



AGENDA

Thursday, October 9, 2025: 4:00 PM

Historic District Commission

Community Development Building, 801 SE Service Road

1. CALL TO ORDER

2. APPROVAL OF MINUTES

a. August 14, 2025 Regular Meeting

b. September 11, 2025 Regular Meeting

3. PUBLIC HEARINGS

a. HD-19-25: Tennis Court Lighting in the Downtown Park (continued from the September 11, 2025 meeting)

b. HD-21-25: Roof Replacement at 107 E. Broad Street

c. HD-22-25: New Signs in the Downtown Park

4. UNFINISHED BUSINESS

5. NEW BUSINESS

6. PUBLIC COMMENTS

7. ADJOURNMENT

MINUTES
Town of Southern Pines Historic District Commission
Regular Meeting
August 14, 2025 at 4:00 PM

The Town of Southern Pines Historic District Commission held its regular meeting on Thursday, August 14, 2025, at 4:00 PM at the Community Development Building, 801 SE Service Road, Southern Pines, North Carolina.

Members present: Chair Elizabeth Oettinger, Vice Chair Robert Brown, Robert Anderson, Karl Ecker and Sarah Farrell.

The meeting was called to order at 4:01 PM.

Karl Ecker made a motion, seconded by Robert Anderson, to approve the Minutes of the July 10, 2025 regular meeting. The motion carried.

PUBLIC HEARINGS

HD-17-25 Certificate of Appropriateness - Major Work; 125 SE Broad Street

Darren Johnson, Facilities Superintendent, has applied for a Certificate of Appropriateness – Major Work for the Town of Southern Pines Administration building in order to construct an ADA-compliant ramp on the E. Pennsylvania Avenue side of the building, replace the original windows with new windows identical in appearance, replace broken or damaged slate roof tiles with matching slate, repair the roof underlayment, install new drip-edges and replace the ridge caps.

Attorney McCarley qualified the members of the Commission and the oath of testimony was administered to Town Manager Reagan Parsons.

Chair Oettinger resumed the public hearing that was continued from the July 10, 2025 meeting.

Planner Mason Mattox entered staff report HD-17-25 and his slide presentation into the record and provided an overview of the application which included the replacing broken or damaged roof tiles, adding drip edges and replacing the existing ridge caps with coppered-colored aluminum; and adding an ADA compliant ramp on the Pennsylvania Avenue side of the building, which was originally approved in 2020 but that Certificate of Appropriateness has expired.

Commissioner Anderson asked if anyone had recommended a particular brick for the ramp that will match the existing brick and Darren Johnson, Utilities Superintendent, stated the intent was to match the brick as closely as possible.

Mr. Parsons recommended that obtaining a closely matching brick be a condition of approval and asked if the proposed landscaping would cover the brick, which Mr. Johnson confirmed would be the case.

Commissioner Anderson inquired about the use of aluminum ridge caps in lieu of copper or lead-coated copper.

Mr. Johnson responded that lead is a toxin and he had spoken with the contractor who did the work on the building approximately 12 years ago and it had copper on it at that time. He is simply trying to return it the original colors.

Commissioner Farrell inquired about the drip edge and Commissioner Anderson stated that anything associated with the building should be replaced with the same material and did not recommend a copper colored aluminum because it does not age and there are other colors that are closer to aged copper that would be more consistent.

Mr. Mattox provided a sample of the proposed replacement window, which was entered into the record and stated that the proposal included the replacement of 15 original windows with vinyl windows.

Commissioner Anderson inquired about the Town's plans for the building.

Mr. Parsons responded that the Administration building and the Finance building are going to be vacated and whether the building is leased, sold or just sitting until further disposition is determined, repair of the roof is a priority. The ADA ramp was approved in 2020 but the Town had difficulty finding a contractor. If the ramp is approved, it is not a project that needs to be completed in the immediate future.

Commissioner Anderson asked if the windows were currently leaking and Mr. Parsons responded that they had not experienced significant water inside the building to date.

Commissioner Anderson stated that the building is a contributing structure in the Historic District and he was at least expecting the muntins to be outside of the glass.

Mr. Parsons stated cost would determine whether they decide to replace the windows because the intent is for the building to be vacated as of January 1, 2026. A decision, even if that decision is denial, with an expectation or explanation attached to it, would be of some value regardless of the Town Council's decision.

Chair Oettinger asked if the existing windows are original to the building and Mr. Mattox responded that to the best of staff's knowledge, the windows have never been replaced.

Mr. Johnson said the only window he could say with certainty had not been replaced is the one in the front office because it has wavy glass and Mr. Parsons added that the windows had not been replaced in at least 21 years.

Mr. Mattox stated that he had not found any permits for replacement of the windows since the adoption of the Historic District.

Katie Martin of The Pines Preservation Guild spoke in favor of repairing the existing windows as opposed to replacing them and stated that storm windows are perfectly acceptable. A letter from Ms. Martin was entered into the record.

Leslie Brians of The Pines Preservation Guild urged the Commission to deny the request to replace the windows, stating that the windows need general maintenance but not replacement. A letter from The Pines Preservation Guild was distributed to the Commission and entered into the record.

Chair Oettinger asked Ms. Brians what the timeline would be to replace versus repair the windows.

Ms. Brians responded that interior storm windows would be installed first and then the actual windows would be removed for rehabilitation. She said the proposed windows are not compatible and encouraged the Town to investigate repair and/or rehabilitation of the windows. She also distributed a statement from Andrew Wing, which was entered into the record.

The Commission discussed the feasibility of repairing the windows and the potential benefits of using storm windows.

Chair Oettinger closed the public hearing.

Karl Ecker made a motion, seconded by Robert Anderson, that HD-17-25 be approved as submitted with the following conditions:

1. that any replacement slate matches the existing color as closely as possible and be used on the back of the building;
2. that real copper ridge caps and drips be used on the roof instead of aluminum ridge caps and drips;
3. that the brick and mortar used for the ADA access either precisely match the tone and color of existing brick and mortar on the building or make use of the closest colors that are commercially available at the time of selection, and that the ADA access be obscured from view from the street by a landscape screen per the UDO standards for screening; and

4. that the existing windows be first enhanced with interior storm windows and afterwards, the windows be repaired following appropriate window spot repair or full rehabilitation methods as determined necessary

The motion carried by a vote of 5-0.

Exhibits entered into the record during the public hearing:

- A. July 10, 2025 staff report
- B. July 10, 2025 staff presentation
- C. ProVia physical window sample
- D. August 14, 2025 The Pines Preservation Guild letter
- E. Letter from Andrew Wing – saving old windows
- F. August 14, 2025 staff report
- G. August 14, 2025 staff presentation

HD-18-25 Certificate of Appropriateness - Major Work; 180 SW Broad Street

Darren Johnson, Facilities Superintendent, has applied for a Certificate of Appropriateness – Major Work to replace the original windows in the front of Town of Southern Pines Finance building with new vinyl windows identical in appearance.

Attorney McCarley qualified the members of the Commission and the oath of testimony was administered to Reagan Parsons and Maria Donnelly.

Chair Oettinger resumed the public hearing.

Planner Mason Mattox provided an overview of the application accompanied by a slide presentation and entered the staff report and the slide presentation as well as the window sample into the record. He stated that replacement of the arched windows on the front of the building, as well as the windows on the remainder of the building, was proposed. The windows on the sides and rear of the building were previously replaced but staff was unable to locate a COA - Major Work for that work.

Mr. Johnson stated the windows that had previously been replaced are aluminum clad and they are failing.

Commissioner Anderson stated that the windows may have been replaced around the time the new library was completed and shortly before the HDC was established.

Commissioner Ecker asked if repair versus replacement of the original windows had been considered, the financial considerations for both options, and if replacement meets local, state and federal guidelines.

Mr. Mattox stated that the Town has proposed replacing the original windows at the front with like for like as an alternative and will share the cost estimate.

Mr. Johnson stated that the company told him that to replace the windows with a like wooden window with a 20-year life would cost approximately \$15,000 per window.

Commissioner Anderson asked what the issue was with the existing windows and Mr. Johnson responded that the windows in the front are rotten and the aluminum clad windows are failing.

Commissioner Anderson commented that nothing about the addition adds to the Historic District but it would be worth the Town's money to replace the arched windows or repair them as much as possible to keep the original appearance.

Mr. Parsons asked Leslie Brians for her recommendation based on what she had seen and heard during the hearing.

Ms. Brians responded the windows are completely repairable. You would cut out whatever wood is failing, put in liquid epoxy and wood epoxy. You would either cut out the damaged wood and do a Dutchman repair, which means you just cut out the section that is failing and reinstall it with another piece of wood.

Maria Donnelly, a member of The Pines Preservation Guild, read a letter from Cathleen Turner, Piedmont Regional Director of Preservation NC, urging the Commission to deny the request to replace the front windows. Ms. Turner's letter was entered into the record.

Ms. Brians suggested adding exterior storm windows on the front of the building as an extra layer of protection for any of the windows that need to be removed for repair.

Katie Martin of The Pines Preservation Guild recommended repair versus replacement of the original windows and presented a letter from another Board member, Jennifer Brennan, who is a Main Street Coordinator in West Virginia, which was entered into the record.

Chair Oettinger closed the public hearing.

Karl Ecker made a motion, seconded by Sarah Farrell, to approve HD-18-25 with the condition that the twelve existing windows in portions of the building not facing Broad Street be replaced as presented in the application, but that the eight (8) existing windows on the portion of the building facing Broad Street be first enhanced with interior storm windows and afterwards be repaired following appropriate spot repair or full historically-appropriate window rehabilitation methods as determined necessary. The motion carried by a vote of 7-0.

Exhibits entered into the record during the public hearing:

- A. July 10, 2025 staff report
 - B. July 10, 2025 staff presentation
 - C. ProVia physical window sample
 - D. Letter from Cathleen Turner of Preservation NC
 - E. Letter from Andrew Wing of Saving Old Windows
 - F. The Pines Preservation Guild letter dated August 14, 2025
 - G. Letter from Jennifer Brennan of The Pines Preservation Guild
 - H. Letter from Katie Martin
 - I. Adapting Historic Windows and Doors for Resilience Standards Overview
 - J. August 14, 2025 staff report
 - K. August 14, 2025 staff presentation
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HD-19-25 Certificate of Appropriateness - Major Work; Downtown Park

Darren Johnson, Facilities Superintendent has requested a Certificate of Appropriateness – Major Work to replace the existing light poles seven (7) new 50-foot light poles adjacent to the existing tennis courts in the Downtown Park.

Attorney McCarley qualified the members of the Commission and the oath of testimony was administered to Town Manager Reagan Parsons.

Chair Oettinger resumed the public hearing that was continued from the July 2025 regular meeting.

Planner Mason Mattox provided an overview of the application accompanied by a slide presentation, both of which were entered into the record and stated that the Commission had requested that the applicant conduct more research to determine whether the height of the poles could be reduced. He said the applicant had conducted the research and the request remained unchanged.

Commissioner Ecker said the staff report stated that the proposed lights would light the tennis courts with minimal light outside of the tennis courts and no light affecting any neighboring buildings.

Mr. Mattox shared images for the manufacturer and stated that the manufacturer has guaranteed that there would be no light trespass away from the tennis courts. It was explained to him that lower lighting would require the fixture heads to be angled but higher lights could be directed straight down.

Planning Director BJ Grieve stated that Planning staff conducts regular lighting inspections and it is remarkable how well lighting is controlled with baffling, and as long as the poles are shorter than the adjacent tree canopy, they will blend in with the trees.

Commissioner Ecker asked if the airport had any concerns regarding the height of the new poles and Mr. Mattox responded that the Moore County Airport received a request for agency comments and no comment was received.

Mr. Mattox stated that he had received confirmation from the Town Arborist that many of the trees in the Downtown Park are between 85 and 95 ft. tall.

Commissioner Anderson said he had a hard time believing that lights on lower poles cannot be controlled.

Mr. Johnson responded that when the Town converted some other tennis courts to pickleball courts, the same lights were converted to the LED lights and those lights have dark spots, they do not have the correct light balance, and according to the players, night play is very difficult because there is not enough light. We want to avoid that same issues at the tennis courts.

Commissioner Anderson said he understood that, but he wanted to avoid 50 ft. light poles in downtown Southern Pines because they would be out of scale.

Mr. Johnson said they consulted a lighting professional and 50' light poles are normal.

Leslie Brians recommended using a balloon tied to a string to get an idea of how tall a 50' light pole would be.

BJ Grieve said it seemed plausible to continue the hearing for 30 days and in the meantime conduct the balloon test or use the drone to obtain images to give an idea of the height.

Commissioner Farrell asked Mr. Johnson if the new poles would be placed in the same location and Mr. Johnson responded that the poles will be in the general area of the existing poles, but not in the exact spot.

Mr. Grieve asked Mr. Johnson if the vendor would be willing to create a photometric plan and Mr. Johnson did not think that would be a problem.

Mr. Grieve asked if it was reasonable to come back in a month with a photometric plan and a picture of the balloons and Mr. Johnson said he did not see a problem with that.

Mr. Parsons stated that one of the benefits of using the current vendor is that there are lighting systems at the Town's recreational fields that have some timing and remote capabilities that the current lights at the tennis courts do not have.

Mr. Johnson said that was correct and that the Parks and Recreation team can control the lights from their desks or their phones.

Commissioner Anderson asked what was the issue with the current lights.

Mr. Johnson responded that they had attempted to utilize the existing hoods with an LED conversion and they do not provide the correct reflection and the wiring is starting to fail due to age. The current height is not consistent with the lighting at newer tennis courts and also, the components for the existing lights are imported and availability can be an issue.

Karl Ecker made a motion, seconded by Robert Anderson, to continue the public hearing to the September regular meeting to allow time for staff to perform an experiment to duplicate the height of the light poles being proposed. The motion carried by a vote of 5-0.

NEW BUSINESS

Mr. Mattox stated that the next CLG training will be held in Southern Pines on October 3, 2025 and the Commission may choose the training topics. Additionally, the training can count towards required credits for the current year.

Mr. Mattox stated that the E.S. Douglass Community Center, formerly Our Lady of Victory Catholic School, is ready to go before the state board that reviews National Register nominations.

The Commission consented to holding the September meeting at the E.S. Douglass Community Center.

Karl Ecker made a motion, seconded by Sarah Farrell, to adjourn the meeting. The motion carried.

The meeting adjourned at 5:08 PM.

Respectfully submitted:

Cindy Williams
Secretary to the Historic District Commission

An audio recording of the proceedings is available upon request.

