



AGENDA

Tuesday, June 10, 2025: 6:00 PM

Town Council Business Meeting

E.S. Douglass Community Center: 1185 W. Pennsylvania Ave

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. TOWN MANAGER'S COMMENTS

a. Adoption of Agenda

4. PUBLIC COMMENTS

5. PUBLIC HEARINGS

a. AX-01-25: Voluntary Annexation of .54 acres at 490 Stoneyfield Drive

Dennis and Patsy Regan are requesting voluntary annexation of .54 acres that is currently outside of the corporate limits of the Town of Southern Pines. Per the Moore County tax records, the subject property is identified as PIN 858010366607 (PARID 00050142).

b. OA-03-24: Landscaping & Tree Protection Amendments

A continuation of a legislative public hearing that began at the November 12, 2024 meeting, was continued for three months at the December 17, 2024 meeting, and that was continued again for three months at the March 11, 2025 meeting, regarding proposed amendments to the UDO.

c. Z-04-24 & OA-04-24: Zoning Map Amendment and UDO Text Amendments to Create Two Character Districts

A continuation of a legislative public hearing that began at the November 12, 2024 meeting, was continued for three months at the December 17, 2024 meeting, and that was continued again for three months at the March 11, 2025 meeting, regarding the creation of a Downtown Character District and a West Southern Pines Character District.

d. FY26 Budget

Town Manager Parsons will present the draft FY26 Budget for the second time, prior to requesting adoption later in the evening.

6. ACTION ITEMS

a. Request for Adoption of Ordinance #3121 - FY 25-26 Budget, setting an ad valorem rate of \$0.29/\$100 valuation in addition to \$0.80/\$100 valuation in Municipal Service District I (Morganton Park South)

b. WP-02-25: Watershed Protection Permit for 1.67 acres on Mill Creek Road

Corporation Services Company, on behalf of Mavis Southeast, LLC, has submitted an application for a Watershed Protection Permit requesting 1.67 acres of 5/70 exemption allocation to develop an automotive service center within the Little River Intake No. 2 Watershed. The subject parcel is currently zoned General Business Conditional District (GBCD) and is identified as PIN: 858300274839 (PARID: 20070990).

c. AR-05-25: Architectural Compliance Permit for Pinehurst Hyundai at 1480 US Highway 1

The applicant, Penney Design Group, is requesting an Architectural Compliance Permit on behalf of the legal property owner Southern Pines Automotive, LLC for a 23,688 square foot single story automotive dealership building. The address is 1480 US-1 which is located in the General Business (GB) zone.

7. CONSENT AGENDA

a. Adopt Ordinance #3136: FY26 Public Works and Utilities Fee Schedule

An update of the published fee schedule based upon the adopted Budget

b. Adopt Capital Project Fund Amendments Ordinances #3122 thru #3144

Adopt necessary changes to various Capital project Funds as a result of having adopted the FY26 Budget

c. Adopt Resolution #1116 Capital Reserve Fund - System Development Fees

Annual Resolution making appropriations to the CRF based on SDF collection estimates for the coming year and adjusted for collections over the previous twelve months.

d. Ordinance #3133 - Amending the Capital Reserve Fund for Water System Development Fees

e. Ordinance #3132 - Amending the Capital Reserve Fund for Sewer System Development Fees

f. Approve Meeting Minutes

Staff have prepared the following minutes for approval:

- May 13, 2025, Town Council Business Meeting Minutes
- May 27, 2025, Town Council Work Session Minutes

g. Adopt Internal Control Policy

Staff requests the adoption of this policy which is need to bring the Town into compliance for using ARPA grant funds from the State.

8. 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>

Agenda Item

To: Reagan Parsons, Town Manager

From: B.J. Grieve, Planning Director
Cindy Williams, Planning Technician

Subject: AX-01-25: Hold a Public Hearing for Voluntary Annexation of .54 Acres Contiguous to the Corporate Limits of the Town of Southern Pines;
Applicants: Dennis and Patsy Regan

Date: June 10, 2025

I. SUMMARY OF APPLICATION REQUEST:

Dennis and Patsy Regan are requesting voluntary annexation of .54 acres that is currently outside of the corporate limits of the Town of Southern Pines. Per the Moore County tax records, the subject property is identified as PIN 858010366607 (PARID 00050142) and is owned by Dennis and Patsy Regan.

II. PRIOR TOWN COUNCIL ACTION:

During the May 13, 2025 Town Council Regular Meeting, the Town Council adopted Resolution #1112 Directing the Clerk to Investigate a Petition Received Under G.S. 160A-31.

During the May 13, 2025 Town Council Regular Meeting, the Town Clerk certified the sufficiency of the application in Resolution #1113.

During the May 13, 2025 Town Council Regular Meeting, the Town Council approved Resolution #1114 setting the date of the public hearing.

III. PROJECT INFORMATION:

A. Physical Address:

Lot 146, Sandhurst South, Section Two
490 Stoneyfield Drive
Southern Pines, NC 28387

B. Property Owners/Applicants:

Dennis and Patsy Regan
490 Stoneyfield Drive
Southern Pines, NC 28387

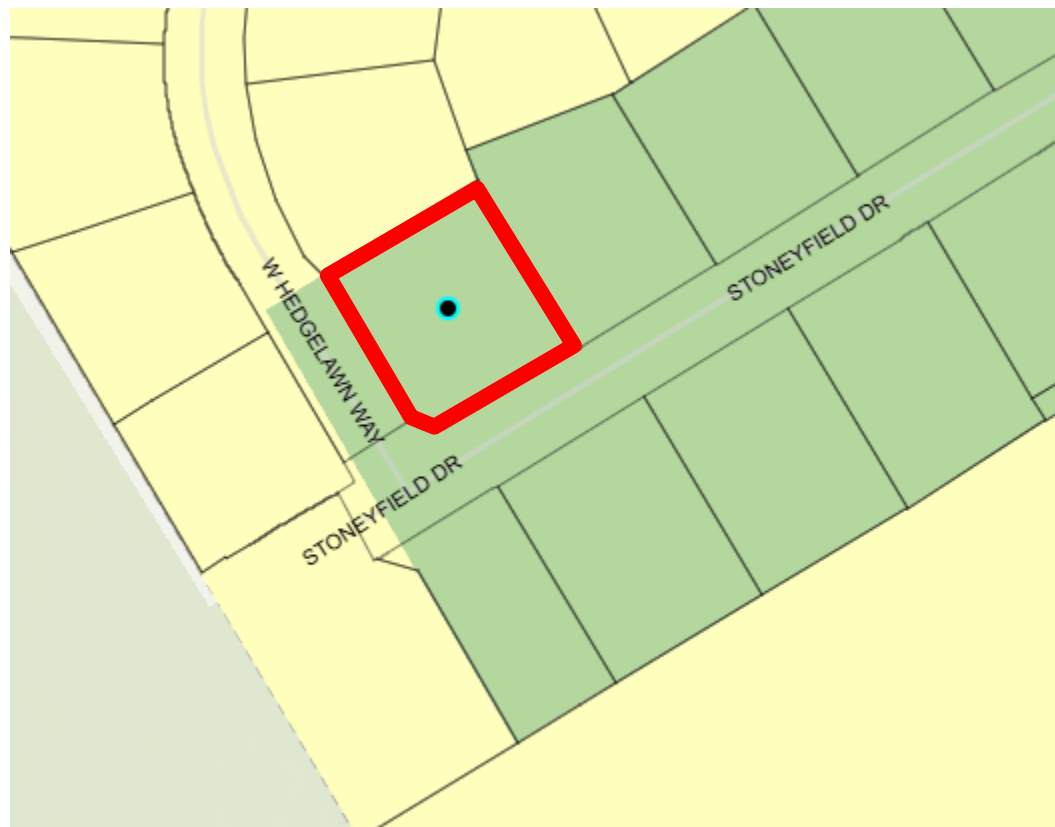
C. Property Identification & Parcel Identification Numbers:
PIN 858010366607 (PARID 00050142)

D. Size of Property:
Total area: .54 acres

IV. STAFF COMMENTS:

- The applicant has submitted a Petition for Voluntary Annexation accompanied by a description of the subject property. The request is a voluntary request for contiguous annexation as the adjacent property is within the corporate limits of the Town of Southern Pines (see Figure 1).
- The subject property is presently zoned RS-2 (Residential Single-Family). The adjacent properties are zoned RS-2.
- The reason for this request for annexation is so that the Regans may connect to an 8" PVC sewer line that was installed in W. Hedgelawn Way with the recent development of the Traywick Subdivision.

Figure 1: Adjacent Properties (Area to be Annexed Outlined in Red)



 Town of Southern Pines Corporate Limits  Town of Southern Pines ETJ

Figure 2: Zoning Map (Area to be Annexed Outlined in Red)



V. ATTACHMENTS:

1. Petition
2. Legal Description
3. Sandhurst South Section Two Plat
4. Parcel Map

VI. TOWN COUNCIL ACTION:

To either approve or deny the voluntary annexation, the Town Council may choose one of the following motions or any alternative they wish:

- 1) I move to adopt an Ordinance approving voluntary annexation request AX-01-25 for the property as defined in the submitted legal description, and to have the Ordinance effective immediately.

-or-

- 2) I move to deny voluntary annexation request AX-01-25 for the property as defined in the submitted legal description.

PETITION FOR VOLUNTARY ANNEXATION

To the Town Council of the Town of Southern Pines, North Carolina:

1. I/We the undersigned owner(s) of real property respectfully request that the area described in the attached Exhibit A be annexed to the Town of Southern Pines.
2. The area to be annexed is ☒ **contiguous** ☐ **non-contiguous** to the Town of Southern Pines and the boundaries of such territory are described in the attached metes and bounds description, Exhibit A.
3. The area is identified as PIN: 858010366607; PARID: _____.

Property Owner(s):

Name: DENNIS F. REGAN SR Signature: Dennis F. Regan Sr.

Address: 490 STONEYFIELD DR.

SO. PINES, NC

910-693-1898 Home

Name: _____

Signature: _____

Address: _____

Name: Patsy D Regan

Signature: Patsy D Regan

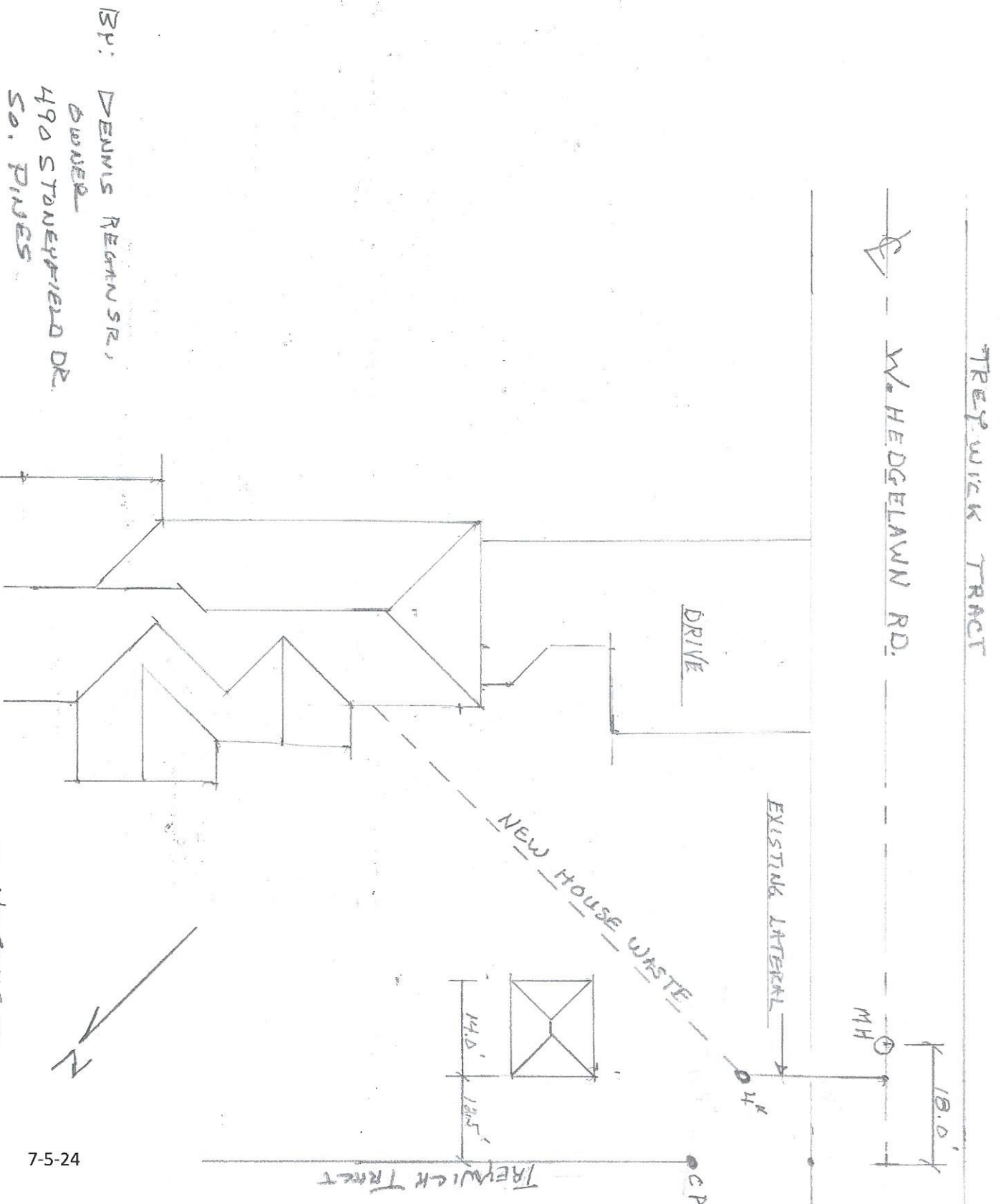
Address: 490 Stoneyfield Dr.

So. Pines, NC

(Duplicate this form to add names, addresses and signatures of property owners, as necessary.)

EXHIBIT A

Metes and Bounds Description of Property/Properties Petitioning for Voluntary Annexation



Legal Description

BEGINNING at a point along the northern R/W of W Hedgelawn Way N 31°50' W 160.00 feet to a point; thence N 58°10' E 150.00 feet to a point; thence S 31°50' E 160.00 feet to a point along the northwestern R/W of Stoneyfield Drive; thence running as the northwestern R/W of Stoneyfield Drive S 58°10' W 125.00 feet to a point of curvature of a curve running clockwise to the right having a radius of 25.00 feet, an arc length of 39.27 feet, a calculated chord bearing and distance of N 76°50' W 35.36 feet to the BEGINNING, containing 0.54, more or less, as computed by coordinates, and being all of Lot No. 146 as described on the map entitled "Sandhurst South, Section Two, Property of Sandhurst Development Company, Inc." Plat Cabinet 1, Slide 146B.

146-B

Plat FILED
BOOK I PAGE Slide 146-B
Cabinet
Jul 14 10 37 AM '78

GRIER SUBMITTAL
RECEIVED

NORTH CAROLINA
Margaret R. Goodwin, Notary Public
Cumberland
N.C.
Shirley W. Gilmore
By: Mary R. Phillips, Clerk

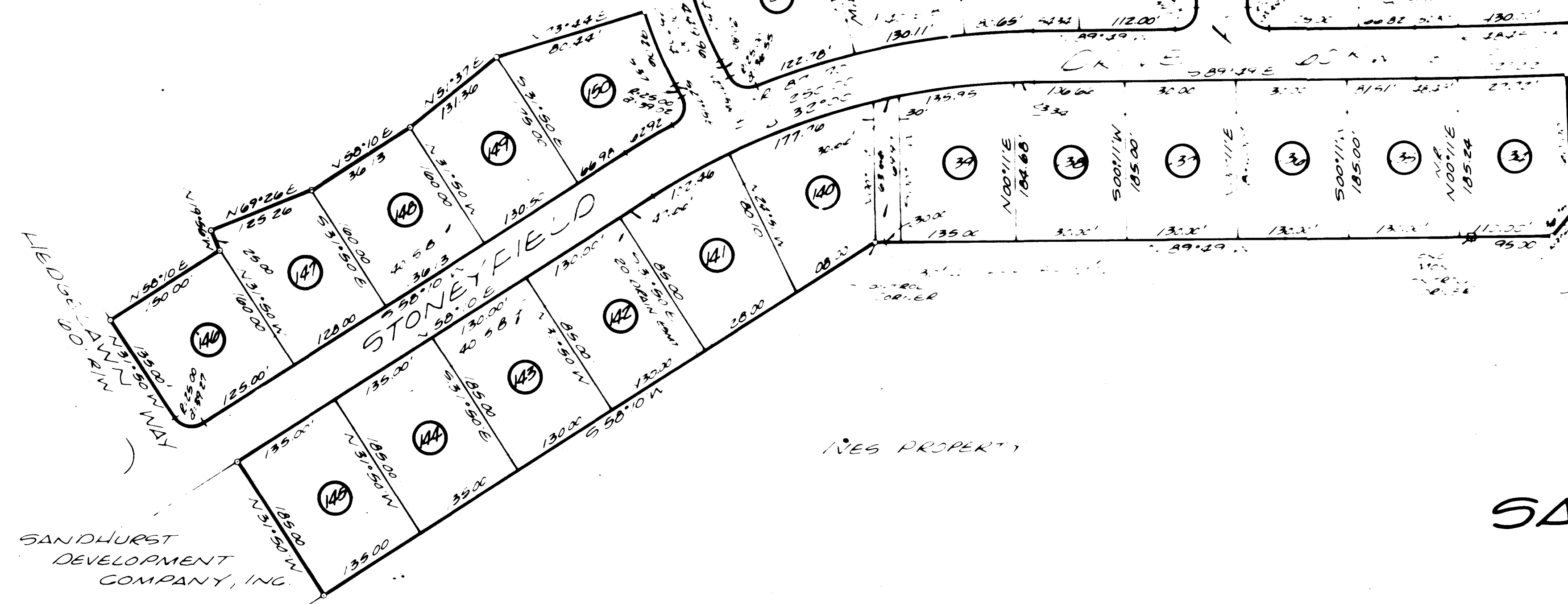
NOTES:

1. SANDHURST SOUTH SECTION TWO, PLAT 146-B, IS A SUBDIVISION OF LAND OWNED BY SANDHURST DEVELOPMENT COMPANY, INC.
2. ALL LOTS ARE 1/4 AC. OR MORE.
3. ALL LOTS ARE 1/4 AC. OR MORE.
4. ALL LOTS ARE 1/4 AC. OR MORE.

DEED BOOK 582 PAGE 582
DEED BOOK 300 PAGE 43
DEED BOOK 335 PAGE 500

SANDHURST
DEVELOPMENT
COMPANY, INC.

ELK ROAD
60' R/W



SANDHURST
DEVELOPMENT
COMPANY, INC.

NEE PROPERTY

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
POSED SUBDIVISION ROAD
OF SANDHURST CERTIFICATE
By: Paul B. Burt
DISTRICT ENGINEER
DATE: 5-15-78

SANDHURST SOUTH SECTION TWO

PROPERTY OF
SANDHURST DEVELOPMENT COMPANY, INC.
SANDHURST TWP., MOORE COUNTY, N.C.
SCALE: 1"=100'
MAY 1978

*(We hereby certify that we are the owners of the property shown and described hereon and that we) hereby adopt this plan of subdivision with (our) - free consent, establish minimum building lines, and locate all streets, alleys, walks, parks and other sites to public or private use as noted. Further, (we) certify the land as shown hereon is within the platting jurisdiction of the Town of Southern Pines, North Carolina.

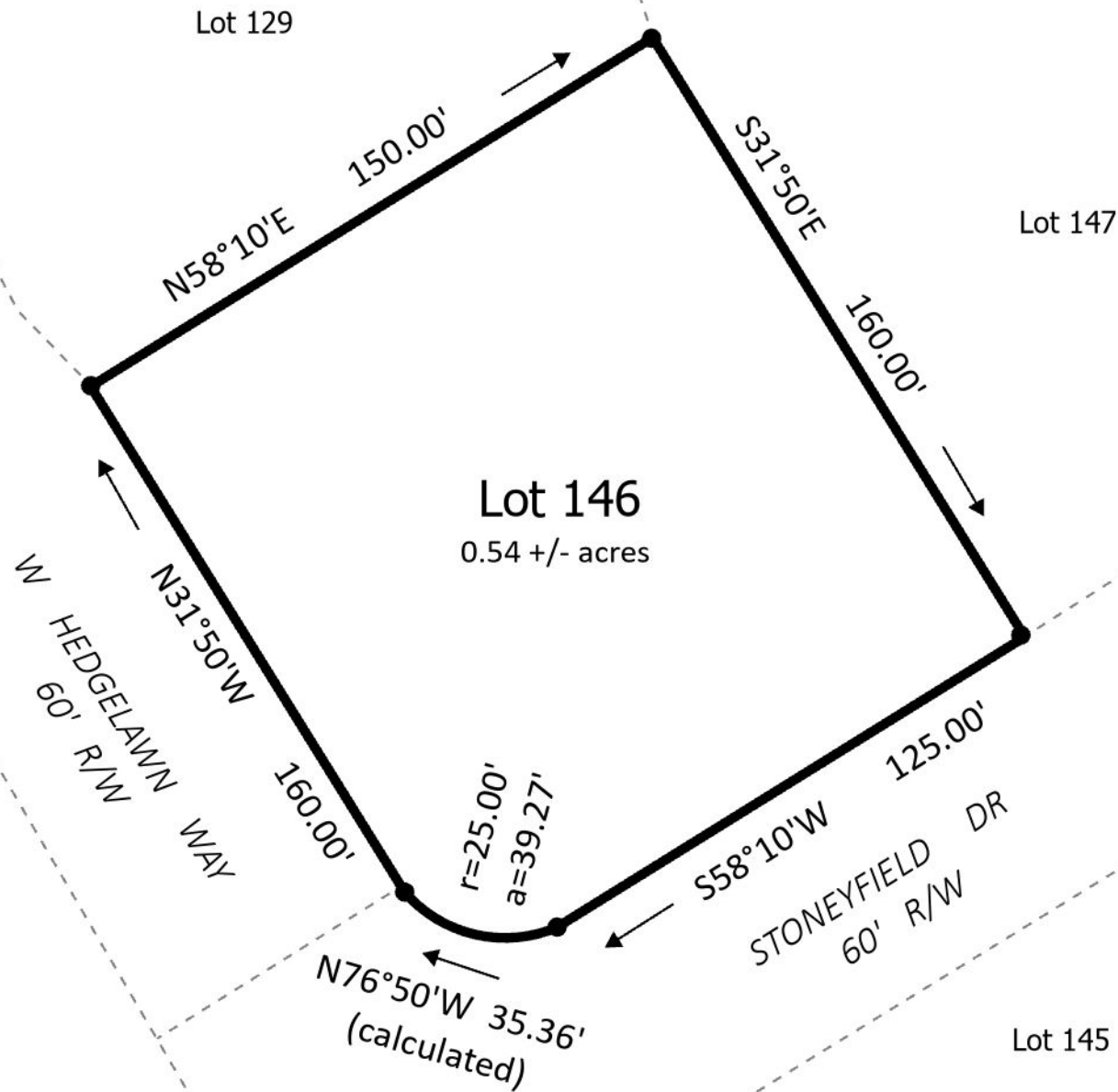
Sandhurst Development Company, Inc.
May 11, 1978 By: H. H. Cramer
Date President

Walker C. Thompson
Reg. Surveyor No. L-1986
May 18
Margaret R. Goodwin
March 20, 1980

Hereby Certify That Water Supply and Sewage Special Utility Systems Installed, or Proposed for Installation, in the Subdivision, Entitled Sandhurst South Section II Fully Meets the Requirements of the North Carolina State Board of Health, the Moore County Health Department, or any Other Official Agency Having Jurisdiction and are Hereby Approved as Shown
7-14-78
Date
E. Lloyd's Dunn
County Sanitation Officer or
His Authorized Representative

Hereby Certify That Streets, Utilities and Other Improvements Have Been Installed in an Acceptable Manner and According to Town Specifications in the Subdivision Entitled Sandhurst South Section II, or that a Surety Bond in the amount of \$28,298 Has Been Referred to the Town Clerk to Assure Completion of All Required Improvements in Case of Default

June 13 1978
William J. Wilson
Town Engineer
Louis J. Marchant
Chairman of the
Planning Board
I hereby certify that said Board fully approved the Final Plat of the Subdivision Entitled SANDHURST SOUTH SECTION TWO, on the 11th day of June 1978
Louis J. Marchant
Chairman



Map created by Town of Southern Pines GIS. Descriptions taken from the map entitled "Sandhurst South, Section Two, Property of Sandhurst Development Company, Inc." dated May 1978, Plat 1 Slide 146-B.

0 20 40 80 Feet

AX-01-25





ORDINANCE #3120
TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF SOUTHERN PINES,
NORTH CAROLINA AX-01-25; 490 Stoneyfield Drive

THAT WHEREAS, the Town Council has been petitioned under G.S. 160A-31 as amended to annex the area described herein; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation, AX-03-24, was scheduled to be held in regular session of the Town Council at the E.S. Douglass Community Center at 6:00 P.M. on the 10th day of June, 2025, after due notice by publication; and

WHEREAS, after the completion of said public hearing and upon consideration of any comments, objections or presentation at that hearing, and

WHEREAS, based on the certification of the Town Clerk and other information presented at said hearing, Council finds it proper and in the best interest of the Town to annex the following parcel according to the requirements of G.S. 160A-31:

Being in McNeill Township, Moore County, and State of North Carolina described as follows:

BEGINNING at a point along the northern R/W of W. Hedgelawn Way N 31°50' W 160.00 feet to a point; thence N 58°10' E 150.00 feet to a point; thence S 31°50' E 160.00 feet to a point along the northwestern R/W of Stoneyfield Drive; thence running as the northwestern R/W of Stoneyfield Drive S 58°10' W 125.00 feet to a point of curvature of a curve running clockwise to the right having a radius of 25.00 feet, an arc length of 39.27 feet, a calculated chord bearing and distance of N 76°50' W 35.36 feet to the BEGINNING, containing 0.54, more or less, as computed by coordinates, and being all of Lot No. 146 as described on the map entitled "Sandhurst South, Section Two, Property of Sandhurst Development Company, Inc." Plat Cabinet 1, Slide 146B.

A map of the area herein described is provided with this Ordinance as Attachment A.

NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED by the Town Council of the Town of Southern Pines, North Carolina in regular session this 10th day of June, 2025:

Section 1. By virtue of the authority granted by G.S. 160A-31, as amended, the above described territory is hereby annexed and made part of the Town of Southern Pines as of the 10th day of June, 2025.

Section 2. Upon and after the 10th day of June, 2025, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Southern Pines and shall be entitled to the same privileges and benefits as other parts of the Town of Southern Pines. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Southern Pines shall cause to be recorded in the office of the Register of Deeds of Moore County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof. Such a map shall also be delivered to the County Board of Elections as required by G.S. 163-288.1.

Section 4. This Ordinance shall be and remain in full force and effect from and after the date of its adoption.

Adopted this10th day of June, 2025.

I certify that this Ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting on June 10, 2025, as shown in the Minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk

Agenda Item

To: Reagan Parsons, Town Manager

From: BJ Grieve, Planning Director

Subject: OA-03-24: Open Space and Landscaping Amendments to the Unified Development Ordinance (UDO)

Date: June 10, 2025

I. SUMMARY OF AMENDMENT REQUEST

The Town of Southern Pines Planning Department is continuing with implementation of the 2040 Comprehensive Plan by proposing to amend the Unified Development Ordinance (UDO) with a variety of text amendments primarily related to tree protection procedures, open space standards, and landscaping code. The proposed amendments are an implementation of Policies 3.2, 3.8, 4.1, 4.45, 4.5, 4.7, 4.9, and 4.10 in the town's 2040 Comprehensive Plan. Work on implementing these policies in the town's long-range plan was prioritized by the Town Council in October of 2023. The planning staff is therefore requesting Town Council review and approval per UDO §2.17. Description of the proposed amendments can be found in the [November 12, 2024, staff report](#) and its attachments, as follows.

