ 30,548,702</b>	<b>\$ 31,543,351</b>	<b>\$ 30,218,126</b>	<b>\$ 32,677,367</b>

# MEMO

**To:** Reagan Parsons, Town Manager  
**Cc:** Jessica Roth, Assistant Town Manager  
**From:** BJ Grieve, Planning Director

**Date:** May 27, 2025  
**Re:** Planning Department Administrative Fees

## Background

At the February 25, 2025 Work Session, Planning Department staff presented an analysis of actual administrative costs associated with development review versus what is presently charged for administrative fees. In summary, on average across all administrative fees charged by the Planning Department the town is presently recovering about 50% of actual administrative costs associated with development review. The Department's fees were last updated on June 24, 2019.<sup>1</sup> As a follow-up to that presentation, Planning staff has prepared some options for updated administrative fees that could be prepared for public comment and the Town Council's consideration following adoption of the FY26 budget.

## Administrative Fee Options

Planning Department staff recommend that the current administrative fee schedule be modified to combine similar processes with similar costs. This change will simplify the fee schedule from the current version. With regard to the fees, Planning staff have prepared three options for the Town Council's consideration:

- Option 1:** Increase current fees to recover 100% of actual administrative costs.<sup>2</sup>
- Option 2:** Increase current fees to the midpoint of the current fee and the actual administrative cost.
- Option 3:** Increase current fee 23% based on CPI from 2019 to 2024, without regard to actual cost.

The three options above are depicted rounded to the nearest dollar on **ATTACHMENT A**. For convenience, the fees are rounded to the nearest \$50 on **ATTACHMENT B**.

Town Council may also wish to consider discussing and adjusting each fee based on the perceived benefit to the public that comes from each type of development review (but not to exceed actual administrative cost). For example, a Watershed Protection Permit may warrant a lesser percentage of cost recovery (i.e. a higher percentage of subsidization) than a Special Use Permit. This option will require more discussion and guidance in order for staff to prepare a draft fee schedule.

Pursuant to NCGS §160D-805(a), the public must be notified of proposed increases in fees related to subdivision and there must be a public comment period. The Planning staff will ensure this requirement is met with any future Town Council action on Planning Department administrative fees.

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<sup>1</sup> Ordinance #1807

<sup>2</sup> Based on the analysis prepared by the Planning Department and presented to the Town Council at the February 25, 2025 Work Session

## ATTACHMENT A

<b>Development Review Type:</b>	<b>Current Fee</b>	<b>Option 1 (Actual Cost)</b>	<b>Option 2 (Current to Actual Midpoint)</b>	<b>Option 3 (Current Fee +23% CPI)</b>
Comprehensive Plan Amendment	\$750	\$2,112	\$1,431	\$922
Zoning Map or Text Amendment	\$1,500 (Map) \$1,000 (Text)	\$1,844	\$1,547	\$1,844 (Map) \$1,230 (Text)
Conditional Zoning District (fka Conditional Use District)	\$1,500	\$1,891	\$1,696	\$1,844
Planned Development - Conceptual Development Plan (CDP)	\$1,800	\$2,978	\$2,389	\$2,213
Special Use Permit (fka Conditional Use Permit)	\$1,500	\$2,376	\$1,938	\$1,844
Planned Development - Preliminary Development Plan (PDP)	\$1,800	\$2,113	\$1,957	\$2,213
Major Subdivision Preliminary Plat	\$1,500	\$2,247	\$1,874	\$1,844
Variance	\$500	\$1,605	\$1,053	\$615
Administrative Appeal	\$500	\$1,174	\$837	\$615
Certificate of Appropriateness - Major Work	\$250	\$1,217	\$734	\$307
Other Town Council Decisions <sup>1</sup>	\$300	\$835	\$568	\$369
Zoning Permits - Level 1 <sup>2</sup>	\$50	\$211	\$131	\$211
Zoning Permits - Level 2 <sup>3</sup>	\$50 (CoA, ZP) \$100 (Admin AR)	\$298	\$187	\$61 (CoA, ZP) \$123 (Admin AR)
Commercial Site Plan - Major <sup>4</sup>	\$2,000	\$2,480	\$2,240	\$2,459
Commercial Site Plan - Minor <sup>5</sup>	\$500	\$1,781	\$1,241	\$615
Commercial Site Plan Re-review <sup>6</sup>	\$500 (Major) \$150 (Minor)	\$625	\$475	\$615 (Major) \$184 (Minor)
Major Subdivision Final Plat	\$150	\$529	\$340	\$184
Subdivision Performance Guarantee	(NA)	\$486	(NA)	(NA)
Minor Subdivision Final Plat	\$150	\$278	\$214	\$184
Exempt Survey Certification	\$25	\$96	\$61	\$31