MINUTES
Town of Southern Pines Historic District Commission
Regular Meeting
September 11, 2025 at 4:00 PM

The Town of Southern Pines Historic District Commission held its regular meeting on Thursday, September 11, 2025, at 4:00 PM at the E.S. Douglass Community Center, 1185 W. Pennsylvania Avenue, Southern Pines, North Carolina.

Members present: Chair Elizabeth Oettinger, Karl Ecker and Sarah Farrell.

The meeting was called to order at 4:00 PM.

The Minutes of the August 2025 meeting could not be approved due to the lack of a quorum of members.

PUBLIC COMMENT

Nomination of Our Lady of Victory Parish to the National Register of Historic Places

Planner Mason Mattox provided an overview of the process required by the Underrepresented Communities Grant and shared a history of the building of the building now known as the E.S. Douglass Community Center.

The members felt that it was important to Southern Pines to have the building added to the National Register.

Mason shared the applicable criteria. The consultants chose Criteria A and C. The second category is historic integrity – could it be recognized as a historical structure.

PUBLIC HEARING

HD-19-25 Certificate of Appropriateness - Major Work; Downtown Park

Darren Johnson, Facilities Superintendent has requested a Certificate of Appropriateness – Major Work to replace the existing light poles seven (7) new 50-foot light poles adjacent to the existing tennis courts in the Downtown Park.

The public hearing was continued to the October 9, 2025 regular meeting due to the lack of a quorum.

NEW BUSINESS

Mr. Mattox stated that the CLG training will be held on October 3, 2025 at the E.S. Douglass Community Center and shared the draft agenda for the event.

The meeting ended at 4:35 PM.

Respectfully submitted:

Cindy Williams
Secretary to the Historic District Commission

An audio recording of the proceedings is available upon request.

DRAFT

Planning Staff Report

To: Historic District Commission
From: Mason Mattox, Planner II

Date: October 09, 2025

Re: HD-19-25 – New Lighting in Downtown Park

I. SUMMARY OF APPLICATION REQUEST:

Darren Johnson, Facilities Superintendent for the Town of Southern Pines, is requesting a Certificate of Appropriateness – Major Work to replace seven (7) 50-foot light poles adjacent to the existing tennis courts in the Town of Southern Pines Downtown Park.

II. APPLICATION CONTINUANCE AND REVISIONS

The public evidentiary hearing for Application HD-19-25 was called to order on July 10, 2025, with six members of the Historic District Commission present. The oath was administered to all individuals intending to provide testimony. Planning staff entered the Staff Report dated July 10, 2025, as Exhibit A, followed by staff's presentation from the same date, which was entered as Exhibit B. Following deliberation, the Commission voted to continue the application until August 14, 2025, citing concerns regarding the proposed height of the lighting fixtures. The applicant acknowledged these concerns and agreed to address them prior to the continued hearing. Subsequently, the applicant contacted the lighting manufacturer to determine whether a reduction in pole height was feasible. The manufacturer advised that 50-foot poles were necessary to contain illumination within the immediate area of the tennis courts and to prevent light spill. Based on this information, the Commission voted to continue the evidentiary hearing to September 11, 2025, and directed the applicant to provide a revised lighting plan and to submit photographic documentation of balloons placed at 50 feet above the existing tennis court lights to illustrate the height of the proposed poles.

A quorum of the Commission was not achieved at the September 11, 2025 meeting; therefore, the application was automatically continued to October 9, 2025. The photometric illumination summary (lighting plan) has been provided as Attachment #2 to this staff report. Supplementary photos of the balloon testing have been provided as Attachment #3 to this staff report.

III. SITE INFORMATION:

A. Property Owner

The Town of Southern Pines

B. Applicant & Authorized Agent

Darren Johnson, Facilities Superintendent, Town of Southern Pines

Authorized by Mike Cameron, Assistant Town-Manager, Town of Southern Pines

Figure I: Vicinity & Zoning Map (Subject Property is Circled in Blue)

125 SE Broad Street & Downtown Park



7/1/2025, 11:06:20 AM

Zoning Text

All Zoning Over Aerial

CB, Central Business

CB-CD, Central Business Conditional District

FRR, Facilities Resources Recreation

OS, Office Services

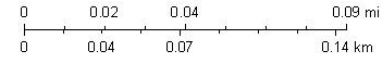
PD, Planned Development

RM-1, Residential Single & Multi-Family

RM-2, Residential Single & Multi-Family

RS-1, Residential Single Family

1:2,257



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community. Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasyrtsen, Rijkswaterstaat, GSA, Geoland,

Source: TOSP Planning Mapping Site

The Town of Southern Pines, its agents and employees make NO warranty as to the correctness or accuracy of the information set forth on this media whether express or implied.

Figure 2: Historic District Map (Subject Property is Circled in Blue)



Figure 3: Existing Court Locations
 Aerial view of Downtown Park's four existing tennis courts. Google Maps, retrieved June 30, 2025.

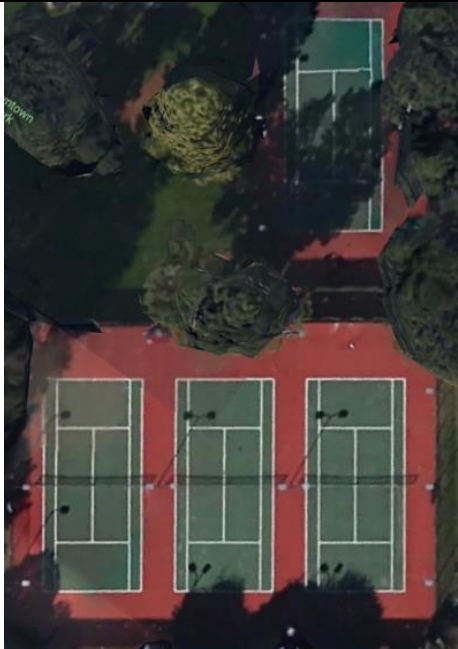


Figure 4: Proposed Lighting Additions
 The replacement of seven (7) 50-foot light poles adjacent to the existing tennis courts. Proposed locations displayed in yellow circles:



Figure 5: Renderings and Profiles of Proposed Light Poles with Two, Three, and Five Fixtures

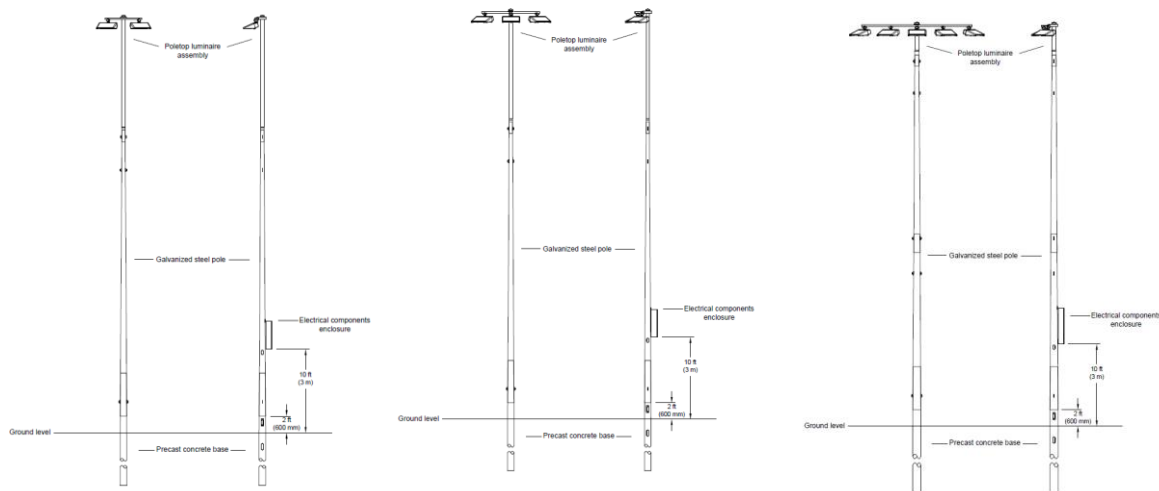


Figure 6: Tennis Court Lighting with 50' Poles, Riverdale Ridge High School, Thornton, Colorado.



Riverdale Ridge High School, Thornton, Colorado, USA

From the Manufacturer:

The [proposed] poles are 50ft to provide the optimal aiming angles and eliminate offsite glare. Proper aiming angles provide smooth uniformity and improve playability. Eliminating spill and glare is environment friendly and good for the neighborhood. I've attached some tennis photos showing the light directed on the courts with no spill offsite.

IV. STAFF REVIEW:

1. Application Processing and Public Notice

1. Application submitted: June 18, 2025
2. Notice of Public Hearing:
 - Posted On-site: June 24, 2025
 - Mailed: June 23, 2025
 - Internet: June 23, 2025
3. HDC Evidentiary Hearing: Thursday, July 10, 2025
4. HDC Evidentiary Hearing (Continued): Thursday, August 14, 2025
5. HDC Evidentiary Hearing (Continued): Thursday, September 11, 2025
6. HDC Evidentiary Hearing (Continued): Thursday, October 9, 2025

2. Application Materials

A complete application has been submitted including renderings, fixture specifications, and site diagrams illustrating the proposed location and appearance of the seven new light poles.

Renderings show a mix of two-, three-, and five-fixture configurations mounted atop 50-foot poles to be installed around the existing tennis courts. All materials are enclosed as attachments to this staff report.

3. Criteria for Review

Each criterion is listed below in bold, and *italicized* staff comments follow.

Section 2.28 Certificate of Appropriateness – Major Work.

2.28.10. Criteria

A. In considering an application for a Certificate of Appropriateness, the Commission shall take into account the historical and/or architectural Significance under consideration and the exterior form and appearance of any proposed additions or modifications to that structure that are visible from a public Right-of-Way. The Commission shall not consider interior arrangement or use.

Planning staff have reviewed the application in relation to the historical context of the Downtown Park and the surrounding district. While the tennis courts themselves are not historic, they are located immediately adjacent to the Town's Administration Building, a contributing and architecturally significant structure in the Local Historic District. In reviewing the proposed replacement of modern lighting infrastructure in this highly visible location, staff have given special attention to scale, placement, reversibility, and public benefit. The proposed lighting supports the continued community use of the tennis courts by allowing this portion of the park to remain open after dark. This enhances both recreational access and public safety after dark. These are not historic goals, but they are consistent with the evolving civic role of Downtown Park as an active and accessible public space.

B. The Commission shall consider the following factors when determining whether the application is or is not congruous with the historic aspects of the Historic District:

- 1) The height of the building in relation to the average height of the nearest adjacent and opposite buildings.

Although the proposed light poles are 50 feet tall, they are slender in form and functionally spaced. Their height, while prominent, does not result in bulk or visual obstruction when viewed in context with surrounding structures.

- 2) The setback and placement on lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings.

Staff find this factor inapplicable, as no buildings or permanent structures are being proposed. The poles are set back within the bounds of the tennis courts.

3) Exterior construction materials, including texture and pattern.

The poles are constructed of powder-coated metal, which is not historic in material but is common and appropriate for municipal lighting infrastructure. The design is modern, and the matte finish is subdued in appearance.

4) Architectural detailing, such as lintels, cornices, brick bond and foundation materials.

Staff find this factor inapplicable, as the proposed improvements are not buildings and do not include architectural detailing associated with buildings.

5) Roof shapes, forms and materials.

Staff find this factor inapplicable because additional roofing or modifications to roofing is not proposed with the application.

6) Proportion, shape, positioning and location, pattern and size of any elements of fenestration.

Staff find this factor inapplicable as additional fenestration or modifications to fenestration is not proposed with the application.

7) General form and proportions of buildings and structures.

While the poles represent vertical structures, their narrow profile and spacing mitigate their overall presence. The open nature of the site and distance from the Administration Building allow for separation between the historic structure and the modern elements.

8) Appurtenant fixtures and other features such as lighting.

The replacement lighting within the view of a historic structure is a concern. However, staff find that the fixtures, while modern in appearance, are reversible and limited in their intrusion. They are clearly associated with a defined recreational use and are not placed in immediate proximity to the Administration Building's historic façade.

9) Structural conditions and soundness.

Staff find this factor inapplicable because no existing structures are being modified.

10) Architectural scale.

Although the poles are taller than the surrounding structures, their scale is appropriate to the open setting of the park and the recreational use they serve. They do not impose on nearby historic architecture in terms of massing or footprint, and they are not situated in close visual competition with the Town's Administration Building.

I I) Secretary of the Interior Guidelines.

The Standards (Department of the Interior regulations, 36, CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The proposed light poles meet these standards. They do not damage, conceal, or compete with the historic character of the adjacent Town Administration Building. Their design is clearly modern but appropriately restrained, with functional justification tied to active use and public safety. Should conditions or use change in the future, the poles can be removed without permanent alteration to the park or surrounding historic environment.

C. Prior to approving the application, the Commission shall make the following findings:

- 1) Work is compatible and appropriate in preserving, retaining, repairing, or restoring the defining historic character of a property and the district. Specifically, the work is considered compatible and appropriate in terms of material, design, dimensions, mass, scale, orientation, color and other applicable considerations;

The proposed light poles are compatible and appropriate in the context of the site. They are located within a recreational area and do not obscure or alter the defining characteristics of the adjacent historic structure. While the materials and design are modern, the scale and placement respect the open nature of the park and preserve the visual prominence of the Town's Administration Building.

- 2) Work does not damage or remove significant character defining features of the building and will not adversely affect its contribution to the larger historic district; and

No character-defining features would be altered or removed, and the proposed light poles would be placed at a distance that avoids visual or physical impact to the adjacent historic structure.

- 3) Work is consistent with the adopted design guidelines for the historic district.

The project meets the Town's Historic District Design Guidelines by ensuring that the proposed lighting remains distinguishable from historic features, is appropriately scaled and sited for its recreational context, and avoids damaging or obscuring any character-defining elements of nearby historic structures. The new fixtures are compatible with the civic landscape and fulfill a contemporary use in a manner that does not diminish the integrity of the overall district.

4. Outside Agency Comments

This application was reviewed at the July 01, 2025 Technical Review Committee (TRC) Meeting with no comments from Fire or Public Works. Any comments received after completion of this staff report will be shared during the evidentiary hearing.

5. Staff Recommendation

Planning staff recommend approval of the Certificate of Appropriateness – Major Work for the installation of seven (7) 50-foot light poles adjacent to the existing tennis courts in Downtown Park. While the fixtures are contemporary and located near the historic Town Administration Building, their placement does not obscure or alter any contributing features. The poles support expanded public use and safety by providing more illumination to the tennis courts, and their installation is reversible. The proposal meets the criteria of UDO Section 2.28.10 and aligns with the Secretary of the Interior's Standards and the Town's adopted Historic District Design Guidelines.