1. [Planning Board Resolution to Adopt a Written Recommendation](#);
2. [Applicability Map of Zoning Districts and Overlays where Tree Protection Areas Would be Required within Open Space](#);
3. [Proposed amendments \(amended sections only\)](#), using ~~strikeout~~ for proposed deletions and underline for proposed additions;
4. [Red-Cockaded Woodpecker Reclassification US FWS Fact Sheet](#);
5. [Agency Comment and Letters of Support](#); and
6. [Draft Ordinance](#).

A full copy of the UDO showing all proposed amendments using **red text** for all changes and underlining for additions and ~~strikeout~~ for deletions, along with margin comments providing explanatory context for many of the changes: tinyurl.com/TOSPOA0324. Planning staff will continue the November 12, 2024, and December 17, 2024, public hearing discussions with the Town Council at its March 11, 2025, continued public hearing.

II. TOWN COUNCIL REVIEW

On November 12, 2024, the Planning Department presented a public hearing draft of the proposed landscaping and open space—including tree protection areas and plans—text amendment. Planning staff presented the proposed amendments. Planning staff responded to a variety of questions and comments from the Town Council, including penalties for unauthorized tree removal where tree protection areas would be required, cleared areas landscaping standards, and Appendix F's list of recommended species. Seven members of

the public spoke on the proposed amendments, specifically on the topics of clearcutting, landscape buffering, requirements “running with the land,” concerns about too many penalty options for developers who clear-cut without approvals, Appendix F’s recommended list of species, support of preservation efforts, and the importance of inspections. Additional discuss was had about tree protection fencing and site inspections during construction.

Ann Peterson moved to continue the public hearing to the December 17, 2024, regular business meeting of the Council so that councilmembers could meet with Planning staff and provide additional feedback and discuss concerns. Motion carried unanimously by all members of the Council. Afterward, Planning staff met with Councilpersons Goodman and Peterson. A list of proposed changes and additional comments from those meetings can be found in the [section IV.C Staff Comments of the December 17, 2024, Town Council staff report for OA-03-24](#).

At the December 17, 2024, regular meeting of the Council, the Council moved to continue the proposed amendments 90 days to its March 11, 2025, meeting considering recently adopted state legislation (i.e., Senate Bill 382 modifying NCGS §160D-601 Procedure for Adopting, Amending, or Repealing Development Regulation) that amended provisions for down-zoning. The Town Council wished to provide Planning staff and legal counsel sufficient time to review the proposed text amendment in light of the state-level changes. At the January 28 and February 25, 2025, work session meetings of the Council, Planning Director BJ Grieve provided planning updates to the Council regarding the status of state-level legislation in light of North Carolina communities’ concerns over the amended provisions for down-zoning.

At the March 11, 2025 regular meeting of the Council, the Council moved to continue the proposed amendments 90 days to the June 10, 2025 meeting to allow further time to see what (if any) action the North Carolina Legislature may take in the current session regarding the impacts of Senate Bill 382. Planning staff have consulted with the Town Attorney and both recommend another continuance of three months to the September 9, 2025 regular meeting.

III. PLANNING BOARD REVIEW

On July 18, 2024, the Planning Department presented a public hearing draft of the landscaping and open space—including tree protection areas and plans—text amendment. Planning staff presented the proposed amendments. Planning staff responded to a variety of questions and comments from the Planning Board. Following planning staff’s presentation, four public comments were made regarding the proposed amendments, which are described in the [November 12, 2024, staff report](#).

IV. APPLICATION REVIEW

A. Review Process

Applications for text amendments are reviewed pursuant to UDO §2.17.

B. Criteria for Review

When reviewing an application for amendments to the text of the UDO, the hearing bodies (Planning Board followed by Town Council) shall consider and be guided by the following criteria, as set forth in UDO §2.17.10:

2.17.10. Criteria for UDO Text Amendments

In its review of an application for a UDO text amendment, the Hearing Bodies shall consider the following criteria. No single factor is controlling; instead, each must be weighed in relation to the other standards.

(A) Consistency. *The text amendment shall be consistent with the adopted Comprehensive Plan.*

(B) Health, Safety, and Welfare. *The amending ordinance must bear a substantial relationship to the public health, safety, or general welfare, or protect and preserve historical cultural places and areas.*

(C) Public Policy. *Certain public policies in favor of the text amendment may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with the Town, area, neighborhood, or specific plans.*

(D) Other Factors. *The Hearing Body may consider any other factors relevant to a text amendment application under state law.*

(E) Impacts. *The Hearing Bodies shall not regard as controlling any advantages or disadvantages to the individual requesting the change, but shall consider the impact of the proposed amendment on the public at large.*

C. Staff Comments

Planning staff comments were provided at the February 25, 2025, work session of the Town Council. Staff are available during regular business hours prior to the Town Council's continued public hearing on June 10, 2025, for any additional questions and/or to discuss any of the proposed amendments.

D. Outside Agency Comments

No new agency comments have been received since the November 12, 2024 and December 17, 2024 public hearings. Previous agency comments and letters of support were compiled into the [November 12, 2024, staff report's Attachment 5](#). Any responses received from other agencies following completion of this staff report but prior to the continued public hearing will be provided at the hearing.

V. TOWN COUNCIL ACTION

The Town Council must consider the criteria for text amendments found in UDO §2.17.10, including consistency with the Comprehensive Plan. Per NCGS §160D-605, the Town Council must approve a brief statement addressing plan consistency and reasonableness of the proposed amendment. The Town Council may wish to use the following motions for guidance. The Planning Department's recommendation is in bold font.

I move to continue the proposed text amendments in file #OA-03-24 ____ days until the Town Council's regularly scheduled _____ meeting to allow additional time for state-level conversations regarding the recent amendments to North Carolina General Statute §160D-601.

-OR-

I move that after considering the criteria for text amendment found in in UDO §2.17.10, the first of which is consistency with the Comprehensive Plan, the Town Council finds that:

1. The proposed text amendments are consistent with the Comprehensive Plan and are a reasonable way to implement the Comprehensive Plan for the reasons set forth in the Planning Board's resolution that was included as an attachment to the November 12, 2024, staff report for OA-03-24;
2. The proposed text amendment is consistent with the Comprehensive Plan and is a reasonable way to implement the Comprehensive Plan for the reasons set forth in the Planning Board's resolution that is included as an attachment to the staff report for OA-03-24, but with the following edits or additions to the resolution...
3. The proposed text amendment is not consistent with the Comprehensive Plan and/or is unreasonable for the following reasons...

And, therefore, I move to:

1. Approve OA-03-24 as attached to [the ordinance](#) with the list of proposed changes in Section IV(C) of the December 17, 2024, staff report and with finalized illustrations to replace the drafts provided for the hearing.
(if desired, the Town Council may state any additional reasons you support the proposed amendment, besides those already listed in the Planning Board resolution);
2. Approve OA-03-24 as attached to [the ordinance](#) with numbers (##, ##, etc.) from the list of proposed changes in Section IV(C) of the December 17, 2024, staff report and with finalized illustrations to replace the drafts provided for the hearing.
(if desired, the Town Council may state any additional reasons you support the proposed amendment, besides those already listed in the Planning Board resolution);
3. Approve OA-03-24 as attached to [the ordinance](#) with [the list of proposed changes in Section IV(C) of the December 17, 2024, staff report]/[with numbers (##, ##, etc.) from the list of proposed changes in Section IV(C) of the December 17, 2024, staff report], finalized illustrations to replace the drafts provided for the hearing, and the following additional changes...
(if any changes were made to the proposed revisions, list the changes and reason(s) the text was changed);
4. Deny OA-03-24
(the Town Council shall state any reasons for denial of the proposed amendment); OR

5. Other...

Agenda Item

To: Reagan Parsons, Town Manager

From: BJ Grieve, Planning Director
James Broadwell, Planner I

Subject: Z-04-24: Zoning Map Overlay Amendment to the
Downtown Transition Overlay

OA-04-24: Character Districts Text Amendments to the
Unified Development Ordinance (UDO)

Date: June 10, 2025

I. SUMMARY OF AMENDMENT REQUEST:

The Town of Southern Pines Planning Department is continuing with implementation of the 2040 Comprehensive Plan by proposing a Zoning Map amendment to modify the boundary of the Downtown Transition Overlay as well as text amendments to amend the Downtown Overlay and West Southern Pines Overlay. The text amendments relate to implementing character-based zoning standards for commercial and multi-family development. The proposed amendments are an implementation of Policies 3.1 and 3.2 in the 2040 Comprehensive Plan. Planning staff request Town Council review and an approval decision per UDO §2.17. The boundaries of the proposed Zoning Map amendment and the proposed UDO text amendments were provided in the December 17, 2024 staff report and attachments, available at this link:

1. [December 17, 2024 staff report.](#)
2. [Proposed Zoning Map](#)
3. [Unified Development Ordinance \(UDO\) showing proposed text changes.](#)

Planning staff and representatives from Inspire Placemaking Collective will provide further explanation at the public hearing on December 17, 2024.

II. TOWN COUNCIL REVIEW:

At the November 12, 2024 Town Council regular meeting, a public hearing was held on Z-04-24 and OA-04-24. Planning staff presented the background and reasoning behind the Character Districts project. Ms. Sarah Sinatra, from Inspire Placemaking Collective, presented additional project background, how the text amendments would function, and what outcomes the new standards would achieve. Ms. Sinatra and planning staff responded to a variety of questions from the council.

At the conclusion of the hearing, the Town Council articulated four issues that needed further analysis and possible changes. For that reason, the Council continued the public

hearing to the December 17, 2024 regular meeting. Those four issues and their corresponding corrections made are listed below:

1. Clarifying language for sidewalk locations.

Issue: The Town Council noted on 11/12/24 that the proposed UDO amendments on sidewalk locations, within the Downtown and West Southern Pines overlays, were too ambiguous. The wording did not clarify if sidewalks must be installed in the Right-of-Way or within private property with a sidewalk easement (if the Right-of-Way is too narrow). The proposed §3.6.3(O) and §3.6.4(I) should clearly require sidewalks with new development or redevelopment to be installed within the public Right-of-Way, or on private property within a sidewalk easement if installation in the Right-of-Way is not feasible.

Corrective Change: The proposed UDO §3.6.3(O) and §3.6.4(I) now read “*a sidewalk shall be installed along the property, adjacent to the street within a Right-of-Way or within a sidewalk easement on private property.*”

2. The addition of “OS” zoning to a “RM” zoning minimum lot size provision in the Downtown Overlay.

Issue: The true original purpose of adding “OS” to section §3.6.3(E)(1), a “RM” zoning minimum lot size provision for downtown, was unclear at the time of the 11/12/24 town council meeting and needed clarification.

Corrective Change: Staff researched the history of this change and discussed with the consultants and have proposed to strike OS from §3.6.3(E)(1). Staff and consultants from Inspire examined this addition and determined it was erroneous. The possible outcomes that adding “OS” to this section would promote were also examined. Though some minor positives were identified, like creating slightly more housing density in a preferred area under specific circumstances, staff ultimately concluded that the ambiguity imposed outweighed the positives. Staff also found that Conditional Zoning is an alternative mechanism that will produce better outcomes in these unique circumstances.

3. Clarify that one may deviate from Character District Design Standards in West Southern Pines with Conditional Zoning

Issue: The town council asked at their 11/12/24 meeting if a third story could be an option under a Conditional Zoning District (CZD) in West Southern Pines. Planning staff confirmed that it was; however, the provision enabling deviation from Character District design standards by employing a CZD was not explicitly noted in the proposed applicability section for the West Southern Pines overlay.

Corrective Change: Staff and consultants added the CZD provision note to §3.6.4(B)(3) which reads: *“These design standards shall apply to new and redevelopment except as authorized as part of a CZD.”*

4. Requiring Corner Entrances on Corner Lot Properties in the Downtown Overlay

Issue: The town council felt at their 11/12/24 meeting that the provision prescribing corner entrances on corner lots in the Downtown Overlay was too rigid. The council agreed this design is preferred, but may not be desirable at every location. For that reason, the wording should reflect that preference but also allow flexibility to display why a corner entrance is not feasible and an alternative design is reasonable.

Corrective Change: Under the proposed §3.6.3(F)(3), the consulting team changed the wording of *“shall incorporate a corner entrance or similar treatment to emphasize their prominent location”* to *“shall make efforts to incorporate a corner entrance or similar treatment to emphasize their prominent location.”*

At the December 17, 2024, regular meeting of the Council, the Council moved to continue the proposed amendments 90 days to its March 11, 2025, meeting considering recently adopted state legislation (i.e., Senate Bill 382 modifying NCGS §160D-601 Procedure for Adopting, Amending, or Repealing Development Regulation) that amended provisions for down-zoning. The Town Council wished to provide Planning staff and legal counsel sufficient time to review the proposed text amendment in light of the state-level changes. At the January 28 and February 25, 2025, work session meetings of the Council, Planning Director BJ Grieve provided planning updates to the Council regarding the status of state-level legislation in light of North Carolina communities’ concerns over the amended provisions for down-zoning.

At the March 11, 2025 regular meeting of the Council, the Council moved to continue the proposed amendments 90 days to the June 10, 2025 meeting to allow further time to see what (if any) action the North Carolina Legislature may take in the current session regarding the impacts of Senate Bill 382. Planning staff have consulted with the Town Attorney and both recommend another continuance of three months to the September 9, 2025 regular meeting.

III. PLANNING BOARD REVIEW:

At the October 24, 2024 Planning Board regular meeting, a public hearing was held prior to the Board’s motion on the map and text amendments. Planning staff presented the background for the Character Districts project, presented the reasoning behind the project, and distributed a letter of comments received from Mr. Thomas McCabe that staff received that same day via email. Consultants from Inspire Placemaking Collective presented additional project background, how the text amendments would function, and what outcomes the new standards would achieve. The consulting team from Inspire and planning staff responded to a variety of questions from the board. Only one public comment was made regarding the amendments; Ms. Jeanne Dupuch expressed her concerns about growth

increasing demand on utility and traffic infrastructure throughout Moore County, and that this project does not address those emerging issues.

After closing the public hearing, a motion was made by Andy Bleggi and seconded by Jennifer Garner that the zoning map amendment (Z-04-24) is consistent with the 2040 Comprehensive Plan and that the Board adopts Attachment A of the staff report. Andy Bleggi then motioned that the text amendment (OA-04-24) is consistent with the 2040 Comprehensive Plan, which was seconded by Matthew Walden. Furthermore, the Planning Board recommended approval of Z-04-24 and OA-04-24, with two modifications to OA-04-24, to the Town Council as follows:

1. That the proposed revisions presented by Mr. Thomas McCabe to the OA-04-24 text amendment be carefully considered; that the planning department will revise the final text amendment draft according to all proposed revisions that hold merit.
2. That the existing text “CB/DTO” under UDO Exhibit 3-15 (Table of Authorized Uses) be changed to “CB” to clarify where uses are authorized alongside the changes set in OA-04-24.

The motion to recommend approval of the zoning map amendment, Z-04-24, passed on a 5-0 unanimous vote. The motion to recommend approval of the text amendment, OA-04-24, with two modifications, passed on a 5-0 unanimous vote. The Planning Board’s recommended modifications were incorporated into a version of the UDO showing all proposed amendments that was posted on the [Planning Department’s website](#) for public review prior to mailing and publication of the legal notice for the November 12, 2024 public hearing.

IV. APPLICATION REVIEW:

A. Review Process for a Zoning Map Amendment:

Zoning map amendments are reviewed pursuant to UDO §2.17.

B. Criteria for a Zoning Map Amendment Review:

When reviewing an amendment to the zoning map, the hearing bodies (Planning Board followed by Town Council) shall consider the guidance of the following criteria, as set forth in UDO §2.17.9.:

2.17.9. Criteria for UDO Text Amendments

In its review of an application for a Zoning Map amendment, the Hearing Bodies shall consider the following criteria. No single factor is controlling; instead, each must be weighed in relation to the other standards.

(A) Consistency. *Rezoning shall be consistent with the adopted Comprehensive Plan.*

(B) Adverse Impacts on Neighboring Lands. *The Hearing Body shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the*

surrounding area, whether more or less restrictive. The Town finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social alienation. Accordingly, rezonings may promote mixed uses subject to a high degree of design control.

- (C) Suitability as Presently Zoned.** The Hearing Body shall consider the suitability or unsuitability of the Tract for its use as presently zoned. This factor, like the others, should be weighed in relation to the other standards, and instances can exist in which the land may be rezoned to meet public need, to reflect substantially changed conditions in the Neighborhood, or to effectuate important goals, objectives and policies of the Comprehensive Plan or UDO.
- (D) Health, Safety, and Welfare.** The amending ordinance must bear a substantial relationship to the public health, safety or general welfare, or protect and preserve historical and cultural places and areas. The rezoning may be justified, however, if a substantial public need or purpose exists, even if the private owner of the Tract will also benefit.
- (E) Public Policy.** Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic Development, mixed-use Development, or sustainable environmental features, which are consistent with Neighborhood, area, or specific plans.
- (F) Size of Tract.** The Hearing Body shall consider the size, shape, and characteristics of the Tract in relation to the affected neighboring lands. Amendatory ordinances shall not rezone a single Lot when there have been no intervening changes or other saving characteristics. Proof that a small Tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify ordinance rezoning.
- (G) Other Factors.** The Hearing Body may consider any other factors relevant to a rezoning application under state law.
- (H) Applicant Representations.** Except for rezoning requests submitted in accordance with the provisions herein for Conditional Zoning districts, the Hearing Body shall not consider any representations made by the petitioner that, if the change is granted, the rezoned property will be used for only one of the possible range of uses permitted in the requested classification. Rather, the Hearing Body shall consider whether the entire range of permitted uses in the requested classification is more appropriate than the range of uses in the existing classification.

C. Review Process for a Text Amendment:

Amendments to the text of the UDO are reviewed pursuant to UDO §2.17.

D. Criteria for a Text Amendment Review:

When reviewing amendments to the text of the UDO, the hearing bodies (Planning Board followed by Town Council) shall consider the guidance of the following criteria, as set forth in UDO §2.17.10.:

2.17.10. Criteria for UDO Text Amendments

In its review of an application for a UDO text amendment, the Hearing Bodies shall consider the following criteria. No single factor is controlling; instead, each must be weighed in relation to the other standards.

(A) Consistency. *The text amendment shall be consistent with the adopted Comprehensive Plan.*

(B) Health, Safety, and Welfare. *The amending ordinance must bear a substantial relationship to the public health, safety, or general welfare, or protect and preserve historical cultural places and areas.*

(C) Public Policy. *Certain public policies in favor of the text amendment may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with the Town, area, neighborhood, or specific plans.*

(D) Other Factors. *The Hearing Body may consider any other factors relevant to a text amendment application under state law.*

(E) Impacts. *The Hearing Bodies shall not regard as controlling any advantages or disadvantages to the individual requesting the change, but shall consider the impact of the proposed amendment on the public at large.*

E. Staff Comments:

Planning staff analysis and comment on the proposed zoning map and text amendments were provided in the December 17, 2024 regular meeting staff report, a copy of which is linked above.

Additional planning staff comments were provided at the February 25, 2025, work session of the Town Council. Staff are available during regular business hours prior to the Town Council's continued public hearing on June 10, 2025, for any additional questions and/or to discuss any of the proposed amendments.

F. Outside Agency Comments:

No new agency comments have been received since the November 12, 2024 and December 17, 2024 public hearings. Any responses received from other agencies following completion of this staff report but prior to the continued public hearing will be provided at the hearing.

V. TOWN COUNCIL ACTION:

The Town Council shall consider the criteria for map amendments and text amendments found in UDO §2.17.9 and UDO §2.17.10, including consistency with the Comprehensive Plan. Per NCGS §160D-605, the Town Council shall approve a brief statement addressing plan consistency and reasonableness of the proposed amendment. The Town Council may wish to use the following motions for guidance. The Planning Department's recommendation is in bold font.

I move to continue the proposed zoning map amendment and text amendments in files Z-04-24 and OA-04-24 ____ days until the Town Council's regularly scheduled _____ meeting to allow additional time for state-level conversations regarding the recent amendments to North Carolina General Statute §160D-601.

-OR-

I move that after considering the criteria for a map amendment found in UDO §2.17.9, the first of which is consistency with the Comprehensive Plan, the Town Council finds that:

1. The proposed map amendment (Z-04-24) is consistent with the Comprehensive Plan and is a reasonable way to implement the Comprehensive Plan for the reasons set forth in the Planning Board's resolution that was included as an attachment to the Z-04-24 & OA-04-24 staff report;
2. The proposed map amendment (Z-04-24) is consistent with the Comprehensive Plan and is a reasonable way to implement the Comprehensive Plan for the reasons set forth in the Planning Board's resolution that is included as an attachment to the Z-04-24 & OA-04-24 staff report, but with the following edits or additions to the resolution...
3. The proposed map amendment (Z-04-24) is not consistent with the Comprehensive Plan and/or is unreasonable for the following reasons...

And, therefore, I move to:

1. Approve Z-04-24 as attached to the ordinance (*if desired, the Town Council may state any additional reasons you support the proposed amendment, besides those already listed in the Planning Board resolution*);
2. Approve Z-04-24 as attached to the ordinance, and with the following additional changes... (*if any changes were made to the proposed revisions, list the changes and reason(s) the text was changed*);
3. Deny Z-04-24 (*the Town Council shall state any reasons for denial of the proposed amendment*); OR
4. Other...

I move that after considering the criteria for text amendments found in in UDO §2.17.10, the first of which is consistency with the Comprehensive Plan, the Town Council finds that:

1. The proposed text amendments (OA-04-24) are consistent with the Comprehensive Plan and are a reasonable way to implement the

Comprehensive Plan for the reasons set forth in the Planning Board's resolution that was included as an attachment to the Z-04-24 & OA-04-24 staff report;

2. The proposed text amendments (OA-04-24) are consistent with the Comprehensive Plan and are a reasonable way to implement the Comprehensive Plan for the reasons set forth in the Planning Board's resolution that is included as an attachment to the Z-04-24 & OA-04-24 staff report, but with the following edits or additions to the resolution...
3. The proposed text amendments (OA-04-24) are not consistent with the Comprehensive Plan and/or is unreasonable for the following reasons...

And, therefore, I move to:

1. Approve OA-04-24 with modifications recommended by the Planning Board and by the Town Council following the public hearing, and as attached to the ordinance (*if desired, the Town Council may state any additional reasons you support the proposed amendment, besides those already listed in the Planning Board resolution*);
2. Approve OA-04-24 with modifications recommended by the Planning Board and as attached to the ordinance, and with the following additional changes... (*if any changes were made to the proposed revisions, list the changes and reason(s) the text was changed*);
3. Deny OA-04-24 (*the Town Council shall state any reasons for denial of the proposed amendment*); OR
4. Other...

ORDINANCE #3121
ADOPTING THE FISCAL YEAR 2025/2026 BUDGET
AND LEVYING THE TAX RATE

BE IT ORDAINED AND ESTABLISHED by the Town Council of Southern Pines assembled in regular session this 10th day of June 2025 as follows:

SECTION 1. That for the expenses of the Town government and its activities for the fiscal year ending June 30, 2026 as set forth in the Town of Southern Pines, North Carolina Annual Budget, the amounts in the following section, or as much thereof as may be necessary, are hereby appropriated in the manner prescribed in the budget document, and the revenue estimates as forth are hereby adopted:

I. GENERAL FUND

		BUDGET <u>2025-2026</u>
1. REVENUES		
AD VALOREM TAXES:		
Current	\$	13,373,612
Delinquent		7,000
Penalties & Interest		4,000
TOTAL	\$	13,384,612
OTHER TAXES AND LICENSES		
1 Cent Local Sales Tax-Article 39	\$	2,476,082
1/2 Cent Local Sales Tax-Article 40		1,259,969
1/2 Cent Local Sales Tax-Article 42		1,225,868
1/2 Cent Local Sales Tax-Article 44/Hold Harmless		1,171,767
Short Term Rental Property Tax		75,000
Beer/Wine License		2,400
Solid Waste Disposal Tax		12,000
Municipal Vehicle Tax		65,000
Alcoholic Beverage Ctrl		280,000
TOTAL	\$	6,568,086
UNRESTRICTED INTERGOVT REVENUE:		
Beer and Wine Tax	\$	60,000
Video Programming		135,000
Utilities Franchise/Sales		1,000,000
TOTAL	\$	1,195,000
RESTRICTED INTERGOVT REVENUE:		
Powell Bill Allocation	\$	606,431
Fire Grant		379,207
Planning Grant		24,250
State Aid Library		9,000
Police Grants		46,250
TOTAL	\$	1,065,138
PERMITS AND FEES:		
Inspections	\$	500,000
Planning		100,000
Zoning Fees		20,000
Homeowner Recovery Fee		3,500
Street Department		60,000
Public Works		60,000
Police Department		10,000
TOTAL	\$	753,500

BUDGET
2025-2026

SALES AND SERVICES:		
Library	\$	60,000
Police Extra Duty		45,000
Fire Extra Duty		3,000
Recreation Fees		280,000
Rents		-
Facility Rental - Recreation		50,000
Disposal Fee/Recycling Fee		2,676,273
TOTAL	\$	3,114,273

INVESTMENT EARNINGS:	\$	500,000
----------------------	----	---------

OTHER REVENUES:		
Miscellaneous Revenue	\$	50,000
Surplus Property Sale		50,000
Lease Revenue		327,153
Cemetery		1,000
Court Costs		2,500
Fire District Revenue		500,000
Fire District Revenue - Escrow		60,148
Fire Donations		2,500
Donations		2,000
TOTAL	\$	995,301

OTHER FINANCING SOURCES:		
Lease/SBITA Financing	\$	94,550
Financing Proceeds		-
	\$	94,550

FUND BALANCE:		5,006,907
---------------	--	-----------

TOTAL GENERAL FUND REVENUES	\$	32,677,367
-----------------------------	----	------------

Legislative	\$	340,802
Administration		1,520,082
Information Technology		1,745,025
Financial Services		1,085,120
Police Administration & Patrol		5,922,713
Police Communications		765,379
Police Investigations		1,094,533
Fire		4,579,622
Planning		867,329
Inspections		670,788
Streets		1,982,348
Public Works & Environmental Services		3,640,195
Fleet Maintenance		638,913
Recreation & Grounds		2,796,602
Library		1,164,442
Facility Maintenance		2,390,743
Special Appropriations		45,000
W/S Indirect Cost		(1,831,889)
Debt Service - Fire Sub-Station		404,188
Debt Service - Annex Up Fit		67,298
Debt Service - Leases/SBITAS		307,504
Transfer to CP General Capital Reserve		500,000
Transfer to CP Paving		1,305,630
Transfer to CP Facility Modernization		95,000
Transfer to CP Garage Construction		300,000
Transfer to CP Sidewalks - Phase II		280,000
TOTAL GENERAL FUND APPROPRIATIONS	\$	32,677,367

WATER AND SEWER OPERATING FUND

BUDGET
2025-2026

II.	1.	REVENUES		
		Water Charges	\$	6,630,000
		Sewer Charges		3,850,671
		Connection and Tap Fees		250,000
		Service Charge & Penalties		110,000
		Interest on Investments		200,000
		Bulk Water Sales		1,000,000
		Gain on Sale of Assets		10,000
		Miscellaneous		30,000
		Transfer Out - Retained Earnings		(165,924)
		TOTAL WATER/SEWER FUND OPERATING REVENUES	\$	11,914,747
		Water Treatment	\$	1,875,151
		Water Extension/Maintenance		1,656,311
		Sewer Extension/Maintenance		1,926,086
		Utility Billing and Collections		738,778
		Sewage Treatment		2,350,000
		Water/Sewer Indirect Cost		1,831,889
		Transfer to CP Sanitary Sewer		600,000
		Transfer to CP Water Treatment Modernization		675,200
		Interest Expense/Financing Principal		261,332
		TOTAL WATER/SEWER OPERATING APPROPRIATIONS	\$	11,914,747