<sup>1</sup>Other Town Council Decisions Includes: Architectural Compliance Permit, Roadway Offer of Dedication, Right of Way Abandonment, Watershed Protection Permit. Currently no fee for RD, RA or WP. <sup>2</sup>Level 1 - Includes: Building Permit Review, Temporary Use, Special Event, Fence, Sign, Home Occupation, Temporary Structure, Mobile Food - Vendor, Mobile Food - Property Owner <sup>3</sup>Level 2 - Includes: Administrative Architectural Compliance Permit, Certificate of Appropriateness - Minor Work, Zoning Verification Letter, Eligible Facilities Request (cell towers). <sup>4</sup>Limits of disturbance equal to or greater than one acre. <sup>5</sup>Limits of disturbance less than one acre. <sup>6</sup>Major and Minor, fee begins at third submittal unless third submittal is approved.

## ATTACHMENT B

<b>Development Review Type:</b>	<b>Current Fee</b>	<b>Option 1 (Actual Cost)</b>	<b>Option 2 (Current Fee to Actual Fee Midpoint)</b>	<b>Option 3 (Current Fee +23% CPI)</b>
Comprehensive Plan Amendment	\$750	\$2,100	\$1,450	\$900
Zoning Map or Text Amendment	\$1,500 (Map) \$1,000 (Text)	\$1,850	\$1,550	\$1,850 (Map) \$1,250 (Text)
Conditional Zoning District (fka Conditional Use District)	\$1,500	\$1,900	\$1,700	\$1,850
Planned Development - Conceptual Development Plan (CDP)	\$1,800	\$3,000	\$2,400	\$2,200
Special Use Permit (fka Conditional Use Permit)	\$1,500	\$2,400	\$1,950	\$1,850
Planned Development - Preliminary Development Plan (PDP)	\$1,800	\$2,100	\$1,950	\$2,200
Major Subdivision Preliminary Plat	\$1,500	\$2,250	\$1,900	\$1,850
Variance	\$500	\$1,600	\$1,050	\$600
Administrative Appeal	\$500	\$1,150	\$850	\$600
Certificate of Appropriateness - Major Work	\$250	\$1,200	\$750	\$300
Other Town Council Decisions <sup>1</sup>	\$300	\$850	\$550	\$350
Zoning Permits - Level 1 <sup>2</sup>	\$50	\$200	\$150	\$200
Zoning Permits - Level 2 <sup>3</sup>	\$50 (CoA, ZP) \$100 (Admin AR)	\$300	\$200	\$50 (CoA, ZP) \$100 (Admin AR)
Commercial Site Plan - Major <sup>4</sup>	\$2,000	\$2,500	\$2,250	\$2,450
Commercial Site Plan - Minor <sup>5</sup>	\$500	\$1,800	\$1,250	\$600
Commercial Site Plan Re-review <sup>6</sup>	\$500 (Major) \$150 (Minor)	\$650	\$500	\$600 (Major) \$200 (Minor)
Major Subdivision Final Plat	\$150	\$550	\$350	\$200
Subdivision Performance Guarantee	(NA)	\$500	(NA)	(NA)
Minor Subdivision Final Plat	\$150	\$300	\$200	\$200
Exempt Survey Certification	\$25	\$100	\$50	\$50

<sup>1</sup>Other Town Council Decisions Includes: Architectural Compliance Permit, Roadway Offer of Dedication, Right of Way Abandonment, Watershed Protection Permit. Currently no fee for RD, RA or WP. <sup>2</sup>Level 1 - Includes: Building Permit Review, Temporary Use, Special Event, Fence, Sign, Home Occupation, Temporary Structure, Mobile Food - Vendor, Mobile Food - Property Owner <sup>3</sup>Level 2 - Includes: Administrative Architectural Compliance Permit, Certificate of Appropriateness - Minor Work, Zoning Verification Letter, Eligible Facilities Request (cell towers). <sup>4</sup>Limits of disturbance equal to or greater than one acre. <sup>5</sup>Limits of disturbance less than one acre. <sup>6</sup>Major and Minor, fee begins at third submittal unless third submittal is approved.