V. ATTACHMENTS:

- I. Application

- 2. Supplementary Photos
- 3. Lighting Plan

VI. HISTORIC DISTRICT COMMISSION ACTION

UDO Section 2.28.4(A) states that the Historic District Commission shall approve, approve with conditions, or deny an application for a COA Major Works based on the criteria established in UDO Section 2.28.20. To either approve or deny a *Certificate of Appropriateness – Major Work* application, the Historic District Commission must make findings of fact and conclusions to the applicable standards. The Historic District Commission shall first vote on whether the application is complete and the facts submitted are relevant to the case. The Historic District Commission shall then vote on whether the application complies with the Criteria for a Certificate of Appropriateness, including the Principles and Guidelines of the Historic District. Staff has prepared Draft Findings of Fact for the Commission’s consideration which can be found below. The Commission may discuss, amend and/or adopt these Findings of Fact.

I move to:

- 1) Adopt **Attachment I** of the staff report, as drafted as Findings of Fact regarding proposed Certificate of Appropriateness – Major Work HD-19-25

-OR-

- 2) Adopt **Attachment I** of the staff report as Findings of Fact regarding the proposed Certificate of Appropriateness – Major Work, with the following changes:

Therefore, I move to:

- 1) Approve HD-19-25

- OR -

- 2) Approve HD-19-25 with the following conditions of approval:

-OR-

- 3) Deny HD-19-25, based on the following:

FINDINGS OF FACT
Case Number: HD-19-25

1. The Historic District Commission finds that the application is complete and that the facts submitted are relevant to the case because the request for a Certificate of Appropriateness (COA) Major Work approval has met the specified submittal requirements as outlined in the Town of Southern Pines Unified Development Ordinance (UDO) Appendices. The applicants have submitted adequate evidence addressing the criteria for a COA Major Work, including images, and relevant documentation. The evidence provided includes sworn testimony by qualified experts and substantiated materials.
2. The Historic District Commission finds that the application is consistent with UDO §2.28.10(A)-(C), the Town of Southern Pines Historic District Design Guidelines, as well as the standards provided by the Department of the Interior, for the following reasons:
 - A. The Commission finds that the installation of seven (7) 50-foot light poles adjacent to the existing tennis courts will not adversely affect the character of the Downtown Local Historic District or the adjacent Town Administration Building. The light poles are modern in design and their placement respects the open landscape of the park. The improvements are functionally and visually associated with a recreational use and maintain the visibility and integrity of nearby historic architecture.
 - B. The Commission Finds that no character-defining historic features or contributing elements will be removed, damaged, or obscured. The proposed light poles are freestanding and located at a respectful distance from contributing structures. The installation is fully reversible and does not entail structural attachment or alteration to the existing historic character of the area.
 - C. The Commission further finds that the proposed work is consistent with the Historic District Design Guidelines, the applicable provisions of the Unified Development Ordinance, and the Secretary of the Interior's Standards for Rehabilitation. The project differentiates new from old, is appropriate in scale and placement, and maintains the essential character of the park and adjacent historic environment while enhancing public use and safety.
3. Therefore, based on the evidence presented, the Commission finds that the proposed work meets the applicable standards. The Certificate of Appropriateness, as drafted, is incorporated herein and approved as the scope of work.

DRAFT CERTIFICATE OF APPROPRIATENESS – MAJOR WORK
Case Number: HD-19-25

Addresses of proposed work: Downtown Park, Southern Pines, NC 28387

The Town of Southern Pines Historic District Commission has reviewed the application submitted and approved a request for a ***Certificate of Appropriateness – Major Work***, for Darren Johnson for the following scope of work:

I. Installation of seven (7) new 5-foot light poles adjacent to the existing tennis courts in Downtown Park:

- Fixtures will include a mixture of two-, three-, and five-head configurations as shown in submitted renderings and diagrams.
- Poles are to be powder-coated metal in a subdued matte finish.
- Poles are to be installed at the locations identified in the submitted plan.
- No other modifications or attachments to historic structures are authorized under this Certificate.

All work shall be completed in accordance with the submitted application and supporting materials dated June 12, 2025, together with supplemental materials, as revised and submitted for the October 09, 2025 evidentiary hearing, all of which are incorporated into this Certificate by reference.

Please reference project file for project specifics and associated documentation.

This certificate is valid pursuant to the development approval timeframes described in UDO §2.8.1 (24 months from the date of approval). Please notify the Town of Southern Pines Planning Office when the work is complete OR IF THE SCOPE OF WORK CHANGES IN ANY MANNER FROM WHAT IS STATED IN THIS CERTIFICATE. If you are unable to complete the above-approved project within the development approval timelines, please contact the Town of Southern Pines Planning Office at (910) 692-4003 regarding extension of the development approval timeline pursuant to UDO §2.8.2.

Application for: **Certificate of Appropriateness
Major Work**

FOR OFFICE USE ONLY		Fee Paid: <input type="text" value="N/A"/>
Date Received: <input type="text"/>	Case No.: HD-	<input type="text" value="19-25"/>

Project Information:

Street Address:

PIN: Parcel ID:

Site Size: Zoning:

Applicant:

Name(s):

Email: Phone:

Mailing Address:

Authorized Agent, if different from Applicant:

Name(s):

Email: Phone:

Mailing Address:

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

Name(s):

Email: Phone:

Mailing Address:

Application for: **Certificate of Appropriateness
Major Work**

TO THE TOWN OF SOUTHERN PINES HISTORIC DISTRICT COMMISSION:

I submit this application for a Certificate of Appropriateness – Major Work to make the following change(s) which may alter the exterior appearance of property within the Town of Southern Pines Historic District:

The addition of seven 50' light poles adjacent to Downtown Park's four tennis courts.

Date:

06-18-2025



Applicant

Note: The attached Appointment of Agent form must be submitted if the Applicant is not the property owner.

TO SUBMIT THIS FORM

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

Application for: Certificate of Appropriateness Major Work

APPOINTMENT OF AGENT

The undersigned owner(s), hereby appoint(s) as the exclusive agent for the purpose of making an application to the Town of Southern Pines for a **Certificate of Appropriateness – Major Work** on the property described in the attached application. The owner(s) hereby agrees 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 Historic District Commission for the issuance of a **Certificate of Appropriateness – Major Work** on 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 a **Certificate of Appropriateness – Major Work** under the Southern Pines Unified Development Ordinance.

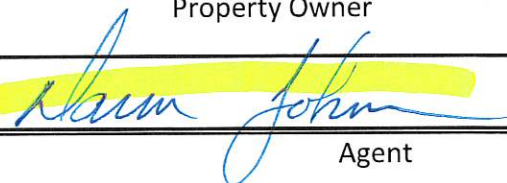
This Appointment of Agent shall remain in effect until final resolution of the attached application.

Date Signed



Property Owner

Property Owner



Agent

TO SUBMIT THIS FORM

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

- (A) In considering an application for a Certificate of Appropriateness, the Commission shall take into account the historical and/or architectural significance under consideration and the exterior form and appearance of any proposed additions or modifications to that structure that are visible from a public right-of-way. The Commission shall not consider interior arrangement or use.
- (B) The Commission shall consider the following factors when determining whether the application is or is not congruous with the historic aspects of the Historic District:
1. The height of the building in relation to the average height of the nearest adjacent and opposite buildings.
 2. The setback and placement on a Lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings.
 3. Exterior construction materials, including texture and pattern.
 4. Architectural detailing, such as lintels, cornices, brick bond and foundation materials.
 5. Roof shapes, forms and materials.
 6. Proportion, shape, positioning and location, pattern and size of any elements of fenestration.
 7. General form and proportions of buildings and structures.
 8. Appurtenant fixtures and other features such as lighting.
 9. Structural conditions and soundness.
 10. Architectural scale.
 11. Secretary of the Interior Guidelines.
- (C) Prior to approving the application, the Commission shall make the following findings:
1. Work is compatible and appropriate in preserving, retaining, repairing, or restoring the defining historic character of a property and the district. Specifically, the work is considered compatible and appropriate in terms of material, design, dimensions, mass, scale, orientation, color and other applicable considerations;
 2. Work does not damage or remove significant character defining features of the building and will not adversely affect its contribution to the larger historic district; and
 3. Work is consistent with the adopted design guidelines for the historic district.

Application for: **Certificate of Appropriateness
Major Work**

REQUIRED APPLICATION MATERIALS:

- Application fee** in the amount of **\$250.00**.
- Completed Application** for a Certificate of Appropriateness – Major Work signed by the applicant. Please do not leave anything blank and make sure all of the information provided is correct.
- Appointment of Agent**, if applicable, signed by the property owner(s) and the agent as evidence that the current property owner(s) approve(s) of the proposed work.
- List of Adjacent Property Owners:** Please list all properties that are that are within two hundred (200) feet of the outermost boundaries of the subject property (**not counting streets, railroads or other transportation corridors**). Attach additional pages if needed. No fewer than ten (10) property owners shall be notified by mail.
- Deed** copy to provide proof of ownership and property boundaries.
- Project description:** Please tell us what currently exists and what changes you are proposing. Please attach written descriptions, maps, illustrations/renderings, photographs, material samples, etc. as necessary.
- Written narrative:** Please address compliance with all of the criteria listed in **UDO §2.28.10 Criteria for a Certificate of Appropriateness – Major Work**. The Historic District Commission will determine if the application meets the established criteria for approval. The list of criteria is attached.
- 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. It is the applicant’s responsibility to demonstrate compliance with applicable criteria.
2. **Public hearing:** The applicant is expected to attend a public hearing before the Historic District Commission at its regular monthly meeting. Please refer to the **Application Processing Timeline** to determine the hearing date.
3. **Issuance of Certificate of Appropriateness:** If the request is approved by the Historic District Commission, a Certificate of Appropriateness - Major Work setting forth any conditions of approval will be issued to the applicant. All construction associated with the project and/or the operation of the development must comply with the Certificate of Appropriateness.

PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
801 SE Service Road, Southern Pines, NC 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net



Temple TX ISD, Temple, Texas, USA



Riverdale Ridge High School, Thornton, Colorado, USA



Indian Wells Tennis Garden, Indian Wells, California, USA



Mt. San Antonio College, Walnut, California, USA

Southern Pines Downtown Tennis Southern Pines, NC



Sales Representative: Brad Marolf · Designed By: Joe Nicholson · Design No.: 179686 · June 02, 2025

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Southern Pines Downtown Tennis

Southern Pines, NC

LIGHTING SYSTEM

Structure/Fixture Summary

Structure ID	Structure Height	Fkr. Attachment Ht.	Fixture Qty	Fixture Type	Design Load	Circuit
T1-13	50'	50'	3	TLC-LED-550	1.05 kW	A
T4	50'	50'	2	TLC-LED-550	1.05 kW	A
			2	TLC-LED-550	1.58 kW	A
15-17	50'	50'	20	TLC-LED-550	10.54 kW	B

* Fixtures in this design have dimmed output values to meet design specific needs.

Circuit Summary

Circuit	Description	Design Load	Fixture Qty
A	Tennis 1-3	63.17 kW	12
B	Tennis 4	47.2 kW	8

Fixture Type Summary

Type	Source	Avg. Wattage	Avg. Lumens	LB	Quantity
TLC-LED-550	LED 5700K-75 CRI	527W	66,717	>120,000	12
TLC-LED-550	LED 5700K-75 CRI	527W	62,104	>120,000	8

Single Fixture Amperage Draw Chart

Driver Specifications (50 min power factor)	Line Amperage Per Fixture (max draw)
Single Phase Voltage	
TLC-LED-550	2.4
	2.8
	3.0
	3.2
	3.47
	3.80
	4.80
	1.8
	1.4

* Amp draw based on 100% fixture output, consult design specific datasheet for adjusted amperage draw chart

Light Level Summary

Grid Name	Calculation Metric	Ave	Min	Max	Min/Min	Ave/Min	Circuits	Fixture Qty
Tennis 1-3	Horizontal Illuminance	33.65	27.02	39.60	1.47	1.25	A	12
Tennis 4	Horizontal Illuminance	40.87	32.65	51.00	1.56	1.25	B	8

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

Electrical System Requirements: Refer to Amperage and Voltage sections for the "Musco Control System Summary" for electrical sizing

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 5 feet (1.5m) of design locations.



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Southern Pines Downtown Tennis

Southern Pines, NC

Grid Summary

Number Tennis: 1-3
 Size: 3 Court - 12' Spacing
 Spacing: 20.0' x 20.0'
 Height: 3.0' above grade

Illumination Summary

MAINTAINED HORIZONTAL FOOTCANDLES

Entire Grid
 Guaranteed Average: 30
 Scan Average: 33.65
 Maximum: 39.60
 Minimum: 27.00
 Avg/Min: 1.25

Guaranteed Min/Max: 2.5
 Mounting Height: 3.00
 UG (adjacent): 0.00
 CLE: 0.76

FIXTURE INFORMATION
 No. of Points: 45
 Applied Circuits: A
 No. of Fixtures: 12
 Total Load: 6.32 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