	2024-2025 PROJECT AUTHORIZATION	2025-2026 ADJUSTMENTS INCR/(DECR)	AMENDED PROJECT AUTHORIZATION
CEMETERY PERPETUAL CARE			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest Earned	\$ 35,000	\$ -	\$ 35,000
Sale of Plots	95,000	35,000	130,000
TOTAL	\$ 130,000	\$ 35,000	\$ 165,000
2. APPROPRIATIONS			
Reserved for Future Exp	\$ 130,000	\$ 35,000	\$ 165,000
TOTAL	\$ 130,000	\$ 35,000	\$ 165,000
SPECIAL REVENUE FUND - WATER & SEWER AIA GRANT			
1. REVENUES AND OTHER FINANCING SOURCES			
ARPA Grant Proceeds - Water	\$ 200,000	\$ -	\$ 200,000
ARPA Grant Proceeds - Sewer	200,000	-	200,000
TOTAL	\$ 400,000	\$ -	\$ 400,000
2. APPROPRIATIONS			
Engineering & Admin - Water	\$ 200,000	\$ -	\$ 200,000
Engineering & Admin - Sewer	200,000	-	200,000
TOTAL	\$ 400,000	\$ -	\$ 400,000
SPECIAL REVENUE FUND - MUNICIPAL SERVICE DISTRICT #1			
1. REVENUES AND OTHER FINANCING SOURCES			
Installment Financing	\$ 7,100,000	\$ (140,000)	\$ 6,960,000
Ad Valorem Taxes	706,738	696,898	1,403,636
TOTAL	\$ 7,806,738	\$ 556,898	\$ 8,363,636
2. APPROPRIATIONS			
Principal & Interest Payments	\$ 240,008	\$ 657,992	\$ 898,000
Parkway Acquisition	7,100,000	(140,000)	6,960,000
County Collection Fee Expense	10,602	10,454	21,056
Reserve for Future Parkway Expenses	456,128	28,452	484,580
TOTAL	\$ 7,806,738	\$ 556,898	\$ 8,363,636

	2024-2025 PROJECT AUTHORIZATION	2025-2026 ADJUSTMENTS INCR/(DECR)	AMENDED PROJECT AUTHORIZATION
CAPITAL PROJECT - FACILITY MODERNIZATION			
1. REVENUES AND OTHER FINANCING SOURCES			
Transfer In-Facility Modernization	\$ 275,977	\$ -	\$ 275,977
Transfer In-General Fund	-	95,000	95,000
TOTAL	<u>\$ 275,977</u>	<u>\$ 95,000</u>	<u>\$ 370,977</u>
2. APPROPRIATIONS			
Construction	\$ 275,977	\$ 95,000	\$ 370,977
TOTAL	<u>\$ 275,977</u>	<u>\$ 95,000</u>	<u>\$ 370,977</u>
CAPITAL PROJECT - STORM WATER IMPROVEMENTS			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest Earned	\$ 40,000	\$ -	\$ 40,000
Transfer In-CP Patrick Rd	50,000	-	50,000
Transfer In-General Fund	528,100	-	528,100
TOTAL	<u>\$ 618,100</u>	<u>\$ -</u>	<u>\$ 618,100</u>
2. APPROPRIATIONS			
Construction	\$ 618,100	\$ -	\$ 618,100
TOTAL	<u>\$ 618,100</u>	<u>\$ -</u>	<u>\$ 618,100</u>
CAPITAL PROJECT - BIKE TRANSPORTATION PROJECT			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest Earned	\$ 50,000	\$ -	\$ 50,000
Transfer In-CP Patrick Rd	138,000	-	138,000
Transfer In-General Fund	611,675	-	611,675
Grant Proceeds	3,032,000	-	3,032,000
TOTAL	<u>\$ 3,831,675</u>	<u>\$ -</u>	<u>\$ 3,831,675</u>
2. APPROPRIATIONS			
Knoll Rd Grant Expenditure	\$ 3,032,000	\$ -	\$ 3,032,000
Construction	799,675	-	799,675
TOTAL	<u>\$ 3,831,675</u>	<u>\$ -</u>	<u>\$ 3,831,675</u>
CAPITAL PROJECT - CAPITAL SOFTWARE UPGRADES			
1. REVENUES AND OTHER FINANCING SOURCES			
Transfer In-EIDMS	\$ 169,057	\$ -	\$ 169,057
Transfer In-General Fund	-	-	-
TOTAL	<u>\$ 169,057</u>	<u>\$ -</u>	<u>\$ 169,057</u>
2. APPROPRIATIONS			
Software Upgrade Expenditures	\$ 169,057	\$ -	\$ 169,057
TOTAL	<u>\$ 169,057</u>	<u>\$ -</u>	<u>\$ 169,057</u>
CAPITAL PROJECT - FIRE TRUCKS			
1. REVENUES AND OTHER FINANCING SOURCES			
Transfer In-General Fund	\$ 2,577,365	\$ -	\$ 2,577,365
TOTAL	<u>\$ 2,577,365</u>	<u>\$ -</u>	<u>\$ 2,577,365</u>
2. APPROPRIATIONS			
Equipment/Trucks	\$ 2,577,365	\$ -	\$ 2,577,365
TOTAL	<u>\$ 2,577,365</u>	<u>\$ -</u>	<u>\$ 2,577,365</u>

	2024-2025 PROJECT AUTHORIZATION	2025-2026 ADJUSTMENTS INCR/(DECR)	AMENDED PROJECT AUTHORIZATION
CAPITAL PROJECT - RESERVOIR DAM IMPROVEMENTS			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest Earned	\$ -	\$ -	\$ -
Transfer In-GF	475,000	-	475,000
TOTAL	<u>\$ 475,000</u>	<u>\$ -</u>	<u>\$ 475,000</u>
2. APPROPRIATIONS			
Construction	\$ 475,000	\$ -	\$ 475,000
TOTAL	<u>\$ 475,000</u>	<u>\$ -</u>	<u>\$ 475,000</u>
CAPITAL PROJECT - PAVING STREETS			
1. REVENUES AND OTHER FINANCING SOURCES			
Transfer In-General Fund	\$ 4,039,310	\$ 1,305,630	\$ 5,344,940
TOTAL	<u>\$ 4,039,310</u>	<u>\$ 1,305,630</u>	<u>\$ 5,344,940</u>
2. APPROPRIATIONS			
Construction	\$ 3,933,253	\$ 1,305,630	\$ 5,238,883
Transfer Out - Parking Lot	106,057	-	106,057
TOTAL	<u>\$ 4,039,310</u>	<u>\$ 1,305,630</u>	<u>\$ 5,344,940</u>
CAPITAL PROJECT - SIDEWALKS - PHASE II			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest Earned	\$ 30,000	\$ -	\$ 30,000
Transfer In-General Fund	1,841,150	280,000	2,121,150
Transfer In-CP SIDEWALKS	46,727	-	46,727
TOTAL	<u>\$ 1,917,877</u>	<u>\$ 280,000</u>	<u>\$ 2,197,877</u>
2. APPROPRIATIONS			
Construction	\$ 1,917,877	\$ 280,000	\$ 2,197,877
TOTAL	<u>\$ 1,917,877</u>	<u>\$ 280,000</u>	<u>\$ 2,197,877</u>
CAPITAL PROJECT - RECREATION IMPROVEMENTS			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest Earned	\$ 18,500	\$ 31,500	\$ 50,000
Grant Funds - CVB	185,000	-	185,000
Transfer In-General Fund	1,959,799	-	1,959,799
TOTAL	<u>\$ 2,163,299</u>	<u>\$ 31,500</u>	<u>\$ 2,194,799</u>
2. APPROPRIATIONS			
Construction	\$ 1,978,299	\$ 31,500	\$ 2,009,799
Grant Expenditures	185,000	-	185,000
TOTAL	<u>\$ 2,163,299</u>	<u>\$ 31,500</u>	<u>\$ 2,194,799</u>
CAPITAL PROJECT - GARAGE DESIGN & CONSTRUCTION			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest Earned	\$ -	\$ -	\$ -
Transfer In-GF	-	300,000	300,000
TOTAL	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>
2. APPROPRIATIONS			
Construction	\$ -	\$ 300,000	\$ 300,000
TOTAL	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>

	2024-2025 PROJECT AUTHORIZATION	2025-2026 ADJUSTMENTS INCR/(DECR)	AMENDED PROJECT AUTHORIZATION
GENERAL CAPITAL RESERVE			
1. REVENUES AND OTHER FINANCING SOURCES			
Transfer In-General Fund	\$ 112,500	\$ 500,000	\$ 612,500
Transfer In-Streambank Stabilization	53,656	-	53,656
Transfer In-Facility Modernization	46,811	-	46,811
Transfer In-SRF ARPA	24,009	-	24,009
Transfer In-Building Rennovation	105	-	105
Transfer In-Open Space	54,248	-	54,248
Transfer In-Nicks Creek	3,758	-	3,758
Transfer In-CP EIDMS	32,328	-	32,328
Transfer In-Parking Lot	28,649	-	28,649
Transfer In-CP Fiber Optics	2,120	-	2,120
Transfer In-Public Access Road	27,590	-	27,590
Transfer In-CP Patrick Rd	80,773	-	80,773
Transfer In-CP Library HVAC	161	-	161
Transfer In-Fire Sub Station	273,642	-	273,642
Transfer In-CP PS Comm	3,697	-	3,697
Transfer In-CP Tyr Tactical	620	-	620
Transfer In-Downtown Park	6,748	-	6,748
Transfer In-Pool Park	12,740	-	12,740
TOTAL	<u>\$ 764,155</u>	<u>\$ 500,000</u>	<u>\$ 1,264,155</u>
2. APPROPRIATIONS			
Transfer to Capital Project Fund	\$ 251,655	\$ 500,000	\$ 751,655
Transfer to CP Open Space	245,000	-	245,000
Transfer to CP Streambank Stabilization	180,000	-	180,000
Transfer to CP Building Renovation	87,500	-	87,500
TOTAL	<u>\$ 764,155</u>	<u>\$ 500,000</u>	<u>\$ 1,264,155</u>
CAPITAL PROJECT - WARRIOR WOODS LIFT STATION			
1. REVENUES AND OTHER FINANCING SOURCES			
Transfer In-Utility Fund	\$ 263,750	\$ -	\$ 263,750
Transfer In-System Dev Fees-Sewer	957,860	82,874	1,040,734
Transfer In-ASADRA Loan Proceeds	2,998,000	-	2,998,000
Transfer In-Warrior Woods Lift Station	59,960	-	59,960
Transfer In-Sewer Impact	846,550	-	846,550
TOTAL	<u>\$ 5,126,120</u>	<u>\$ 82,874</u>	<u>\$ 5,208,994</u>
2. APPROPRIATIONS			
Construction	\$ 2,008,200	\$ 82,874	\$ 2,091,074
Engineering Admin Construction	2,998,000	-	2,998,000
Closing Cost ASADRA Loan	59,960	-	59,960
Transfer to WW ASADRA Construction	59,960	-	59,960
TOTAL	<u>\$ 5,126,120</u>	<u>\$ 82,874</u>	<u>\$ 5,208,994</u>
CAPITAL PROJECT - NORTH PRESSURE WATER ZONE			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest Earned	\$ 10,000	\$ -	\$ 10,000
Transfer In-Utility Fund	3,000,000	-	3,000,000
Transfer In-CP Penn/PeeDee WL	1,194,642	-	1,194,642
Transfer In-System Dev Fees-Water	271,765	449,298	721,063
TOTAL	<u>\$ 4,476,407</u>	<u>\$ 449,298</u>	<u>\$ 4,925,705</u>
2. APPROPRIATIONS			
Construction	\$ 4,476,407	\$ 449,298	\$ 4,925,705
TOTAL	<u>\$ 4,476,407</u>	<u>\$ 449,298</u>	<u>\$ 4,925,705</u>

	2024-2025 PROJECT AUTHORIZATION	2025-2026 ADJUSTMENTS INCR/(DECR)	AMENDED PROJECT AUTHORIZATION
CAPITAL PROJECT - SANITARY SEWER MODERNIZATION			
1. REVENUES AND OTHER FINANCING SOURCES			
Transfer In-System Dev Fees	\$ 485,659	\$ 331,497	\$ 817,156
Grant Proceeds	4,999,950	-	4,999,950
Transfer In-Utility Fund	2,466,360	600,000	3,066,360
TOTAL	<u>\$ 7,951,969</u>	<u>\$ 931,497</u>	<u>\$ 8,883,466</u>
2. APPROPRIATIONS			
Construction	\$ 2,952,019	\$ 931,497	\$ 3,883,516
Sewer Rehab Grant Expense	4,999,950	-	4,999,950
TOTAL	<u>\$ 7,951,969</u>	<u>\$ 931,497</u>	<u>\$ 8,883,466</u>
CAPITAL PROJECT - WATER SYSTEM DEVELOPMENT FEES			
1. REVENUES AND OTHER FINANCING SOURCES			
System Develop Fees	\$ 4,105,967	\$ 848,401	\$ 4,954,368
TOTAL	<u>\$ 4,105,967</u>	<u>\$ 848,401</u>	<u>\$ 4,954,368</u>
2. APPROPRIATIONS			
Transfer to Cap Imp Water	\$ -	\$ -	\$ -
Transfer to Penn/PeeDee Rd	1,252,869	-	1,252,869
Transfer to Water Treatment Moderniz	2,130,560	399,103	2,529,663
Transfer to North Pressure Zone	271,765	449,298	721,063
Transfer to NCDOT Waterline Relo	274,845	-	274,845
Transfer to East Morganton Rd	175,928	-	175,928
TOTAL	<u>\$ 4,105,967</u>	<u>\$ 848,401</u>	<u>\$ 4,954,368</u>
CAPITAL PROJECT - SEWER SYSTEM DEVELOPMENT FEES			
1. REVENUES AND OTHER FINANCING SOURCES			
System Develop Fees	\$ 1,443,519	\$ 414,371	\$ 1,857,890
TOTAL	<u>\$ 1,443,519</u>	<u>\$ 414,371</u>	<u>\$ 1,857,890</u>
2. APPROPRIATIONS			
Transfer to Cap Imp Sewer	\$ -	\$ -	\$ -
Transfer to Sanitary Sewer	485,659	331,497	817,156
Transfer to Warrior Woods	957,860	82,874	1,040,734
TOTAL	<u>\$ 1,443,519</u>	<u>\$ 414,371</u>	<u>\$ 1,857,890</u>
CAPITAL PROJECT - WATER TREATMENT PROCESS MODERNIZATION			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest	\$ 21,600	\$ -	\$ 21,600
Transfer In -CP Water Distribution	1,212,000	-	1,212,000
Transfer In- System Develop Fees	2,130,560	399,103	2,529,663
Transfer In-Utility Fund	2,930,181	675,200	3,605,381
TOTAL	<u>\$ 6,294,341</u>	<u>\$ 1,074,303</u>	<u>\$ 7,368,644</u>
2. APPROPRIATIONS			
Construction	\$ 6,294,341	\$ 1,074,303	\$ 7,368,644
TOTAL	<u>\$ 6,294,341</u>	<u>\$ 1,074,303</u>	<u>\$ 7,368,644</u>

	2024-2025 PROJECT AUTHORIZATION	2025-2026 ADJUSTMENTS INCR/(DECR)	AMENDED PROJECT AUTHORIZATION
CAPITAL PROJECT - WATER DISTRIBUTION UPGRADES & REPAIR			
1. REVENUES AND OTHER FINANCING SOURCES			
Interest Earned	\$ -	\$ -	\$ -
Transfer In-CP Water Improvements	471,398	-	471,398
Transfer In-SR ARPA	4,584	-	4,584
Transfer In-CP Facility Modernization	219,072	-	219,072
Transfer In-CP NC DOT Waterline Relo	538,765	-	538,765
Transfer In-Utility Fund	330,000	-	330,000
TOTAL	<u>\$ 1,563,819</u>	<u>\$ -</u>	<u>\$ 1,563,819</u>
2. APPROPRIATIONS			
Construction	\$ 1,563,819	\$ -	\$ 1,563,819
TOTAL	<u>\$ 1,563,819</u>	<u>\$ -</u>	<u>\$ 1,563,819</u>
CAPITAL PROJECT - SEWER COLLECTION SYSTEM UPGRADES & REPAIR			
1. REVENUES AND OTHER FINANCING SOURCES			
Transfer In-CP Sewer Dist	\$ 499,018	\$ -	\$ 499,018
Transfer In-CP Lift Station Upgrades	503,013	-	503,013
Transfer In-Utility Fund	200,000	-	200,000
TOTAL	<u>\$ 1,202,031</u>	<u>\$ -</u>	<u>\$ 1,202,031</u>
2. APPROPRIATIONS			
Construction	\$ 1,202,031	\$ -	\$ 1,202,031
TOTAL	<u>\$ 1,202,031</u>	<u>\$ -</u>	<u>\$ 1,202,031</u>
CAPITAL PROJECT - MIDLAND ROAD WATER LINE REPLACEMENT			
1. REVENUES AND OTHER FINANCING SOURCES			
Impact Fees	\$ 160,438	\$ -	\$ 160,438
TOTAL	<u>\$ 160,438</u>	<u>\$ -</u>	<u>\$ 160,438</u>
2. APPROPRIATIONS			
Design & Construction	\$ 160,438	\$ -	\$ 160,438
TOTAL	<u>\$ 160,438</u>	<u>\$ -</u>	<u>\$ 160,438</u>

SECTION 2. That in order to raise the revenue to meet the expenses of the Town Government and its activities as provided in the foregoing appropriation for the fiscal year ending June 30, 2026, there is hereby levied a tax of twenty-nine cents (\$0.29) per one hundred dollars (\$100) valuation of taxable property as listed for taxes on January 1, 2025. This rate is based on a total valuation of \$4,658,172,148 and an estimated collection rate of 99.0%.

SECTION 3. There is hereby levied a tax at the rate of eighty cents (\$0.80) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2025, for the purpose of raising revenue in the Municipal Service District Fund #1 in Section 1 of this ordinance. The area is comprised of 99.97 +/- acres contained in the approved Morganton Park South Planned Development District (PD08-21) lying between 15-501 to the south and Morganton Road to the north, as graphically depicted in Ordinance #1993, Exhibit A according to Moore County tax records as of January 1, 2025, with a total current valuation of property for the purposes of taxation of \$87,112,280 and at an estimated collection rate of 100%.

SECTION 4. There is hereby levied a fee of five dollars (\$5.00) for each vehicle within the Town of Southern Pines, as authorized by North Carolina General Statute 20-97, for the purpose of raising the revenue listed as "Municipal Vehicle Tax" revenue as listed in Section 1 of this ordinance. Under North Carolina Statute 20-97, five dollars (\$5.00) is available for any lawful purpose.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025, as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk

Agenda Item

To: Reagan Parsons, Town Manager

From: BJ Grieve, Planning Director
Cindy Williams, Planning Technician

Subject: WP-02-25: Watershed Protection Permit Request; 5/70 Exemption Allocation to develop 1.67 acres on Mill Creek Road; Applicant: Mavis Southeast, LLC

Date: June 10, 2025

I. SUMMARY OF APPLICATION REQUEST:

Corporation Services Company, on behalf of Mavis Southeast, LLC, has submitted an application for a Watershed Protection Permit requesting 1.67 acres of 5/70 exemption allocation to develop an automotive service center, which will result in 44% total impervious surface on the subject property which is located within the Little River Intake No. 2 Watershed. Should the Town Council wish to grant the 5/70 exemption under Watershed Protection Permit WP-02-25, the Town shall deduct 1.67 acres from the Little River Intake No. 2 Watershed tally, leaving 708.74¹ acres of allocation remaining in this watershed. The subject parcel is currently zoned General Business Conditional District (GBCD) and is identified as PIN: 858300274839 (PARID: 20070990).

II. PROJECT INFORMATION:

A. Property Owner & Petitioner Information:

i. Current Property Owner/Applicant:

Mill Creek Partners II, LLC
PO Box 1511
Pinehurst, NC 28374

ii. Authorized Agent:

Corporation Services Company
2626 Glenwood Avenue
Raleigh, NC 27608

¹ Moore County approved the transfer of 121 acres of exemption allocation in the Little River (Intake No. 2) Watershed to Southern Pines on October 1, 2025. The remaining exemption allocation reflects this transfer.

B. Property Information:

- i. Street Address:**
355 Mill Creek Road
Southern Pines, NC 28387
- ii. Property Identification Number (PIN) & Parcel Identification (PARID):**
PIN: 858300274839 (PARID: 20070990)
- iii. Size of Property:**
Total Acreage: 1.67 acres

C. Description of Proposed Development:

The applicant plans to construct an automotive service center, resulting in approximately .73 acres (44%) of total impervious surface on the subject property.

D. Property Zoning Classification:

The subject property is zoned General Business Conditional District (GB-CD).

Figure 1: Vicinity Map (Subject Property Outlined in Red).



- The entirety of the property is within the Little River Intake #2 (LR#2) Watershed and is therefore subject to the Watershed Protection Overlay District and the standards set forth in UDO §3.6.8.
 - The subject property lies within the Protected Area of the Little River Intake No. 2 Watershed.
 - The proposed development is required to obtain the 5/70 exemption allocation because the proposed improvements will exceed the maximum of 12% built upon area or 24% built-upon land area with implementation of stormwater BMPs within the High Quality Water/Protected portions of the watershed.
 - A total of .73 acres (44%) of total built-upon land area, is proposed.

- Should the Town Council wish to grant the 5/70 exemption, the entirety of the project acreage (1.67 ac.) will be deducted from the 5/70 tally sheet for the Little River Intake No. 2 Watershed, leaving 708.74 acres of allocation remaining in this watershed.
 - The Watershed Protection Permit, if approved, will provide the project with the 5/70 exemption allowing the project to develop up to the 70% built-upon land area.
- The 5/70 exemption for the Town of Southern Pines went into effect in 1993 and allows the Town to develop 5% of its watershed to a 70% impervious level.
- All development in the Town's watershed constructed prior to 1993 is statutorily defined as pre-existing development and considered to be exempt from the requirement to obtain the 5/70 exemption. All new development within a watershed shall be subject to the current watershed standards and eligible projects may pursue the 5/70 exemption.
- The UDO defines the Protected Area as "The area adjoining and upstream of the Watershed Critical Area in which protection measures are required. Unless otherwise modified by the Town, this area corresponds with the state's High Quality Water (HQP) area. The boundaries of the protected area are defined as extending ten (10) miles upstream and draining to the Cape Fear, lower Little River #2 public water supply intake or the ridge line of the Watershed (whichever comes first). The Town may extend the Protected Area as needed. Major landmarks such as highways or property lines may be used to delineate the outer boundary of the Protected Area if these landmarks are immediately adjacent to the appropriate outer boundary of ten miles."
- Per UDO Exhibit 3-14, the 5/70 Exemption standards dictate the following for the High Quality Water (HQP) / Protected Area:
 - New Development shall be limited to one (1) Dwelling Unit per acre or twelve (12) percent built upon land area unless (a) the development disturbance area is less than one (1) acre or (b) BMPs or another approved stormwater management-based practices are used. New Development with a development disturbance area less than one (1) acre shall be limited to two (2) Dwelling Units per acre or twenty-four (24) percent built upon land area. New Development utilizing BMPs or another approved stormwater management-based practices shall be limited to two (2) Dwelling Units per acre or twenty-four (24) percent built-upon land area in the Watershed outside of the Critical Area.
- All allocations shall be deducted from the five percent (5%) total area allocation and shall be monitored by the Planning Department.

- If this exemption is granted, a state stormwater permit shall not be required.

III. ATTACHMENTS:

The following materials are provided as attachments to this staff memorandum:

1. Watershed Protection Permit Application
2. Appointment of Agent
3. Survey
4. Draft Site Plan
5. Updated 5/70 Tally Sheet Excerpt

Watershed Protection Permit Application

REQUIRED APPLICATION MATERIALS:

- ✓ **Completed Application** for a Watershed Protection Permit signed by the applicant. Please do not leave anything blank and make sure that all of the information provided is correct.
- ✓ **Appointment of Agent**, if applicable, signed by the property owner(s) and the agent
- ✓ **Site Plan**
- ✓ **Vicinity Map**
- **Narrative** (if the property is outside of the **CB** zoning district) addressing each of the criteria listed in Exhibit 3-14, Table Note 3, of the UDO
- ✓ **Electronic copy (PDF) of all application materials** submitted to plan@southernpines.net

PLEASE SUBMIT ONLY ONE (1) COMPLETE SET OF ALL MATERIALS.

REVIEW AND APPROVAL:

1. **Staff review:** Planning staff will review the application and notify the applicant if additional materials are needed.
2. **Approval:** The Town Council, at its regular meeting, will review and approve, approve with conditions, or deny the application.

COMMUNITY DEVELOPMENT DEPARTMENT
TOWN OF SOUTHERN PINES
180 SW BROAD STREET
SOUTHERN PINES, NORTH CAROLINA 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net



Watershed Protection Permit Application

Date Received: _____

Case No.: WP-_____-____

I, the undersigned, do hereby make application to the Town of Southern Pines Town Council for a Watershed Protection Permit for the property described below.

Project Information:

Project Name: Mavis Tire #2201 Zoning District: GBCD Total Property Acreage: 1.67 ac
PIN: 858300274839 Parcel ID: 20070990 Watershed: Headwaters Little River
Type of Development: Commercial Total Built-Upon Area*: 0.73
% of Total Property Acreage Proposed to be Built-Upon Area*: 44%

Applicant:

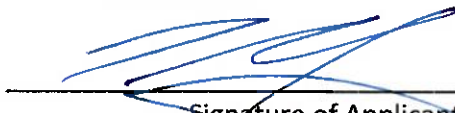
Name(s): Mavis Southeast, LLC Email: Jmicik@mavis.com
Mailing Address: 100 Hillside Ave., White Plains, NY 10603 Phone: 914.984.2500

Authorized Agent, if different from Applicant:

Name(s): Corporation Services Company
Email: complianceemail@sbcglobal Phone: 800.927.9801
Mailing Address: 2626 Glenwood Ave, Raleigh, NC 27608

Legal Property Owner(s), if different from Applicant:

Name(s): Mill Creek Partners, LLC
Email: _____ Phone: _____
Mailing Address: PO Box 1511 Pinehurst, NC 28374



Signature of Applicant
Anthony Suggs, Chief Development Officer

04/28/2025

*Definition of Built-Upon Area May be Found in Chapter 9 of the Unified Development Ordinance.

Please review **UDO §3.6.8 Watershed Protection Overlay District** in its entirety.

COMMUNITY DEVELOPMENT DEPARTMENT
TOWN OF SOUTHERN PINES
180 SW BROAD STREET
SOUTHERN PINES, NORTH CAROLINA 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net

Appointment of Agent

INFORMATION MUST BE LEGIBLE

The undersigned property owner, Mill Creek Partners LLC, hereby appoints Mavis Southeast, LLC as the exclusive agent for the purpose of making an application to the Town of Southern Pines for a **Watershed Protection Permit** on the property identified as **PARID 20070990** and described in the attached application. The property owner hereby agrees that this agent has the authority to act for and on behalf of the property owner as follows:

1. to submit the application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner;
3. to accept conditions or recommendations made by the Town of Southern Pines Planning Department staff for the issuance of a Watershed Protection Permit on the subject property; and
4. to act on behalf of the property owner without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a **Watershed Protection Permit** under the Southern Pines Unified Development Ordinance.

This Appointment of Agent shall remain in effect until final resolution of this application.

**Property Owner or Authorized Representative of
Property Owner: Mill Creek Partners LLC**

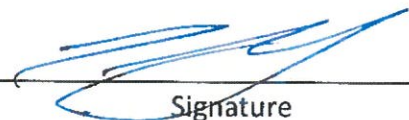
Date: 5/22/2025

By: 
Signature

John E. Kramer
Print Name

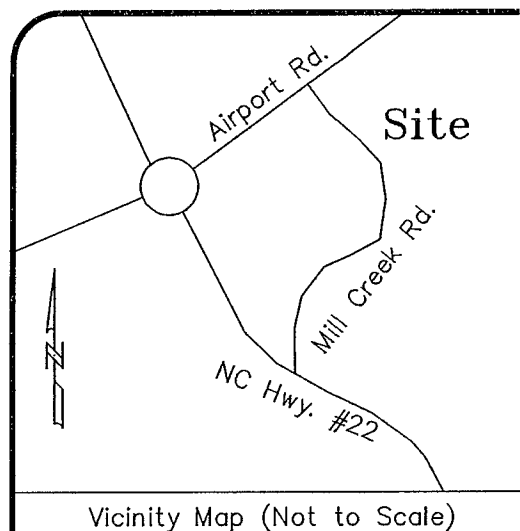
Authorized Agent: Mavis Southeast LLC

Date: 5/21/2025


Signature

Anthony Suggs, Chief Development
Print Name officer

679



I, Ryan D. McBryde, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 3679, Page 435); that the boundaries not surveyed are clearly indicated as drawn from information as indicated; that the ratio of precision as calculated is 1:20,000; that this plat was prepared in accordance with G.S. 1-30 as amended. Witness my original signature, registration number and seal this 27th day of February 2025.

Ryan D. McBryde
Professional Land Surveyor

L-4394
Registration Number

State of North Carolina
County of Moore

I, *Erin Accatturo*, Review Officer of Moore County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Erin Accatturo
Review Officer
Date 2/28/25

Owner: Mill Creek Partners II, LLC

John E. Kramer
Signature

NOTICE: This property is Located within a Public Water Supply Watershed—Development Restrictions May Apply. WS-IIIIP

Built upon area may not exceed 24% of the entire Southern Pines Corporate Park. Development above 24% will require a 5/70 watershed protection permit.

Per P.C. 20, SL 210
Moore County Registry

Notes: This map is in accordance with GS 47-30.
Area by coordinate method.
No recoverable horizontal control within 2000 feet.
Dashed lines not surveyed, drawn from information as indicated.
There are no visible encroachments other than those shown hereon.
Survey is subject to any Declaration of Restrictions, Conditions, Easements, Covenants, Agreement, Liens and Charges of Record.
Parcel ID #20070990, PIN #858300274839

Legend: IPF = Iron Pipe Found
IPS = Iron Pipe Set
IRF = Iron Rod Found
IRS = Iron Rod Set
CMF = Concrete Monument Found
⊙ = Sewer Manhole
⊠ = Water Meter
⊙ = Fire Hydrant
⊙ = Utility Pole
CATV = Cable Television
PSO = Power Stub Out
TP = Telephone Pedestal
WV = Water Valve
☆ = Aerial Light
— = Building Setback Line
—OHU— = Overhead Utilities
SSO = Sanitary Stub Out
□ = Electrical Transformer
□ = HVAC
—SS— = Sanitary Sewer
○ = Calculated Point

I, Ryan D. McBryde, a Professional Land Surveyor L-4394, certify to one or more of the following as indicated:

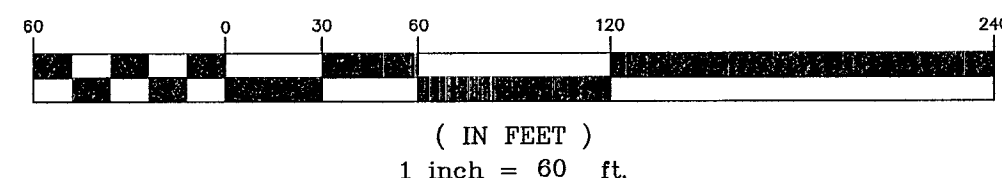
- ☒ A. That this plat is a survey that created a subdivision of land within the area of the county or municipality that has an ordinance that regulates parcels of land.
- ☐ B. That this plat is of a survey that is located in such portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
- ☐ C. That this plat is of a survey of an existing parcel or parcels of land and does not create a new street or change an existing street.
- ☐ D. That this plat is of a survey of another category, such as the recombination of existing parcels, a court survey, or an exception to the definition of subdivision.
- ☐ E. That the information available to this surveyor is such that I am unable to make a determination to the best of my professional ability as to provisions contained in (A) through (D) above.

Ryan D. McBryde
Professional Land Surveyor

L-4394
Registration Number

02/27/25
Date

GRAPHIC SCALE



County of Moore
D.B. 494, PG 250

Harris Teeter Properties, LLC

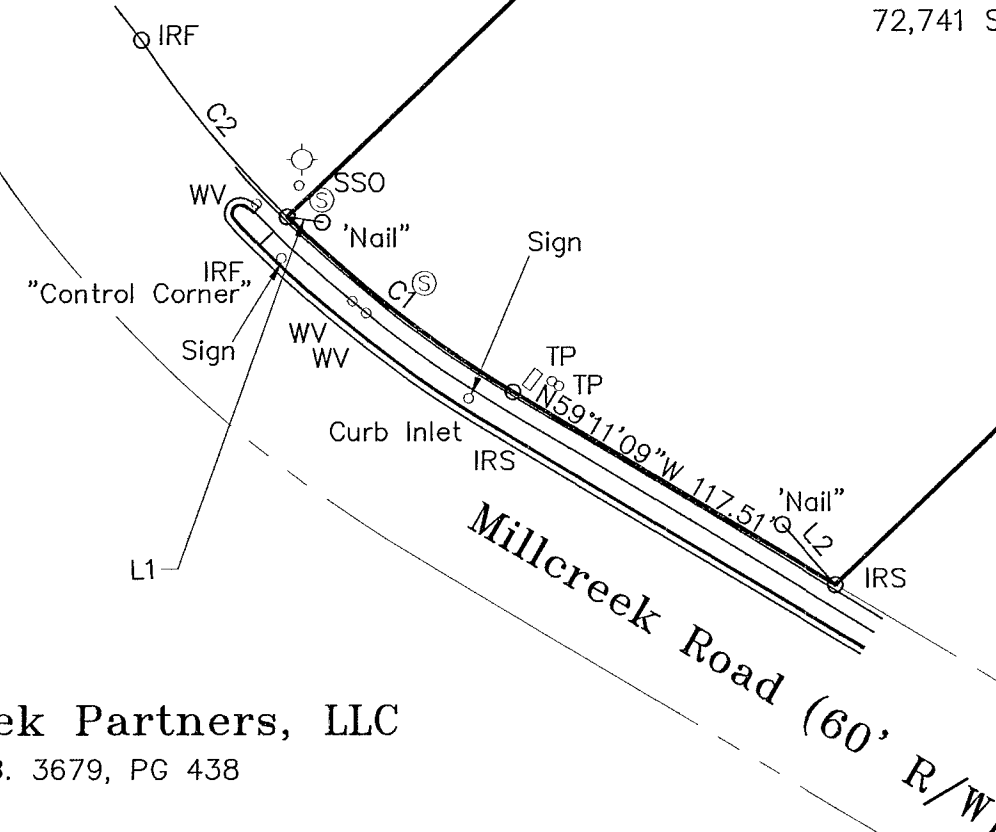
D.B. 5187, PG 266
P.C. 18, SL 210

2
Parcel B2
1.67 Acres
72,741 SF

"Remaining"
Mill Creek Partners II, LLC

D.B. 3679, PG 435

"Control Corner"
IRF



Mill Creek Partners, LLC

D.B. 3679, PG 438

LINE TABLE		
LINE	LENGTH	BEARING
L1	10.84	S80°54'24"E
L2	25.20	N41°57'54"W

CURVE TABLE				
Curve	Length	Radius	Chord Dir.	Delta Angle
C1	89.36	366.00	S52°11'30"E	89.14
C2	71.35	366.00	S39°47'04"E	71.24

FOR REGISTRATION REGISTER OF DEEDS
William Britton
Moore County, NC
March 04, 2025 02:31:01 PM
Book 20 Page 679-679
FEE: \$21.00
INSTRUMENT # 2025002686

1
Mill Creek Partners II, LLC

D.B. 3679, PG 435

Ownres: Mill Creek Partners II, LLC
P.O. Box 1511
Pinehurst, NC 28374

Reference: Plat Cabinet 18, Slide 210
Plat Cabinet 14, Slide 70
Plat Cabinet 14, Slide 868
Deed Book 3679, Page 435
Moore County, North Carolina

Certificate of Approval

I hereby certify that all streets shown on this plat are within the Town of Southern Pines' planning jurisdiction, all streets and other improvements shown on this plat have been installed or completed or that their installation or completion (within twelve months after the date below) has been assured by the posting of a performance bond or other sufficient surety, and that the subdivision shown on this plat is in all respects in compliance with the Southern Pines UDO, and therefore this plat has been approved by the Southern Pines Planning Director, subject to its being recorded in the Moore County Registry within sixty days of the date below.

John E. Kramer
Planning Director

2/28/2025
Date

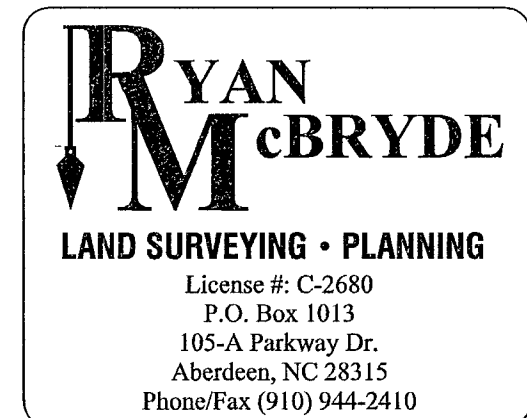
Certificate of Ownership and Dedication

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of the Town of Southern Pines, that I hereby freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space and easements, except those specifically indicated as private and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by the Southern Pines Town Council in the public interest.

John E. Kramer
Owner

2/28/2025
Date

PLAT CABINET 20 SLIDE 679



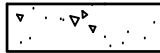
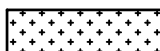
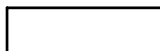
"Sheet 1 of 1"
Survey For:

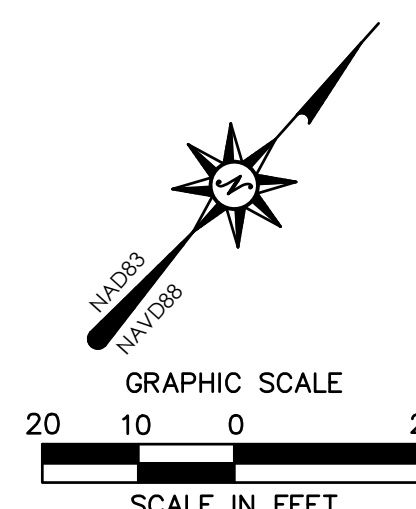
Mill Creek Partners II, LLC
Parcel B2
Kramer Land

Boundary/Minor Subdivision Survey
McNeills Township, Moore County
Southern Pines, North Carolina
February 27, 2025 JOB# 240089

LOCATION: SOUTHERN PINES, NORTH CAROLINA					
ZONE: GBGD (GENERAL BUSINESS CONDITIONAL DISTRICT)					
USE: AUTOMOBILE SALES AND SERVICE - LBGS CODE 2115 (PERMITTED USE)					
ITEM #	ITEM	REQUIREMENTS	PROPOSED	VARIANCE	UDO SECTION
1	MINIMUM LOT SIZE	10,000 S.F.	72,740 S.F. (1.67 AC.)	NO	EXHIBIT 4-1
2	MAXIMUM BUILDING HEIGHT	45 FEET	36 FEET*	NO	EXHIBIT 4-1
3	OPEN SPACE	7,200 S.F.	7,200 S.F.	NO	N/A

ITEM #	ITEM	REQUIREMENTS	PROPOSED	VARIANCE	UDO SECTION
1	BUILDING SIZE	NONE REQUIRED	7,095 S.F.*	NO	N/A
2	PARKING REQUIRED	AUTOMOTIVE REPAIR: 1 SPACE PER EVERY 200 S.F. OF GROSS FLOOR AREA (7,095 S.F.) TOTAL REQUIRED = 36	36 SPACES	NO	EXHIBIT 4-6
3	MINIMUM HANDICAPPED PARKING SPACES REQUIRED	2 SPACES	2 SPACES	NO	PER ADA
4	MINIMUM PARKING DIMENSIONS	9 FEET X 19 FEET	9 FEET X 19 FEET	NO	EXHIBIT 4-7
5	MINIMUM AISLE WIDTH	24 FEET – 2-WAY	24 FEET – 2-WAY	NO	EXHIBIT 4-7
6	MINIMUM INTERIOR LANDSCAPING	—ONE LARGE TREE PER 250 S.F. OF REQUIRED LANDSCAPE AREA —ONE SMALL TREE PER 125 S.F. OF REQUIRED LANDSCAPE AREA —ONE EVERGREEN SHRUB PER 35 S.F. OF REQUIRED LANDSCAPE AREA	SEE SHEET C5.00 FOR LANDSCAPE PLAN	NO	EXHIBIT 4-5

PROPERTY LINE	
LIMIT OF DISTURBANCE	
SAWCUT	
STANDARD-DUTY CONCRETE	
CONCRETE MIX B	
STANDARD-DUTY PAVEMENT	
HEAVY-DUTY PAVEMENT	
DETECTABLE WARNING STRIP	
PROPOSED LIGHT POLE	



BH Companies

Architecture
Engineering
Environmental
Land Surveying

PROPOSED MAVIS TIRES #2201
MILL CREEK ROAD
CARTHAGE, NORTH CAROLINA

Desc.	Date
No.	
igned	A.R.J.M.
own	P.R.J.
iewed	A.R.J.M.
ile	1"=20'
ject No.	2302068
ile	02/03/2025
D File:	
2302068-10	
TE PLAN	
et No.	

C1.00

ORDINANCE REQUIREMENTS

SECTION: Southern Pines UDO		REQUIRED	PROPOSED	VARIANCE
§ 4.3.3. Street Trees	Street trees	Street tree at 30 ft O.C	Have 4 existing trees to remain in ROW	NO
§ 4.3.5. Landscape Screens	Dumpsters: Plant materials shall be at least five (5) feet tall at the time of installation	Screening dumpster area	11 evergreen trees provided	NO
§ 4.3.7. Cleared Areas	Disturbed areas shall be replanted with one tree for each 700 square feet of disturbed area.	39362 sf/700=56.2 trees	34 canopy trees and 23 understory trees min. 2" cal.	NO
§ 4.3.6. Landscaping for Vehicle Use Areas	Perimeter landscaping	683 lf/30=23 large trees 683 lf/3=228 evergreen shrubs	23 trees 249 evergreen shrubs	NO
§ 4.9.1 Open Space	10% open space	72000 sf site x 10%=7200 sf	7200 sf provided	NO

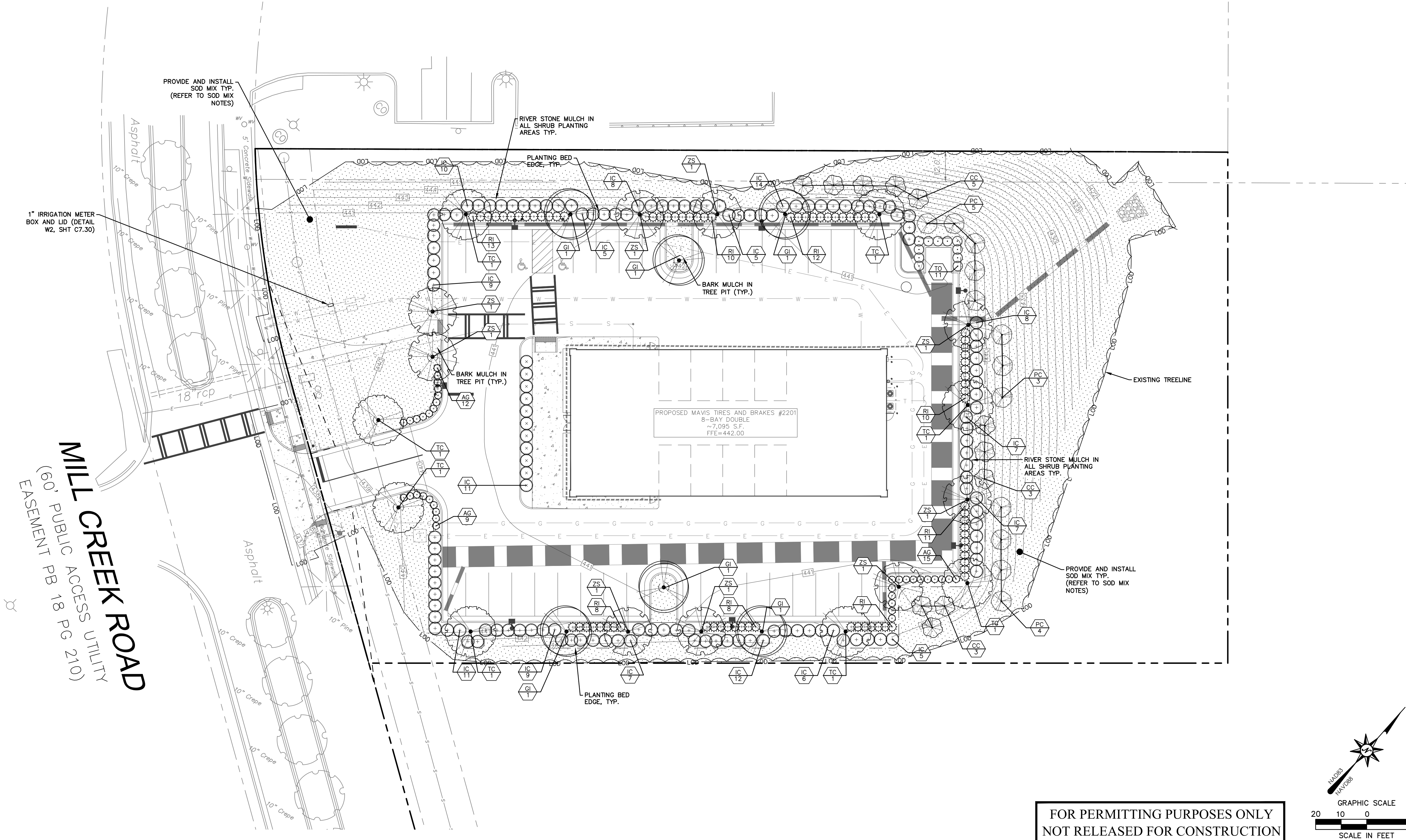
PLANT SCHEDULE							
SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	
EVERGREEN SCREEN							
	TO	11	THUJA OCCIDENTALIS	AMERICAN ARBORVITAE	2" CAL. 6' HT. MIN.	B&B / CONT.	
REPLANTED TREE							
	CC	11	CERCIS CANADENSIS	EASTERN REDBUD	2" CAL. 6' HT. MIN.	B&B	
	PC	12	PRUNUS VIRGINIANA	CHOKECHERRY	2" CAL. 6' HT. MIN.	B&B	
SHADE TREE							
	GI	6	GLEDITSIA TRIACANTHOS INERMIS	THORNLESS HONEY LOCUST	2" CAL. 8' HT	B&B	
	TC	8	TILIA CORDATA	LITTLELEAF LINDEN	2" CAL. 8' HT	B&B	
	ZS	9	ZELKOVA SERRATA	JAPANESE ZELKOVA	2" CAL. 8' HT	B&B	
SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING
SHRUBS							
	AG	36	ABELIA X GRANDIFLORA	GLOSSY ABELIA	3 GAL., MIN. 18"—21" HT. AND SPREAD	CONT.	36" o.c.
	IC	134	ILEX CORNUTA 'BURFORDII NANA'	DWARF BURFORD HOLLY	3 GAL., MIN. 18"—21" HT. AND SPREAD	CONT.	60" o.c.
	RI	79	RHAPHIOLEPS INDICA	INDIAN HAWTHORN	3 GAL., MIN. 18"—21" HT. AND SPREAD	CONT.	48" o.c.

LANDSCAPE PLAN LEGEND

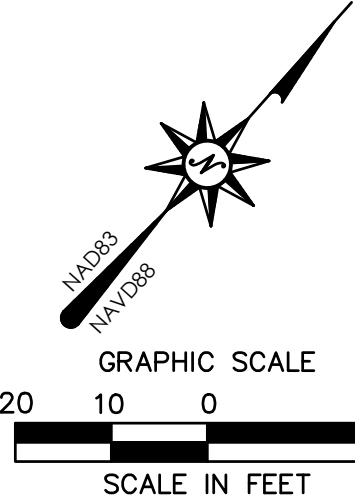
PROPERTY LINE
LIMIT OF DISTURBANCE
PROVIDE AND INSTALL SOD MIX (REFER TO SOD MIX NOTES)

SHADE CALCULATION

PER UDO APPENDIX F
VUA, SIDEWALKS AND CIRCULATION AREAS SQUARE FOOTAGE = 23,106 SF
23,106 SF X .20 = 4,621.2 SF
23 TREES X 707 SF SHADE / 2 = 8,131 SF
TOTAL AREA REQUIRED TO BE SHADED = 4,621.2 SF
TOTAL AREA PROPOSED TO BE SHADED = 8,131 SF



FOR PERMITTING PURPOSES ONLY
NOT RELEASED FOR CONSTRUCTION



Architecture
Engineering
Environmental
Land Surveying

BL Companies

3420 Toringdon Way
Suite 210
Charlotte, NC 28227
(704) 565-7070
NC Engineering Firm
LIC. #C-4082

Professional Seal
Seal 48769
Date 02/03/2025

PROPOSED MAVIS TIRES #2201
MILL CREEK ROAD
CARTHAGE, NORTH CAROLINA

REV	No.	Date	Desc.
DESIGNED			
DRAWN			
REVIEWED			
PROJECT NO.			
DATE			
CAD FILE			
TITLE			
SHEET NO.			

C5.00

Little River Intake #2 Watershed Current 5/70 Tally Sheet:				
Gross Acreage as of 9/30/24	5% of Gross Acreage Available for 5/70 Exemption	Total Acreage Allocated as of 9/30/24	Remaining Available Acreage	Available After 121.00 Additional Acres Were Received from the County on 10/1/24
22470.88	1123.54	534.13	589.41	710.41
Proposed Project: WP-02-25 1.67 Acres - Mavis Tire				
Total Project Acreage	Total Permitted Built- Upon Area for Project (70%)	Total Amount of Built-Up Upon Area with Proposed Project	Total Acreage to be Deducted from 5/70 Tally	Acreage Left Available if Request is Approved
1.67	1.17	44%	1.67	708.74

Agenda Item

To: Reagan Parsons, Town Manager

From: Gene Ruiz, Planner II

Subject: AR-05-25, Pinehurst Hyundai

Date: June 10, 2025

I. SUMMARY OF APPLICATION REQUEST

The applicant, Penney Design Group, is requesting an Architectural Compliance Permit on behalf of the legal property owner Southern Pines Automotive for a 23,688 square foot single story automotive dealership building. The address is 1480 US-1 which is located in the General Business (GB) zone. The surrounding streets are Murray Hill Road, Saunders Boulevard, and Council Way.

II. PROJECT INFORMATION

A. Property Owners

PIN: 857100744733 (**PARID** 00046185)
Southern Pines Automotive
4250 N. Federal Highway,
Deerfield Beach, FL 33442

B. Applicants and Authorized Agents

Penney Design Group
8120 Woodmont Ave. Suite 750
Bethesda, MD 20814

Figure 1. Proposed Site Layout Plan for Pinehurst Hyundai

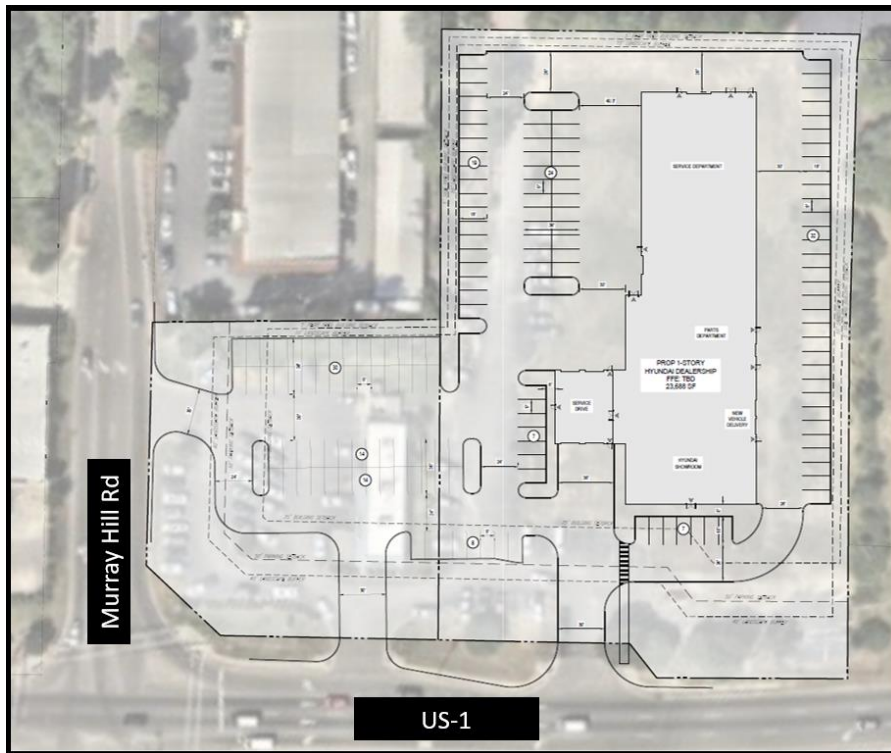


Figure 2: Zoning and Vicinity Map (Yellow box site of Pinehurst Hyundai).



Figure 3. Drone pictures of the site (Yellow box).



Figure 4. Drone pictures of the site from the highway corridor (Yellow box).



The subject property is located at 1480 US-1. The subject property is zoned GB. The broader neighborhood is primarily a GB district with some residential uses.

III. STAFF REVIEW

1. **Review Process.** Applications for Architectural Compliance Permits are reviewed pursuant to UDO §2.26.

2. **Application Review Dates**

Application Submitted: **April 4, 2025**

Additional Material Submitted: **May 1, 2025**

Continuance Agreed on: **May 11, 2025**

Additional Material Submitted: **May 30, 2025**

Additional Material Submitted: **June 4, 2025**

Application Complete: **June 4, 2025**

Town Council Regular Meeting: **June 10, 2025**

3. **Staff Comments based on Building Design Requirements per UDO §4.10.4**

Staff has reviewed the project for compliance with UDO §4.10.4 *Building Design Requirements*. See comments below for one area of non-compliance and one issue of concern that can be resolved at site plan review provided the applicant is aware of and acknowledges a challenging site design requirement. Compliance for signage will be determined during sign permit review since UDO §4.10.4 (J) states signage shall comply with the standards in section 4.6 and any applicable zoning district standards.

- UDO §4.10.4 (C) states *The exterior finish of building walls shall be primarily comprised of brick. Cementitious horizontal lap siding, textured concrete masonry, cast stone and stucco may be used for accents, provided that they cover no more than twenty (20) percent of the exterior walls, exclusive of doors and windows. Wood and metal may be used as trim around doors and windows.*

The southeast elevation, shown in Elevation 1: Southeast Elevation – RTE 1, does not meet the 80% brick requirement outlined in UDO §4.10.4(C). This façade consists of approximately 34% brick and 66% EIFS, excluding windows and doors. However, all other elevations comply with or exceed the standard, with the southwest and northeast elevations at 90% brick, and the northwest elevation at 96% brick.