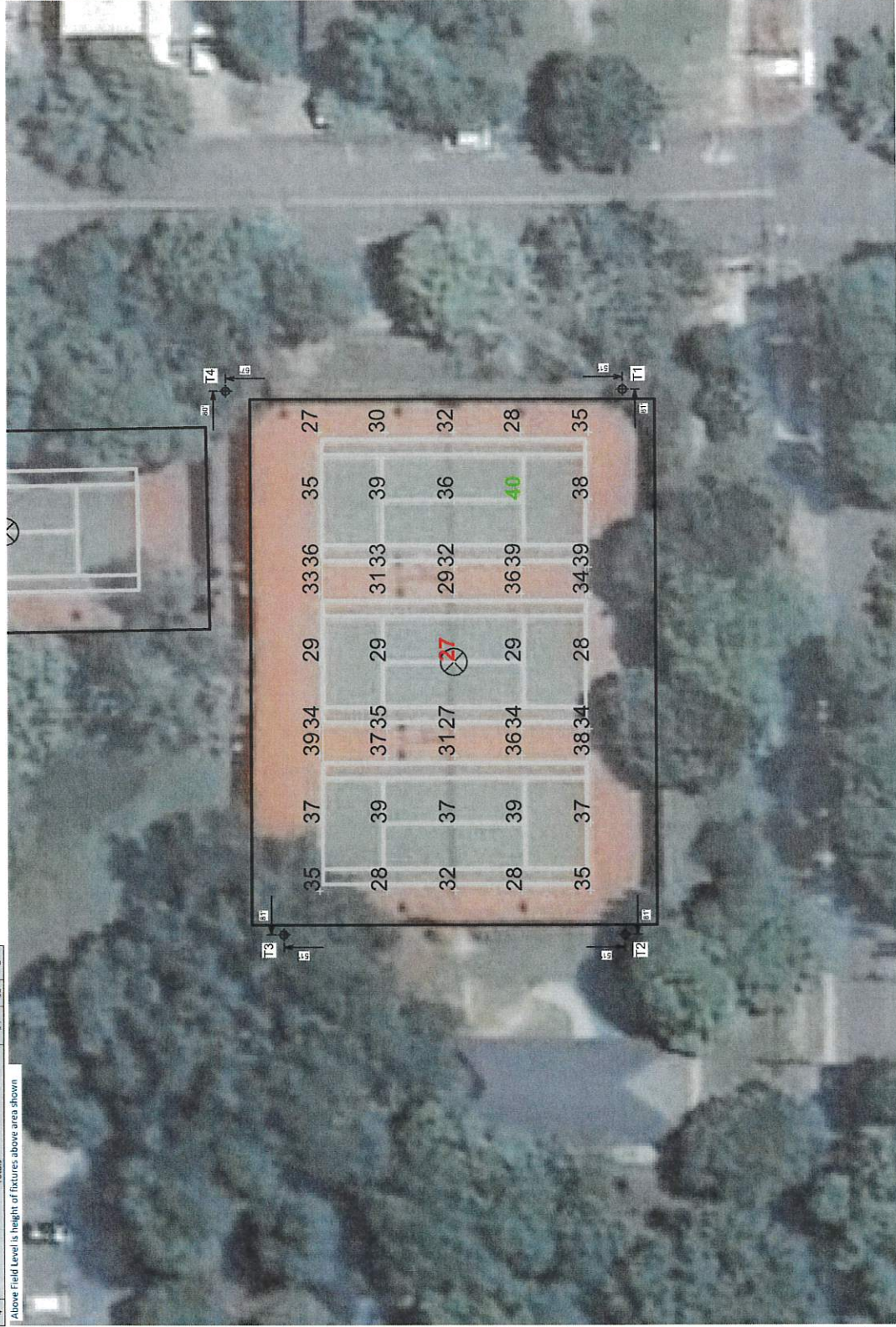
Electrical System Requirements: Refer to Amperage Requirements for the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

Equipment List For Areas Shown

QTY	STRUCTURE #	SIZE	MOUNT HEIGHT	FIXTURE TYPE	FIXTURES	
					ENTRANCE	GRID
3	11,13	50'	50'	TLC-LED-550	3	0
1	14	50'	50'	TLC-LED-550	5	2
Totals:					14	12

Above Field Level is height of fixtures above area shown



Pole location(s) ⊕ dimensions are relative to O.U. reference point(s) ⊗

SCALE IN FEET 1:30
 0 30 60
 ENGINEERED DESIGN By: Joe Nicholson • File #179686A • 07-Jun-25



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ILLUMINATION SUMMARY

Southern Pines Downtown Tennis

Grid Summary

Name: Tennis 4
 Size: 1 Court - 12' Spacing
 Spacing: 20' 0" x 20' 0"
 Height: 3.0' above grade

ILLUMINATION SUMMARY

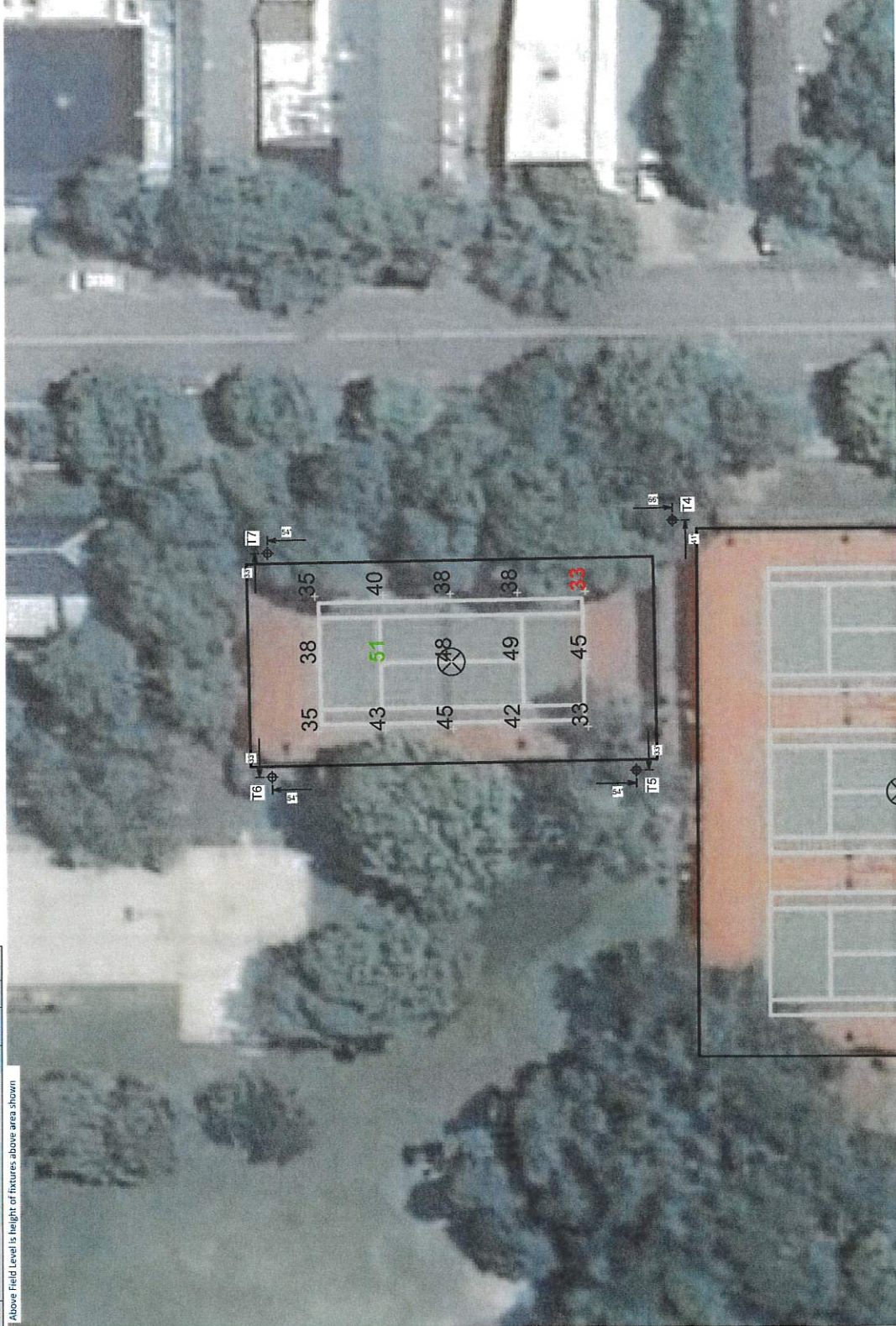
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Guaranteed Average:	30.87
Standard Deviation:	51.00
Maximum:	51.00
Minimum:	32.65
Avg/Min:	1.25
Guaranteed Max/Min:	2.5
UG (adjacent pts):	0.00
CU:	0.49
No. of Points:	15
FIXTURE INFORMATION	
Height:	3
No. of Fixtures:	8
Total Load:	4.72 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

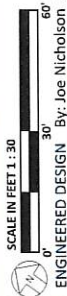
Field Measurements: Individual field measurements may vary from computer-calculated predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume a 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) (X) dimensions are relative to 0.0 reference point(s) (X)



ENGINEERED DESIGN By: Joe Nicholson • File #179686A • 02-Jun-25



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ILLUMINATION SUMMARY

Southern Pines Downtown Tennis

Equipment Layout

INCLUDES:

- Tennis 1-3
 - Tennis 4
- Electrical System Requirements: Refer to Amperage Summary for the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 9 feet (3m) of design locations.

Equipment List For Areas Shown

STRUCTURE		FITTINGS	
QTY	FIXTURE ID	GLOBAL ELEVATION	FIXTURE TYPE
3	T1-T3	50'	TLC-LED-550
1	T4	50'	TLC-LED-550
3	T5-T7	50'	TLC-LED-550
Totals			20

Above Global Level is height of fixtures above design (0.00)

Single Fixture Amperage Draw Chart

Driver Specifications		Line Amperage Per Fixture					
(50 min power factor)		208	240	277	347	380	480
Single Phase Voltage	(60)	(60)	(60)	(60)	(60)	(60)	(60)
TLC-LED-550	3.2	3.0	2.8	2.4	1.9	1.8	1.4

* Amp draw based on 100% fixture output, consult design datasheet for adjusted amperage draw chart



Pole location(s) ⊕ dimensions are relative to 0,0 reference points ⊗

SCALE IN FEET 1 : 40

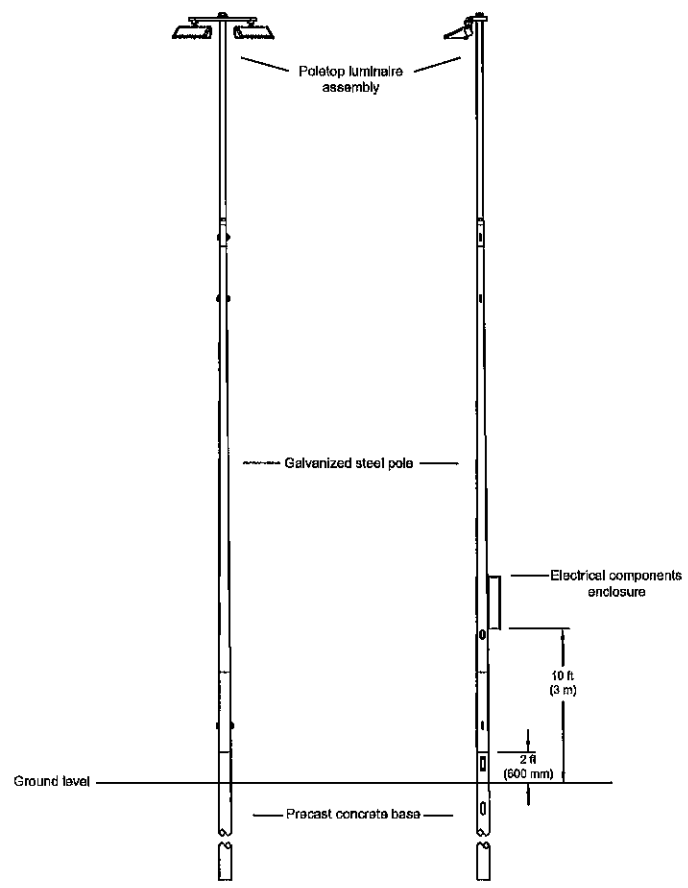
ENGINEERED DESIGN By: Joe Nicholson • File #179685A • 02-Jun-25



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EQUIPMENT LAYOUT


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POLE(S): T5-T7
 Musco 50FT Light-Structure System™ pole
 TLC for LED™ luminaires
 (2) TLC-LED-550

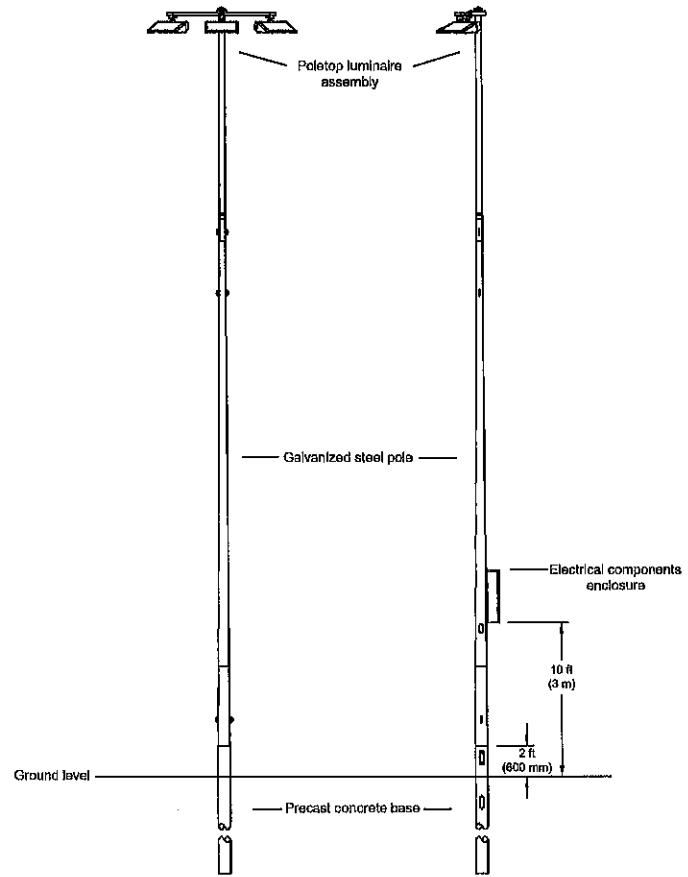
PROJECT NUMBER:
 179686
 DRAWN BY:
 J. Nicholson
 SCALE:
 NTS
 DATE:
 06/02/2025
 SHEETS:
 5 OF 5

DATE:	BY:	R.L.	REVISIONS:


 CORPORATE OFFICE:
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 Okaloosa, Iowa 52577
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 +1-641-673-0411

Southern Pines Downtown Tennis
 Southern Pines NC
 Pole Configuration Drawing **B**

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POLE(S): T1-T3
 Musco 50FT Light-Structure System™ pole
 TLC for LED™ luminaires
 (3) TLC-LED-550

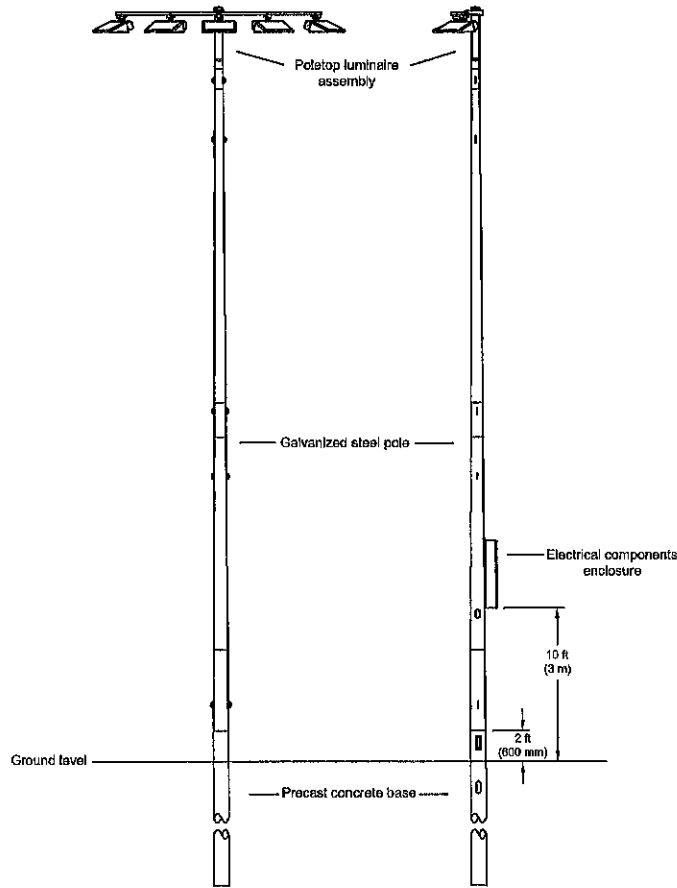
DATE: 09/02/2023
 DRAWN BY: J. Nicholson
 CHECKED BY: NTS
 PROJECT NUMBER: 179686
 DRAWING TITLE: Pole Configuration Drawing
 SHEET NUMBER: 1 OF 3

DATE	BY	R.L.	REVISIONS

MUSCO
 Lighting
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 Oakdale, Iowa 52377
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 +1-841-673-0411

Southern Pines Downtown Tennis
 Southern Pines NC
 Pole Configuration Drawing

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POLE(S): T4

Musco 50FT Light-Structure System™ pole
 TLC for LED™ luminaires
 (5) TLC-LED-550

PROJECT NUMBER: 179686 DRAWING NO: 179686P1 SCALE: NTS DATE: 02/20/25 DRAWN BY: A. Nicholson CHECKED BY: S. SHERS
--

DATE:	BY:	REVISIONS:
	R.L.	