- UDO §4.10.4(I) states *Garage doors and loading bays shall face an interior Lot line alley or service drive and shall not face a street or residential district unless buffered or screened in accordance with sections 4.3.4 and 4.3.5.*

The southeast elevation has two garage doors that directly face US Highway 1. These garage doors are allowed on the southeast elevation only if “buffered or screened” in accordance with the town’s landscaping code. As long as the applicants understand the need to provide the required trees and shrubs to meet the buffering or screening requirements along US Highway 1 as part of this approval and site plan review, the garage doors may remain on the southeast elevation as shown in the drawings.

4. Staff Recommendation

When reviewing an application for an Architectural Compliance Permit, the Town Council shall approve, conditionally approve, or deny the application based on the following criteria, as set forth in **UDO §2.26.7**.

- (A) *For Buildings with ten thousand (10,000) square feet or more of Gross Floor Area or that do not comply with the commercial Building design standards in Section 4.10, the application is consistent with the applicable Comprehensive Plan goals and policies;*
- (B) *The application substantially conforms with the applicable Multi-Family or commercial design standards and other applicable provisions of the UDO;*
- (C) *The application is consistent with applicable conditions of prior Development Approval.*

Considering these criteria, Planning Staff recommend approval of AR-05-25 with the following deviations and conditions:

- **Deviation 1.** Regarding UDO §4.10.4(C) – Building Materials: The southeast elevation facing U.S. Highway 1, as shown in Elevation 1: Southeast Elevation - RTE-1, includes 32% brick. While this does not meet the 80% brick standard outlined in the UDO, the façade upholds the intent of §4.10.4(C) by incorporating durable materials in a thoughtful composition that emphasizes architectural detailing, visual interest, and general compatibility with other automotive dealerships in Southern Pines. Additionally, the visual impact of the reduced brick percentage is mitigated by the presence of substantial required landscaping, in accordance with the Highway Corridor Overlay standards and parking lot screening requirements for lots with 75 or more spaces.

IV. ATTACHMENTS PROVIDED BY THE APPLICANT

Additional Material Received

1. Complete Application, including Appointment Agent Form
2. Applicant Narrative (Revised June 4, 2025)
3. Pinehurst Hyundai Elevations (Revised June 4, 2025)
4. Conceptual Site Plan

V. TOWN COUNCIL ACTION

The Town Council should consider the purpose of an architectural compliance permit per UDO §2.26 and shall vote on whether the proposed application complies with the criteria per UDO §2.26, the commercial building design requirements per UDO §4.10.4 and prior development approvals. The Town Council may make one of the following motions or any alternative they wish.

I move to:

1. Approve AR-05-25:

2. Approve AR-05-25 with the following conditions and/or deviations:

3. Deny AR-05-25.

Application for: **Architectural Compliance Permit**

FOR OFFICE USE ONLY

Fee Paid:

Date Received:

Case No.: AR-

TO THE TOWN COUNCIL OF THE TOWN OF SOUTHERN PINES:

I, the undersigned, do hereby make application for an Architectural Compliance Permit regarding for the following project:

Project Information:

Project Name: Pinehurst Hyundai

Street Address: 1480 US-1, Southern Pines

PIN: 00046185 Parcel ID: 10001600 Zoning: GB

Type of building (retail, office, etc.): Automotive Sales/Service Total square footage: 23,688 SF

Applicant:

Name: Southern Pines Automotive

Email: charliem@philsmithmanage.com Phone: 954-867-1234

Mailing Address: 4250 N. Federal Highway, Deerfield Beach Florida 33442

Legal Property Owner(s), if different from Applicant:

Name(s):

Email: Phone:

Mailing Address:

Date:

4/7/2025

Southern Pines Automotive

Applicant

SUBMIT FORM

[click here to e-mail](#)

or e-mail as attachment to plan@southernpines.net

APPOINTMENT OF AGENT

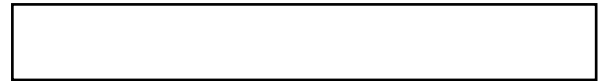
The undersigned owner(s), Southern Pines Auto, hereby appoint(s) Penney Design Group as the exclusive agent for the purpose of making an application to the Town of Southern Pines for an **Architectural Compliance Permit** for improvements to the property described in the attached application. The owner(s) hereby agree(s) that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s);
3. to accept conditions or recommendations made by the Town of Southern Pines Town Council for the issuance of an **Architectural Compliance Permit** for improvements to the subject property; and
4. to act on behalf of the owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for an **Architectural Compliance Permit** under the Southern Pines Unified Development Ordinance.

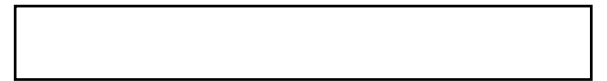
This Appointment of Agent shall remain in effect until final resolution of the attached application. Date signed 4/7/2025



Property Owner



Property Owner



Agent

SUBMIT FORM

[click here to e-mail](#) or e-mail as attachment to plan@southernpines.net



PENNEY DESIGN GROUP

May 30, 2025

Southern Pines – PDD
180 SW Broad St.
Southern Pines, NC 28387

Re: Pinehurst Hyundai, Southern Pines, NC – Architecture Design Narrative

Dear Planning & Development Department:

Existing Property Information

Properties are approx. 1.02 & 2.53 acres located at the intersection of US-1 & Murray Hill Road – 1480 US-1, Southern Pines, NC 28387.
Overlay District: Urban Village Highway Corridor
Zoning Classification: GB (General Business)

Proposed Project Information

Proposed new single-story automotive dealership approx.: 23,688 sf footprint.

Proposed Architecture

The project seeks to align with Hyundai Motor America Corporate Identity Program and meet the Town requirements as well.

It should be noted that Hyundai CI mandates full height curtain wall with aluminum composite material (ACM) panels essentially on three sides of the showroom portion of the building, including the front of the service customer reception structure. The remainder of the building should be painted brick.

Design Compliance Breakdown: UDO Section 4.14.4 – Building Design Requirements:

(A) Building Orientation: Primary customer entrance has been proposed on the east side of the building which faces US-1.

(B) Building Dimensions: The primary elevations for customers have been treated with a combination of material changes, height offsets (roof) & plane offsets (bump-in's/out's).

(C) Building Materials: Brick (two colors) has been proposed as the main material for the building, with ACM being the accent material. See material break down showing accent materials at 17%, under the required 20% minimum for the building as a whole.



(C): Subsection #1 – Variance Request: The Southeast façade’s ratio of main vs. accent material is above the 20% minimum due to the showroom program of this part of the building and lack of solid wall material altogether. Given that all other facades are significantly below this requirement, Staff has agreed to recommend approval of this variance.

(D) Windows: Storefront glazing has been proposed as clear (non-reflective), with low-e coating. Proportion of windows is in alignment with Architectural

(E) Awnings: N/A

(F) Galleries & Arcades: N/A

(G) Roofs: Parapets with height offsets have been incorporated.

(H) Mechanical Equipment: Roof equipment shall be screened from view from public ways/streets.

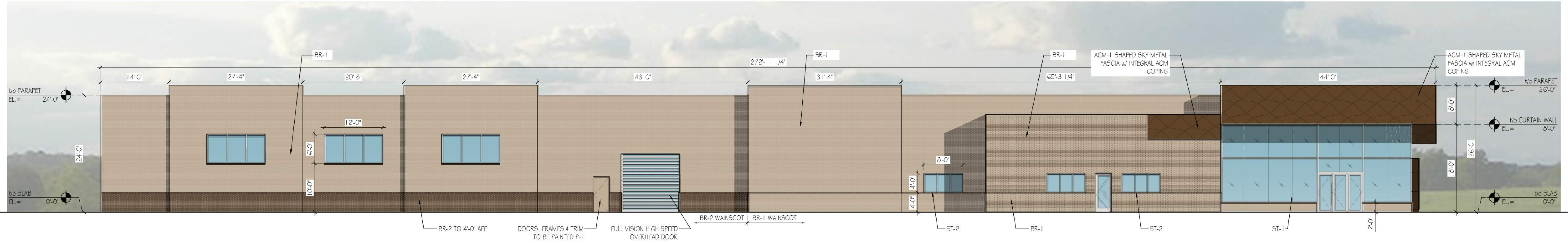
(I) Loading Zones & Garage Bays: Garage doors & loading areas shall be screened in accordance with section 4.3.4 & 4.3.5.

(J) Signage: The property has 131 linear feet of frontage along US-1. The project proposes approx. 70 SF. of signage, no sign is over 100 SF in total area.

Conclusion

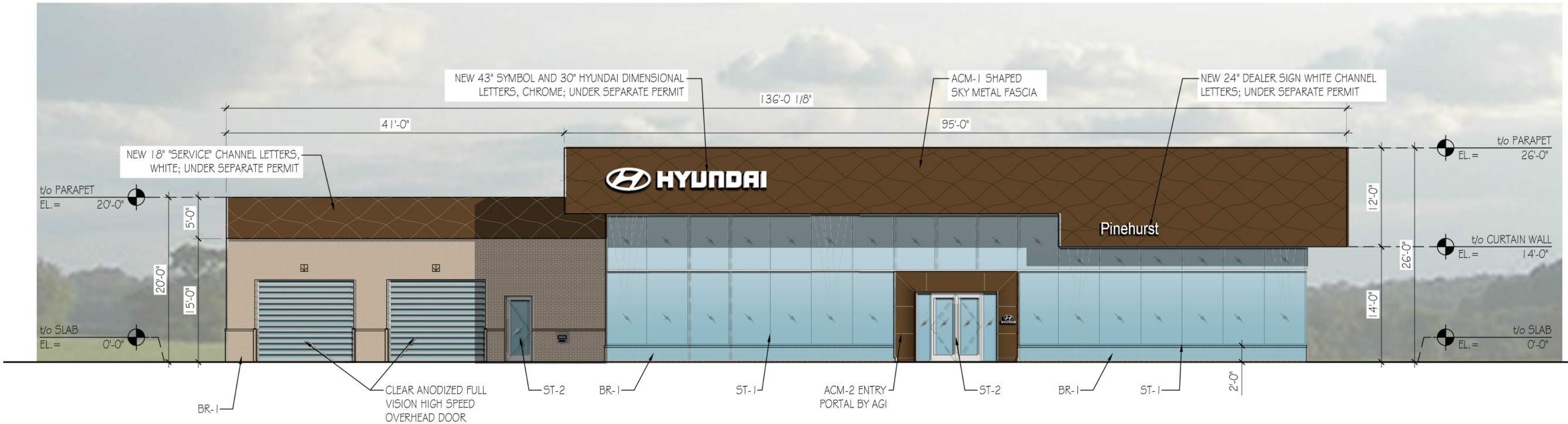
We thank you for your time and consideration of the project, please do not hesitate to call or email with any questions or concerns.

Sincerely,
Lauren Krupsaw
Penney Design Group, LLC



2 SOUTHWEST ELEVATION - MURRAY HILL ROAD

Scale: 3/32" = 1'-0"



1 SOUTHEAST ELEVATION - RTE-1

Scale: 3/32" = 1'-0"

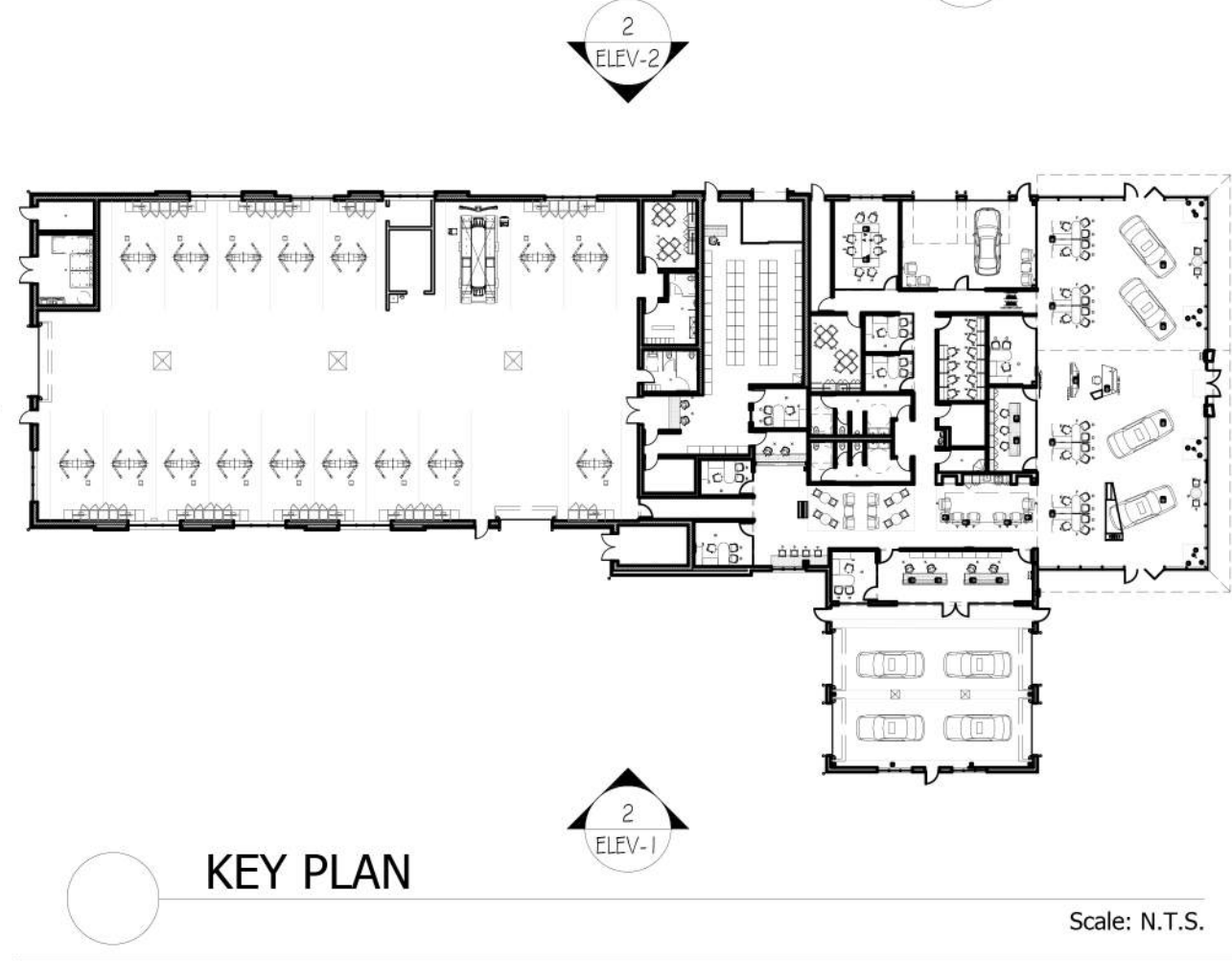
PALETTE:

BR-1/P-1

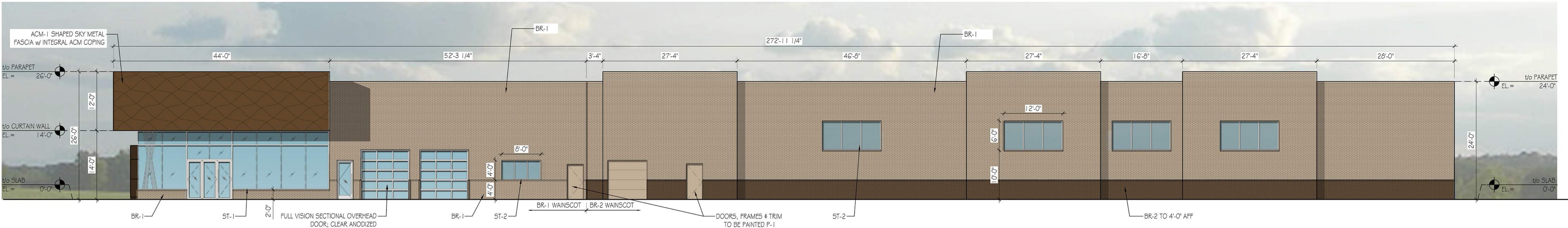
BR-2/P-2

ACM-1 & ACM-2

EXTERIOR MATERIALS PALETTE

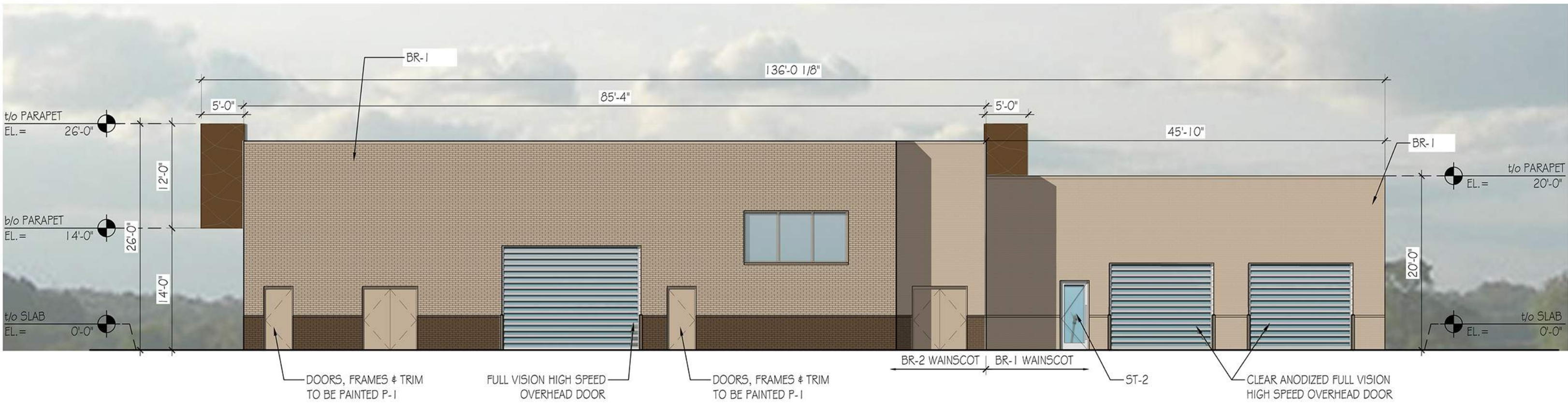


BUILDING EXTERIOR MATERIAL ANALYSIS - PINEHURST TOYOTA, SOUTHERN PINES, NC					BUILDING EXTERIOR MATERIAL SCHEDULE - PINEHURST HYUNDAI, SOUTHERN PINES, NC					
ZONING DISTRICT	GB - GENERAL BUSINESS				MATERIAL	DESCRIPTION	MANUFACTURER	NOTES/COMMENTS		
ELEVATION VIEW / LOCATION	SOUTHEAST	SOUTHWEST	NORTHEAST	NORTHWEST	BR-1	BRICK, PAINT P-1	YORK BUILDING PRODUCTS	SUITABLE ALTERNATES ALLOWED, ROOF COPING SHALL MATCH WALL MATERIAL COLOR - ARCHITECT TO MAKE FINAL SELECTIONS		
MASS WALL AREA (SF)	3,220 SF	6,757 SF	6,750 SF	2,965 SF	BR-2	BRICK, PAINT P-2	YORK BUILDING PRODUCTS	SUITABLE ALTERNATES ALLOWED, ROOF COPING SHALL MATCH WALL MATERIAL COLOR - ARCHITECT TO MAKE FINAL SELECTIONS		
TOTAL MASS WALL AREA (SF)			19,692 SF		ACM-1	BRONZE ALUMINUM COMPOSITE MATERIAL PANEL (RAIN SCREEN), PROPRIETARY HMA PATTERN	AGI	ROOF COPING INTEGRAL w/ ACM PANEL SYSTEM		
OPENING AREA (SF)	(1,458 SF)	(1,150 SF)	(1,149 SF)	(672 SF)	ACM-2	BRONZE ALUMINUM COMPOSITE MATERIAL PANEL (RAIN SCREEN)	AGI	ROOF COPING INTEGRAL w/ ACM PANEL SYSTEM		
TOTAL OPENING AREA (SF)			(4,391) SF		P-1	ANTLER VELVET #9111 - SEMI GLOSS, EXTERIOR GRADE	SHERWIN WILLIAMS	CMU-1; MISC. METALS, HM DOORS & FRAMES - SUITABLE ALTERNATES ALLOWED		
EFFECTIVE SOLID WALL MATERIAL AREA	564 SF	5,144 SF	5,506 SF	2,292 SF	P-2	KAFEE #6104 - SEMI GLOSS, EXTERIOR GRADE	SHERWIN WILLIAMS	CMU-2; MISC. METALS, HM DOORS & FRAMES - SUITABLE ALTERNATES ALLOWED		
TOTAL EFFECTIVE WALL MATERIAL AREA (SF)			13,506 SF		SF-1 (PAIRED w/ GL-1)	CLEAR ANODIZED CURTAIN WALL SYSTEM	KAWNEER - 1600 SERIES	SUITABLE ALTERNATES ALLOWED		
ALLOWABLE ACCENT MATERIAL AREA (20% OF EFFECTIVE SOLID WALL MATERIAL AREA)	113 SF	1,029 SF	1,101 SF	458 SF	SF-2 (PAIRED w/ GL-1)	CLEAR ANODIZED STOREFRONT SYSTEM	KAWNEER - 451-T SERIES	SUITABLE ALTERNATES ALLOWED		
TOTAL ALLOWABLE ACCENT MATERIAL AREA: 20% (SF)			2,701 SF		GL-1	CLEAR GLAZING - 1" INSULATED UNITS, LOW-E		SUITABLE ALTERNATES ALLOWED, GLASS SHALL CONFORM TO ARCHITECT'S PERFORMANCE SPECIFICATIONS		
PROPOSED ACCENT MATERIAL AREA	1,200 SF	464 SF	545 SF	87 SF						
PROPOSED ACCENT MATERIAL AREA	212%	10%	10%	4%						
TOTAL PROPOSED ACCENT MATERIAL AREA			2,296 SF (17%)							



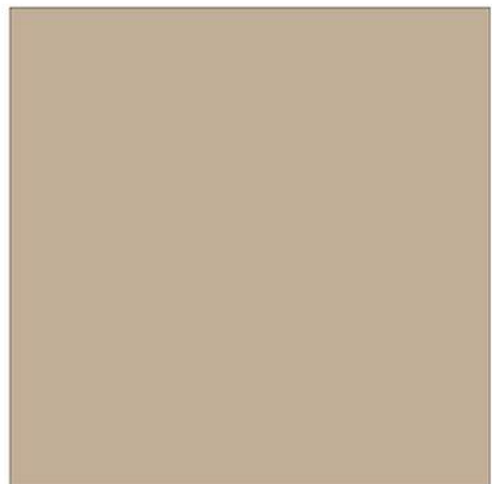
2 NORTHEAST ELEVATION

Scale: 3/32" = 1'-0"



1 NORTHWEST ELEVATION

Scale: 3/32" = 1'-0"



BR-1/P-1



BR-2/P-2



ACM-1 & ACM-2

PALETTE:

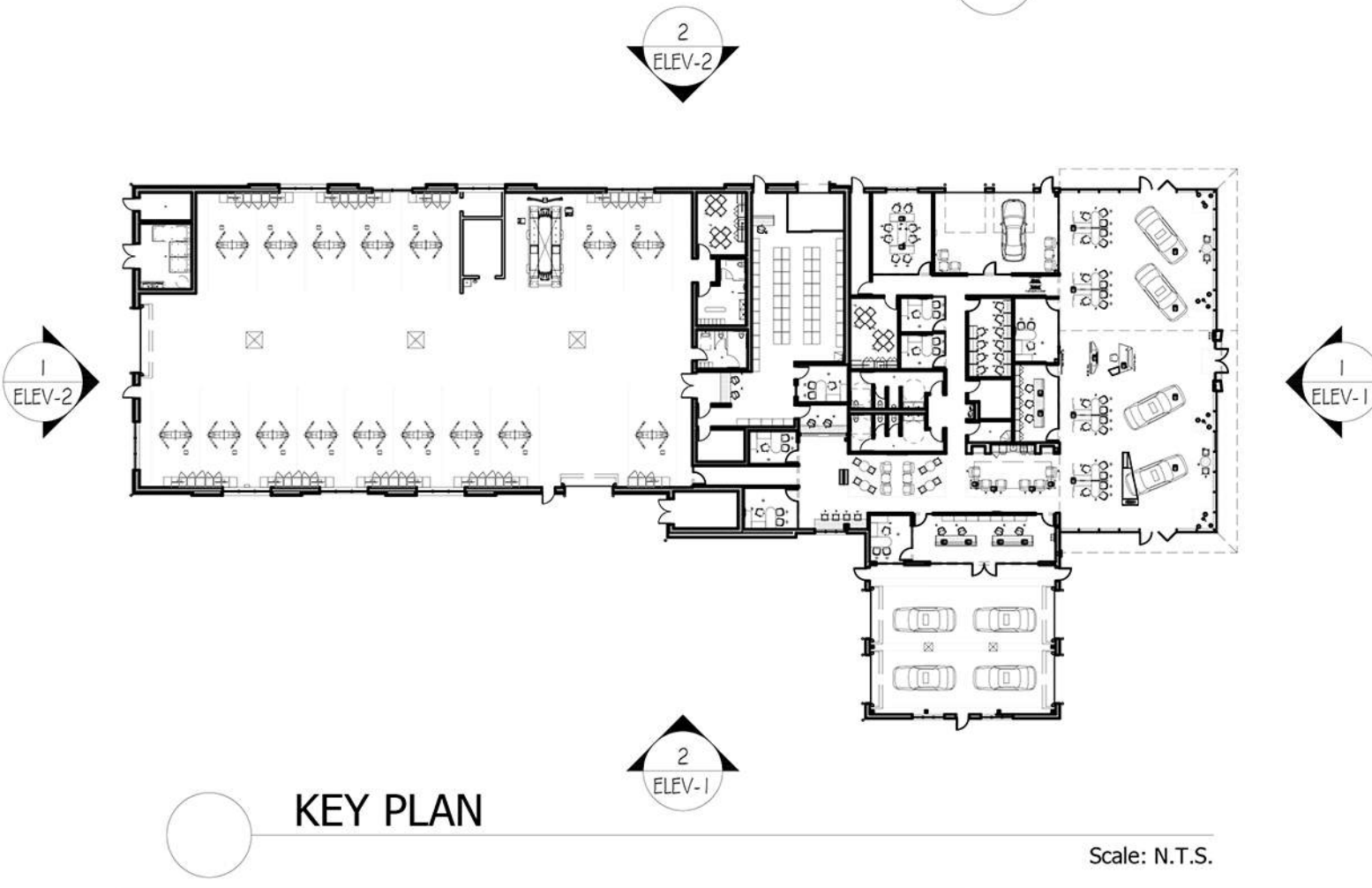
EXTERIOR MATERIALS PALETTE

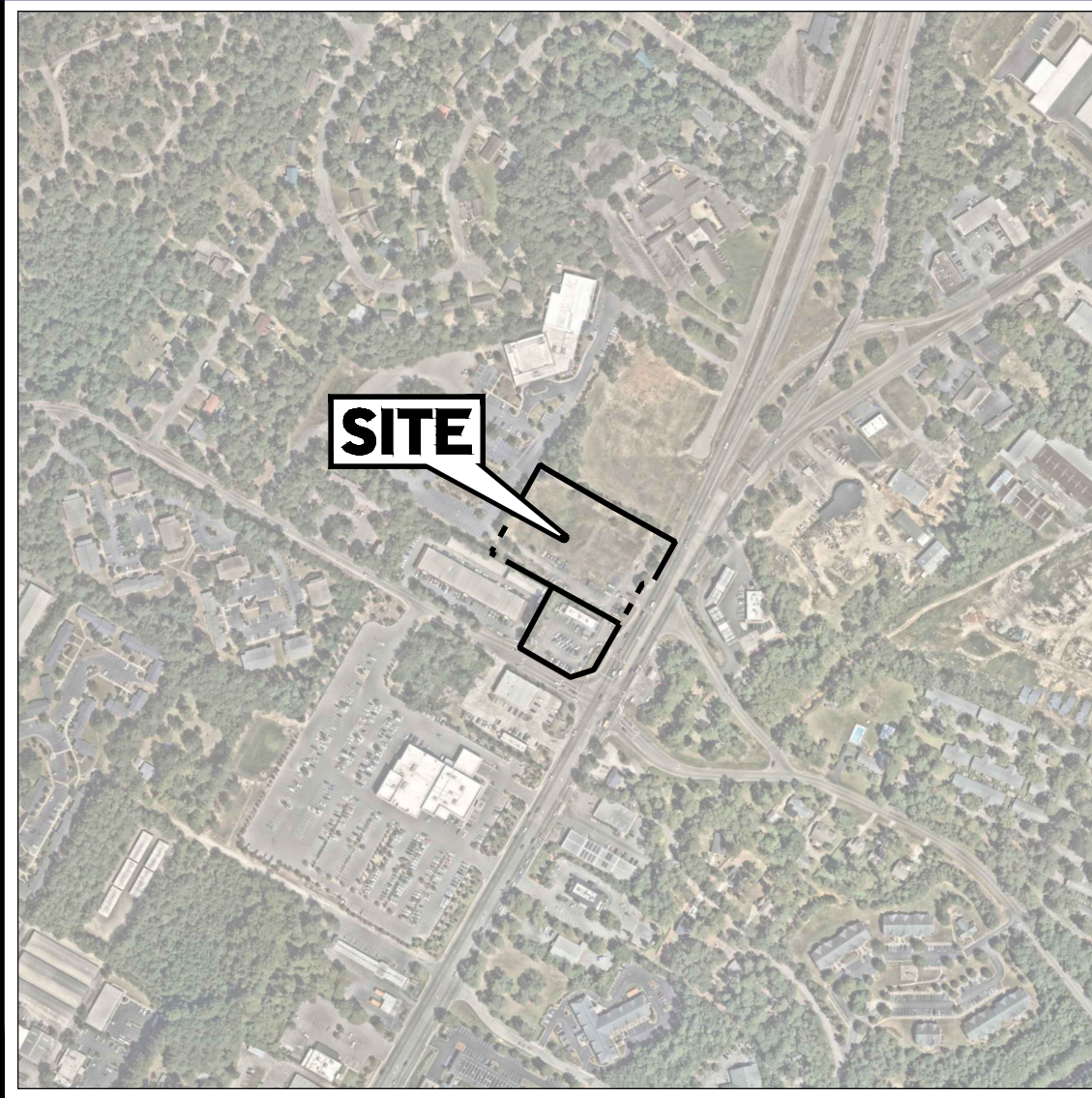
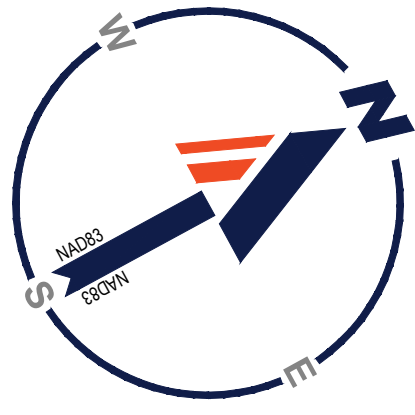
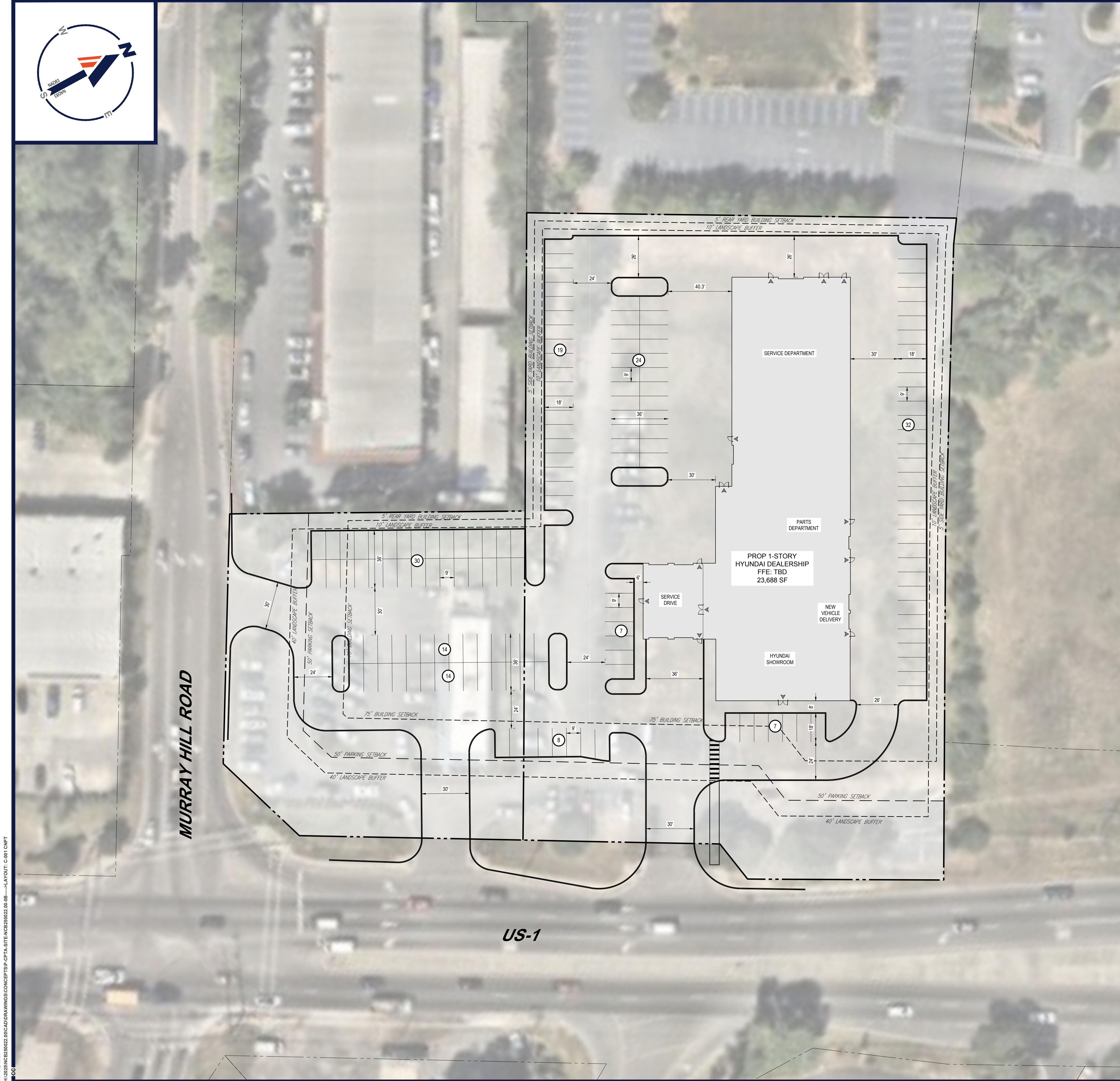
BUILDING EXTERIOR MATERIAL ANALYSIS - PINEHURST TOYOTA, SOUTHERN PINES, NC

ZONING DISTRICT	GB - GENERAL BUSINESS			
ELEVATION VIEW / LOCATION	SOUTHEAST	SOUTHWEST	NORTHEAST	NORTHWEST
MASS WALL AREA (SF)	3,220 SF	6,757 SF	6,750 SF	2,965 SF
TOTAL MASS WALL AREA (SF)	19,692 SF			
OPENING AREA (SF)	(1,458 SF)	(1,150 SF)	(1,149 SF)	(672 SF)
TOTAL OPENING AREA (SF)	(4,391 SF)			
EFFECTIVE SOLID WALL MATERIAL AREA	564 SF	5,144 SF	5,506 SF	2,292 SF
TOTAL EFFECTIVE WALL MATERIAL AREA (SF)	13,506 SF			
ALLOWABLE ACCENT MATERIAL AREA (20% OF EFFECTIVE SOLID WALL MATERIAL AREA)	113 SF	1,029 SF	1,101 SF	458 SF
TOTAL ALLOWABLE ACCENT MATERIAL AREA: 20% (SF)	2,701 SF			
PROPOSED ACCENT MATERIAL AREA	1,200 SF	464 SF	545 SF	87 SF
PROPOSED ACCENT MATERIAL AREA	212%	10%	10%	4%
TOTAL PROPOSED ACCENT MATERIAL AREA	2,296 SF (17%)			

BUILDING EXTERIOR MATERIAL SCHEDULE - PINEHURST HYUNDAI, SOUTHERN PINES, NC

MATERIAL	DESCRIPTION	MANUFACTURER	NOTES/COMMENTS
BR-1	BRICK, PAINT P-1	YORK BUILDING PRODUCTS	SUITABLE ALTERNATES ALLOWED, ROOF COPING SHALL MATCH WALL MATERIAL COLOR - ARCHITECT TO MAKE FINAL SELECTIONS
BR-2	BRICK, PAINT P-2	YORK BUILDING PRODUCTS	SUITABLE ALTERNATES ALLOWED, ROOF COPING SHALL MATCH WALL MATERIAL COLOR - ARCHITECT TO MAKE FINAL SELECTIONS
ACM-1	BRONZE ALUMINUM COMPOSITE MATERIAL PANEL (RAIN SCREEN), PROPRIETARY HMA PATTERN	AGI	ROOF COPING INTEGRAL w/ ACM PANEL SYSTEM
ACM-2	BRONZE ALUMINUM COMPOSITE MATERIAL PANEL (RAIN SCREEN)	AGI	ROOF COPING INTEGRAL w/ ACM PANEL SYSTEM
P-1	ANTLER VELVET #9111 - SEMI GLOSS, EXTERIOR GRADE	SHERWIN WILLIAMS	CMU-1; MISC. METALS, HM DOORS & FRAMES - SUITABLE ALTERNATES ALLOWED
P-2	KAFFEE #6104 - SEMI GLOSS, EXTERIOR GRADE	SHERWIN WILLIAMS	CMU-2; MISC. METALS, HM DOORS & FRAMES - SUITABLE ALTERNATES ALLOWED
SF-1 (PAIRED w/ GL-1)	CLEAR ANODIZED CURTAIN WALL SYSTEM	KAWNEER - 1600 SERIES	SUITABLE ALTERNATES ALLOWED
SF-2 (PAIRED w/ GL-1)	CLEAR ANODIZED STOREFRONT SYSTEM	KAWNEER - 451-T SERIES	SUITABLE ALTERNATES ALLOWED
GL-1	CLEAR GLAZING - 1" INSULATED UNITS, LOW-E		SUITABLE ALTERNATES ALLOWED, GLASS SHALL CONFORM TO ARCHITECT'S PERFORMANCE SPECIFICATIONS





LOCATION MAP

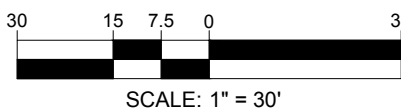
SCALE: 1" = 500'
SOURCE: NEARMAPS IMAGERY

CONCEPT PLAN NOTES

(Rev. 1/2020)

- THIS CONCEPT WAS PREPARED STRICTLY AND SOLELY BASED UPON INFORMATION IDENTIFIED IN THE PLAN REFERENCES.
- THE CONCEPT DEPICTED HEREIN IDENTIFIES A DESIGN CONCEPT RESULTING SOLELY FROM LAYOUT PREFERENCES AND GUIDANCE DICTATED AND IDENTIFIED SOLELY BY THE CLIENT. THE FEASIBILITY WITH RESPECT TO OBTAINING LOCAL, COUNTY, STATE, AND OTHER APPLICABLE APPROVALS IS NOT WARRANTED, AND CAN ONLY BE ASSESSED AFTER FURTHER EXAMINATION AND VERIFICATION OF APPLICABLE REQUIREMENTS AND AFTER THE PROCUREMENT OF ALL NECESSARY JURISDICTIONAL APPROVALS.
- THIS CONCEPTUAL PLAN IS PREPARED FOR CONCEPTUAL PRESENTATION PURPOSES, ONLY, AND IS NOT INTENDED TO AND SHOULD NOT BE UTILIZED AS A ZONING OR CONSTRUCTION DOCUMENT.
- THE EXISTING CONDITIONS SHOWN HEREON ARE BASED UPON INFORMATION THAT WAS PROVIDED TO THE ENGINEER, AT THE TIME OF THE ENGINEER'S PREPARATION OF THIS CONCEPT PLAN, BY THE OWNER AND OTHERS NOT UNDER ENGINEER'S CONTROL, AND IS SUBJECT TO CHANGE AFTER PERFORMANCE OF ADDITIONAL DUE DILIGENCE, FIELD SURVEY OR BOTH.
- IT IS STRONGLY RECOMMENDED THAT A ZONING CONFORMANCE ANALYSIS BE PERFORMED TO DETERMINE AND EVALUATE IF THERE ARE ANY RESTRICTIONS AND/OR ZONING ISSUES, CONCERNS OR RESTRICTIONS THAT MAY OR COULD IMPACT THE FEASIBILITY OF THIS PROJECT, AS THE OWNER HAS DESCRIBED IT.

ZONING TABLE				
PARCEL ID(S): 10001600 & 00046185 ZONE: GB-GENERAL BUSINESS USE: AUTOMOBILE RETAIL OVERLAY DISTRICT: URBAN VILLAGE HIGHWAY CORRIDOR				
APPLICANT/ OWNER INFORMATION				
APPLICANT:	PHIL SMITH AUTOMOTIVE GROUP 4250 NORTH FEDERAL HIGHWAY LIGHTHOUSE POINT, FL 33064			
PROPERTY OWNER:	SOUTHERN PINES AUTOMOTIVE 4250 N FEDERAL HWY POMPANO BEACH, FL 33064			
BULK REQUIREMENTS				
ITEM	CODE	PERMITTED	EXISTING	PROPOSED
MIN LOT AREA	§ 3.6.5	40,000 SF	1.02 AC & 2.53 AC	3.55 AC (154,368.2 SF)
MIN LOT WIDTH	§ 3.6.5	200 FT	191 FT & 266 FT	457 FT
MIN YARD SETBACKS (ROADWAYS)				
BUILDING SETBACK	§ 3.6.5	75 FT*	± 85 FT	
PARKING AREA SETBACK	§ 3.6.5	50 FT*	± 70 FT	
LANDSCAPE BUFFER	§ 3.6.5	40 FT	± 48 FT	
MIN YARD SETBACKS (SIDE & REAR)				
RESIDENTIAL ZONES	§ 3.6.5	36 FT	N/A	N/A
NON-RESIDENTIAL ZONES	§ 3.6.5	5 FT		
BULK & HEIGHT LIMITATIONS				
MAX PERMITTED HEIGHT	§ 3.6.5	35 FT	UNKNOWN	< 35 FT
MAX BUILT UPON SURFACES	§ 3.6.5	70%	UNKNOWN	< 70%
MAX BUILDING FOOTPRINT	§ 3.6.5	30%	UNKNOWN	15.3%
OPEN SPACE REQUIREMENTS	§ 4.9.1A	10%	0%	±12.9% (20,100 SF)
PARKING REQUIREMENTS				
MIN PARKING SPACES**	§ 3.6.5 & § 4.5.3	1 PER 200 GFA (23,688 SF/200) = 118 SPACES	33 SPACES	155 SPACES
MAX PARKING SPACES***	§ 3.6.5	5 SPACES/1,000 SF OF BUILDING (23,688 SF/1,000 SF)±5 SPACES = 118 SPACES	33 SPACES	155 SPACES
MIN PARKING STALL DIMENSIONS	§ 4.5.5	9'X19'	UNKNOWN	TBD
MAX AISLE WIDTH	§ 3.6.5	36 FT	UNKNOWN	TBD
MIN LANDSCAPE BUFFER	§ 4.3.4.B & § 4.3.6	5 FT - 40 FT	N/A	10 FT & 40 FT
VEHICULAR AREA LOCATION				
MAX HIGHWAY YARD****	§ 3.6.5	20% OF TOTAL	N/A	TBD
			KEY =	VARIANCE REQUIRED
* 40 FT FOR LOTS WITH ACCESS TO INTERNAL STREETS. ** YARD/BUFFER DIMENSIONS CAN BE REDUCED BY 10% WHEN MINIMUM IS USED. *** YARD/BUFFER DIMENSIONS CANNOT BE REDUCED IF THE MIN & MAX ARE THE SAME. FOR THE PURPOSES OF THE CALCULATION, THE ENTIRE BUILDING ENCOMPASSES THE ENTIRETY OF THE BUILDING ON AN INDIVIDUAL PARCEL AND NOT JUST THE PORTION OF THE BUILDING WITHIN THE OVERLAY **** FOR THE PURPOSES OF THE CALCULATION, THE PERCENTAGE OF THE TOTAL IS BASED ON THE TOTAL NUMBER OF PARKING SPACES ON AN INDIVIDUAL PARCEL AND NOT JUST THE PARKING SPACES WITHIN THE OVERLAY.				



BOHLER
BOHLER ENGINEERING NC, PLLC
SITE CIVIL AND CONSULTING ENGINEERING
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRANSPORTATION SERVICES

REVISIONS

REV	DATE	COMMENT	DRAWN BY	CHECKED BY



ALWAYS CALL 811
It's fast. It's free. It's the law.

FOR CONCEPT PURPOSES ONLY

THIS DRAWING IS NOT INTENDED AS A CONSTRUCTION DOCUMENT UNLESS INDICATED OTHERWISE.

PROJECT No.: NCB250022.00-0B
DRAWN BY: ZMS
CHECKED BY: OAK
DATE: 2/24/2025
CAD ID: P-CPTA-SITE

PROJECT:

PROP. SITE PLAN DOCUMENTS FOR

PHIL SMITH AUTOMOTIVE GROUP

PROPOSED DEVELOPMENT

1480 US-1
SOUTHERN PINES, NC 28387

BOHLER
BOHLER ENGINEERING NC, PLLC
NCBELS P-1132

4130 PARKLAKE AVENUE, SUITE 200
RALEIGH, NC 27612
Phone: (919) 578-9000

NC@BohlerEng.com

SHEET TITLE:

CONCEPT PLAN

SHEET NUMBER:

C-001

ORG. DATE - 2/24/2025



ORDINANCE #3136

AMENDING THE FEE SCHEDULE FOR FISCAL YEAR 2025-2026

BE IT ORDAINED by the Town Council of the Town of Southern Pines, North Carolina, in regular session assembled on the 10th day of June, 2025, that the Fee Schedule adopted by Town Council at the September 10, 2024 Regular Business Meeting be amended as follows:

1. Adopt the attached fee schedule in its entirety and replace the Fee Schedule adopted September 10, 2024.
2. This ordinance amendment and fee schedule are both effective July 1, 2025.
3. The fee schedule shall be administered by the Town Manager or his/her designee.
4. The fee schedule shall be maintained by the Town Clerk.

Adopted this 10th day of June, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk

TOWN OF SOUTHERN PINES FEE SCHEDULE: PUBLIC WORKS & ENGINEERING	
<i>Description</i>	<i>Amount</i>
ENVIRONMENTAL SERVICES CUSTOMER FEES	MONTHLY FEE
Residential waste collection & disposal: 95-gallon cart	\$ 25.25
Residential waste collection & disposal: 2nd cart at same location	\$ 6.00
Commercial waste collection & disposal: 95-gallon cart	\$ 27.50
Commercial waste collection & disposal: 2nd cart at same location	\$ 8.00
Residential recycling subscription	\$ 10.00
Commercial recycling subscription (per cart)	\$ 10.00
Repair/replacement of existing cart	\$ -
Delivery & use of additional cart(s): one-time fee	\$75.00 per cart
CONSTRUCTION INSPECTIONS	FEE
The fee for the following inspections is \$150.00 or the rate per linear foot/hour, whichever is higher.	
Street and/or fire lane (per linear foot)	\$ 2.00
Sidewalk, trail, or greenway (per linear foot)	\$ 0.75
Storm line (per linear foot)	\$ 1.00
Curb and gutter (per linear foot)	\$ 0.75
Water line and Fire Line (per linear foot)	\$ 1.25
Sewer line (per linear foot)	\$ 1.25
Reinspection of improvements (per event)	\$ 150.00
Construction/improvements not otherwise classified (per hour)	\$ 45.00
PLAN REVIEW: SOIL EROSION & SEDIMENTATION CONTROL PLANS	FEE
First acre	\$ 300.00
Each additional acre or part thereof	\$ 150.00
Substantial revision to previously approved or active plan	\$50.00 per acre or part thereof
Revised plan review fee - beginning with third review	\$50 per submittal
MISCELLANEOUS	FEE
Signs (materials and installation)	Town cost + 20%
Labor performed by Town staff	Town cost + 20%
STREET REPAIRS	FEE
Asphalt cut repair per location: 300 square feet or less	\$5.00 per SF
Asphalt cut repair per location: over 300 square feet	Town cost + 20%
Sidewalk repair per location: 100 square feet or less	\$7.00 per SF
Sidewalk repair per location: over 100 square feet	Town cost + 20%
Curb & gutter repair per location: 50 linear feet or less	\$29.00 per LF
Curb & gutter repair per location: over 50 linear feet	Town cost + 20%

EQUIPMENT	CHARGE PER HOUR
Pick-up truck (less than 1-ton)	\$ 20.00
1-ton truck	\$ 35.00
Dump truck	\$ 55.00
Backhoe or mini excavator	\$ 75.00
Skid steer loader	\$ 50.00
Leaf Vac	\$ 150.00
Grapple Truck	\$ 75.00
Street sweeper	\$ 150.00
Combination jet/vacuum truck	\$ 300.00
Tractor with attachments	\$ 50.00
Air compressor	\$ 35.00
Asphalt recycler	\$ 150.00
ATV/UTV	\$ 30.00
Zero turn mower	\$ 25.00
Aerial lift	\$ 20.00
Wood chipper	\$ 50.00
Dewatering pump	\$ 15.00
Asphalt roller	\$ 30.00
Concrete mixer	\$ 40.00
Chain saw	\$ 15.00
Pipe saw	\$ 15.00
Floor saw	\$ 25.00
Tamp	\$ 20.00
Trench roller	\$ 65.00
Wet tap (per use)	\$ 25.00

TOWN OF SOUTHERN PINES FEE SCHEDULE: WATER, SEWER, AND UTILITY BILLING		
WATER RATES		
Description	In Town	Out of Town
per 1,000 gallons of water provided the Town	\$ 4.08	\$ 8.16
3/4" Water Meter	\$ 15.06	\$ 30.12
1" Water Meter	\$ 24.72	\$ 49.44
1.5" Water Meter	\$ 52.22	\$ 104.44
2" Water Meter	\$ 90.78	\$ 181.56
3" Water Meter	\$ 201.03	\$ 402.06
4" Water Meter	\$ 355.25	\$ 710.50
6" Water Meter	\$ 796.13	\$ 1,592.26
8" Water Meter	\$ 1,413.31	\$ 2,826.62
SEWER CHARGES		
Description	In Town	Out of Town
per 1,000 gallons of water provided the Town	\$ 7.37	\$ 14.74
3/4" Water Meter	\$ 7.83	\$ 15.66
1" Water Meter	\$ 10.19	\$ 20.38
1.5" Water Meter	\$ 16.81	\$ 33.62
2" Water Meter	\$ 26.17	\$ 52.34
3" Water Meter	\$ 52.77	\$ 105.54
4" Water Meter	\$ 90.02	\$ 180.04
6" Water Meter	\$ 196.56	\$ 393.12
8" Water Meter	\$ 345.68	\$ 691.36
WATER CONNECTION CHARGES*		
Description	Inside Town Limits	Outside Town Limits
¾" Water Tap	\$ 3,569.78	\$ 4,165.66
¾" Split Service	\$ 1,500.16	\$ 1,750.20
¾" Meter Only (preset)	\$ 644.34	\$ 752.29
1" Water Tap	\$ 4,030.19	\$ 4,702.07
1" Meter Only (preset)	\$ 806.25	\$ 940.64
1½" Water Tap	\$ 6,928.08	\$ 8,082.40
1½" Meter Only (preset)	\$ 1,218.19	\$ 1,420.86
2" Water Tap	\$ 7,979.96	\$ 9,310.51
2" Meter Only (preset)	\$ 1,497.96	\$ 1,747.99
SEWER CONNECTION CHARGES*		
Description	Inside Town Limits	Outside Town Limits
4" Connection	\$ 2,838.42	\$ 3,312.04
6" Connection	\$ 6,306.87	\$ 7,357.65
Materials/Labor Furnished	\$ 144.29	\$ 168.53
WATER AND SEWER COMBINED CONNECTION CHARGES*		
Description	Inside Town Limits	Outside Town Limits
¾" Water Tap and 4" Sewer Connection	\$ 4,685.54	\$ 5,466.47
WATER AND SEWER TAP ASPHALT CUT/ROAD CROSSING		
Description	Inside Town Limits	Outside Town Limits
Asphalt Cut or Road Crossing by bore	\$ 350.00	\$ 500.00

NON-STANDARD CONNECTIONS		
Charges for water connections and sewer connections for sizes larger than the above or non-standard connections will be at actual cost of materials, labor, overhead, equipment, engineering and all other costs, or the cost of contracting the work to others, plus 20% in town or 40% out of town. Billing for other services, such as moving meters, water extensions, sewer connections, and the like, will be per the above, with an advance deposit as required by the Town Engineer or designee. Charges for equipment will be for total time at the job site, whether operating or not. Rates for labor and equipment shall be as listed in the Schedule of Fees and Rates		
SYSTEM DEVELOPMENT FEE		
Water Meter Size	Water	Sewer
3/4"	\$ 3,070.00	\$ 1,555.00
1"	\$ 6,754.00	\$ 3,422.00
1.5"	\$ 12,281.00	\$ 6,222.00
2"	\$ 19,649.00	\$ 9,955.00
3"	\$ 68,772.00	\$ 34,841.00
4"	\$ 135,088.00	\$ 68,438.00
6"	\$ 245,615.00	\$ 124,433.00
8"	\$ 429,827.00	\$ 217,758.00
UTILITY BILLING FEES	CHARGES	
Connection fee for new customer	\$	15.00
Special meter reading at customer's request	\$	15.00
Reconnection after service is cut off for non-payment	\$	20.00
Credit card convenience fee		4% of bill
Turn-off	\$	-
Late charge	\$	6.00
Handling fee for bad check/bank draft	\$	25.00
GREASE TRAPS	CHARGES	
Annual Grease Trap Fee	\$	75.00
Violation of grease trap requirement		\$100 per billing period
VERIFICATION OF METER ACCURACY (See § 50.026)	CHARGES	
¾" and 1" meter	\$	30.00
Meters greater than 1" in diameter		Cost of test
DEPOSITS	CHARGES	
¾" and 1" meter water only	\$	100.00
¾" and 1" meter water and sewer	\$	150.00
All meters larger than 1"	\$	300.00
HYDRANT AND BULK FILL METERS/STATIONS	CHARGES	
Rate		Standard out-of-town rates
Deposit	\$	1,000.00
Rental		\$75 per day

*Fees will increase automatically on July 1 each year, according to the annual average increase in the Consumer Price Index for all urban consumers (CPI-U), U.S. city average, detailed expenditure category, for water and sewerage maintenance for the for the time period between April of the previous calendar year to April of the current calendar year.



ORDINANCE #3122
AMENDING THE NORTH PRESSURE ZONE PROJECT FUND

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 to establish a fund for the purpose of increasing domestic water pressures for the Town’s customers.

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 fund:

Construction	<u>\$449,298</u>
Total Additional Project Appropriation	<u>\$449,298</u>

Section 4: The following additional revenue is anticipated to be available to complete this fund:

Transfer In – System Development Fees - Water	<u>\$449,298</u>
Total Additional Project Revenues	<u>\$449,298</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 fund.

Section 6: This ordinance becomes effective July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3123
ESTABLISHING A CAPITAL PROJECT FUND FOR
GARAGE DESIGN & CONSTRUCTION

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 adopted:

Section 1: The project authorized is to establish a fund for the purpose of designing and constructing a new garage to service Town vehicles and equipment.

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 amount is appropriated for the project:

Construction	<u>\$ 300,000</u>
	<u>\$ 300,000</u>

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

Transfer In – General Fund	<u>\$ 300,000</u>
	<u>\$ 300,000</u>

Section 6: Copies of this capital project ordinance shall be furnished to the Clerk of the Governing Board, and to the Finance Officer for direction in carrying out this project.

Section 7: This ordinance becomes effective July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3124
AMENDING THE GENERAL CAPITAL RESERVE PROJECT 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 reserve project budget is hereby amended:

Section 1: The project authorized is for the purpose of acquisition, renovation, and/or construction of major capital facilities and improvements to the Town's infrastructure.

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

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

Transfer to Capital Project Funds	<u>\$ 500,000</u>
Total Additional Project Appropriation	<u>\$ 500,000</u>

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

Transfer In – General Fund	<u>\$ 500,000</u>
Total Additional Project Revenues	<u>\$ 500,000</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 July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3125
AMENDING THE GENERAL FUND FACILITY MODERNIZATIONS
CAPITAL PROJECT 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 addressing immediate needs of General Fund-related Town-owned buildings as designated by the 2019 Facility Condition Assessment, commissioned by the Town.

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 amounts are appropriated for the project:

Construction	<u>\$ 95,000</u>
Total Additional Project Appropriation	<u>\$ 95,000</u>

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

Transfer In – General Fund	<u>\$ 95,000</u>
Total Additional Project Revenues	<u>\$ 95,000</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 July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3126
AMENDING THE WATER TREATMENT PROCESS MODERNIZATION CAPITAL PROJECT FUND

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 modernizing equipment and processes at the Water Treatment Plant.

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>\$ 1,074,303</u>
Total Project Appropriation	<u>\$ 1,074,303</u>

Section 4: The following revenues are anticipated to be available to complete this project:

Transfer In – System Development Fees – Water	\$ 399,103
Transfer In – Utility Fund	<u>675,200</u>
Total Project Revenues	<u>\$ 1,074,303</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 ordinance becomes effective July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3127
AMENDING THE PAVING CAPITAL PROJECT FUND

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, originally authorized for the purpose of paving unimproved Town streets, was amended for the purpose of utilization with the annual paving activities of the Town per the pavement conditions study performed every four years.

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>\$1,305,630</u>
Total Additional Project Appropriation	<u>\$1,305,630</u>

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

Transfer In - General Fund	<u>\$1,305,630</u>
Total Additional Project Revenues	<u>\$1,305,630</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 July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3128
AMENDING THE RECREATION IMPROVEMENTS CAPITAL PROJECT FUND

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 recreational 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>\$ 31,500</u>
Total Additional Project Appropriation	<u>\$ 31,500</u>

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

Interest	<u>\$ 31,500</u>
Total Additional Project Revenues	<u>\$ 31,500</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 July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3129
AMENDING THE WARRIOR WOODS LIFT STATION PROJECT FUND

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 upgrades to the lift station, which will increase capacity and meet expected future demand.

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>\$ 82,874</u>
Total Project Appropriation	<u>\$ 82,874</u>

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

Transfer In – System Development Fees – Sewer	<u>\$ 82,874</u>
Total Project Revenues	<u>\$ 82,874</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 ordinance becomes effective July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3130
AMENDING THE SANITARY SEWER MODERNIZATION CAPITAL PROJECT FUND

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 to identify, investigate, rehabilitate and/or replace the Town's sewer infrastructure.

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 amounts are appropriated for the project:

Construction	<u>\$ 931,497</u>
Total Project Appropriation	<u>\$ 931,497</u>

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

Transfer In – Utility Fund	\$ 600,000
Transfer In – System Dev Fees - Sewer	<u>331,497</u>
Total Project Revenues	<u>\$ 931,497</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 ordinance becomes effective July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3131
AMENDING THE SIDEWALKS – PHASE II CAPITAL PROJECT FUND

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 constructing additional and repairing and modifying existing sidewalks in the Town.

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>\$280,000</u>
Total Additional Project Appropriation	<u>\$280,000</u>

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

Transfer In- General Fund	<u>\$280,000</u>
Total Additional Project Revenues	<u>\$280,000</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 ordinance becomes effective July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3134
AMENDING THE MUNICIPAL SERVICE DISTRICT SPECIAL REVENUE FUND

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 ordinance is hereby established:

Section 1: The project authorized is the Municipal Service District #1, described in Ordinance #1993, dated the 12th of April, 2022 and approved at two meetings, May 10th, 2022 and June 14th, 2022.

Section 2: The officers of this unit are hereby directed to proceed with the project within the terms of the ordinance documents, the rules and regulations of the appropriate state laws and the budget contained herein.

Section 3: The following additional revenue is anticipated to be available for the project:

Ad Valorem Tax Revenue	<u>\$696,898</u>
Total Project Revenues:	<u>\$696,898</u>

Section 4: The following additional amount is appropriated for the project:

Principal & Interest	\$657,992
Parkway Expenses – Collection Fee	10,454
Reserve for Future Parkway Expenses	<u>28,452</u>
Total Project Costs:	<u>\$696,898</u>

Section 5: The following revenue is reduced for the project:

Installment Financing	<u>\$140,000</u>
Total Project Revenues:	<u>\$140,000</u>

Section 6: The following appropriation is reduced for the project:

Parkway Acquisition	<u>\$140,000</u>
Total Project Costs:	<u>\$140,000</u>

Section 7: The Finance Officer will hereby maintain a separate special revenue fund for the Municipal Service District project. The Finance Officer is hereby directed to maintain within the Special Revenue Fund sufficient specific detailed accounting records to provide accounting to the agency required by the agreement and federal and state regulations.

Section 8: Copies of the special revenue project ordinance shall be made available to the Finance Officer for direction in carrying out this project.

Section 9: The Finance Officer is directed to report annually on the financial status of each project element in Sections 4 and 6 and on the total revenues received or claimed.

Section 10: The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this project in every budget submission made to this board.

Section 11: This amendment becomes effective July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk

DRAFT



**RESOLUTION #1116
AMENDING THE CAPITAL RESERVE FUND
TO APPROPRIATE SYSTEM DEVELOPMENT FEES**

WHEREAS, there is a need in the Town of Southern Pines to provide funds for future capital projects related to its combined water and wastewater system; and

WHEREAS, NCGS 159-18 authorizes the creation of a capital reserve fund; and

WHEREAS, NCGS 162A, Art. 8 requires that all system development fee (SDF) proceeds be accounted for in a capital reserve fund. The revenue assumptions below reflect an estimate of system development fees to be collected over a period of twelve months beginning April 1, 2025, in addition to any adjustments made necessary as a result of actual collections over/under estimates during the previous twelve-month period.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of Southern Pines that:

SECTION 1: The Town Council hereby amends the Capital Reserve Fund -Water for the purpose of funding the following capital projects related to the Town's water system:

East Morganton Road Water Line Replacement. An existing 6-inch water line was replaced with a 12-inch water line along East Morganton Road from Ridge Street to Valley Road. This project was initiated in FY19-20 and completed in FY 20-21. Changes resulting from in-field findings during construction and NCDOT requirements, in addition to a volatile construction market at the time, resulted in the project coming in above original estimate. The Town adjusted the SDF appropriations based on final costs at the time of closing the East Morganton Water Line Project Fund. **The final SDF appropriation was \$158,678.88** or thirty-eight percent (38%) of the adjusted final project cost. Final actual cost was \$556,768, while the adjusted cost becomes \$417,576 after accounting for the 25% statutorily mandated developer's discount. The project will address future infill development while reducing areas of low fire flow along Morganton Road, south of Weymouth Woods.

No further appropriation from the budget ordinance to the CRF-Water of SDF proceeds is necessary.

Pennsylvania Avenue/Pee Dee Road Water Line Replacement. An existing 10-inch water line was replaced with a 16-inch water line originally planned along Pennsylvania/Pee Dee Road from Connecticut Avenue to Central Drive, but eventually re-routed due to right-of-away acquisition costs and what would have become excessive tree removal along a heavily traveled corridor. This project was originally implemented in 2019 and estimated costs were updated to \$1,957,800 as part of the 2020 SDF Report. Market and supply chain realities resulted in significant cost escalation leading up to bids being opened, with the low bid for construction coming in at \$3,251,748.61 plus contingency. Following completion, a final project accounting occurred in May 2024 establishing a final cost of \$3,320,570.30. Based on the 2020 SDF Report, 51% of the project was eligible for SDF funding following the 25% front-end discount amounting to an eligible SDF figure of **\$1,270,118.10**. \$180,025 in SDF collections were recognized by Town Council, and transferred to the CPF for this project. The remaining balance of the CPF, \$1,194,642, was transferred to the North Pressure Zone CPF and the Fund closed by the Town Council. The project will address future growth, pressure, and flow rates to the northern portion of Town and in particular the proposed North Elevated Storage Tank.

No further appropriation from the budget ordinance to the CRF-Water of SDF proceeds is necessary.

Midland Road Water Line Replacement. An existing 6-inch and 8-inch water line will be replaced with a 12-inch water line along Midland Road from Knoll Road to Pee Dee Road. This project is currently scheduled for possible implementation in FY2028 following the adoption of the 2024 SDF Report update. The original estimated cost upon which the SDF Fee is based is \$2,536,000. Based on this estimate, the project would be eligible for \$570,600 in SDF, based on 30% of project cost after 25% discount. The balance of upfront costs will be covered by water capital funds. The project will address future growth and pressures to anticipated further development in the Mid-South and Talamore areas.

The 2025-2026 appropriation from the budget ordinance to the CRF-Water of SDF proceeds for this purpose is \$0

North Pressure Zone. The Town plans to install a 184 ft. high 1.0 MG North Elevated Storage Tank and associated valves. Project design has been implemented and the original estimate updated to \$7,019,000. SDF in the amount of \$3,158,550 or 60% of final costs after 25% discount, will ultimately be appropriated to the CRF for this purpose with the balance of upfront costs covered by water capital funds and installment loans. \$271,765 were appropriated in FY25. The project will successfully add a pressure zone in the northern portion of our service area to address potential low flow conditions which could impact future growth in this area.

The FY26 appropriation from the budget ordinance to the CRF-Water of SDF proceeds for this purpose is \$449,298

US 1 Booster Pump Addition. The Town plans to install infrastructure to provide for an additional 4,500 gpm Pumping Capacity to the US 1 Booster Pump Station. This project is currently scheduled for implementation in 2027 with an estimated cost of \$731,000. Based on original estimates, the Town would appropriate approximately \$301,537.50 based on 55% of project costs after 25% discount, of System Development Fee revenues to the CRF for this purpose with the balance of upfront costs covered by water capital funds and potentially loans. The additional flow will support ongoing development throughout our Water service area.

The FY26 appropriation from the budget ordinance to the CRF – Water of SDF proceeds for this purpose is \$0

Water Treatment Plant Expansion. The Town Water Plant operates off of a license to produce 8.0 MGD but has the ability to produce up to 11.0 MGD. It is anticipated based on current growth models that an application for expansion of Plant capacity will need to be developed and filed around the year 2028. Fees and adjustments associated with application are estimated to be \$150,000 and after 25% discount the Town intends to appropriate \$112,500 of System Development Fee revenues to the CRF for this purpose with the balance of upfront costs covered by water capital funds and Retained Earnings. The additional licensed capacity will support ongoing development throughout our Water service area.

The FY26 appropriation from the budget ordinance to the CRF-Water of SDF proceeds for this purpose is \$0

US1 Parallel Transmission Main. This project was envisioned to install a 20" water line parallel to the existing 18" transmission main from the US1 Booster Pump Station to the intersection of US1 and Saunders in addition to replacing a 6" line along the west side of Old US1 from Murray Hill to Morganton. This project is scheduled for implementation in FY27. Projected at a cost of \$3,747,000, the project is 90% SDF eligible resulting in a planned SDF appropriation of \$2,529,225 after the 25% discount. The project improvements will provide increased transmission capacity into the system and reduce excessive head loss and velocity in the existing transmission main. These improvements are needed to meet future demands.

The FY26 appropriation from the budget ordinance to the CRF-Water of SDF proceeds for this purpose is \$0

US 15-501 Water Line Replacement. An existing 8-inch waterline will be replaced with a 12-inch waterline along US-15-501/Commerce Avenue from Murray Hill Road to Turner Street. This project will improve transmission capacity and eliminate an existing bottleneck in the system. The project had an estimated cost of \$1,511,000 and is eligible for \$226,650 in SDF Revenues based on 20% of estimated final costs after the 25% discount.

The FY26 appropriation from the budget ordinance to the CRF-Water of SDF proceeds for this purpose is \$0

System Development Fee Analysis. The \$20,000 update to the SDF report is eligible for 75% SDF funding, 50% (\$7,500) of which will be appropriated from water SDF.

The FY26 appropriation from the budget ordinance to the CRF-Water of SDF proceeds for this purpose is \$0

Water Treatment Plant (Buy-In project). The 2024 depreciated value of the Water Plant adopted as part of the SDF update is \$25,357,808 and an additional \$14,453,968 in rehabilitation projects are scheduled per the adopted CIP.

*The FY26 appropriation from the budget ordinance to the CRF-Water of SDF proceeds for this purpose is **\$399,103***

Water Distribution System (Buy-In project). The 2024 depreciated value of the Water Distribution System adopted as part of the SDF update is \$7,802,402 and an additional \$2,490,000 in rehabilitation projects are scheduled per the adopted CIP. \$274,845 of SDF were transferred to the transmission relocation fund in November 2024. This represented 20% of the Town cost for that NCDOT project, which was 25% of the overall costs.

The FY26 appropriation from the budget ordinance to the CRF-Water of SDF proceeds for this purpose is \$0

SECTION 2: The Town Council hereby amends the Capital Reserve Fund- Sewer for the purpose of funding the following capital projects related to the Town’s wastewater system:

Warrior Woods Pump Station Improvements: Significant upgrades to both the Warrior Woods Pump Station and associated Force Main will occur through a series of projects that are ultimately scheduled for completion in 2027. The estimated cost of all projects is \$9,239,300. The Town intends to appropriate approximately \$4,880,812.50 of System Development Fee revenues to the CRF for this purpose with the balance derived from Retained Earnings, Sewer Capital Funds, loans, and remaining Impact Fees collected prior to October 1, 2018. The first phase of this project was initiated in FY 2018-2019 with completion in 2020 with \$791,250 appropriated in the 2018-2019 Budget from the previous Impact Fee account and \$263,750 appropriated from Sewer Capital Funds. Previously, \$957,860 in SDF funds have been appropriated to the CRF-Wastewater SDF toward this multi-phased project. The upgrades will address additional capacity needed to support further development within all wastewater infrastructure in addition to replacing the maintenance heavy current facilities.

*The FY26 appropriation from the budget ordinance to the CRF-Sewer of SDF proceeds for this purpose is **\$82,874***

System Development Fee Analysis. The \$20,000 update to the SDF report is eligible for 75% SDF funding, 50% (\$ 7,500) of which will be appropriated from sewer SDF.

The FY26 appropriation from the budget ordinance to the CRF-Sewer of SDF proceeds for this purpose is \$0

Waste Water Collection Rehabilitation (Buy-In project). The 2024 Depreciated value of the Waste Water Collection system is \$5,851,802 and an additional \$11,097,802 in rehabilitation projects are scheduled per the adopted CIP. Previously \$557,953 has been appropriated to the CRF for this purpose.

*The FY26 appropriation from the budget ordinance to the CRF-Sewer of SDF proceeds for this purpose is **\$331,497***

SECTION 3: These Capital Reserve Funds shall remain effective until all the above listed projects, and any projects added in the future, are completed. Capital Reserve Funds may be amended by the Town Council as needed to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital projects.

SECTION 4: This resolution becomes effective July 1, 2026.

I certify that this resolution was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10th, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3133
AMENDING THE CAPITAL RESERVE FUND WATER SYSTEM DEVELOPMENT FEES

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 reserve fund budget is hereby amended:

Section 1: The project authorized is to establish a fund for the purpose of accounting for water system development fees to be utilized in the manner described in the Water Capital Reserve Fund Resolution.

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

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

Transfer to Water Treatment Modernization Capital Project Fund	\$ 399,103
Transfer to North Pressure Zone Capital Project Fund	<u>449,298</u>
Total Additional Project Appropriation	<u>\$ 848,401</u>

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

Water System Development Fees	<u>\$ 848,401</u>
Total Additional Project Revenues	<u>\$ 848,401</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 July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



ORDINANCE #3132
AMENDING THE CAPITAL RESERVE FUND SEWER SYSTEM DEVELOPMENT FEES

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 reserve fund budget is hereby amended:

Section 1: The project authorized is to establish a fund for the purpose of accounting for sewer system development fees to be utilized in the manner described in the Sewer Capital Reserve Fund Resolution.

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

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

Transfer to Sanitary Sewer Capital Project Fund	\$ 331,497
Transfer to Warrior Woods Lift Station Capital Project Fund	<u>82,874</u>
Total Additional Project Appropriation	<u>\$ 414,371</u>

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

Sewer System Development Fees	<u>\$ 414,371</u>
Total Additional Project Revenues	<u>\$ 414,371</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 July 1, 2025.

I certify that this ordinance was adopted by the Town Council of the Town of Southern Pines at its meeting of June 10, 2025 as shown in the minutes of the Town Council for that date.

Elizabeth Robertson, Town Clerk



MINUTES

Tuesday, May 13, 2025: 6:00 PM

Town Council Business Meeting

E.S. Douglass Community Center: 1185 W. Pennsylvania Ave

1. CALL TO ORDER

Mayor Clement called the meeting to order. The following members of Town Council were present: Mayor Taylor Clement; Bill Pate; Ann Petersen; Debra Gray; and Brandon Goodman.

2. PLEDGE OF ALLEGIANCE

3. TOWN MANAGER'S COMMENTS

Town Manager Reagan Parsons reviewed the agenda and commemorated Police Appreciation Week as well as Peace Officer Memorial Day.

a. Adopt Agenda

Mayor Clement shared that community care stations were being set up around the Town.

Mayor Clement requested to move item 6c to 6a and shared that the applicant requested for Item 7a to be continued.

Mayor Pro Tem Pate moved to adopt the meeting agenda with the requested changes to Items 6c and 6a, seconded by Councilmember Goodman; the vote was unanimous.
Motion passed.

4. PUBLIC COMMENTS

James Landon of 194 Starling Lane commended the staff on the draft budget document. Mr. Landon shared that the rate of increase in fees for solid waste collection is concerning and if it continues will be unattainable. Mr. Landon urged the Council to look at options to expand the business side of the solid waste collection to mitigate the costs.

Dorothy Brower of 102 Eastman Road shared interactions she had with the public works and police departments that were positive.

- Ms. Brower echoed the concern about the increase in recycling costs. Ms. Brower feels people need an incentive to recycle.

- Ms. Brower shared that she had visited the Recreation and Parks office and that the building is not very accessible for the public and asked that it be moved.

- Ms. Brower encouraged the Council to ride around with Lt. Austin and to pay special attention to the lighting of sidewalks in different parts of the Town.

5. CONSENT AGENDA

Mayor Pro Tem Pate moved to approve the Consent Agenda, seconded by Councilmember Goodman; the vote was unanimous.

Motion passed.

a. Adopt Resolution Honoring National Public Works Week

b. Authorize Town Manager to Execute Agreement with Weymouth Center for the Arts & Humanities for an Outgoing Loan of Artwork

c. Approve Meeting Minutes

Staff has prepared the following minutes for approval:

- April 3, 2025, Town Council Budget Retreat
- April 8, 2025, Town Council Business Meeting
- April 22, 2025, Town Council Work Session

d. Budget Amendment

Finance Staff are requesting an amendment to the Utility Fund budget to properly recognize compensated absences per new reporting requirements of General Accounting Standards Board (GASB) 101.

e. Request to Close Fund 71 and Transfer any remaining balance to the General and Utility Funds

Finance staff are requesting the formal closure of Budgetary Fund 71, historically used as a clearing house for employee payroll withholdings toward various benefits, as these transactions will be recorded through the general and utility funds moving forward.

6. PUBLIC HEARINGS - LEGISLATIVE

a. FY26 Budget Hearing

Town Manager Parsons will present the draft FY26 Budget during one of the two scheduled Public Hearing ahead of Budget adoption on June 10th.

Mayor Clement opened the hearing.

Town Manager Parsons presented the proposed budget to the Council. Appreciation was given to Asst. Town Manager Roth and Communications Specialist Gerald Ostlund for the graphics used in the presentation and thanks were given to Finance Director Tess Brubaker-Speis and the Finance Department for their hard work on preparing the draft budget.

Discussion ensued.

Michael Rena of Skaters for Moore shared that the group was working to raise the funding to install lighting at the new skate park next fiscal year, and they are very appreciative of the Council's support.

- Town Manager Parsons stated that the installation could be started immediately with the Council's approval of the funding. The Council unanimously agreed.

Public Comments

Dorothy Brower, 102 Eastman Road, stated that the recycling program is not a success in her community.

Ms. Brower also complained that the overgrowth in the right-away areas in her neighborhood is not being addressed adequately, and she feels that the Public Works Department needs more staff.

Mayor Clement closed the public hearing.

b. OA-01-25: Proposed Text Amendments to the Southern Pines Unified Development Ordinance

The Town of Southern Pines Planning Department is proposing to amend the Unified Development Ordinance (UDO) with a variety of text amendments related to recent changes in North Carolina General Statute (NCGS) passed as Session Law (SL) 2024-49 (SB 166). Planning staff is also using this opportunity to propose a suggested change to the Watershed Protection Overlay (WPO) that came from the Division of Energy, Mineral and Land Resources at NCDEQ and a staff-recommended change to Board of Adjustment voting requirements to improve consistency with state law.

Mayor Clement opened the hearing.

Planning Director BJ Grieve presented the proposed amendments to the Council.

Public Comments

Cynthia Dowdy of 245 N Leak Street asked for clarification on amendment #4 and stated that her questions were for the Appearance Commission.

Discussion ensued.

Mayor Clement closed the public hearing.

Mayor Pro Tem Pate moved to approve OA-01-25: Proposed Text Amendments to the Southern Pines Unified Development Ordinance, seconded by Councilmember Goodman; the vote was unanimous.

Motion passed.

c. Z-03-25 Village Walk Conditional Zoning District

Trevor Hansen of Koontz Jones Design PLLC, on behalf of Moore HL Properties Inc., has submitted a request to rezone five parcels in between SW Service Road and S Hale Street from Office/Service (OS) to Residential Mixed Housing Conditional Zoning District (RM-1CD) with several proposed conditions. The application includes both a rezoning and a Major Subdivision Preliminary Plat. A separate evidentiary hearing will be held on the Major Subdivision Preliminary Plat.

Bob Koontz, on behalf of the applicant, requested a continuance of this Item and meeting Item 7a to the July 22nd Town Council Meeting.

Councilmember Petersen moved to continue the public hearing for Z-02-25: Village Walk Conditional Zoning District and MAPP-01-25: Village Walk Major Subdivision Preliminary Plat to the July 22nd Town Council Meeting. The motion was seconded by Councilmember Goodman and the vote was unanimous.

Motion passed.

7. PUBLIC HEARINGS - EVIDENTIARY

a. MAPP-01-25: Village Walk Major Subdivision Preliminary Plat

Trevor Hansen of Koontz Jones Design PLLC, on behalf of Moore HL Properties Inc., has submitted a request for a major subdivision preliminary plat to subdivide +2.86 acres of land into 12 single-family 0.04-acre lots, three four-family 0.08-acre lots, and one common area 2.17-acre lot—a total of 16 lots. This application must be preceded by approval of a

Conditional Zoning District.

Councilmember Petersen moved to continue the public hearing for Z-02-25: Village Walk Conditional Zoning District and MAPP-01-25: Village Walk Major Subdivision Preliminary Plat to the July 22nd Town Council Meeting. The motion was seconded by Councilmember Goodman and the vote was unanimous.

Motion passed.

8. ACTION ITEMS

a. Consider Ordinance #3114 Amending Chapter 70 of the Town's Code of Ordinances

Chapter 70 includes local regulations concerning traffic control, parking and similar. One section addresses parking in front of the Sunrise Theater and was enacted based on a prior request. As operations have since changed, they have requested that the Council remove this provision. Staff reviewed Chapter 70 in its entirety for other necessary administrative revisions.

Town Manager Parsons presented the request to the Council.

Discussion ensued.

Councilmember Goodman moved to approve Ordinance #3114 - Amending Chapter 70 of the Code of Ordinances, seconded by Councilmember Gray; the vote is unanimous.

Motion passed.

b. Direct the Town Clerk to investigate the sufficiency of the petition and certify the result and set a public hearing date for Annexation application AX-01-25.

An application for annexation was received and staff has prepared the following documents for approval:

Resolution #1112 - Direct the Clerk to Investigate the Sufficiency of the petition and certify the result, per NCGS 160A-31(c)

Resolution #1114 - Setting the Date of Public Hearing for June 10, 2025 for Annexation Application AX-01-25

Town Manager Parsons shared the request to the Council.

Councilmember Petersen moved to approve Resolution #113 - Direct the Town Clerk to investigate the application for AX-01-25 and Resolution #1114 - Setting a Public Hearing Date for AX-01-25, seconded by Councilmember Goodman; the vote was unanimous.

Motion passed.

c. Nomination of Properties for the National Register of Historic Places

Town Staff (Mason Mattox) and The Chief Elected Official of the Town (Mayor Taylor Clement) received a letter from the State Historic Preservation Office (SHPO) requesting comment on two formal National Register of Historic Places nominations; one for Amos Broadway Theater, and the other for Trinity AME Zion Church. The sites were nominated to the NRHP by HMW Preservation (Heather Slane) on behalf of their respective property owners.

Planning Director Grieve presented the item to the Council.

Dorothy Brower of 102 Eastman Road shared her support of the nominations.

Discussion ensued.

Councilmember Petersen encouraged the Council to support the nomination.

Councilmember Gray moved to approve the nominations of the Properties at 972 West Pennsylvania Ave and 1071 West New York Ave for the National Register of Historic Places. The motion was seconded by Councilmember Goodman and the vote was unanimous.

Motion passed.

9. ADJOURNMENT

Upon motion by Councilmember Petersen, seconded by Councilmember Gray and carried unanimously, Council adjourned at 7:34 pm.

Motion passed.

Respectfully submitted:

Elizabeth Robertson, Town Clerk



MINUTES

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

Mayor Clement called the meeting to order. The following members of Town Council were present: Mayor Taylor Clement; Bill Pate; Ann Petersen; Debra Gray; and Brandon Goodman.

2. PLEDGE OF ALLEGIANCE

3. TOWN MANAGER'S COMMENTS

Town Manager Reagan Parsons reviewed the agenda.

- asked that Item 4a subsection 3 be removed since no bids were received.
- noted a correction to Item 4b - the statute number is incorrect and will be corrected.

Mayor Pro Tem Pate moved to approve the meeting agenda with the requested changes, seconded by Councilmember Petersen; the vote was unanimous.

Motion passed.

4. CONSENT AGENDA

Mayor Pro Tem Pate moved to approve the Consent Agenda, seconded by Councilmember Petersen; the vote was unanimous.

Motion passed.

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.

Town Manager Parsons presented the item to the Council which consists of 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.

Discussion ensued and Council gave their support to the moving forward with the project.

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

Town Manager Parsons presented the item to the Council. With work on the "SuperStreet"/Synchronized Intersection projects for US1 and 15-501 starting and increased traffic on Pinehurst Ave. and Murray Hill Rd. likely, staff believe the time is right to request that the State accept portions of these corridors for ongoing maintenance ahead of any work that will be required following the project completion.

Discussion ensued.