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 100 1st Avenue West
 Oakdale, Iowa 52577
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 +1-541-673-0411

Southern Pines Downtown Tennis
 Southern Pines NC
 Pole Configuration Drawing



HD-19-25 Attachment #3
Downtown Park Balloon Testing
August 29, 2025
Darren Johnson, Facilities Superintendent
Mason Mattox, Planner II

The following photos were taken by Town staff on the morning of Friday, August 29, 2025, to document balloon testing at a height of fifty (50) feet above the existing tennis court lights. The images are intended to provide a visual reference of the proposed pole height from various vantage points surrounding the site. Not all potential viewing locations were photographed, as many are substantially buffered by existing vegetation. Staff observed that the perceived scale and visibility of the balloons varied considerably depending on the vantage point, with tree cover and distance influencing the degree of visual impact. Overall, the balloon testing provides an effective representation of the proposed fixture height and demonstrates how existing buffers mitigate visibility from a number of perspectives.

First Location – Corner nearest E. Pennsylvania Avenue & S. Ashe Street:

















Second Location – Corner nearest to interior park open space:



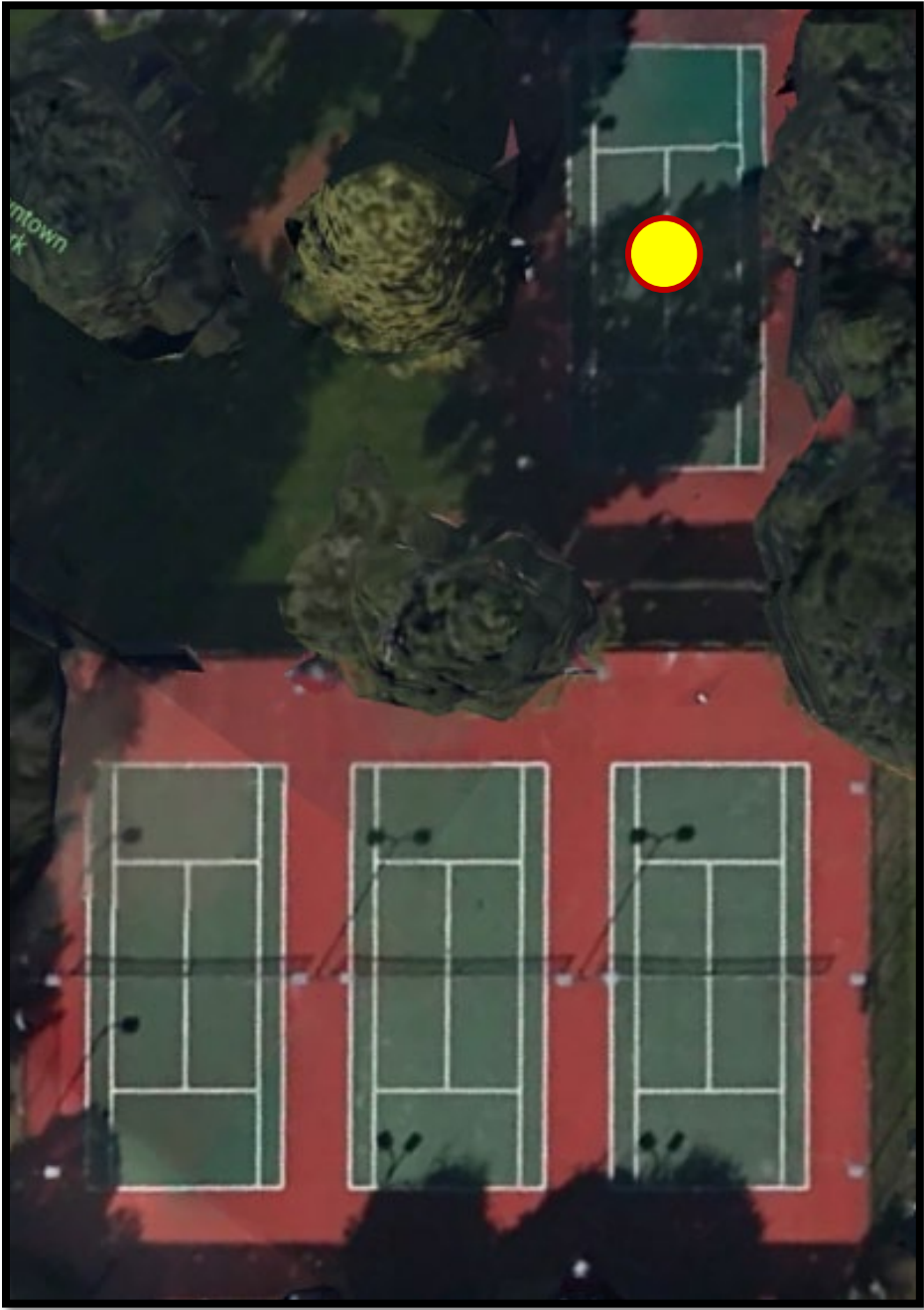


Third Location – Exterior corner closest to Park Restrooms & S. Ashe Street:





Fourth Location – Center of single court closest to Administration Building:



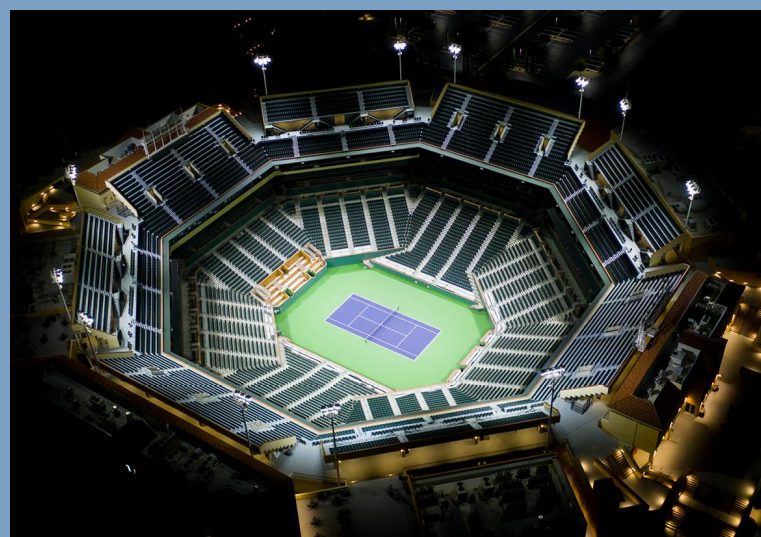




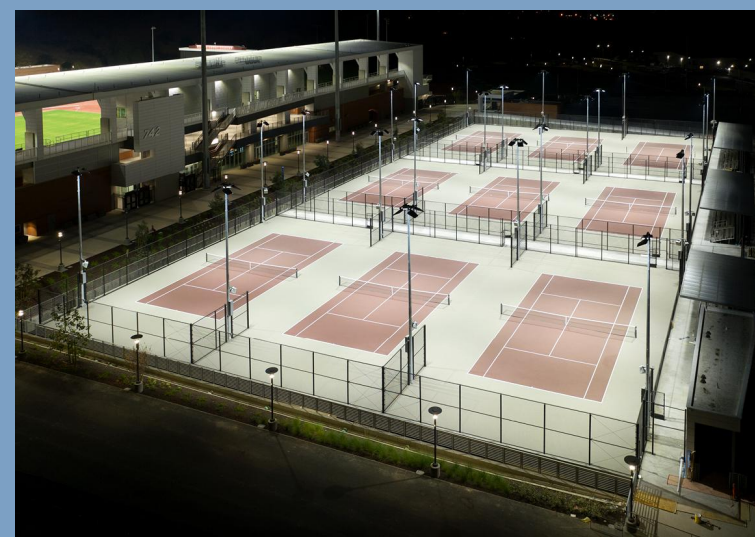
Temple TX ISD, Temple, Texas, USA



Riverdale Ridge High School, Thornton, Colorado, USA



Indian Wells Tennis Garden, Indian Wells, California, USA



Mt. San Antonio College, Walnut, California, USA

Southern Pines Downtown Tennis

Southern Pines, NC



Sales Representative: Brad Marolf · Designed By: Joe Nicholson · Design No.: 179686 · June 02, 2025

Southern Pines Downtown Tennis

Southern Pines, NC

LIGHTING SYSTEM

Structure/Fixture Summary						
Structure ID	Structure Height	Fixt. Attachment Ht.	Fixture Qty	Fixture Type	Design Load	Circuit
T1-T3	50'	50'	3	TLC-LED-550	1.58 kW	A
T4	50'	50'	2	TLC-LED-550	1.05 kW	B
		50'	3	TLC-LED-550	1.58 kW	A
T5-T7	50'	50'	2	TLC-LED-550	1.05 kW	B
7			20		10.54 kW	

*Fixtures in this design have dimmed output values to meet design specific needs.

Circuit Summary			
Circuit	Description	Design Load	Fixture Qty
A	Tennis 1-3	6.32 kW	12
B	Tennis 4	4.22 kW	8

Fixture Type Summary								
Type	Circuit	Source	Avg. Wattage	Avg. Lumens	L90	L80	L70	Quantity
TLC-LED-550	A	LED 5700K - 75 CRI	527W	66,217	>120,000	>120,000	>120,000	12
TLC-LED-550	B	LED 5700K - 75 CRI	527W	62,104	>120,000	>120,000	>120,000	8

Single Fixture Amperage Draw Chart							
Driver Specifications (.90 min power factor)	Line Amperage Per Fixture (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-550	3.2	3.0	2.8	2.4	1.9	1.8	1.4

*Amp draw based on 100% fixture output, consult design specific datasheet for adjusted amperage draw chart

Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination Ave					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Tennis 1-3	Horizontal Illuminance	33.65	27.02	39.60	1.47	1.25	A	12
Tennis 4	Horizontal Illuminance	40.87	32.65	51.00	1.56	1.25	B	8

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

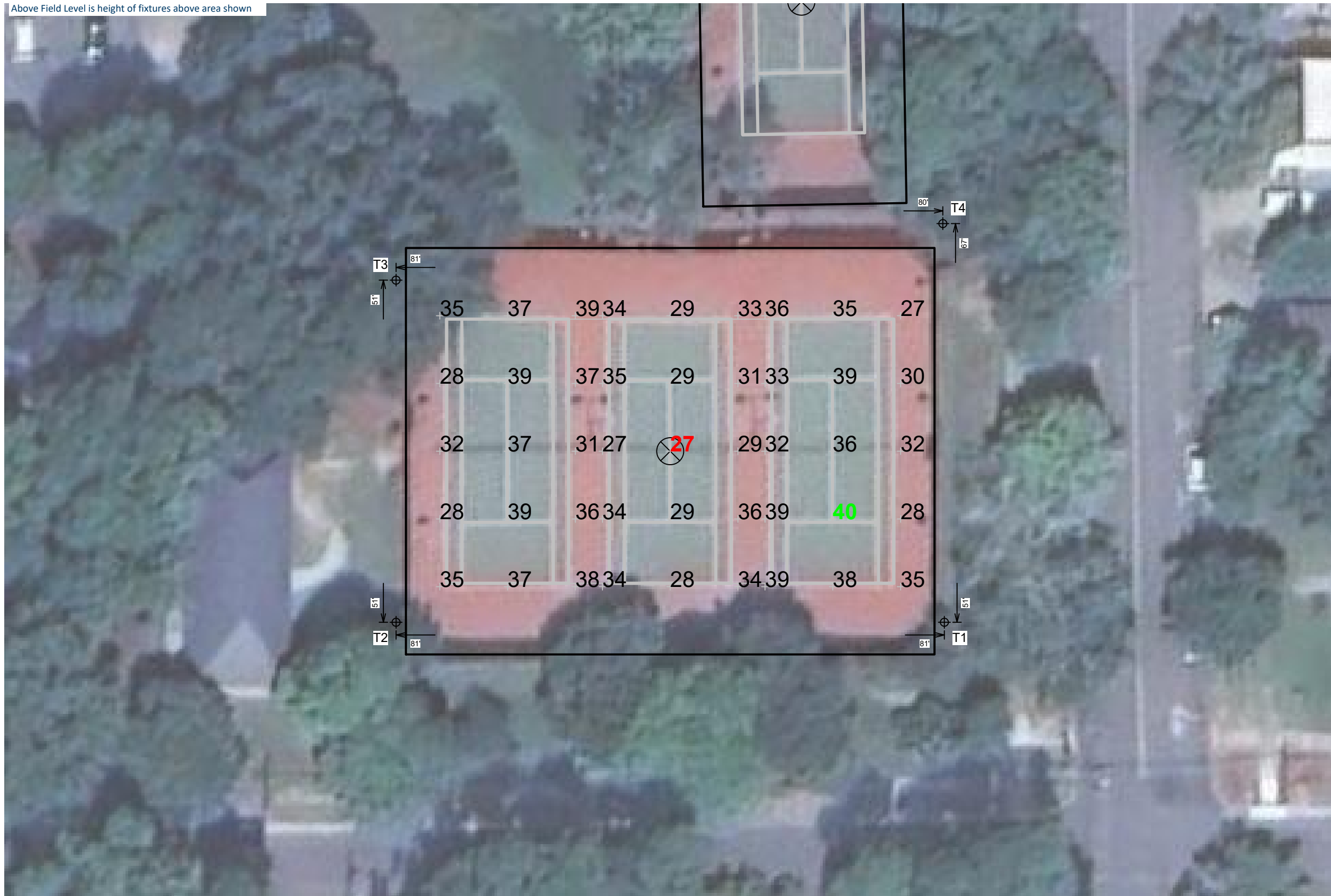
Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Equipment List For Areas Shown								
Structure				Fixtures				
QTY	STRUCTURE ID	SIZE	GRADE ELEVATION	ABOVE FIELD LEVEL	FIXTURE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
3	T1-T3	50'	-	50'	TLC-LED-550	3	3	0
1	T4	50'	-	50'	TLC-LED-550	5	3	2
4	Totals					14	12	2