Council approves the request to petition the State to transfer Pinehurst Ave and Murray Hill Rd to NCDOT for continued maintenance.

c. Concept Designs For DT Park Parking Lot Rehab

Asst. Town Manager/Fire Chief Mike Cameron presented several design options to the Council for rehabilitating the Downtown Park Parking Lot.

Discussion ensued.

Council requested to table the discussion to the July Work Session.

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.

Town Manager Parsons presented an update 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. on the FY 2025-2026 Budget.

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.

Planning Director Grieve briefly updated the Town Council on agenda items coming in June.

Planning Director Grieve also spoke about prior discussions about the Planning Department's administrative fees and briefed the Council on the progress of Phase 2 of the Comprehensive Plan implementation.

Discussion ensued, and the Planning Staff will put together a list of recommendations regarding the administrative fee updates for the Council to review.

6. COUNCIL ROUNDTABLE

Councilmember Goodman

* Has concerns regarding the visibility at the intersection of W Illinois Ave. & SW Broad St. Cars disregard the yield signs, and he requests that staff review the area to increase visibility and highlight the yield signs.

- Town Manager Parsons pointed out that some of that area is within CSX right-of-way and will ask Town Engineer Michel to contact them regarding solutions.

- Council discussed some temporary solutions that could be implemented sooner including a barricade and/or removing the last parking spot.

- Town Attorney McCarley advised the Council to consult with Town Engineer Michel ahead of any actions to ensure regulatory standards are met.

* Questioned who was responsible for the maintenance schedule for the median on Mornganton Rd.

- Town Manager Parsons advised that due to a misunderstanding the responsibility for the maintenance has lapsed but the issue was being resolved.
- * Asked for revenue statistics on Town-owned buildings from Asst. Town Manager Roth.
- * Questioned who was responsible for deciding when tree limbs needed to be removed.
 - Asst. Town Manager Roth informed him that the Town Arborist Graham Purcell was responsible for those decisions and the that the limbs in question were most likely damaged or diseased.

Councilmember Petersen had nothing to add.

Mayor Pro Tem Pate

- * Complimented Asst. Town Manager/Fire Chief Cameron on his efforts when dealing with an unhappy constituent.
- * Questioned if the dead trees on the Carolina Greenway will be replaced?
 - Asst. Town Manager/Fire Chief Cameron stated that the trees will need to be replaced before the project is granted final approval but that it is also a current zoning violation. The applicant is aware and currently working on fixing that issue and the irrigation issue that caused the deaths.

Councilmember Gray

- * Complimented staff on their quick response to a resident who reported that there was a right-of-way that was overgrown and making it difficult to see. Once reported to the Town, staff immediately came out to clear away the green foliage.

Mayor Clement

- * Was happy to have presented a proclamation of appreciation for Public Works Week at the Public Works Annual Staff Olympics.
- * Expressed gratitude for all of her hard work to Senior Town Planner Alaina Mallette whose last day with the Town is Thursday.

7. ADJOURNMENT

Upon motion by Mayor Pro Tem Pate, seconded by Councilmember Goodman and carried unanimously, Council adjourned at 4:51 pm.

Respectfully submitted:

Elizabeth Robertson, Town Clerk



**INTERNAL CONTROL POLICY:
ARP/CSLFRF AWARD**

Internal Control Policy: ARP/CSLFRF Award

TABLE OF CONTENTS

Definitions . . . 3

Policy Overview and Purpose . . . 4

The Green Book Recognizes Five Components of Internal Control: Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring . . . 4

1. Control Environment . . . 4

2. Risk Assessment . . . 5

Risk Identification . . . 5

Uniform Guidance Compliance & Risk Identification . . . 5

Risk Analysis . . . 5-6

Risk Response . . . 6

3. Control Activities . . . 6

4. Information and Communication . . . 7

5. Monitoring . . . 7

Financial Management, 2 CFR § 200.302 . . . 8

Segregation of Duties: . . . 8

Documentation: . . . 8

Reporting: . . . 9

Reconciliation: . . . 9

Eligibility (See Award Terms & Conditions for ARP/CSLFRF Eligibility Requirements) . . . 9-10

Allowable Costs/Cost Principles, 2 CFR §§ 200.400 - 200.476 . . . 10

Period of Performance (See Award Terms and Conditions) . . . 11

Procurement, Suspension & Debarment, 2 CFR §§ 200.317 - 200.327 . . . 11-13

Property Management, 2 CFR §§ 200.310 - 200.316 . . . 13-14

Subrecipient Risk Assessment & Monitoring, 2 CFR §§ 200.331 - 200.333 . . . 15

Program Income, 2 CFR § 200.307 . . . 15

Definitions

- **Management** refers to employees who have direct responsibility for the day-to-day operations of the entity, including the implementation of internal controls. For the purposes of this policy, “management” includes the Town Finance Director, the Town Manager, and the Town Engineer.
- **Oversight Body**, as referenced in the Government Accountability Office’s Standards for Internal Control in the Federal Government, refers to an appointed body designated to perform oversight at the direction of the governing board. The oversight body of a local government is, by default, the governing board. For the Town of Southern Pines, this would be comprised of our Town Council members.

Policy Overview and Purpose

Internal control is a process effected by an entity's oversight body, management, and other personnel that provides reasonable assurance that the objectives of an entity will be achieved. This policy outlines the internal control process established by the Town of Southern Pines to provide reasonable assurances that the unit will expend ARP/CSLFRF award funds in compliance with governing laws and regulations. This document is adopted in accordance with the following directive from U.S. Treasury's Compliance and Reporting Guidance: "Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the ARP/CSLFRF award constitute eligible uses of funds, and document determinations."²

Internal Control Framework:

The Town of Southern Pines' internal controls are modeled after the internal control framework set forth in the Government Accountability Office's Standards for Internal Control in the Federal Government (the "Green Book"). As described in the Green Book, Management is responsible for establishing and maintaining the internal control system in compliance with the duties outlined in this policy. The Oversight Body's primary role is to ensure management performs its internal control responsibilities. However, every employee bears some responsibility for the internal control process.

The Green Book Recognizes Five Components of Internal Control: Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring

The Town of Southern Pines understands that each component must be present and functioning for the internal control process to operate at the optimal level. The responsibilities tied to each of the components are discussed below.

1. Control Environment

The control environment is the foundation for all other components of internal control, providing discipline and structure. Management values integrity, ethics, and competence in all operations, including the administration of federal awards. Management communicates and reinforces its expectations throughout the organization. Examples of management's commitment to internal controls over expenditures of ARP/CSLFRF funds include, but are not limited to, the following:

- Management demonstrates a commitment to integrity and ethical values through its leadership, communications, personnel practices, and daily actions.
- Management conducts ongoing risk assessments to identify internal control weaknesses that may negatively impact the proper administration of the ARP/CSLFRF award.
- Management is committed to educating itself and staff on the compliance requirements tied to the administration of the ARP/CSLFRF award.
- Management adopts policies necessary to ensure compliance with the Uniform Guidance and the ARP/CSLFRF award terms and conditions.

1. U.S. Department of the Treasury, [Compliance and Reporting Guidance](#), p. 8 (updated Sept. 20, 2022).

2. Risk Assessment

Management is committed to identifying and managing the risks that may arise during the administration of the ARP/CSLFRF award. The risk assessment component of internal control involves management evaluating the risks the entity faces that could negatively impact its ability to achieve its objectives. These objectives include:

- **Operational Objectives:** All assets are appropriately safeguarded against risks of fraud, theft, loss, or abuse.
- **Reporting Objectives:** Finance systems and processes produce accurate and reliable financial reporting for federal award expenditures. The Town of Southern Pines' Schedule of Expenditures of Federal Awards (SEFA) is complete and accurate.
- **Compliance Objectives:** Ensure ARP/CSLFRF awards funds are expended in compliance with the award terms and conditions, federal and state law, and U.S. Treasury guidance.

Risk Identification

Management shall identify risks that may impair the Town of Southern Pines' ability to achieve its objectives. Management shall focus its risk assessment on areas of opportunity for employees to commit fraud. Specific areas and types of risk include:

- rapid growth in operations,
- changes in personnel,
- organizational restructuring, such as centralizing or decentralizing,
- new activities or service areas,
- new or revised information systems,
- new technologies in service delivery or information systems,
- changes in the operating or regulatory environment, and
- new or updated accounting and/or financial reporting practices.

Uniform Guidance Compliance & Risk Identification

There are specific risks that arise in the administration of a grant award. Management will identify areas of risk that may impair the Town of Southern Pines' ability to comply with the ARP/CSLFRF award's terms and conditions and/or applicable state and federal law and regulations.

Specifically, the Town of Southern Pines will evaluate risks of non-compliance in the following compliance areas:

- Eligibility,
- Allowable Costs/Cost Principles,
- Period of Performance,
- Financial Management,
- Property Management,
- Procurement,
- Subrecipient Monitoring, and
- Program Income.

Risk Analysis

Management shall determine the potential severity of liabilities associated with the risks identified by weighing the likelihood of occurrence against the degree of impact.

Likelihood × Impact = Risk Priority

After rating each risk for likelihood & impact, multiply to identify which risks are highest priority to control for.

		Risk Priority								
Likelihood	5	5	10	15	20	25	Impact	Priority Rank Scale		
	4	4	8	12	16	20				
	3	3	6	9	12	15				
	2	2	4	6	8	10				
	1	1	2	3	4	5				
		1	2	3	4	5				
		Low	1 to 4		Moderate	5 to 9		High	10 to 19	
		Very High	20+							

Risk Response

Management shall review the results of the risk analysis and determine whether to implement control activities to mitigate risks. Management will respond to identified risks in one of three ways:

- accept the risk,
- reduce the risk by implementing control activities to help prevent or detect issues, or
- avoid the risk by not pursuing certain activities.

Management shall consider the relative cost of implementing controls versus the benefit(s) offered in deciding whether to mitigate risk(s) through the implementation of control activities. When possible, control activities will be implemented to mitigate risks that rate “High” or “Very High” on the Likelihood/Impact scale.

3. Control Activities

Control activities are the actions taken by management to respond to risks that may prevent the entity from achieving its objectives. The internal control activities are either preventative or detective. The Town of Southern Pines uses a variety of control activities that support strong internal controls, including, but not limited to the following:

- written policies and procedures,
- segregation of duties: separating authorization, custody, record-keeping, and reconciliation functions,
- authorizations to undertake projects/programs/expenditure,
- reconciliation of accounts and records,
- documentation and record-keeping,
- physical controls, including locks, physical barriers, and security systems to protect physical assets,
- IT controls, including passwords, access logs, and firewalls to protect sensitive data and restrict access to electronic data and files,
- staff training, or
- a combination of the above.

4. Information and Communication

The Town of Southern Pines communicates accurate and quality information to internal staff and personnel and to external stakeholders and community members. Communication plays an integral role in the internal control system by helping to promote transparency regarding the use of public funds. Management shall be responsible for communicating internal control processes to those employees directly involved in finance and/or grant administration. Management will communicate its policies, procedures, and internal controls through various handbooks, programs, training, and electronic communication.

Information regarding pertinent policies, processes, and control activities will flow down, across, and up the organizational structure. Internal control deficiencies should be reported upstream, with serious matters reported immediately to top-level management and/or to the governing board. Employees are required to report any critical issues within the internal control system to management as soon as possible after the discovery.

To ensure transparency regarding the use of ARP/CSLFRF funds, the Town of Southern Pines shall communicate quality information to community members and external stakeholders. The communication channels may include:

- The Town of Southern Pines maintains a separate webpage to highlight projects undertaken with ARP/ CSLFRF award funds.
- Project and Expenditure reports are posted to the ARP/CSLFRF webpage.
- Governing board members and management are willing to engage directly with community members and answer questions via email and/or provide updates during regularly scheduled meetings.

5. Monitoring

The Town of Southern Pines shall conduct ongoing monitoring of the internal control system to identify its strengths and weaknesses. Internal and external audits will be conducted pursuant to federal and state law. These audit processes will test the effectiveness of internal controls over federal and state awards.

Internal Controls & Uniform Guidance Compliance

Financial Management, 2 CFR § 200.302

Overview:

Each unit must have a financial management system in place to satisfy the requirements set forth in 2 CFR 200.302. A unit may rely on existing accounting processes and procedures, provided such processes adequately track the obligations and expenditures of ARP/CSLFRF funds.

Objectives:

Ensure compliance with the following requirements set forth in 2 CFR 200.302, as follows:

1. Track all federal awards received and related expenditures separately for each federal program.
2. Provide accurate, current, and complete financial data to enable the disclosure of the results of each federal award.
3. Identify the source and application of funds (i.e., the system must be able to track authorizations, obligations, and disbursements, and tie any expenditures to eligible uses of ARP/CSLFRF funds.
4. Maintain control over, and accountability for, all funds, property, and other assets.
5. Compare budgeted amounts with actual expenditures.
6. Expenditures must be supported by The Town of Southern Pines' written procedures for determining the allowability, reasonableness, and allocability of costs.

Control Activities:

- A recommended practice is to set up a grant project ordinance to separately account for and track expenditures of ARP/CSLFRF funds.
- Utilize a financial management system that meets the standards outlined in 2 CFR 200.302.

Segregation of Duties:

Duties and functions related to financial reporting are segregated to ensure no one person has control over all parts of a financial transaction.

Documentation:

Documentation of financial transactions is complete and accurate and facilitates tracing the transaction from authorization and initiation through disbursement.

- The Finance Department shall ensure that, at a minimum, accounting records evidencing authorizations, obligations, and expenditures of ARP/CSLFRF funds are created and retained according to record retention requirements.
- Source documentation is retained, including paid invoices, payrolls, time and attendance records, contracts, and subaward documents.

Reporting:

The Finance Director shall prepare annual reports for the governing board that includes updates for grant project expenditures and a comparison of budget to actuals.

Reconciliation:

General ledger and subsidiary ledgers used to account for the receipt and disbursements of ARP/CSLFRF funds are reconciled annually against account balances.

Communication & Monitoring:

The Finance Director is responsible for communicating the financial management requirements and associated control activities to the appropriate personnel. All employees within the finance and accounting office have responsibility for internal controls, including the ongoing assessment of the effectiveness of internal control activities over the financial management system.

Eligibility (See Award Terms & Conditions for ARP/CSLFRF Eligibility Requirements)**Overview:**

The unit is responsible for ensuring ARP/CSLFRF funds are expended on eligible projects and programs. The process for making eligibility determinations is described in the Town of Southern Pines' Eligibility Determination Policy.

Objectives:

1. Ensure that supported projects and programs under the ARP/CSLFRF are eligible under one of the expenditure categories. (Eligible uses include projects identified in the Final Rule that fit within one of the four eligible use categories: COVID-19/Negative Economic Impacts, Revenue Replacement, Premium Pay, Investment in Necessary Broadband and Water/Sewer Infrastructure.)
2. Document eligibility review and project determinations.
3. Establish processes to ensure funds are not expended on ineligible uses. (Prohibited uses include bulk deposits into pension funds, debt services, replenishing financial reserves, the satisfaction of settlements and judgments, support for programs that undermine the effort to stop the spread of COVID-19, and any use that would violate state or local law.)

Control Activities:

- **Eligibility Determination Policy:** The Town of Southern Pines has adopted an ARP/CSLFRF Eligibility Determination Policy that explains the eligible uses of ARP/CSLFRF award funds and includes the Town of Southern Pines' process for reviewing and documenting eligibility determinations.
- **Authorization:** The Finance Director has reviewed applicable Treasury guidance, including the Final Rule, and has trained staff to conduct initial eligibility reviews for all project or program requests.
- **Documentation:** Each department is encouraged to use the SOG's Sample Eligibility Worksheet to document the review process. This documentation is retained for the five-year record retention period. The Finance Director is responsible for overseeing compliance with documentation and record retention requirements.

Communication & Monitoring:

Management will communicate eligibility requirements and project determinations internally to staff and externally to community members and stakeholders. Management will periodically review a sample of eligibility determinations to ensure that documentation is being maintained and that the supported projects are eligible.

Allowable Costs/Cost Principles, 2 CFR §§ 200.400 to 200.476**Overview:**

The Uniform Guidance Cost Principles provide guidance on how to charge specific items of cost to a federal award. A written Allowable Cost/Cost Principles policy is required for compliance with 2 CFR 200 § 202.

Cost items charged using Revenue Replacement ARP/CSLFRF funds are subject to an allowable cost review. Cost items charged under the COVID-19/Negative Economic Impacts and Infrastructure Investment categories are subject to additional compliance requirements, including the Selected Item of Cost review. See Final Rule FAQ 13.15.

Objectives:

1. Ensure all costs charged to the federal award are allowable as defined in the Uniform Guidance, Subpart E—Cost Principles.
2. Consistently apply local policies to both federally financed and non-federally financed activities.
3. Treat costs consistently as direct or indirect costs.
4. Adequately document evidence of allowable cost review and other compliance requirements as necessary.
5. When applicable, appropriately charge indirect costs using either the Negotiated Independent Cost Rate Agreement (NICRA) or the de minimis rate of 10 percent.

Control Activities:

- **Policy:** The Town of Southern Pines has adopted an Allowable Cost/Cost Principles Policy, as required by 2 CFR 200.302.
- **Segregation of duties:** When possible, duties are segregated between those who initiate, approve, and record financial transactions.
- **Training:** Management trains staff to conduct an allowable cost review in compliance with the UG Cost Principles.
- **Documentation:** The Finance Department shall ensure that documentation evidencing compliance with the Cost Principles is created and maintained through December 31, 2031. At a minimum, cost items will be reviewed for allowability prior to being charged to the federal award.

Communication & Monitoring:

Management shall ensure that staff is adequately trained to recognize allowable costs and associated compliance requirements for each eligibility category. Management shall periodically test the control activities by reviewing a sample of cost items charged to the ARP/CSLFRF award for allowability. Management will also test whether costs are charged to the proper project codes within the grant project ordinance.

Period of Performance (See Award Terms and Conditions)

Overview:

The Period of Performance covers the period of time the Town of Southern Pines may obligate and expend ARP/ CSLFRF funds. ARP/CSLFRF funds must be used for costs incurred between March 3, 2021, and December 31, 2024. For a cost to be incurred, the funds must be obligated (e.g., contract executed/pre-audit stage). All obligated funds must be expended by December 31, 2026. Any unspent award funds must be returned to the Treasury.

Objective:

Ensure that all obligations and expenditures are incurred during the ARP/CSLFRF award's period of performance.

Control Activities:

- Management reviews obligation dates to ensure that all obligations are made for costs incurred between March 3, 2021, and December 31, 2024.
- Management trains staff to review obligation and expenditure dates on contracts, or when performing eligibility and allowable cost reviews.

Communication & Monitoring:

Management shall communicate pertinent dates, including the period of performance, to any staff responsible for obligating or expending federal award funds. Periodic testing by management will ensure that all obligations are incurred between March 3, 2021, and December 31, 2024.

Procurement, Suspension & Debarment, 2 CFR §§ 200.317 to 200.327

Overview:

Expenditures of ARP/CSLFRF funds under the revenue replacement category are exempt from federal procurement. When expending ARP/CSLFRF funds in other expenditure categories, the unit is required to adopt *written* procurement procedures and follow all federal procurement rules outlined in the Uniform Guidance (2 CFR §§ 200.318–200.327) as well as its own internal policies. Where established local or state rules are more strict than federal rules, the recipient must follow the most restrictive rule.

Objectives:

The Purchasing Agent recognizes it must satisfy the minimum federal procurement requirements, as follows:

1. Adopt a written procurement policy that considers the procurement standards in § 200.318, which includes bidding contracts in compliance with federal bidding thresholds, oversight of contractors' performance, and maintaining records to document the history of procurements.
2. Provide full and open competition in conducting procurements, consistent with the standards outlined in § 200.319 and § 200.320, which allow for non-competitive procurements only in limited circumstances.
3. Comply with the requirements of § 200.320(a) when using the micro-purchase and small purchase methods of procurement.
4. Use the sealed bids method for procurement contracts exceeding the simplified threshold. Utilize the competitive proposals method when sealed bidding is not possible.
5. Ensure noncompetitive procurement methods meet the conditions set forth under § 200.320(c).
6. Perform a cost or price analysis for every procurement action in excess of the simplified acquisition threshold, including contract modifications.

7. Pursuant to 2 CFR 200.319(b), if a firm assists in the development or drafting of specifications, statements of work, or bids or RFPs, the firm must be excluded from competing for the procurement.
8. Ensure that all contracts include the applicable contract provisions required by § 200.327 and described in Appendix II of 2 CFR 200.
9. Verify that a contractor is eligible by reviewing the suspended and debarred list on SAM.gov.
10. Restrict access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers.

General Procurement Control Activities:

- Procurement Policy: The Town of Southern Pines maintains documented procurement procedures that are consistent with the standards outlined in §§ 200.317 through 200.327. This policy contains detailed processes and control activities for procurements made with federal funds.
- The Board/Council must approve the following types of contracts. The Town follows state and federal procurement requirements relative to Board/Council approval with the most stringent of the two taking precedent.
- The Designated Project Manager and/or the Town Attorney and The Finance Department is/are responsible for monitoring and documenting the performance of a contract for compliance with contract terms, conditions, and other specifications.
- Prenumbered purchase orders are used.
- A pre-audit certificate that is signed by the Finance Director or Designated Deputy is attached to all purchase orders, invoices, or other contract obligations.
- Ensure purchasing forms have multiple copies so other departments, such as receiving and accounts payable, can be notified of the authorization.
- Micro-purchases may be awarded without soliciting competitive quotes if a determination is made that the price is reasonable.
- Cost items shall be reviewed for allowability pursuant to the review process set forth in the Allowable Cost Policy.
- The Designated Project Manager is responsible for identifying qualified vendors and rotating purchases made under the micro-purchase threshold among different suppliers. Management shall periodically check compliance with this control activity.
- The Designated Project Manager shall verify that contractors are not on the suspended or debarred list. A screenshot of the record check shall be maintained.
- Access to sensitive contractor information, such as Social Security numbers or federal tax ID numbers, is restricted.

Segregation of Duties:

- Duties are segregated between authorization, custody, record-keeping, and reconciliation.
- The person who sets up new contractors in the accounting system or edits information on existing vendors (record-keeping) is not the same as the person writing the checks (authorization).
- Reconciliations are performed by an employee who does not have record-keeping duties.
- Invoices and other supporting documentation are thoroughly reviewed prior to the invoice being approved (e.g., compare the receiving or packaging slip against the authorization).

Documentation:

Documenting the history of procurements is a top internal control priority for the Town of Southern Pines. All request personnel shall be trained on documentation and record retention policies.

- Bid documents shall reflect all steps in the procurement process, including:
 - bid specifications and proof of advertisement (if required),
 - rationale for the selected method of procurement,
 - bid submissions,
 - evaluation criteria,
 - basis for contractor selection or rejection,
 - justification for lack of competition, when applicable,
 - basis for award cost or price, and
 - contract agreement, including required UG contract clauses.
- Source documentation relating to procurements must be retained and should include sufficient details to support the transaction, including:
 - cost and quantity of items purchased,
 - model numbers,
 - purchase orders with and pre-audit certificates, and
 - personnel who authorized the sale, if applicable.
- All records shall be maintained for a period of five (5) years after the ARP/CSLFRF period of performance (through December 31, 2031).

Communication & Monitoring:

Management shall ensure purchasing and finance staff understand federal procurement laws. Additional training shall be provided as necessary. Management will periodically review purchase orders and contracts to ensure that all charges are accounted for in the period in which the cost occurred and fall within the period of performance.

Property Management, 2 CFR §§ 200.310 to 200.316**Overview:**

Except for property, supplies, or equipment acquired using revenue loss funds, the unit must follow the applicable provisions of the Uniform Guidance regarding property standards (2 CFR 200.310–316), subject to the requirements set out in FAQ 13.16.

Per FAQ 13.16, during the period of performance, the Town of Southern Pines may use property, supplies, or equipment purchased with ARP/CSLFRF funds for a purpose other than the purpose for which the initial purchase was made, provided the new use is consistent with another eligible use. After the period of performance, the Town of Southern Pines is more limited in how it may use the property purchased with ARP/CSLFRF funds.

Objectives:

1. Ensure real property, personal property, supplies, and equipment are used in compliance with the UG property standards (2 CFR 200.310–316), and subject to the requirements set out in FAQ 13.16.
2. Ensure documentation is maintained to substantiate any determination on whether the use of an asset is authorized for a particular purpose

- during and after the award period of performance.
3. Establish adequate safeguards to prevent loss, damage, or theft of property.
 4. Follow adequate maintenance procedures to keep equipment in good condition.
 5. Ensure proper disposition of real property and equipment in accordance with § 200.311(c) and § 200.313 (e).

Control Activities:

- **Insurance Coverage:** Purchase equivalent insurance coverage for real property and equipment as is provided to other property owned by the Town of Southern Pines. 2 CFR § 200.310.
- **Property Management Policy:** The Town of Southern Pines has adopted a Property Management Policy that sets forth property management processes, including procedures for record-keeping, reporting, and disposition responsibilities for real and personal property.
- **Real Property Reporting:** The Finance Director shall oversee the annual reporting requirements for any real property or personal property acquired with federal awards funds. Standard Form 429 shall be used to report real property and the Standard Form 428 shall be used to report tangible personal property, including equipment.
- **Equipment Management:** The Town of Southern Pines has procedures for managing equipment, whether acquired in whole or in part under a federal award, until disposition takes place. The Town of Southern Pines will, at a minimum, meet the following requirements:
 - Maintain equipment records that include a description of equipment, serial number/ model number, source of funding, acquisition date, location and condition of equipment, unit acquisition cost, and final data, including date of disposal, sales price, and method used to determine fair market value. § 200.313(d).
 - Ensure adequate safeguards to prevent loss, damage, or theft of property. Such safeguards may include attaching property tags to federally owned equipment that includes the FAIN. Any loss, damage, or theft will be investigated. § 200.313(d).
 - Regular maintenance will be performed to keep the property in good condition.
 - A physical inventory of equipment will be performed, and the results reconciled with the property records, at least once every two years.
 - If the Town of Southern Pines is authorized or required to sell equipment, proper sales procedures will be used to ensure the highest possible return.

Communication & Monitoring:

Management will train employees to understand the various compliance requirements set forth in the Uniform Guidance property management standards. Periodic testing of established controls shall be performed to ensure that all reporting and property management requirements are satisfied for both real property and equipment.

Subrecipient Risk Assessment & Monitoring, 2 CFR §§ 200.331 to 200.333

Overview:

Expenditures of revenue loss funds are exempt from compliance with this section. See [Final Rule FAQ 13.15](#). Each unit must design its own system of internal controls over subrecipient selection and monitoring that meet the requirements set forth in 2 CFR 200.331-.333. The Town of Southern Pines will not utilize ARP/CSLFRF funds for subrecipient agreements.

Program Income, 2 CFR § 200.307

Overview:

Program income relates to gross income earned from expenditures of federal awards, such as income from fees for services performed, the use or rental of property acquired with program funds, and for the sale of items fabricated under the program. Program income is only triggered when income will be earned under the COVID-19/Economic Impacts Category or for income earned on a water/wastewater infrastructure project. When program income is earned, it is added back to the total ARP/CSLFRF award allocation.

Objectives:

1. Separately track and account for program income during the ARP/CSLFRF award's period of performance.
2. Expend program income on eligible projects and programs during the period of performance (program income is added to the total ARP/CSLFRF award).

Control Activities:

- On a monthly basis, recorded program income is reconciled with supporting documentation, such as loan ledgers and other accounting records.
- Program income is separately tracked and accounted for within the grant project ordinance.
- Management ensures program income is added to the total ARP/CSLFRF award and used to support eligible projects and programs.
- Individuals who collect cash or other receipts are different from those who deposit receipts, generate invoices, record general ledger activity, and reconcile bank statements.

Communication & Monitoring:

Management shall identify program income requirements and communicate compliance requirements to staff. Management shall periodically review accounting records to ensure program income is separately accounted for during the award period of performance.