Above Field Level is height of fixtures above area shown



Southern Pines Downtown Tennis

Southern Pines, NC

Grid Summary	
Name:	Tennis 1-3
Size:	3 Court - 12' Spacing
Spacing:	20.0' x 20.0'
Height:	3.0' above grade

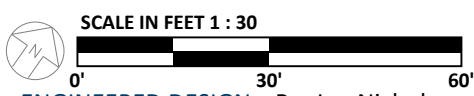
Illumination Summary	
	MAINTAINED HORIZONTAL FOOTCANDLES
Entire Grid	
Guaranteed Average:	30
Scan Average:	33.65
Maximum:	39.60
Minimum:	27.02
Avg/Min:	1.25
Guaranteed Max/Min:	2.5
Max/Min:	1.47
UG (adjacent pts):	0.00
CU:	0.76
No. of Points:	45
FIXTURE INFORMATION	
Applied Circuits:	A
No. of Fixtures:	12
Total Load:	6.32 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

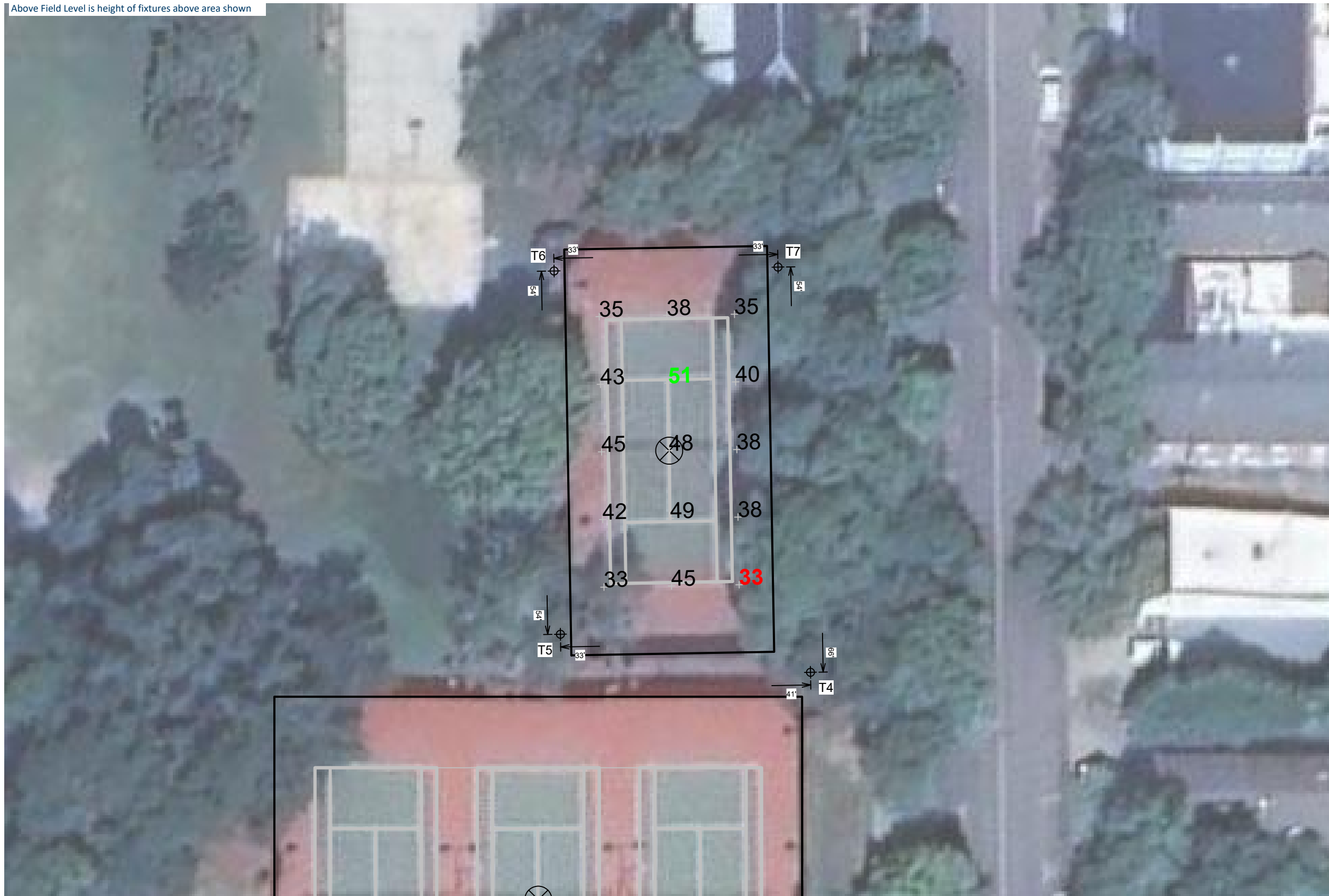


Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



Equipment List For Areas Shown								
Structure				Fixtures				
QTY	STRUCTURE ID	SIZE	GRADE ELEVATION	ABOVE FIELD LEVEL	FIXTURE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
1	T4	50'	-	50'	TLC-LED-550	5	2	3
3	T5-T7	50'	-	50'	TLC-LED-550	2	2	0
4	Totals					11	8	3

Above Field Level is height of fixtures above area shown



Southern Pines Downtown Tennis

Southern Pines, NC

Grid Summary	
Name:	Tennis 4
Size:	1 Court - 12' Spacing
Spacing:	20.0' x 20.0'
Height:	3.0' above grade

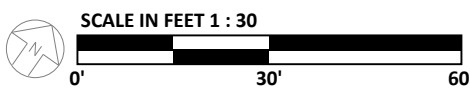
Illumination Summary	
MAINTAINED HORIZONTAL FOOTCANDLES	
Entire Grid	
Guaranteed Average:	30
Scan Average:	40.87
Maximum:	51.00
Minimum:	32.65
Avg/Min:	1.25
Guaranteed Max/Min:	2.5
Max/Min:	1.56
UG (adjacent pts):	0.00
CU:	0.49
No. of Points:	15
FIXTURE INFORMATION	
Applied Circuits:	B
No. of Fixtures:	8
Total Load:	4.22 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



Equipment List For Areas Shown

Structure				Fixtures				
QTY	STRUCTURE ID	SIZE	GRADE ELEVATION	ABOVE FIELD LEVEL	FIXTURE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
3	T1-T3	50'	-	50'	TLC-LED-550	3	3	0
1	T4	50'	-	50'	TLC-LED-550	5	5	0
3	T5-T7	50'	-	50'	TLC-LED-550	2	2	0
7	Totals					20	20	0

Above Field Level is height of fixtures above area shown



Southern Pines Downtown Tennis

Southern Pines, NC

Grid Summary	
Name:	Zero Grid
Size:	1 Court - 12' Spacing
Spacing:	10.0' x 10.0'
Height:	3.0' above grade

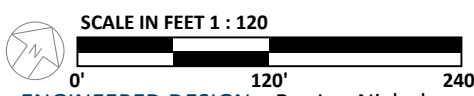
Illumination Summary	
	ENTIRE GRID
Scan Average:	2.68
Maximum:	50.65
Minimum:	0.00
Avg/Min:	-
Max/Min:	-
UG (adjacent pts):	15.74
CU:	1.00
No. of Points:	4810
FIXTURE INFORMATION	
Applied Circuits:	A,B
No. of Fixtures:	20
Total Load:	10.54 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗



Southern Pines Downtown Tennis

Southern Pines, NC

Equipment Layout

INCLUDES:
 · Tennis 1-3
 · Tennis 4

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

Equipment List For Areas Shown

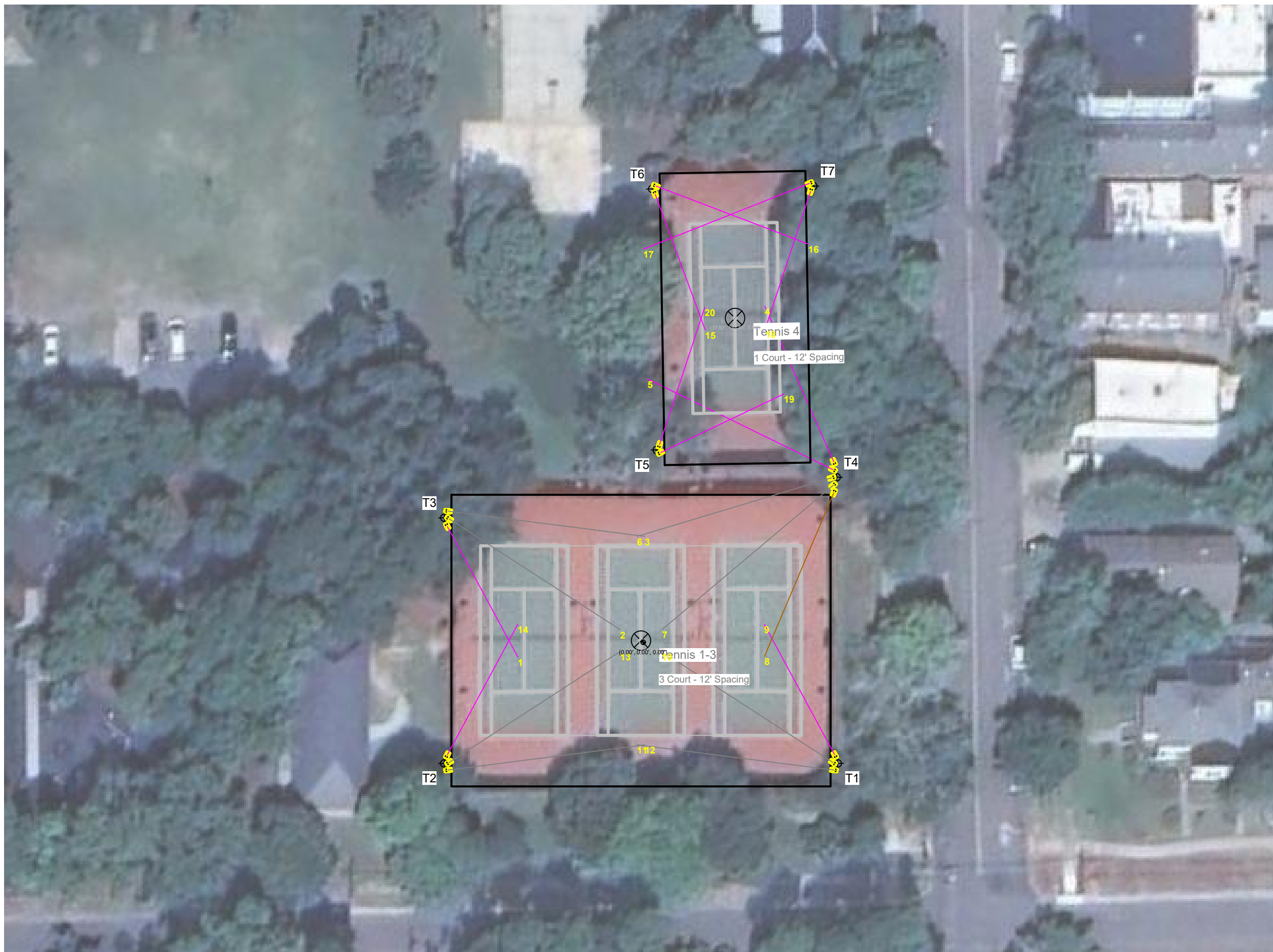
QTY	Structure			Fixtures		
	STRUCTURE ID	SIZE	GLOBAL ELEVATION	ABOVE GLOBAL LEVEL	FIXTURE TYPE	QTY/POLE
3	T1-T3	50'	-	50'	TLC-LED-550	3
1	T4	50'	-	50'	TLC-LED-550	5
3	T5-T7	50'	-	50'	TLC-LED-550	2
7	Totals					20

Above Global Level is height of fixtures above design (0,0,0)

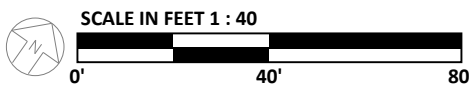
Single Fixture Amperage Draw Chart

Driver Specifications (.90 min power factor)	Line Amperage Per Fixture (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage							
TLC-LED-550	3.2	3.0	2.8	2.4	1.9	1.8	1.4

*Amp draw based on 100% fixture output, consult design specific datasheet for adjusted amperage draw chart



Pole location(s) ⊗ dimensions are relative to 0,0 reference point(s) ⊗



Planning Staff Report

To: Historic District Commission
From: Mason Mattox, Planner II

Date: October 09, 2025

Re: HD-21-25 – New Roof at 107 E. Broad Street

I. SUMMARY OF APPLICATION REQUEST:

Gary Thomas is requesting a Certificate of Appropriateness – Major work to replace the roof of the existing structure located at 107 E. Broad Street with a new white standing seam metal roof.

II. SITE INFORMATION:

A. Applicant & Property Owner

Gary Thomas

B. Historic Background

The 1991 registration form for the Southern Pines National Register District reads as follows:

(1910-1911) Herr-Bush Medical Offices; small, singled frame building with Dutch-lap asbestos-tile roof; large, multi-pane windows along sides and front replacing original double hung sash; brick raised foundation; stoop at front with French doors, modern arched copper canopy; corbelled-capped chimney; built for dentist Dr. George Herr and osteopathic physician Dr. E. W. Bush; later real estate office.

Figure I: Historic District Map (Subject Property is Circled in Blue)



Figure 2: Existing Roof

Aerial view of Downtown Park’s four existing tennis courts. Google Maps, retrieved June 30, 2025.



Google, “Streetview,” digital images, Google Maps (<http://maps.google.com>), photograph of 107 E. Broad Street, taken April, 2025.

Figure 3: Proposed Roof (Example) – New roof would consist of white metal.



*Two additional example images of standing seam metal roofs were included with the application.

III. STAFF REVIEW:

I. Application Processing and Public Notice

1. Application submitted: August 28, 2025
2. Notice of Public Hearing:
 - Posted On-site: September 18, 2025
 - Mailed: September 22, 2025
 - Internet: September 18, 2025
3. HDC Evidentiary Hearing: Thursday, October 09, 2025

2. Application Materials

A complete application has been submitted including photograph examples of standing-seam metal roofs. All materials are enclosed as attachments to this staff report.

3. Criteria for Review

Each criterion is listed below in bold, and *italicized* staff comments follow.

Section 2.28 Certificate of Appropriateness – Major Work.

2.28.10. Criteria

A. In considering an application for a Certificate of Appropriateness, the Commission shall take into account the historical and/or architectural Significance under consideration and the exterior form and appearance of any proposed additions or modifications to that structure that are visible from a public Right-of-Way. The Commission shall not consider interior arrangement or use.

Planning staff have reviewed the application in relation to the historic context of the subject property and surrounding district. According to the applicant, the existing slate roof contains asbestos and requires replacement. Staff finds that the proposed standing-seam metal roof in white is compatible in character with the building, maintaining its roofline, scale, and overall proportions while addressing a safety and maintenance concern. The proposed roof material and color are visually restrained and do not compete with the defining features of the historic structure.

B. The Commission shall consider the following factors when determining whether the application is or is not congruous with the historic aspects of the Historic District:

- 1) The height of the building in relation to the average height of the nearest adjacent and opposite buildings.
Staff find this factor inapplicable as no changes to the building height are proposed.
- 2) The setback and placement on lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings.
Staff find this factor inapplicable, as no changes to the building footprint or setbacks are proposed.

- 3) Exterior construction materials, including texture and pattern.
According to the applicant, the slate roof is in need of repair, necessitating replacement. The proposed standing-seam metal roof in white is a durable, visually compatible alternative that replicates the rhythm and proportion of the original roof shape without obstructing historic character.
- 4) Architectural detailing, such as lintels, cornices, brick bond and foundation materials.
No architectural detailing is proposed to be altered; staff finds this factor largely inapplicable.
- 5) Roof shapes, forms and materials.
The proposed roof will maintain the existing shape and slope. According to the applicant, the slate is failing and requires replacement. The standing-seam metal roof will preserve the historic roof profile while providing a long-lasting solution.
- 6) Proportion, shape, positioning and location, pattern and size of any elements of fenestration.
Staff finds this factor inapplicable as no fenestration is being altered.
- 7) General form and proportions of buildings and structures.
The roof replacement does not alter the massing or proportions of the building. According to the applicant, the existing roof is deteriorated, and replacement is necessary. The proposed material is compatible in scale and visual weight with the historic structure.
- 8) Appurtenant fixtures and other features such as lighting.
No changes to appurtenant fixtures are proposed, therefore staff find this factor to be inapplicable.
- 9) Structural conditions and soundness.
According to the applicant, the existing slate roof is in need of replacement due to damage. Replacement with metal addresses structural concerns while minimizing risk to the historic building.
- 10) Architectural scale.
The new roof material will maintain the original scale and proportion of the building, ensuring compatibility with surrounding historic structures.
- 11) Secretary of the Interior Guidelines.

The Standards (Department of the Interior regulations, 36, CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Staff find that the proposed roof replacements meets the Standards in the following ways:

- *The property will retain its historic character.*
- *The new roof preserves the form and slope of the historic roof.*
- *Replacement is substantiated by deterioration, as noted by the applicant.*
- *New materials are differentiated subtly from the old while maintaining visual compatibility.*
- *The work is reversible in principle; future replacement with historic materials could be undertaken if desired.*

C. Prior to approving the application, the Commission shall make the following findings:

- 1) Work is compatible and appropriate in preserving, retaining, repairing, or restoring the defining historic character of a property and the district. Specifically, the work is

considered compatible and appropriate in terms of material, design, dimensions, mass, scale, orientation, color and other applicable considerations;

The proposed standing-seam metal roof is compatible and appropriate in terms of design, scale, and proportion. According to the applicant, the existing slate roof requires replacement, and the new roof material maintains the overall character and visibility of the building.

- 2) Work does not damage or remove significant character defining features of the building and will not adversely affect its contribution to the larger historic district; and

No character-defining features would be removed or altered. The new roof preserves the building's form, profile, and visual presence in the district.

- 3) Work is consistent with the adopted design guidelines for the historic district.

The project meets the Town's Historic District Design Guidelines by ensuring that the new roof is distinguishable yet compatible with historic materials, maintains existing roof proportions, and avoids obscuring damaging historic character.

4. Additional Town Comments

Planning staff noted that the application #HD-01-09 for a Certificate of Appropriateness Minor Works was previously approved for the purpose of roof painting; the same application states that the roof contains asbestos.

This application was then discussed with representatives of the Town's Building Inspections Department, who noted that an Asbestos Inspection Report and Building Permit would be required pending approval of this Certificate of Appropriateness.

5. Staff Recommendation

Planning staff recommend approval of the Certificate of Appropriateness – Major Work for the replacement of the existing slate roof with a standing-seam metal roof in white. According to the applicant, the slate roof is in need of repair, and according to previous Town documentation, the roof shingles contain asbestos. The proposed roof preserves the historic roof profile, maintains visual compatibility with the district, and provides a long-term, low-maintenance solution. Therefore, staff find this application to be consistent with the Secretary of Interior's Standards, the Town's Unified Development Ordinance, and the Town's Historic District Design Guidelines.

IV. ATTACHMENTS:

- I. Application

V. HISTORIC DISTRICT COMMISSION ACTION

UDO Section 2.28.4(A) states that the Historic District Commission shall approve, approve with conditions, or deny an application for a COA Major Works based on the criteria established in UDO Section 2.28.20. To either approve or deny a *Certificate of Appropriateness – Major Work* application, the Historic District Commission must make findings of fact and conclusions to the applicable standards. The Historic District Commission shall first vote on whether the application is complete

and the facts submitted are relevant to the case. The Historic District Commission shall then vote on whether the application complies with the Criteria for a Certificate of Appropriateness, including the Principles and Guidelines of the Historic District. Staff has prepared Draft Findings of Fact for the Commission's consideration which can be found below. The Commission may discuss, amend and/or adopt these Findings of Fact.

I move to:

- 1) Adopt **Attachment A** of the staff report, as drafted, as Findings of Fact.

-OR-

- 2) Adopt **Attachment A** of the staff report as Findings of Fact, with the following changes:

Therefore, I move to:

- 1) Approve HD-21-25

- OR -

- 2) Approve HD-21-25 with the following conditions of approval:

-OR-

- 3) Deny HD-21-25, based on the following:

“ATTACHMENT A”

FINDINGS OF FACT Case Number: HD-21-25

1. The Historic District Commission finds that the application is complete and that the facts submitted are relevant to the case because the request for a Certificate of Appropriateness (COA) Major Work approval has met the specified submittal requirements as outlined in the Town of Southern Pines Unified Development Ordinance (UDO) Appendices. The applicants have submitted adequate evidence addressing the criteria for a COA Major Work, including images, and relevant documentation. The evidence provided includes sworn testimony by qualified experts and substantiated materials.

2. The Historic District Commission finds that the application is consistent with UDO §2.28.10(A)-(C), the Town of Southern Pines Historic District Design Guidelines, as well as the standards provided by the Department of the Interior, for the following reasons:
 - A. The Commission finds that the replacement of the existing slate roof with a new white standing-seam metal roof will not adversely affect the historic character of the contributing building or the Southern Pines Historic District. According to the applicant, the existing roof contains asbestos and is in need of repair. The proposed replacement maintains the roof's existing shape, slope, and proportions while providing a durable, long-lasting, and visually compatible material.

 - B. The Commission finds that no character-defining historic features or contributing elements will be removed, damaged, or obscured. The roof replacement preserves the building's historic form, profile, and visual presence in the district. The work is reversible in principle; future replacement with historically appropriate materials could be undertaken if desired.

 - C. The Commission further finds that the proposed work is consistent with the Historic District Design Guidelines, the applicable provisions of the Unified Development Ordinance, and the Secretary of the Interior's Standards for Rehabilitation. The new roof is distinguishable yet compatible with the historic materials, maintains existing proportions, and does not create a false sense of historical development. The Commission Finds that no character-defining historic features or contributing elements will be removed, damaged, or obscured. The proposed light poles are freestanding and located at a respectful distance from contributing structures. The installation is fully reversible and does not entail structural attachment or alteration to the existing historic character of the area.

3. Therefore, based on the evidence presented, the Commission finds that the proposed work meets the applicable standards. The Certificate of Appropriateness, as drafted, is incorporated herein and approved as the scope of work.

DRAFT CERTIFICATE OF APPROPRIATENESS – MAJOR WORK
Case Number: HD-21-25

Addresses of proposed work: 107 E. Broad Street, Southern Pines, NC 28387

The Town of Southern Pines Historic District Commission has reviewed the application submitted and approved a request for a **Certificate of Appropriateness – Major Work**, for Gary Thomas for the following scope of work:

- I. Replacement of the existing slate roof with a new white standing-seam metal roof:
 - The roof will maintain the existing slope, shape, and profile of the historic roof.
 - The new roof material and color are visually compatible with the historic character of the building and surrounding district.
 - No other modifications or character-defining architectural features are authorized under this Certificate.

All work shall be completed in accordance with the submitted application and supporting materials dated August 28, 2025, together with supplemental materials, as submitted for the October 09, 2025 evidentiary hearing, all of which are incorporated into this Certificate by reference.

Please reference project file for project specifics and associated documentation.

This certificate is valid pursuant to the development approval timeframes described in UDO §2.8.1 (24 months from the date of approval). Please notify the Town of Southern Pines Planning Office when the work is complete OR IF THE SCOPE OF WORK CHANGES IN ANY MANNER FROM WHAT IS STATED IN THIS CERTIFICATE. If you are unable to complete the above-approved project within the development approval timelines, please contact the Town of Southern Pines Planning Office at (910) 692-4003 regarding extension of the development approval timeline pursuant to UDO §2.8.2.



RECEIVED

AUG 28 2025

BY: Mason...Mattox

Certificate of Appropriateness – Major Work

MM

Date Received: 08-28-25 Fee Paid: yes Case No.: HD 21-25

Project Information:

Street Address: 107 NE BROAD ST-

PIN: _____

Parcel ID: _____

Site Size: _____

Zoning: _____

Applicant:

Name(s): Gary Thomas

Email: gthomas4444@gmail

Phone: 910-639-4573

Mailing Address: 8 Burning Tree Place Foxfire Village NC

Authorized Agent, if different from Applicant:

Name(s): _____

Email: _____

Phone: _____

Mailing Address: _____

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

Name(s): _____

Email: _____

Phone: _____


Mailing Address: _____

TO THE TOWN OF SOUTHERN PINES HISTORIC DISTRICT COMMISSION:

I submit this application for a Certificate of Appropriateness – Major Work to make the following change(s) which may alter the exterior appearance of property within the Town of Southern Pines Historic District:

Replace roof with standing metal seam
white

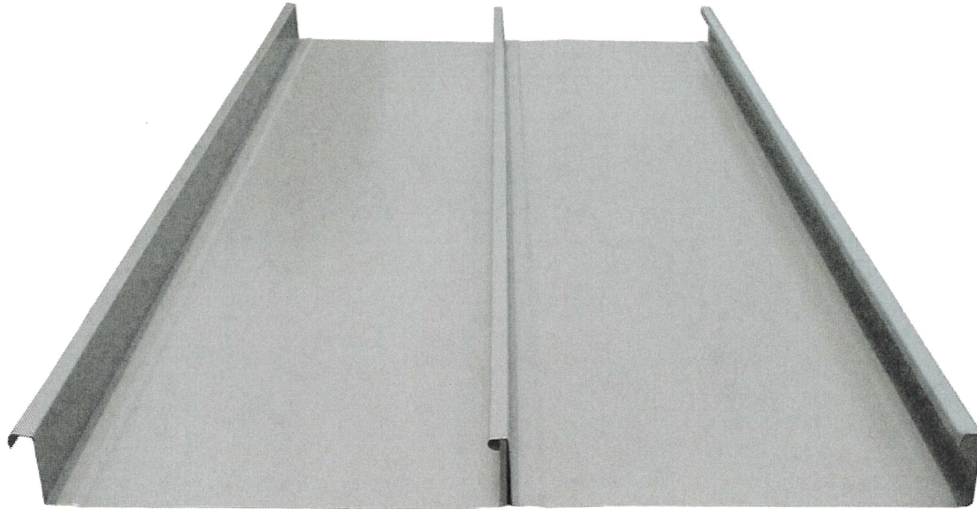
Date: 8/28/15



Applicant

Note: The attached Appointment of Agent form must be submitted if the Applicant is not the property owner.

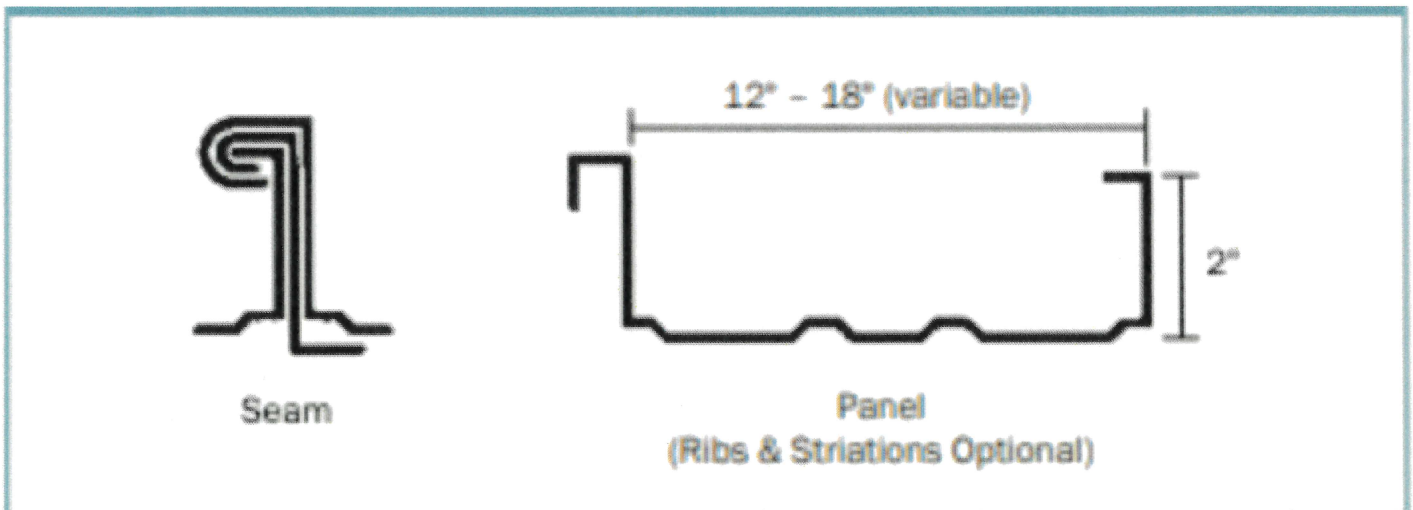
PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
801 SE Service Road, Southern Pines, NC 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net



Profile With Ribs

The standing seam metal roofs that come with pencil ribs come in a variety of appearances but basically function the same.

These types of standing seam profiles provide a stronger roof panel for your home.



7 Insurance Discounts Every Homeowner Needs to Know





Planning Staff Report

To: Historic District Commission
From: Mason Mattox, Planner II

Date: October 09, 2025

Re: HD-22-25 – New Signage at Downtown Park

I. SUMMARY OF APPLICATION REQUEST:

Graham Purcell, Parks & Grounds Superintendent for the Town of Southern Pines, is requesting a Certificate of Appropriateness – Major Works for the placement of two free-standing signs in Downtown Park, along with associated landscaping improvements. The application seeks approval for both signs, with one already in place, to confirm that the installation aligns with the Town’s design standards. This request therefore includes:

- Replacement of the existing sign at the corner of East Pennsylvania Avenue and South Ashe Street.
- Replacement of the existing sign at the corner of East New York Avenue and SE Broad Street (this request is after-the-fact; the new sign is already installed and the old one removed).
- Very minor landscaping around the base of the signs.
- Both the former signs were of the same white painted wood design with an arched top. Both the proposed and already installed signs consist of a new wooden-post supported panel sign with landscaping.

II. SITE INFORMATION:

A. Applicant & Authorized Agent

Graham Purcell, Town of Southern Pines Buildings and Grounds Superintendent

B. Property Owner

The Town of Southern Pines

Figure 1: Historic District Map (Subject Areas are Circled in Blue)

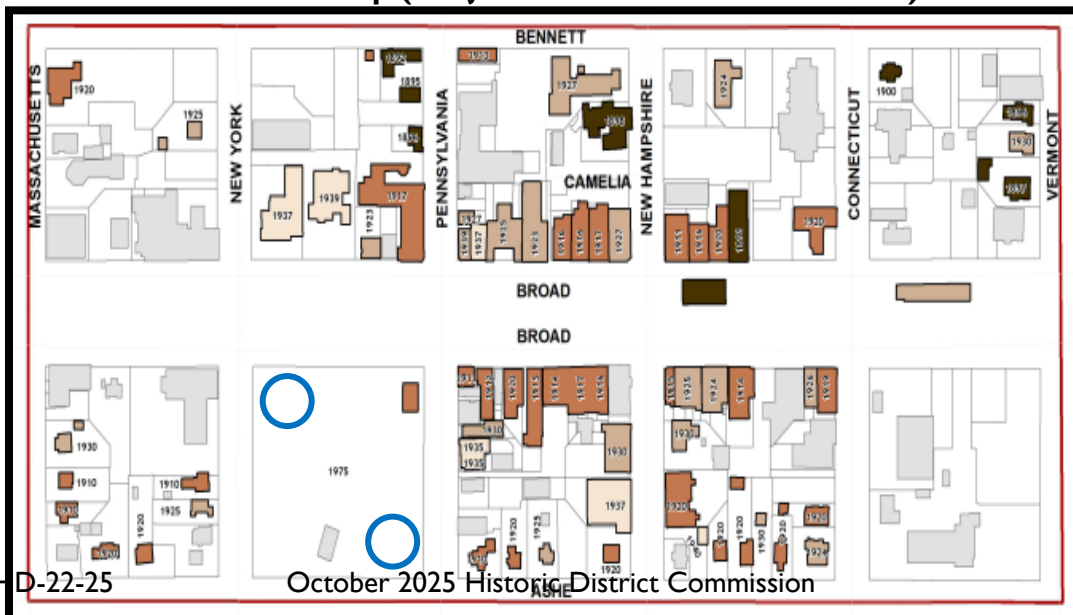


Figure 2: Existing Signage



Images are from the existing sign at the corner of Ashe Street and Pennsylvania Avenue, and are proposed for removal. An identical sign was previously removed at the corner of Broad Street and New York Avenue.

Figure 3: Proposed Signage



Images are from existing signage at the corner of Broad Street and New York Avenue, also seeking approval in this application.

III. STAFF REVIEW:

I. Application Processing and Public Notice

1. Application submitted: Not Applicable (Town Project)
2. Notice of Public Hearing:
 - Posted On-site: September 18, 2025
 - Mailed: September 22, 2025
 - Internet: September 18, 2025
3. HDC Evidentiary Hearing: Thursday, October 09, 2025

2. Application Materials

A complete application has been submitted. Staff has photographed the existing (“proposed”) signage, and all materials are enclosed as attachments to this staff report.

3. Criteria for Review

Each criterion is listed below in bold, and *italicized* staff comments follow.

Section 2.28 Certificate of Appropriateness – Major Work.

2.28.10. Criteria

A. In considering an application for a Certificate of Appropriateness, the Commission shall take into account the historical and/or architectural Significance under consideration and the exterior form and appearance of any proposed additions or modifications to that structure that are visible from a public Right-of-Way. The Commission shall not consider interior arrangement or use.

The signs are located within the Southern Pines Historic District. While the signs themselves are not historic, their design, scale, and placement must remain compatible with the character of the park and district. The new wooden-post signs incorporate natural colors, scale, and materials consistent with the park setting. Landscaping is minimal and reversible.

B. The Commission shall consider the following factors when determining whether the application is or is not congruous with the historic aspects of the Historic District:

- 1) The height of the building in relation to the average height of the nearest adjacent and opposite buildings.
Staff find this factor inapplicable as no changes to the building height are proposed.
- 2) The setback and placement on lot of the building in relation to the average setback and placement of the nearest adjacent and opposite buildings.
Signs remain at established park corners; no change to placement pattern has been proposed.
- 3) Exterior construction materials, including texture and pattern.
New panels with wood posts; compatible with the park and district.

- 4) Architectural detailing, such as lintels, cornices, brick bond and foundation materials.
Staff find this factor inapplicable as signage does not include architectural detailing.
- 5) Roof shapes, forms and materials.
Staff find this factor inapplicable as signage does not incorporate a roof.
- 6) Proportion, shape, positioning and location, pattern and size of any elements of fenestration.
Staff finds this factor inapplicable as no fenestration is being proposed.
- 7) General form and proportions of buildings and structures.
Staff find the new signs to be modest in scale, rectangular in form, and consistent with the general proportions of the previous signs.
- 8) Appurtenant fixtures and other features such as lighting.
Staff find the addition of minor landscaping at the base of both signs to be compatible and reversible; no lighting is proposed.
- 9) Structural conditions and soundness.
Staff find the new signs to be structurally sound, with one already installed without issue.
- 10) Architectural scale.
Staff find the scale modest and appropriate to the park entrances and surrounding district.
- 11) Secretary of the Interior Guidelines.

The Standards (Department of the Interior regulations, 36, CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Staff find the proposal for the addition of two signs to be consistent with the Standards as they are compatible, reversible, and do not remove or obscure historic features.

C. Prior to approving the application, the Commission shall make the following findings:

- 1) Work is compatible and appropriate in preserving, retaining, repairing, or restoring the defining historic character of a property and the district. Specifically, the work is considered compatible and appropriate in terms of material, design, dimensions, mass, scale, orientation, color and other applicable considerations;

Staff find the new freestanding signs compatible with the park and district in terms of material, scale, form, and color.

- 2) Work does not damage or remove significant character defining features of the building and will not adversely affect its contribution to the larger historic district; and

No character-defining features would be removed or altered.

- 3) Work is consistent with the adopted design guidelines for the historic district.

The project meets the Town's Historic District Design Guidelines by that new/replacement signage is not bold in color, and does not obstruct from the surrounding area.

4. Additional Town Comments

No additional comments.

5. Staff Recommendation

Planning staff recommend approval of the Certificate of Appropriateness – Major Work for the replacement of one sign, and approval of an existing sign that has already replaced a previous. The proposed signage is modest in scale, and therefore staff find this application to be consistent with the Secretary of Interior’s Standards, the Town’s Unified Development Ordinance, and the Town’s Historic District Design Guidelines.

IV. ATTACHMENTS:

- I. Application

V. HISTORIC DISTRICT COMMISSION ACTION

UDO Section 2.28.4(A) states that the Historic District Commission shall approve, approve with conditions, or deny an application for a COA Major Works based on the criteria established in UDO Section 2.28.20. To either approve or deny a *Certificate of Appropriateness – Major Work* application, the Historic District Commission must make findings of fact and conclusions to the applicable standards. The Historic District Commission shall first vote on whether the application is complete and the facts submitted are relevant to the case. The Historic District Commission shall then vote on whether the application complies with the Criteria for a Certificate of Appropriateness, including the Principles and Guidelines of the Historic District. Staff has prepared Draft Findings of Fact for the Commission’s consideration which can be found below. The Commission may discuss, amend and/or adopt these Findings of Fact.

I move to:

- 1) Adopt **Attachment A** of the staff report, as drafted, as Findings of Fact.

-OR-

- 2) Adopt **Attachment A** of the staff report as Findings of Fact, with the following changes:

Therefore, I move to:

- 1) Approve HD-22-25

- OR -

- 2) Approve HD-22-25 with the following conditions of approval:

-OR-

3) Deny HD-22-25, based on the following:

“ATTACHMENT A”

FINDINGS OF FACT Case Number: HD-22-25

- I. The Historic District Commission finds that the application is complete and that the facts submitted are relevant to the case because the request for a Certificate of Appropriateness (COA) Major Work approval has met the specified submittal requirements as outlined in the Town of Southern Pines Unified Development Ordinance (UDO) Appendices. The applicants have submitted adequate evidence addressing the criteria for a COA Major Work, including images, and relevant documentation. The evidence provided includes sworn testimony by qualified experts and substantiated materials.
2. The Historic District Commission finds that the application is consistent with UDO §2.28.10(A)-(C), the Town of Southern Pines Historic District Design Guidelines, as well as the standards provided by the Department of the Interior, for the following reasons:
 - A. The Commission finds that the replacement of the former arched park signs with panel signs supported on natural wood posts will not adversely affect the historic character of Downtown Park or the Southern Pines Historic District. The new signs maintain similar placement and orientation, are modest in scale, and use simple, compatible materials that complement the park setting without detracting from nearby contributing structures.
 - B. The Commission finds that no character-defining historic features or contributing elements will be removed, damaged, or obscured. The signs are freestanding within a landscaped area, independent of contributing buildings or structures. The work is reversible in principle, as the signs and associated landscaping can be removed without permanent alteration to historic fabric.
 - C. The Commission further finds that the proposed work is consistent with the Historic District Design Guidelines, the applicable provisions of the Unified Development Ordinance, and the Secretary of the Interior’s Standards for Rehabilitation. The signs use natural materials and subdued colors, maintain appropriate proportions, and do not create a false sense of historical development. One sign was installed prior to review (after-the-fact); however, it does not attach to or alter any contributing feature, and its installation remains reversible.
3. Therefore, based on the evidence presented, the Commission finds that the proposed work meets the applicable standards. The Certificate of Appropriateness, as drafted, is incorporated herein and approved as the scope of work.

DRAFT CERTIFICATE OF APPROPRIATENESS – MAJOR WORK
Case Number: HD-22-25

Addresses of proposed work: Downtown Park, Southern Pines, NC 28387

The Town of Southern Pines Historic District Commission has reviewed the application submitted and approved a request for a **Certificate of Appropriateness – Major Work**, for Graham Purcell for the following scope of work:

- I. Replacement of two freestanding Downtown Park signs (at East Pennsylvania & South Ashe, and at East New York & SE Broad).
 - Signs consist of panels supported by wooden posts as displayed with this report.
 - Landscaping at base shall remain minor and reversible.
 - One sign (Broad Street corner) is hereby approved after-the-fact.
 - No other modifications or character-defining architectural features are authorized under this Certificate.

All work shall be completed in accordance with the submitted application and supporting materials, as submitted for the October 09, 2025 evidentiary hearing, all of which are incorporated into this Certificate by reference.

Please reference project file for project specifics and associated documentation.

This certificate is valid pursuant to the development approval timeframes described in UDO §2.8.1 (24 months from the date of approval). Please notify the Town of Southern Pines Planning Office when the work is complete OR IF THE SCOPE OF WORK CHANGES IN ANY MANNER FROM WHAT IS STATED IN THIS CERTIFICATE. If you are unable to complete the above-approved project within the development approval timelines, please contact the Town of Southern Pines Planning Office at (910) 692-4003 regarding extension of the development approval timeline pursuant to UDO §2.8.2.



Certificate of Appropriateness – Major Work

MM

Date Received: _____ Fee Paid: N/A Case No.: HD 22-25

Project Information:

Street Address: Downtown Park

PIN: _____ Parcel ID: PARID 00039725

Site Size: _____ Zoning: _____

Applicant:

Name(s): The Town of Southern Pines

Email: _____ Phone: _____

Mailing Address: 125 SE Broad Street, Southern Pines, NC 28387

Authorized Agent, if different from Applicant:

Name(s): Graham Purcell, Parks and Grounds Superintendent

Email: _____ Phone: _____

Mailing Address: _____

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

Name(s): _____

Email: _____ Phone: _____

Mailing Address: _____

TO THE TOWN OF SOUTHERN PINES HISTORIC DISTRICT COMMISSION:

I submit this application for a Certificate of Appropriateness – Major Work to make the following change(s) which may alter the exterior appearance of property within the Town of Southern Pines Historic District:

The construction of two free-standing monument signs in Downtown Park; one adjacent to

the corner of East Pennsylvania Avenue and South Ashe Street, and one (existing) adjacent

to the corner of SE Broad Street and East New York Avenue. Landscaping around the

signage is also proposed with this application.

Date:

9-24-25



Applicant

Note: The attached Appointment of Agent form must be submitted if the Applicant is not the property owner.

PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
801 SE Service Road, Southern Pines, NC 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net

7.22.25

APPOINTMENT OF AGENT

The undersigned owner(s), TOSP, hereby appoint(s) Graham Purcell as the exclusive agent for the purpose of making an application to the Town of Southern Pines for a **Certificate of Appropriateness – Major Work** on the property described in the attached application. The owner(s) hereby agrees 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 Historic District Commission for the issuance of a **Certificate of Appropriateness – Major Work** on 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 a **Certificate of Appropriateness – Major Work** under the Southern Pines Unified Development Ordinance.

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

Signed this 24 day of September, 2024

TOSP  Jessica Roth
Property Owner


Print Name


Agent